

Sam Houston State University Job Specification List

Title	Grade	Occupational Category
A/C & Refrigeration Mechanic	9	Skilled Craft
A/C & Refrigeration Mechanic Apprentice	7	Skilled Craft
Accountant I	12	Professional
Accountant II	15	Professional
Accountant III	18	Professional
Accounting Clerk I	3	Clerical
Accounting Clerk II	5	Clerical
Accounting Specialist I	7	Technical/Para-Professional
Accounting Specialist II	9	Technical/Para-Professional
Administrative Assistant I	3	Clerical
Administrative Assistant II	5	Clerical
Administrative Assistant III	8	Clerical
Administrative Associate I	9	Technical/Para-Professional
Administrative Associate II	11	Technical/Para-Professional
Administrative Associate III	14	Technical/Para-Professional
Administrative Coordinator I	15	Technical/Para-Professional
Administrative Coordinator II	17	Technical/Para-Professional
Administrative Coordinator III	18	Technical/Para-Professional
Admissions Analyst I	9	Technical/Para-Professional
Admissions Analyst II	11	Technical/Para-Professional
Admissions Analyst III	13	Technical/Para-Professional
Admissions Counselor	9	Professional
Admissions Counselor, Senior	11	Professional
Analyst	14	Technical/Para-Professional
Assistant Academic Advisor	12	Technical/Para-Professional
Assistant Bursar	16	Professional
Assistant Controller	NC	Administrative
Assistant Dean of College	NC	Administrative
Assistant Dean of Students	17	Professional
Assistant Director I	15	Professional
Assistant Director II	18	Professional
Assistant Director III	20	Professional
Assistant Director IV	22	Professional
Assistant Director V	24	Professional
Assistant Foreperson	13	Skilled Craft
Assistant Provost	NC	Administrative
Assistant Treasurer	22	Professional
Assistant Vice President	NC	Administrative
Associate Academic Advisor	14	Technical/Para-Professional
Associate Controller	NC	Administrative
Associate Dean of College	NC	Administrative
Associate Dean of Students	NC	Administrative
Associate Director I	17	Professional
Associate Director II	19	Professional
Associate Director III	21	Professional
Associate Director IV	23	Professional
Associate Director V	25	Professional
Associate Provost	NC	Administrative
Associate Registrar	16	Professional

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Title	Grade	Occupational Category
Associate Vice President	NC	Administrative
Associate Vice Provost	NC	Administrative
Athletic Trainer	15	Professional
Athletic Trainer Assistant	12	Professional
Automotive Mechanic	9	Skilled Craft
Bindery Worker	4	Service/Maintenance
Budget Analyst I	15	Professional
Budget Analyst II	18	Professional
Budget Consultant	NC	Administrative
Bursar	NC	Administrative
Business Analyst I	16	Technical/Para-Professional
Business Analyst II	18	Professional
Business Analyst III	20	Professional
Business Analyst IV	22	Professional
C J Publications Officer	13	Professional
Campus Space Planner	14	Professional
Career & Technology Education Intern	1	Clerical
Carpenter	9	Skilled Craft
Case Manager	17	Professional
CFO & Senior VP for Operations	NC	Administrative
Charter School - Elementary Classroom Teacher	18	Professional
Charter School - Paraprofessional	1	Technical/Para-Professional
Charter School Diagnostician	18	Professional
Charter School Principal (Dir)	NC	Administrative
Chief Marketing Officer	NC	Administrative
Chief of Staff	NC	Administrative
Chief Strategy Officer	NC	Administrative
Coach, Associate Coach	12	Professional
Coach, Assistant Coach	NC	Administrative
Coach, Assistant Head Coach	NC	Administrative
Coach, Head Coach	NC	Administrative
Coach, Head Coach Baseball	NC	Administrative
Coach, Head Coach Football	NC	Administrative
Coach, Head Coach Men's Basketball	NC	Administrative
Construction Inspector/Observer Senior	15	Professional
Controller	NC	Administrative
Controls Technician	9	Technical/Para-Professional
Coordinator I	12	Professional
Coordinator II	15	Professional
Coordinator III	17	Professional
Coordinator IV	21	Professional
Coordinator V	25	Professional
Custodial Foreperson	9	Service/Maintenance
Custodial Services Supervisor	11	Professional
Custodian	3	Service/Maintenance
Custodian, Lead	5	Service/Maintenance
Cybersecurity Analyst I	18	Professional
Cybersecurity Analyst II	20	Professional
Cybersecurity Analyst III	22	Professional

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Title	Grade	Occupational Category
Data Center Operations Specialist I	13	Technical/Para-Professional
Data Center Operations Specialist II	15	Technical/Para-Professional
Data Center Operations Supervisor	17	Professional
Database Administrator I	14	Professional
Database Administrator II	16	Professional
Database Administrator III	18	Professional
Database Administrator IV	20	Professional
Dean of College	NC	Administrative
Dean of Graduate Studies	NC	Administrative
Dean of Students	NC	Administrative
Dean/Dir CJ College & Center	NC	Administrative
Development Research Analyst	12	Technical/Para-Professional
Digital Graphic Technician	11	Technical/Para-Professional
Director	NC	Administrative
Dispatcher I	7	Technical/Para-Professional
Dispatcher II	8	Technical/Para-Professional
Dispatcher III	9	Technical/Para-Professional
Dispatcher IV	10	Technical/Para-Professional
Dispatcher Supervisor I	12	Technical/Para-Professional
Dispatcher Supervisor II	14	Technical/Para-Professional
Electrician I	8	Skilled Craft
Electrician II	9	Skilled Craft
Electrician III	10	Skilled Craft
Electrician IV	11	Skilled Craft
Enterprise Resource Planning (ERP) Analyst I	16	Technical/Para-Professional
Enterprise Resource Planning (ERP) Analyst II	18	Professional
Enterprise Resource Planning (ERP) Analyst III	20	Professional
Enterprise Resource Planning (ERP) Analyst IV	22	Professional
Enterprise Resource Planning (ERP) Database Administrator I	16	Professional
Enterprise Resource Planning (ERP) Database Administrator II	18	Professional
Enterprise Resource Planning (ERP) Database Administrator III	20	Professional
Enterprise Resource Planning (ERP) Database Administrator IV	22	Professional
Executive Assistant	20	Technical/Para-Professional
Executive Assistant, Senior	22	Technical/Para-Professional
Executive Director	NC	Administrative
Farm Hand	3	Service/Maintenance
Farm Hand, Resident	4	Service/Maintenance
Financial Aid Assistant I	4	Clerical
Financial Aid Assistant II	5	Clerical
Financial Aid Assistant III	6	Clerical
Financial Aid Counselor	12	Professional
Financial Aid Counselor, Senior	15	Professional
Financial Aid Tech Analyst	11	Technical/Para-Professional
Financial Aid Tech Analyst, Senior	14	Technical/Para-Professional
Fire Life Safety Services Supervisor	18	Skilled Craft
Food Service Equipment Specialist	9	Skilled Craft
Foreperson	15	Skilled Craft
Golf Course Greenskeeper	3	Service/Maintenance
Golf Course Mechanic	6	Service/Maintenance

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Title	Grade	Occupational Category
Golf Course Superintendent	17	Professional
Grader I	5	Technical/Para-Professional
Grader II	10	Technical/Para-Professional
Grader III	15	Technical/Para-Professional
Grader IV	20	Technical/Para-Professional
Grader V	27	Technical/Para-Professional
Grant Specialist	10	Technical/Para-Professional
Graphics Designer	18	Professional
Grounds Crewleader	5	Service/Maintenance
Grounds Foreperson	9	Service/Maintenance
Grounds Irrigation Foreperson	9	Service/Maintenance
Groundskeeper	3	Service/Maintenance
Groundskeeper Specialist	5	Service/Maintenance
Head Golf Professional	17	Professional
Heavy Equipment Operator	9	Skilled Craft
HIDTA Intelligence Analyst I	12	Technical/Para-Professional
HIDTA Intelligence Analyst II	15	Technical/Para-Professional
HIDTA Intelligence Analyst III	18	Technical/Para-Professional
Horticulturist	9	Technical/Para-Professional
Hotel Service Supervisor	7	Service/Maintenance
Human Resources Associate	10	Technical/Para-Professional
Human Resources Manager, Senior	18	Professional
HVAC Specialist & Controls Technician	11	Skilled Craft
Information Security Analyst	20	Professional
Information Security Officer	27	Professional
Information Technology Manager	22	Professional
Information Technology Project Manager I	16	Technical/Para-Professional
Information Technology Project Manager II	18	Professional
Information Technology Project Manager III	20	Professional
Information Technology Project Manager IV	22	Professional
Institutional Research Analyst I	12	Technical/Para-Professional
Institutional Research Analyst II	14	Technical/Para-Professional
Instructional Design Specialist	15	Technical/Para-Professional
Instructional Designer	18	Professional
Instructional Designer, Senior	21	Professional
Laborer I	2	Service/Maintenance
Laborer II	3	Service/Maintenance
Laborer III	5	Service/Maintenance
Lead Medical Assistant	11	Technical/Para-Professional
Library Assistant I	4	Clerical
Library Assistant II	7	Clerical
Library Associate	9	Technical/Para-Professional
Locksmith	9	Technical/Para-Professional
Maintenance Technician I	6	Skilled Craft
Maintenance Technician II	8	Skilled Craft
Maintenance Technician, Lead	10	Skilled Craft
Manager I	12	Professional
Manager II	15	Professional
Manager III	18	Professional

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Title	Grade	Occupational Category
Manager IV	20	Professional
Manager V	22	Professional
Medical Assistant	9	Technical/Para-Professional
Medical Technician	11	Technical/Para-Professional
Mental Health Counselor I	17	Professional
Mental Health Counselor II	19	Professional
Mental Health Counselor III	21	Professional
Mental Health Counselor IV	23	Professional
Museum Collections Registrar	5	Clerical
Museum Curator I	12	Technical/Para-Professional
Museum Curator II	13	Professional
Museum Historical Interpreter I	5	Clerical
Museum Historical Interpreter II	7	Clerical
Network Analyst	14	Technical/Para-Professional
Network Analyst I	14	Technical/Para-Professional
Network Analyst II	16	Technical/Para-Professional
Network Analyst III	18	Technical/Para-Professional
Network Analyst IV	20	Technical/Para-Professional
Network Architect I	16	Technical/Para-Professional
Network Architect II	18	Professional
Network Architect III	20	Professional
Network Architect IV	22	Professional
Nurse Practitioner, Advanced	24	Professional or Technical/Para-Professional for hourly
Nurse, Licensed Vocational	7	Technical/Para-Professional
Nurse, Registered	12	Professional
Nursing Laboratory Technician	15	Technical/Para-Professional
Painter	8	Skilled Craft
Payroll Analyst	13	Technical/Para-Professional
Pharmacist	21	Professional
Pharmacy Technician	9	Technical/Para-Professional
Physician	NC	Administrative
Physician Assistant	24	Professional (FT) or Tech/Para-Professional (PT)
Plant Mechanic	8	Skilled Craft
Plumber	9	Skilled Craft
Police Captain	21	Professional
Police Lieutenant	20	Professional
Police Officer I	12	Service/Maintenance
Police Officer II	13	Service/Maintenance
Police Officer III	14	Service/Maintenance
Police Officer IV	15	Service/Maintenance
Police Sergeant I	16	Technical/Para-Professional
Police Sergeant II	17	Technical/Para-Professional
Police Sergeant III	18	Technical/Para-Professional
President	NC	Administrative
Print Specialist	5	Service/Maintenance
Programmer Analyst I	14	Professional
Programmer Analyst II	16	Professional

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Programmer Analyst III	18	Professional
Programmer Analyst IV	20	Professional
Project Director	NC	Administrative
Project Director, Senior	NC	Administrative
Project Manager I	19	Professional
Project Manager II	24	Professional
Project Technical Director	NC	Administrative
Proposal Administrator	18	Professional
Provost & Senior Vice President for Academic Affairs	NC	Administrative
Psychiatrist	NC	Administrative
Psychologist I	18	Professional
Psychologist II	20	Professional
Psychologist III	22	Professional
Psychologist IV	24	Professional
Purchaser I	10	Professional
Purchaser II	13	Professional
Recreational Sports Office Supervisor	13	Professional
Recruiter	12	Technical/Para-Professional
Registrar	NC	Administrative
Research Associate I	15	Technical/Para-Professional
Research Associate II	17	Technical/Para-Professional
Research Scientist I	19	Professional
Residence Hall Director	9	Professional
Rodeo Coach	14	Professional
Senior Academic Advisor	15	Professional
Senior Analyst	24	Professional
Senior Auditor	19	Professional
Senior Budget Analyst	21	Professional
Senior Business Analyst I	24	Professional
Senior Business Analyst II	25	Professional
Senior Business Analyst III	26	Professional
Senior Director	NC	Administrative
Senior Enterprise Resource Planning (ERP) Analyst I	24	Professional
Senior Enterprise Resource Planning (ERP) Analyst II	25	Professional
Senior Enterprise Resource Planning (ERP) Analyst III	26	Professional
Senior Enterprise Resource Planning (ERP) Database Administrator I	24	Professional
Senior Enterprise Resource Planning (ERP) Database Administrator II	25	Professional
Senior Enterprise Resource Planning (ERP) Database Administrator III	26	Professional
Senior Research Scientist	26	Professional
Senior Technical Architect	26	Professional
Senior Vice President	NC	Administrative
Software Developer I	16	Technical/Para-Professional
Software Developer II	18	Professional
Software Developer III	20	Professional
Software Developer IV	22	Professional
Software Technician I	9	Technical/Para-Professional
Software Technician II	14	Technical/Para-Professional
Software Technician III	16	Technical/Para-Professional
Software Technician IV	18	Technical/Para-Professional

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Title	Grade	Occupational Category
Specialist I	7	Technical/Para-Professional
Specialist II	9	Technical/Para-Professional
Specialist III	11	Technical/Para-Professional
Specialist IV	15	Technical/Para-Professional
Specialist V	17	Technical/Para-Professional
Staff Laboratory Assistant I	4	Service/Maintenance
Staff Laboratory Assistant II	8	Service/Maintenance
Staff Laboratory Assistant III	12	Service/Maintenance
Staff Laboratory Assistant IV	16	Service/Maintenance
Staff Laboratory Assistant V	20	Service/Maintenance
Staff Postdoctoral Research Intern	12	Technical/Para-Professional
Staff Psychologist	23	Professional
Storekeeper	8	Service/Maintenance
Student Legal and Mediation Services Director	21	Professional
System & Operations Manager	24	Professional
System Administrator I	16	Professional
System Administrator II	18	Professional
System Administrator III	20	Professional
System Administrator IV	22	Professional
System Analyst II	16	Professional
System Analyst III	18	Professional
System Analyst IV	20	Professional
Teacher Education Certification Officer	12	Professional
Teaching Physician Assistant	26	Professional
Technical Architect	24	Professional
Technician I	12	Technical/Para-Professional
Technician II	14	Technical/Para-Professional
Technician III	18	Technical/Para-Professional
Technician IV	20	Technical/Para-Professional
Technology Support Analyst I	11	Technical/Para-Professional
Technology Support Analyst II	14	Technical/Para-Professional
Technology Support Specialist I	10	Technical/Para-Professional
Technology Support Specialist II	14	Technical/Para-Professional
Technology Support Specialist III	18	Technical/Para-Professional
Technology Trainer	18	Technical/Para-Professional
Treasurer	NC	Administrative
Treasury Analyst	16	Professional
Utility Worker	5	Service/Maintenance
Veterans Resource Center Assistant	8	Technical/Para-Professional
Vice President	NC	Administrative
Vice Provost	NC	Administrative
Video Producer I	12	Technical/Para-Professional
Video Producer II	14	Professional
Web & Media Developer I	12	Technical/Para-Professional
Web & Media Developer II	15	Technical/Para-Professional
Web & Media Developer III	18	Technical/Para-Professional
Web & Media Developer IV	21	Technical/Para-Professional
Web Content Specialist	14	Technical/Para-Professional
Welder/Mechanic	8	Skilled Craft