Non-IT Sample Duties and Responsibilities Statements

Band D – Foremost Subject Matter Expert/Program Administrator

- Mandatory Field: Provides staff support in the following field of assignment or subject matter area: ________________.
- Conceives, develops, submits, presents, and solicits sponsor support for major proposals, e.g., ____________________________, addressing University-wide needs, e.g., ____________________________.
- Plans, schedules, budgets, coordinates, and directs detailed phases of a number of large projects, e.g., ____________________________, or a project of major impact, e.g., ____________________________, at the University.
- Conceives, organizes, plans, and guides investigations emphasized by top levels of University management that result in inventions, e.g., ____________________________, new and improved concepts, e.g., ____________________________, systems, e.g., ____________________________, or techniques, e.g., ____________________________, that are regarded as state-of-the-art advances relating to ____________________________.
- Plans, organizes, executes, evaluates, and coordinates the work of a technical specialty area, e.g., ____________________________, major program, e.g., ____________________________, or other important initiative, e.g., ____________________________.
- Serves as the University’s foremost technical specialist and recognized authority relating to ____________________________, and represents the University at various symposia, meetings, or conferences at both national and international levels.
- Identifies the need for comprehensive analyses, e.g., ____________________________, formulates proposals for original studies, e.g., ____________________________, directs analysis of existing and new systems of major impact to the University, e.g., ____________________________, and justifies and presents proposals, e.g., ____________________________, and results, e.g., ____________________________, to appropriate authorities, e.g., ____________________________.
- Responsible for system developments or the direction of technology-based research, e.g., ____________________________, that impact on a college’s, institute’s, or University mission.
- Formulates and guides a research effort on a problem, e.g., ____________________________, recognized as a critical obstacle to the progress, development, or test and evaluation in a specialty area, e.g., ____________________________, of top-level University management interest.
- Responsible for theoretical or experimental studies, e.g., ____________________________, contributes inventions, e.g., ____________________________, formulates new and improved concepts, e.g., ____________________________, theories, e.g., ____________________________, techniques, e.g., ____________________________, implementations, e.g., ____________________________, or tests and evaluations, e.g., ____________________________, of major impact and considerable sophistication requiring a thorough understanding.
- Serves as the University’s foremost technical specialist and recognized authority in the application of advanced concepts, principles, applications, equipment, and/or test and evaluation techniques relating to ____________________________.

Program Management Responsibilities

- Supervises, technically and administratively, a medium-to-large work force of a University organizational group, e.g., ____________________________, or program office, e.g., ____________________________, whose work has major impact on one or more University efforts involving critical technical issues.
- Serves as a second-level or higher supervisor in ____________________________, and who supervises, through subordinate supervisors or team leaders, a sizable number of employees with a substantial number of employees, e.g., ____________________________, supervised at the Band B, C, and/or D supervisors, e.g., ____________________________.
Non-IT Sample Duties and Responsibilities Statements

Band D – Foremost Subject Matter Expert/Program Administrator

- Serves as a supervisor of a medium-to-large work force in ________________________________ and whose work has major impact on one or more University efforts, e.g., ________________________________, involving critical technical issues, e.g., ________________________________.
- Serves as a full deputy or associate to a second-level or higher supervisor in ________________________________ and is responsible for technical and administrative supervision, through subordinate supervisors or team leaders, of a sizable number, e.g., ________________________________, of employees.
- Responsible for a college, e.g., ________________________________, program, e.g., ________________________________, or facility, e.g., ________________________________, that has considerable interaction with other colleges or programs, sponsors, and contractors, and requires the services of a substantial number of professional employees, e.g., ________________________________.
- Serves as a technical manager of a major program, e.g., ________________________________, requiring substantial interfacing, directing, coordinating, planning and scheduling across broad organizational lines and interaction with top University management and sponsors.
- Serves as a technical manager of a major systemwide program, e.g., ________________________________, involving planning, directing, coordinating, staffing, and scheduling across broad organizational lines and interaction with senior management within and outside the University.