

Title	Academic Coding Primary and Secondary Jobs
Version	1.1
Date	20100920
Created by	Janice Minder, SDBOR
Edited by	Minder
Copyright	South Dakota Board of Regents
Process Owner	Human Resources
Dept/Division	Human Resources
Get help with this process	Janice Minder, Sam Gingerich, Paul Turman
Processes	NTRPCLS
	PZRAAEO
	PZRIPEDS
	NBAPOSN
	NA

Description:

AAC and BAC met to discuss appropriate coding for purposes of primary and secondary jobs. This logic impacts many different reporting needs: Open.Gov, Governor Budget Reporting Book, PZRAAEO, PZRIPEs, etc.

Reference Information:

AAC Recommendation/Practice:

Executive Level – Has a PTVESKL of 1A. This group of classifications plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. They include, in larger organizations, those individuals within two reporting levels of the CEO, whose responsibilities require frequent interaction with the CEO. Examples of these kinds of managers are: chief executive officers, chief operating officers, chief financial officers, line of business heads, presidents or executive vice presidents of functional areas or operating groups, chief information officers, chief human resources officers, chief marketing officers, chief legal officers, management directors and managing partners.

Line Administrators – Has a PTVESKL of 1B and a few 20. Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. They implement policies, programs and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management. Examples of these kinds of managers are: vice presidents and directors, group, regional or divisional controllers; treasurers; human resources, information systems, marketing, and operations managers.

Program Administrator – Has a PTVESKL of 1B. These managers receive directions from the Executive/Senior Level and possibly Line Managers. These positions manage programs and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management. These program administrators for the academic side have some oversight in course scheduling but do not provide performance evaluations or assignments.

Professional Staff Series – Has a PTVESKL of 30 or 40 typically. Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish persons qualifications. Examples of these kinds of positions include: accountants and auditors; airplane pilots and flight engineers; architects; artists; chemists; computer programmers; designers; dieticians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists;

physicians and surgeons; social scientists; teachers; and surveyors. Jobs in this category may also include activities that require applied scientific skills, usually obtained by post secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required. Examples of these types of positions include: drafters; emergency medical technicians; chemical technicians; and broadcast and sound engineering technicians.

Faculty Series – Has a PTVESK of 20 typically. This is the series for instructional and research faculty related disciplines.

Career Services Series – Has a PTVESKL of 6A, 6B, 6C, 50, 70 and A0 typically. This series is managed by the State Bureau of Personnel.



JM - NTRPCLS.xls

Positions will be grouped into five sets based on the full set of PCSL (position class) codes used in the HR system. Since this system assigns similar positions to similar numeric ranges, the five sets of numeric ranges established here will be used:

1. Executive (00000 – 00199) (CEO, CAO, CFO...)
2. Line Administrator (00200-00299) (deans, department chairs/coordinators ...)
3. Program Administrator (00300-00399) (director of a center, coordinator of a program...)
4. Faculty/Research Faculty (00600-01900)
5. All others

To code employees with multiple assignments, the following procedure will be followed:

1. The appropriate PCSL code will be identified for each part of the individual's assignments. These are always on NTRPCLS and not overridden on NBAPOSN. Therefore, be sure you have the correct NTRPCLS on NBAPOSN.
2. These sets are listed in priority order, i.e., Set 1, Executive, is a higher priority than Set 2, Line Administrator, which is a higher priority than Set 3, Program Administrator, etc. The position assigned the code falling into the highest priority set will be established as the primary position. All other positions will be secondary.
3. If an individual has a split appointment with highest priority given to multiple assignments in any one of these sets [meaning within the same grouping, i.e., faculty/research], the percentage of effort will determine which is given primary importance.
4. In cases where these assignments within a set are assigned equal percent effort, the one with the numerically lower PCSL code will be assigned primary importance.

Individuals may have multiple secondary assignments. The percentage assigned to each portion of an individual's total responsibilities will be equal to the percent time the employee will be expected to commit to the responsibility.

Related Documents:

PZRIPEDS uses NTRPCLS and NBAPOSN.

PZRAAEO uses NTRPCLS and NBAPOSN.

NBAPOSN uses NTRPCLS.

NBAJOBS uses NBAPOSN and NTRPCLS.

Open.Gov uses data from NBAJOBS.

Links:

NA