

APPENDIX D

MONROE COUNTY COMMUNITY COLLEGE

**SUPPORT STAFF
POSITION EVALUATION PLAN**

(JOB FACTORS AND POINT SYSTEM)

MONROE COUNTY COMMUNITY COLLEGE

SUPPORT STAFF

POSITION EVALUATION PLAN

Job Factors

1. Education and Relevant Experience
2. Judgment and Independence of Action
3. Internal and External Relations
4. Supervisory or Managerial Responsibility
5. Job Complexity
6. Responsibility for the Safety and Convenience of Others
7. Technology
8. Impact on Programs, Services, and Operations
9. Work Environment

Grade Classification
Full-time Support Staff
Monroe County Community College

Grade I 751-900 Points

No current positions

Grade II 901-1050 Points

No current positions

Grade III 1051-1200 Points

No current positions

Grade IV 1201-1350 Points

Accounts Receivable Clerk
Administrative Assistant for Human Resources
Administrative Assistant for Lifelong Learning
Cashier
Circulation/Public Services Assistant (2)
Computer Operator
Receiving Clerk
Switchboard Operator
Technical Services Assistant

Grade V 1351-1500 Points

Administrative Assistant for LAL/At Risk Program
Administrative Assistant to the Registrar
Administrative Assistant to the Director of Learning Resources
Administrative Assistant to the Dean of Business
Administrative Assistant to the Dean of Health Sciences
Administrative Assistant to the Dean of Science/Math
Administrative Assistant to the Dean of Humanities/Social Sciences
Administrative Assistant to the Dean of Industrial Technology
Administrative Assistant for Whitman Center
Administrative Assistant to the Director of Admissions & Guidance Services
Administrative Assistant to the Director of Physical Plant
Administrative Assistant for Workforce Development
Administrative Assistant to the Director of Purchasing & Auxiliary Services
Administrative Assistant for Admissions & Guidance Services
Administrative Assistant to the Manager of Information Systems
Administrative Assistant to the Dean of Corporate & Community Services
Administrative Assistant for Events/Reservations
Administrative Assistant to the Director of Financial Aid
Administrative Assistant to the Executive Director of The Foundation
Computer Lab Technician – Business RCTC/Whitman BLL (2)
Computer Lab Technician – Technology CAD Lab
Culinary Lab Technician
Digital Services Assistant
Financial Aid Assistant (2)
Media Technician

Grade VI 1501-1650 Points (7)

Bookkeeper
Child Care Center Coordinator
Coordinator of Records & Registration
Digital Imaging Specialist
Payroll Clerk

Grade VII 1651-1800 Points (10)

Administrative Assistant to the Vice President of Administration and Treasurer
Administrative Assistant to the Vice President of Instruction
Administrative Assistant to the Vice President of Student & Information Services
Computer Lab Coordinator
Computer Programmer (2)
Coordinator of Grants and Major Gifts
Coordinator of Development and External Affairs
Graphic Designer
Information Systems Technician (2)
Instructional Support Technician

Grade VIII 1801-1950 Points (2)

Housekeeping Foreman
Microcomputer Technician

Grade IX 1951-2100 Points (6)

Accountant
Events /Student Activities Coordinator
Executive Assistant to the President & Board of Trustees
Maintenance Foreman
Network Administrator
Science Laboratory Coordinator

Full-time Grant Positions

Coordinator of Annual Giving & Alumni Affairs (Grade VI)
Coordinator of Advancement Research & Prospect Management (Grade VII)
Coordinator of Welding Grant (Grade VIII)
Coordinator of Learning Bank Network (\$25/hr, off salary schedule)

Grade Classification
Part-time Support Staff
Monroe County Community College

Grade I 751-900 Points

Registration Clerks (5) (after 200 hrs. completion, move to Grade II)

Grade II 901-1050 Points

Registration Clerks

Grade III 1051-1200 Points

Child Care Center Assistant

Grade IV 1201-1350 Points

Accounts Payable Clerk

Cashier (2)

Fitness Activities Coordinator

Production Assistant

Registration Assistant

Student Services Assistant

Switchboard Operator (2)

Technical Assistant

Technical Operations Assistant

Technical Support Assistant

Grade V 1351-1500 Points

Administrative Assistant for Whitman Center

Computer Lab Technician – Business RCTC/Whitman BLL (2)

Computer Lab Technician – Technology CAD Lab (2)

Grade VI 1501-1650 Points

Coordinator of Web & Data Base Services

Security Staff (5)

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Grade VII 1651-1800 Points

No current positions

Grade VIII 1801-1950 Points

Technical Director

Grade IX 1951-2100 Points

Security Supervisor

Part-time Grant positions

Academic Coordinator, Upward Bound (\$25/hr, off salary schedule)

Administrative Assistant, Upward Bound (Grade V)

Grant Program Assistant, Welding (Grade V)

Peer Advisor, Upward Bound (\$10/hr, off salary schedule)