

## HUMBOLDT STATE UNIVERSITY

### STUDENT EMPLOYMENT CLASSIFICATION LEVELS

Three classification levels are provided to promote campus-wide consistency in distinguishing between the different levels of skill for duties performed by student employees and to promote comparable pay rates for equivalent work. See Attachment 1, Student Employee Classification Levels.

Each department is responsible for determining the classification level of a position based on the duties and responsibilities required to perform the job and not on the innate ability of an incumbent, the incumbent's longevity on the job, or the availability of departmental funding. A job description that briefly outlines the duties of a position should be developed and the level determined prior to filling the position. The job description should be kept on file in the hiring department.

Students should be assigned to the appropriate classification level using the following chart as a guide. Determine the level based on the distinctive characteristics of each specific position and the following descriptions that best fit the majority of the job duties.

Level I	Level II	Level III
Routine, repetitive, non-technical clerical or manual tasks which require only a brief training period	Variety of clerical or manual tasks of average difficulty; may involve moderate to heavy physical exertion	Variety of special or difficult, technical tasks; given complex assignments
Previous experience, education or specialized skills not required	Job-related experience, education or specialized skills required	Extensive job-related experience, education or advanced specialized skills required
Limited responsibility; length of service does not increase level of responsibility	Initiative, independent judgment and decision-making ability may be required	Problem solving and decision making using considerable independent judgment may be required
Under direct supervision; minimal direction required once trained	Under moderate supervision; close supervision when performing work out of the normal routine	Under minimal supervision; expected to work independently on most assignments

Typical tasks:

filing, photocopying, light typing, answering telephone and taking messages, sorting and distributing mail, book shelving, ushering, taking tickets, basic grounds and custodial maintenance work, cleaning lab and glassware, serving food, dishwashing

Typical tasks:

general clerical tasks requiring proficient typing, receptionist duties requiring thorough knowledge of office policies, procedures, and programs; tutoring, grading, trained library assistance, research and lab assistance, van driving, assisting skilled trades workers

Typical tasks:

advanced tutoring or peer counseling, complicated or technical research or lab assistance, computer analysis and user support, bus driving, performing musical accompaniment