

# Criteria for Working Titles

## About

The University utilizes a staff classification system designed to be descriptive of the work performed across many varied jobs at the institution. Official job classifications help categorize, describe, and group similar positions used in a variety of different settings. The University employs set standards when naming different job classifications in order to ensure consistency across like-functions.

From time to time, departments may find that a job title does not provide sufficient detail to internal and external constituents regarding the nature of a specific role. In such cases, a “working title” may be a useful tool to more clearly or precisely describe the function, responsibilities and scope of an individual job assignment.

A [“working title”](#) refers to an unofficial title used for the purposes of providing clarity about a specific role, in order to differentiate it from similar roles within a work group or distinguish between specialties in a classification.

## Appropriate Use

Working titles may be used for:

- Job postings
- Internal departmental job descriptions and employee files
- Regular business correspondence, both internal and external to the University
- The public UNM directory, updated through Self-Service

A working title should:

- Provide a more specific description of the work performed, thereby adding clarity to the nature and purpose of an individual role
- Align with the level of authority and responsibility, nature and scope of the assigned job classification
- Demonstrate consistency with professional/industry practice

## Important Considerations

A working title cannot be duplicative of an existing job classification [within the University's classification system](#). Additionally, a working title must not misrepresent the University and/or the authority of the position.

Examples of appropriate and inappropriate working titles are demonstrated below:

Official Job Title	Working Title Example	Rationale
Program Manager	✗ Program Director	<i>Infers a degree of authority not representative of the job classification</i>

	✓ (Grant Name) Manager	<i>Provides clarity regarding a specific grant managed by the position</i>
Unit Administrator 2	✗ Strategic Support Manager	<i>Duplicative of an existing job classification</i>
	✓ (Department Name) Administrator	<i>Provides specificity regarding the area supported by the position</i>
Research Scientist 1	✓ (Area of Research) Researcher	<i>Provides industry-specific language, in alignment with the official job title</i>

✓: Indicates appropriate use

✗: Indicates inappropriate use

## Frequently Asked Questions

Q: Are departments required to use working titles?

A: No. The official classification title should be used as the standard and accepted practice for the majority of positions at the University. Working titles should be considered when additional specificity is needed to effectively communicate the nature and role of a position to internal and external constituents.

Q: Does a working title affect my compensation?

A: No. Employee compensation is determined based on the official job classification, rather than an unofficial working title. Job classifications are tied to established salary grades within the [UNM Salary Structures](#). The grade provides a salary range designed to align with competitive rates in the marketplace.

If a department utilizes an inflated working title, an employee may feel entitled to a rate of pay that does not align with the actual market value of the work performed. For this reason, departments should be careful in ensuring that working titles align with the guidelines outlined above.

Q: Can a department use a working title in lieu of changing an employee's classification?

A: No. An employee's job should be classified within a position that accurately reflects the nature, scope, and level of work performed. While a working title may provide clarity regarding a job, it should not be used in lieu of classifying the position appropriately.

# TITLE

## Leveling Conventions

POSITION	Responsibilities
Chief	A senior-level, single incumbent position with University-wide impact. Typically, reports to the President or an executive officer (EVP/Sr VP).
Executive Director	Oversees many directors and/or departments or organizations
Director	Oversees all facets of a single department
Associate Director	Typically a single incumbent position within an organization. Serves as second in command to the Director. Oversees and manages units.
Assistant Director	May have 2-3 incumbents within an organization. Supports the Director. Oversees multiple managers and units.
Officer	Typically represents a top authority in a subject matter. Commonly a single-incumbent position.
Senior Manager	Oversees managers (several layers of hierarchy within an organization); leads multiple sub-units
Manager	Manages an area, sets team direction and is accountable for results
Supervisor	Oversees several line-staff (not students); primary duty is supervision
Senior	Operates at a higher capacity than a related lower-level position; requires a greater degree of technical skill (ex: Facilities Services Tech versus Sr Facilities Services Tech)
Lead	Provides guidance and functional direction to lower-level staff
Specialist	Specializes in a defined area of expertise, which may require certification/licensure
Consultant	Primary duty is to provide advice and guidance to others
Analyst	Primary duty is to perform analysis of data and compile reports, data, and statistics
Representative	Provides front-line service to a range of customers
Technician	Performs technical work, typically requiring certification/licensure
Assistant	Performs support functions