

## **SP Class Code Specifications**

Please click a classification title under the Bookmarks panel to the left for specifications.

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### **Title: Accountant**

Class Code: 1427

Eligible for Overtime Pay

Primary Responsibility:

This is work performing one or more professional accounting functions

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

### **Title: Administrative Assistant**

Class Code: 0710

Eligible for Overtime Pay

This classification must directly report to a Vice President or higher.

Primary Responsibility:

This is work implementing and maintaining administrative policies, procedures, or programs for a college, division, or comparable higher-level unit.

Minimum Qualifications:

A high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

### **Title: Admissions/Registrar Officer**

Class Code: 4274

Eligible for Overtime Pay

Primary Responsibility:

This is work performing a variety of specialized activities associated with student admissions, readmissions, and/or records.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization and one year of appropriate experience; or a high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

### **Title: Advanced Registered Nurse Practitioner**

Class Code: 5297  
Eligible for Overtime Pay  
Primary Responsibility:

This is work performing medical procedures within protocols established mutually with licensed medical professionals.

Minimum Qualifications:

Certification as an advanced registered nurse practitioner in accordance with Chapter 464, Florida Statutes.

**Title: Archivist**

Class Code: 2796  
Eligible for Overtime Pay  
Primary Responsibility:

This is work assisting in preserving archival records and/or manuscript collections.

Minimum Qualifications:

A high school diploma and six years of appropriate experience.

**Title: Art/Publications Production Specialist**

Class Code: 3709  
Eligible for Overtime Pay  
Primary Responsibility:

This is work assisting in the design of artistic and graphic materials for television, publication productions, and/or museum exhibits.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Art/Publications Production Supervisor**

Class Code: 3717  
Eligible for Overtime Pay  
Primary Responsibility:

This is work supervising Art/Publications Production Specialists and/or Senior Art/Publications Production Specialists.

Minimum Qualifications:

A high school diploma and six years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Assistant Automotive Equipment Mechanic**

Class Code: 6539  
Eligible for Overtime Pay

Primary Responsibility:

This is work assisting in automotive maintenance and service.

Minimum Qualifications:

A high school diploma and one year of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Assistant Custodial Services Superintendent**

Class Code: 6532

Eligible for Overtime Pay

Primary Responsibility:

This is work assisting with the management of a custodial program for a university physical plant operation.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Assistant Marine Captain**

Class Code: 6563

Eligible for Overtime Pay

Primary Responsibility:

This is work assisting the Marine Captain in piloting and navigating a research vessel and oversees the operation of the vessel while at sea.

Minimum Qualifications:

Licensed as a Master, Ocean, any grade, or as a Mate, Ocean or Near Coastal, over 20 gross tons, in accordance with title 46, Part 10 of the Code of Federal Regulations \*with qualifications appropriate to the assigned vessel; or two years of deck service experience in operating a marine vessel, including pilot house duties involving navigating the vessel, one years of which must have been on marine vessels operating on ocean or near coastal waters. Successful completion of firefighting and radar observer courses approved by the U.S. Coast Guard, and possession of a certificate of completion for courses in first aid and cardiopulmonary resuscitation.

**Title: Assistant Plumber**

Class Code: 6471

Eligible for Overtime Pay

Primary Responsibility:

This is work assisting with installing and maintaining plumbing and heating fixtures and/or accessories.

Minimum Qualifications:

Completion of an approved apprenticeship program in plumbing; or a high school diploma and two years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Audio Visual Specialist**

Class Code: 3726

Eligible for Overtime Pay

Primary Responsibility:

This is work preparing audio-visual materials for instruction or information programs.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Automotive Equipment Mechanic**

Class Code: 6540

Eligible for Overtime Pay

Primary Responsibility:

This is work performing automotive maintenance and service.

Minimum Qualifications:

Completion of an approved apprenticeship program in automotive repair; or a high school diploma and four years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Automotive/Marine Equipment Mechanic Supervisor**

Class Code: 6541

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising employees in an automotive/marine equipment maintenance and service environment.

Minimum Qualifications:

Completion of an approved apprenticeship program in automotive repair and one year of appropriate experience; or a high school diploma and five years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Behavioral Program Specialist**

Class Code: 5750

Eligible for Overtime Pay

Primary Responsibility:

This is work providing paraprofessional care and treatment for emotionally disturbed and/or mentally deficient clients in a behavioral treatment program.

Minimum Qualifications:

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Biological Scientist**

Class Code: 5033

Eligible for Overtime Pay

Primary Responsibility:

This is work performing a variety of laboratory and/or field analyses which require familiarity with standard scientific techniques and equipment in disciplines such as microbiology, physiology, pathology, ecology, natural resources or botany.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization and one year of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: Broadcast Engineering Technician**

Class Code: 4600

Eligible for Overtime Pay

Primary Responsibility:

This is work operating studio and/or transmitter broadcast equipment.

Minimum Qualifications:

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Broadcast Engineering Technician Supervisor**

Class Code: 4603

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising Broadcast Engineering Technicians.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Certain positions allocated to this class may require individuals to possess a specific type of Federal Communications Commission Commercial Radio Operator License.

**Title: Broadcast Engineering Technologist**

Class Code: 4601

Eligible for Overtime Pay

Primary Responsibility:

This is work maintaining studio and/or transmitter broadcast equipment.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Certain positions allocated to this class may require individuals to possess a specific type of Federal Communications Commission Commercial Radio Operator License.

**Title: Broadcast Specialist**

Class Code: 3781

Eligible for Overtime Pay

Primary Responsibility:

This is work developing, arranging, and assisting in broadcast and/or video productions.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Business Assistant**

Class Code: 0712

Eligible for Overtime Pay

Primary Responsibility:

This is work assisting with the implementation and maintenance of administrative/financial policies, procedures or programs for a college, division or comparable higher-level unit.

Minimum Qualifications:

A high school diploma and seven years of appropriate experience.

**Title: Campus Custodial Services Superintendent**

Class Code: 6534

Eligible for Overtime Pay

Primary Responsibility:

This is work managing a custodial program for a university physical plant operation.

Minimum Qualifications:

A high school diploma and seven years of appropriate experience.

**Title: Campus Maintenance Superintendent**

Class Code: 6381

Eligible for Overtime Pay

Primary Responsibility:

This is work managing a building, construction, renovation and repair operation.

Minimum Qualifications:

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total nine years; or a high school diploma and nine years of appropriate experience.

Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Campus Parking Patroller**

Class Code: 8401

Eligible for Overtime Pay

Primary Responsibility:

This is work enforcing traffic and parking rules and regulations.

Minimum Qualifications:

A high school diploma and one year of appropriate experience and possession of a classified driver's license appropriate to the type of vehicle operated. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Certified Medical Assistant**

Class Code: 5522

Eligible for Overtime Pay

Primary Responsibility:

This is work providing paraprofessional health care to patients under the guidance of a professional health care provider.

Minimum Qualifications:

High school diploma and three years of appropriate experience. Certification as a medical assistant.

**Title: Child Care Center Manager**

Class Code: 6077

Eligible for Overtime Pay

Primary Responsibility:

This is work managing a child care center.

Minimum Qualifications:

A high school diploma and six years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience. Incumbents in a licensed child care facility must meet the requirements of Chapter 402, Florida Statutes.

**Title: Child Care Group Leader**

Class Code: 1306

Eligible for Overtime Pay

Primary Responsibility:

This is work teaching children in a child care center.

Minimum Qualifications:

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Incumbents in a licensed child care facility must meet the requirements of Chapter 402, Florida Statutes.

**Title: Clerical Aid**

Class Code: 0001

Eligible for Overtime Pay

Primary Responsibility:

This is work performing one or more routine and repetitive clerical tasks.

Minimum Qualifications:

A high school diploma.

**Title: Clerical Supervisor**

Class Code: 0007

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising clerical employees.

Minimum Qualifications:

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Clerk**

Class Code: 0003

Eligible for Overtime Pay

Primary Responsibility:

This is work performing a variety of assigned clerical tasks.

Minimum Qualifications:

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Clerk Typist**

Class Code: 0078

Eligible for Overtime Pay

Primary Responsibility:

This is work typing a variety of materials and performing other clerical tasks.

Minimum Qualifications:



A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Attainment of a score of at least 35 cwpm on an approved typing test.

**Title: Collections/Loan Manager**

Class Code: 1601

Eligible for Overtime Pay

Primary Responsibility:

This is work managing the disbursement of student financial aid loans and/or the collection of a variety of delinquent accounts and loans.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college course may substitute at an equivalent rate for the required experience.

**Title: Computer Operator**

Class Code: 2020

Eligible for Overtime Pay

Primary Responsibility:

This is work operating a mini/mainframe or remote computer with peripheral equipment.

Minimum Qualifications:

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Computer Operations Supervisor**

Class Code: 2017

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising computer operations staff on one or more assigned shifts.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Computer Programmer**

Class Code: 2101

Eligible for Overtime Pay

Primary Responsibility:

This is work writing and maintaining computer programs.

Minimum Qualifications:

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Computer Programmer/Analyst**

Class Code: 2102

Eligible for Overtime Pay

Primary Responsibility:

This is work providing analytical support and writing and maintaining computer programs.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Computer Programmer-Analyst Manager**

Class Code: 2106

Eligible for Overtime Pay

Primary Responsibility:

This is work managing systems projects and /or supervising computer programming staff.

Minimum Qualifications:

A high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Computer Support Analyst**

Class Code: 2056

Eligible for Overtime Pay

Primary Responsibility:

This work is designing and developing computer programs and systems for a personal computer network or minicomputer and/or serving as the liaison between users of mainframe computer applications and computer systems/development staff.

Minimum Qualifications:

A high school diploma and six years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Computer Support Specialist**

Class Code: 2050

Eligible for Overtime Pay

Primary Responsibility:

This is work providing technical support for users of multifunction computer workstations/systems and associated peripherals.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute for an equivalent rate for the required experience.

**Title: Construction Projects Specialist**

Class Code: 4691

Eligible for Overtime Pay

Primary Responsibility:

This is work coordinating all phases of force account construction projects and/or assisting in the administration and control of fixed capital outlay constructions projects.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Custodial Services Superintendent**

Class Code: 6533

Eligible for Overtime Pay

Primary Responsibility:

This is work managing a custodial program for a university physical plant operation.

Minimum Qualifications:

A high school diploma and seven years of appropriate experience.

**Title: Custodial Supervisor**

Class Code: 6528

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising custodial staff.

Minimum Qualifications:

A high school diploma and three years of appropriate experience.

**Title: Custodial Worker**

Class Code: 6526

Eligible for Overtime Pay

Primary Responsibility:

This is work providing custodial services.

Minimum Qualifications:

A high school diploma or ninth grade and one year of experience.

**Title: Dental Assistant**

Class Code: 5632

Eligible for Overtime Pay

Primary Responsibility:

This is work assisting a dentist, dental resident, or dental student in the treatment of patients.

Minimum Qualifications:

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Dental Hygienist**

Class Code: 5641

Eligible for Overtime Pay

Primary Responsibility:

This is work providing dental hygiene services

Minimum Qualifications:

Licensed as dental hygienist in accordance with Chapter 466, Florida Statutes

**Title: Electrician**

Class Code: 6444

Eligible for Overtime Pay

Primary Responsibility:

This is work maintaining electrical systems, equipment and/or fixtures.

Minimum Qualifications:

Completion of an approved electrician apprenticeship program or a high school diploma and three years of appropriate experience.

**Title: Electronic Technician**

Class Code: 7233

Eligible for Overtime Pay

Primary Responsibility:

This is work installing and maintaining electronic equipment.

Minimum Qualifications:

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Electronic Technician Supervisor**

Class Code: 7235

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising Electronic Technicians and/or Senior Electronic Technicians.

Minimum Qualifications:

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Engineer**

Class Code: 4630

Eligible for Overtime Pay

Primary Responsibility:

This is work designing and implementing one or more aspects of an engineering/architectural project or study.

Minimum Qualifications:

A bachelor's degree in appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Engineering Technician/Designer**

Class Code: 4609

Eligible for Overtime Pay

Primary Responsibility:

This is work analyzing and implementing engineering/architectural procedures.

Minimum Qualifications:

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Environmental Health and Safety Specialist**

Class Code: 8710

Eligible for Overtime Pay

Primary Responsibility:

This is work assisting with hazard identification and prevention for one or more areas of a health and safety program.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization and one year of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: Executive Secretary**

Class Code: 0114

Eligible for Overtime Pay

This classification must directly report to an Associate Dean or higher (colleges) or Director or higher (administrative areas).

Primary Responsibility:

This is work performing secretarial and administrative duties for an Associate Dean of a College/School, a Director or above.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Typing test may be required at hiring authorities discretion.

**Title: Financial Aid Officer**

Class Code: 4262

Eligible for Overtime Pay

Primary Responsibility:

This is work determining financial aid eligibility for students.

Minimum Qualifications:

A bachelor's degree in appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: Fine Arts Productions Specialist**

Class Code: 2814

Eligible for Overtime Pay

Primary Responsibility:

This is work coordinating technical, artistic services for fine arts and theater productions.

Minimum Qualifications:

A high school diploma and six years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Fiscal Assistant**

Class Code: 1415

Eligible for Overtime Pay

Primary Responsibility:

This is work performing a variety of clerical-accounting tasks.

Minimum Qualifications:

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Fiscal Operations Supervisor**

Class Code: 1424

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising clerical-accounting staff.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Food Service Manager**

Class Code: 6223

Eligible for Overtime Pay

Primary Responsibility:

This is work managing a food service operation.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework of vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Food Service Worker**

Class Code: 6213

Eligible for Overtime Pay

Primary Responsibility:

This is work performing assigned food preparation and other food service duties.

Minimum Qualifications:

A high school diploma and one year of appropriate experience. Appropriate coursework may substitute at an equivalent rate for the required experience.

**Title: Grants Assistant**

Class Code: 2401

Eligible for Overtime Pay

Primary Responsibility:

This is work assisting with one or more phases of contract/grant proposal preparation and/or award implementation.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate coursework may substitute at an equivalent rate for the required experience.

**Title: Grants Specialist**

Class Code: 2403

Eligible for Overtime Pay  
Primary Responsibility:

This is work monitoring research contract/grant activities.

Minimum Qualification:

A high school diploma and five years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: Groundskeeper**

Class Code: 6394

Eligible for Overtime Pay

Primary Responsibility:

This is work maintaining grounds and yards.

Minimum Qualifications:

Completion of the ninth grade.

**Title: Health Physicist**

Class Code: 5125

Eligible for Overtime Pay

Primary Responsibility:

This is work assisting in implementing inspections, disposal and/or training services in support of a radiation safety program.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization; or a high school diploma and six years of appropriate experience..

**Title: Heavy Equipment Operator**

Class Code: 6368

Eligible for Overtime Pay

Primary Responsibility:

This is work operating heavy construction and /or transport equipment.

Minimum Qualifications:

Completion of the ninth grade and possession of a classified driver's license appropriate to the type of vehicle operated, and two years of appropriate experience.

**Title: Human Resources Representative**

Class Code: 1006

Eligible for Overtime Pay



Primary Responsibility:

This is work performing professional personnel functions in a human resource program.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization; or a high school diploma and four years experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: HVAC Operator**

Class Code: 6330

Eligible for Overtime Pay

Primary Responsibility:

This is work operating and maintaining heating, ventilation, and/or air conditioning plant machinery and equipment.

Minimum Qualification:

A high school diploma and one year of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Information Specialist**

Class Code: 3732

Eligible for Overtime Pay

Primary Responsibility:

This is work performing one or more functions within an information/public relations program.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: Instructional Facilities Scheduler**

Class Code: 0321

Eligible for Overtime Pay

Primary Responsibility:

This is work scheduling and allocating the use of instructional facilities campus wide.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Instrument Maker – Designer**

Class Code: 6468

Eligible for Overtime Pay

Primary Responsibility:

This is work physically designing and developing research laboratory instruments and equipment.

Minimum Qualifications:

Completion of an approved apprenticeship program in instrument making or tool and die making; or a high school diploma and four years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Laboratory Animal Technician**

Class Code: 7406

Eligible for Overtime Pay

Primary Responsibility:

This is work providing care for animals and animal facilities.

Minimum Qualifications:

A high school diploma and one year of appropriate experience; or certification as Assistant Laboratory Animal Technician or above by the American Association for Laboratory Animal Science. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Laboratory Machinist-Specialist**

Class Code: 6520

Eligible for Overtime Pay

Primary Responsibility:

This is work operating a laboratory machine shop for student instruction.

Minimum Qualifications:

Completion of an approved machinist apprenticeship program and one year of appropriate experience; or a high school diploma and five years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Laboratory Manager**

Class Code: 5082

Eligible for Overtime Pay

Primary Responsibility:

This is work managing the operations of a teaching, service, or research laboratory, or a specialized scientific hazardous materials store.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required work.

**Title: Laboratory Technician**

Class Code: 5017

Eligible for Overtime Pay  
Primary Responsibility:

This is work performing established laboratory procedures.

Minimum Qualifications:

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Laborer**

Class Code: 6389

Eligible for Overtime Pay

Primary Responsibility:

This is work performing unskilled labor or applying unrestricted-use pesticides.

Minimum Qualifications:

Completion of the ninth grade.

**Title: Laborer Supervisor**

Class Code: 6390

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising Laborers.

Minimum Qualifications:

A high school diploma and one year of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Landscaping/Groundskeeping Superintendent**

Class Code: 6398

Eligible for Overtime Pay

Primary Responsibility:

This is work managing a landscaping and/or groundskeeping program.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Landscaping/Groundskeeping Supervisor**

Class Code: 6396

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising landscaping/grounds keeping employees.

Minimum Qualifications:

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Law Enforcement Corporal**

Class Code: 8517

Eligible for Overtime Pay

Primary Responsibility:

This is work assisting a Law Enforcement Sergeant.

Minimum Qualifications:

Must meet the requirements of Chapter 943, Florida Statutes, and have one year of sworn law enforcement experience, and for sworn promotional appointments, successfully complete the promotional exam for this classification.

**Title: Law Enforcement Investigator**

Class Code: 8541

Eligible for Overtime Pay

Primary Responsibility:

This is work conducting criminal investigations.

Minimum Qualifications:

Must meet the requirements of Chapter 943, Florida Statutes and have three years of sworn law enforcement, sworn investigations, or fire and arson investigations experience, and for promotional appointments, successful completion of the Board of Regents' written test for this class. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Law Enforcement Officer**

Class Code: 8515

Eligible for Overtime Pay

Primary Responsibility:

This is work performing university sworn law enforcement duties.

Minimum Qualifications:

Must meet the requirements of Chapter 943, Florida Statutes, and have one year of law enforcement experience. Two years of military or other appropriate experience may substitute for the required one year of law enforcement experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Law Enforcement Sergeant**

Class Code: 8519

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising law enforcement operations on an assigned shift; law enforcement operations on a branch campus; or a specialized law enforcement function.

Minimum Qualifications:

Must meet the requirements of Chapter 943, Florida Statutes, and have three years of sworn law enforcement or sworn investigation experience, and for promotional appointments, successful completion of the Board of Regents' written test for this class. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Library Technical Assistant**

Class Code: 4303

Eligible for Overtime Pay

Primary Responsibility:

This work performing paraprofessional library tasks.

Minimum Qualifications:

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Library Technical Assistant Supervisor**

Class Code: 4306

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising paraprofessional library staff.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute on an equivalent basis for the required experience.

**Title: Licensed Practical Nurse**

Class Code: 5599

Eligible for Overtime Pay

Primary Responsibility:

This is work providing practical nursing services to patients under the direction of a licensed medical professional.

Minimum Qualifications:

Licensed as a practical nurse in accordance with Chapter 464, Florida Statutes, or eligible to practice nursing in accordance with Section 210, Florida Administrative Code.

**Title: Machine Shop Supervisor**

Class Code: 6521

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising Machinists.

Minimum Qualifications:

Completion of an approved apprenticeship program in machine shop operations and one year of appropriate experience; or a high school diploma and five years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Machinist**

Class Code: 6516

Eligible for Overtime Pay

Primary Responsibility:

This is work fabricating and/or maintaining a variety of machine equipment, research instruments and/or related parts.

Minimum Qualifications:

Completion of an approved machinist apprenticeship program; or a high school diploma and four years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Maintenance and Construction Superintendent**

Class Code: 6387

Eligible for Overtime Pay

Primary Responsibility:

This is work managing a building construction, renovation, and repair operation.

Minimum Qualifications:

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total nine years; or a high school diploma and nine years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Maintenance Mechanic**

Class Code: 6466

Eligible for Overtime Pay

Primary Responsibility:

This is work in two or more skilled trades areas maintaining building and/or equipment.

Minimum Qualifications:

Completion of an approved apprenticeship program for multiple trades; or a high school diploma and four years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Maintenance Specialist**

Class Code: 6467  
Eligible for Overtime Pay  
Primary Responsibility:

This is work coordinating a maintenance program for an assigned facility.

Minimum Qualifications:

Completion of an approved apprenticeship program for multiple trades and one year of appropriate experience; or a high school diploma and five years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Maintenance Supervisor**

Class Code: 6376  
Eligible for Overtime Pay  
Primary Responsibility:

This is work supervising skilled trades workers.

Minimum Qualifications:

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total five years; or a high school diploma and five years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Maintenance Support Worker**

Class Code: 6374  
Eligible for Overtime Pay  
Primary Responsibility:

This is work assisting skilled trades employees and/or independently performing semiskilled maintenance tasks.

Minimum Qualifications:

Completion of the ninth grade and one year of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Marine Assistant**

Class Code: 6561  
Eligible for Overtime Pay  
Primary Responsibility:

This is work assisting in the operation of a research vessel while at sea and performing routine maintenance on the vessel while in port.

Minimum Qualifications:

Completion of the ninth grade and one year of appropriate experience.

**Title: Marine Captain**

Class Code: 6564  
Eligible for Overtime Pay  
Primary Responsibility:

This is work managing a marine vessel.

Minimum Qualifications:

Licensed as a Master, Ocean, any grade, in accordance with title 46, Part 10 of the Code of Federal Regulations with qualifications appropriate to the assigned vessel; or three years of deck service experience in operating a marine vessel, including pilot house duties involving navigating the vessel, two years of which must have been on marine vessels operating on ocean or near coastal waters. Successful completion of firefighting and radar observer courses approved by the U.S. Coast Guard, and possession of a certificate of completion for courses in first aid and cardiopulmonary resuscitation.

**Title: Marine Engine Specialist**

Class Code: 6556  
Eligible for Overtime Pay  
Primary Responsibility:

This is work performing routine and preventative maintenance and repair on all systems of research vessels in port or at sea.

Minimum Qualifications:

Licensed as a Chief Engineer or Assistant Engineer, any grade, or as a Designated Duty Engineer with no horsepower limitations, in accordance with Title 46, Part 10 of the Code of Federal Regulations \* with qualifications appropriate to the assigned vessel; or four years of experience operating, maintaining, and repairing steam and/or diesel-powered engines on marine vessels, and successful completion of a firefighting course approved by the U.S. Coast Guard.

**Title: Marine Mechanic**

Class Code: 6552  
Eligible for Overtime Pay  
Primary Responsibility:

This is work responsible for general repairs and maintenance on buildings, marine equipment and structures.

Minimum Qualifications:

Completion of an approved apprenticeship program in marine services technician repair; or a high school diploma and three years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Marine Services Supervisor**

Class Code: 6554  
Eligible for Overtime Pay  
Primary Responsibility:

This is work performing and overseeing maintenance, repair and logistics related with the operations of research vessels and support equipment.



Minimum Qualifications:

Completion of an approved apprenticeship program in marine services technician; or a high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Marine Superintendent**

Class Code: 6567

Eligible for Overtime Pay

Primary Responsibility:

This position oversees the safe operation Research Vessels and is responsible for the management of the waterfront facility and warehouse. Responsible for manning/crewing, maintenance, scheduling, procurement, requisitions, inventory and customer interaction issues.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Medical Assistant**

Class Code: 5520

Eligible for Overtime Pay

Primary Responsibility:

This is work providing basic health care services to patients under the direction of a professional health care provider.

Minimum Qualifications:

High School Diploma and two years of appropriate experience.

**Title: Medical Records Manager**

Class Code: 5678

Eligible for Overtime Pay

Primary Responsibility:

This is work managing the medical records activities of a medical records unit.

Minimum Qualifications:

Certification as a Registered Record Administrator by the American Medical Record Association and appropriate experience to total five years; or a high school diploma and five years of appropriate experience; or certification as an Accredited Record Technician by the American Medical Record Association and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at the equivalent rate for the required experience.

**Title: Medical Technologist**

Class Code: 5602

Eligible for Overtime Pay

Primary Responsibility:

This is work conducting laboratory tests to provide information for diagnosis, prevention, or treatment of diseases.

Minimum Qualifications:

Licensed or temporarily licensed as a Clinical Laboratory Technologist in one of the specialty areas to which the position is allocated and for which the laboratory is licensed under Chapter 483, Florida Statutes.

**Title: Motor Vehicle Operator**

Class Code: 6366

Eligible for Overtime Pay

Primary Responsibility:

This is work operating automobiles and/ or small automotive or farm vehicles.

Minimum Qualifications:

Completion of the ninth grade and possession of a classified driver's license appropriate to the type of vehicle operated.

**Title: Office Assistant**

Class Code: 0705

Eligible for Overtime Pay

Primary Responsibility:

This is work assisting in managing one or more office operations within a unit.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Office Manager**

Class Code: 0716

Eligible for Overtime Pay

Primary Responsibility:

This is work managing all office operations, including supervising office operations staff within a unit.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Pharmacy Technician**

Class Code: 3603

Eligible for Overtime Pay

Primary Responsibility:

This is work preparing and dispensing medications.

Minimum Qualifications:

A high school diploma and two years pharmacy experience. Registered as a pharmacy technician in accordance with Chapter 465, Florida Statutes.

**Title: Photographer**

Class Code: 3615

Eligible for Overtime Pay

Primary Responsibility:

This is work performing a variety of photographic tasks.

Minimum Qualifications:

A high school diploma and two years of appropriate experience. Appropriate college work or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Plumber**

Class Code: 6441

Eligible for Overtime Pay

Primary Responsibility:

This is work installing and maintaining plumbing and heating fixtures and/or accessories.

Minimum Qualifications:

Completion of an approved apprenticeship program in plumbing; or a high school diploma and four years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Police Communications Manager**

Class Code: 8415

Eligible for Overtime Pay

Primary Responsibility:

This is work managing the operations of a public safety communications center.

Minimum Qualifications:

A bachelor's degree or a high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Proficiency in typing and State Certification on the NCIC/FCIC computer system are required.

**Title: Police Communications Operator**

Class Code: 8412

Eligible for Overtime Pay

Primary Responsibility:

This is non-sworn law enforcement work operating telephone, radio, and computer systems in a public safety communications center involving computerized radio dispatching.

Minimum Qualifications:

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Proficiency in typing and State Certification on the NCIC/FCIC computer system are required.

**Title: Police Service Technician**

Class Code: 8410

Eligible for Overtime Pay

Primary Responsibility:

This is work performing non-sworn law enforcement support services.

Minimum Qualifications:

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Some positions may require proficiency in typing.

**Title: Printing Equipment Operator**

Class Code: 6310

Eligible for Overtime Pay

Primary Responsibility:

This is work operating a variety of printing equipment and related peripherals.

Minimum Qualifications:

A high school diploma and one year of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Printing Production Supervisor**

Class Code: 6312

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising employees in one or more production areas of a university printing shop.

Minimum Qualifications:

A high school diploma and three years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Program Assistant**

Class Code: 4206

Eligible for Overtime Pay

Primary Responsibility:

This is work assisting in program implementation by performing specialized functions distinctive to that program.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Project Specialist**

Class Code: 6535

Eligible for Overtime Pay

Primary Responsibility:

This is work managing or coordinating construction projects for a department, division or comparable unit.

Minimum Qualifications:

A high school diploma and five years of appropriate experience.

**Title: Property Manager**

Class Code: 0939

Eligible for Overtime Pay

Primary Responsibility:

This is work performing one or more phases of property management for a unit.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Purchasing Agent**

Class Code: 0809

Eligible for Overtime Pay

Primary Responsibility:

This is work purchasing commodities and services.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization; or a high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Refrigeration Mechanic**

Class Code: 6541

Eligible for Overtime Pay

Primary Responsibility:

This is work installing, operating and maintaining refrigeration and air conditioning equipment and systems.

Minimum Qualifications:

Completion of an approved apprenticeship program in air conditioning, refrigeration, and heating; or a high school diploma and four years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Registered Nurse**

Class Code: 5290

Eligible for Overtime Pay

Primary Responsibility:

This is work providing professional nursing care, treatment, and/or services.

Minimum Qualifications:

Licensed as a registered nurse in accordance with Chapter 464, Florida Statutes, or eligible to practice nursing in accordance with Section 210, Florida Administrative Code.

**Title: Registered Nurse Specialist**

Class Code: 5294

Eligible for Overtime Pay

Primary Responsibility:

This is work providing comprehensive nursing services in a specialized area of practice and/or providing instruction in nursing education and practices.

Minimum Qualifications:

Licensed as a registered professional nurse in accordance with Chapter 464 Florida Statutes or eligible to practice nursing in accordance with Section 210 Florida Administrative Code, and two years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: Research Engineer**

Class Code: 4702

Eligible for Overtime Pay

Primary Responsibility:

This is work participating in the conceptualization of an engineering project, applying engineering procedures and techniques to overall project design.

Minimum Qualifications:

A Master's degree in area of specialization or Bachelor's degree and two years of engineering or technical engineering experience. Appropriate college coursework or vocational training may substitute at an equivalent rate for the required years of experience.

**Title: Research Engineering Technologist**

Class Code: 4705

Eligible for Overtime Pay

Primary Responsibility:

This is work determining component needs, developing design specifications and drawings, building, modifying, installing, testing, repairing and maintaining experimental equipment for a research project, center, or academic department.

Minimum Qualifications:

Bachelor's degree in area of specialization or High School and three years of engineering or technical engineering experience. Technical or engineering training in a college or vocational school may substitute on a year for year basis for the required experience.

**Title: Research Machinist**

Class Code: 3199

Eligible for Overtime Pay

Primary Responsibility:

This is work designing and crafting tools and parts to fit the customized experiments out of various raw materials.

Minimum Qualifications:

Completion of an approved machinist apprenticeship program; or a high school diploma and five years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Research Technician**

Class Code: 4715

Eligible for Overtime Pay

Primary Responsibility:

This is work performing technical laboratory duties and/or basic data analysis in support of a research project.

Minimum Qualifications:

Bachelor's degree and laboratory or research experience or or high school diploma or equivalent and four years of laboratory or research experience. College coursework in a natural or physical science may be substituted for the required experience on a year for year basis.

**Title: Secretary**

Class Code: 0102

Eligible for Overtime Pay

Primary Responsibility:

This is work performing secretarial duties for one or more employees in a work unit.

Minimum Qualifications:

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Typing test may be required at hiring authorities discretion.

**Title: Security Guard**

Class Code 8200  
Eligible for Overtime Pay  
Primary Responsibility:

This is work providing security services for a university.

Minimum Qualifications:

Must meet the requirement of Chapter 493, Florida Statutes, and have a high school diploma.

**Title: Senior Accountant**

Class Code: 1434  
Eligible for Overtime Pay  
Primary Responsibility:

This is work monitoring professional accounting procedures within a designated accounting section or performing all phases of professional accounting procedures for a unit.

Minimum Qualifications:

A high school diploma and seven years of appropriate experience.

**Title: Senior Administrative Assistant**

Class Code: 0715  
Eligible for Overtime Pay  
Primary Responsibility:

This is work implementing and maintaining administrative policies, procedures, or programs on a university-wide or system wide basis.

Minimum Qualifications:

A high school diploma and eight years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Admissions/Registrar Officer**

Class Code: 4275  
Eligible for Overtime Pay  
Primary Responsibility:

This is work assisting in the coordination of one or more specialized functions in the admissions or registrar's office.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience.

**Title: Senior Art/Publications Production Specialist**

Class Code: 3721  
Eligible for Overtime Pay



Primary Responsibility:

This is work designing artistic and graphic materials for televisions, publication productions, and /or museum exhibits.

Minimum Responsibility:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Biological Scientist**

Class Code: 5035

Eligible for Overtime Pay

Primary Responsibility:

Performs laboratory and/or field studies in disciplines such as oceanography, medicine, molecular biology, physiology, ecology, botany and natural resources. Work includes contribution to the design and execution of research protocols, data analysis and preparation of publications.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: Senior Broadcast Specialist**

Class Code: 3783

Eligible for Overtime Pay

Primary Responsibility:

This is work assisting in producing, and directing broadcast programming and/or video productions.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Broadcast Engineering Technologist**

Class Code: 4604

Eligible for Overtime Pay

Primary Responsibility:

This is work coordinating technical operations in a radio and/or television station/studio.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational training may substitute at an equivalent rate for the required experience. Certain positions allocated to this class may require individuals to possess a specific type of Federal Communications Commission Commercial Radio Operator License.

**Title: Senior Campus Parking Patroller**

Class Code: 8402

Eligible for Overtime Pay

Primary Responsibility:

This is work authorizing the enforcement of immobilization and/or towing policies and procedures and/or coordinating parking patrolling activities.

Minimum Qualifications:

A high school diploma and two years of appropriate experience and possession of a classified driver's license appropriate to the type of vehicle operated. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Clerk**

Class Code: 0004

Eligible for Overtime Pay

Primary Responsibility:

This is work performing specialized clerical duties

Minimum Qualifications:

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Computer Operations Supervisor**

Class Code: 2028

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising computer operations across all shifts.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Computer Operator**

Class Code: 2023

Eligible for Overtime Pay

Primary Responsibility:

This is work coordinating and/or maintaining a mini/mainframe or remote computer system with peripheral equipment.

Minimum Qualifications:

A high School diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Computer Programmer/Analyst**

Class Code: 2103  
Eligible for Overtime Pay  
Primary Responsibility:

This is work analyzing and designing computer applications to meet system or specific research needs.

Minimum Qualifications:

A high school and six years of experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Computer Support Specialist**

Class Code: 2052  
Eligible for Overtime Pay  
Primary Responsibility:

This is work providing technical support services to users of multiple computer applications and/or designing training programs.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Custodial Supervisor**

Class Code: 6529  
Eligible for Overtime Pay  
Primary Responsibility:

This is work supervising Custodial Supervisors.

Minimum Qualifications:

A high school diploma and four years of appropriate experience.

**Title: Senior Custodial Worker**

Class Code: 6527  
Eligible for Overtime Pay  
Primary Responsibility:

This is work coordinating and providing custodial services.

Minimum Qualifications:

A High School Diploma and one year experience or ninth grade and two years experience.

**Title: Senior Electron Microscope Technician**

Class Code: 5006  
Eligible for Overtime Pay  
Primary Responsibility:

This is work developing techniques and procedures for an electron microscope.

Minimum Qualifications:

A high school diploma and five years of appropriate experience; or certification by the Electron Microscopy Society of America and one year of appropriate post certification experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Electronic Technician**

Class Code: 7234

Eligible for Overtime Pay

Primary Responsibility:

This is work designing and fabricating electronic equipment or systems.

Minimum Qualifications:

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Engineer**

Class Code: 4633

Eligible for Overtime Pay

Primary Responsibility:

This is work implementing all engineering/architectural aspects of a project or study.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization and two years of appropriate experience; or a high school diploma and six years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Engineering Technician/Designer**

Class Code: 4627

Eligible for Overtime Pay

Primary Responsibility:

This is work designing and developing engineering/architectural specifications and coordinating all technical processes for a project.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Environmental Health & Safety Specialist**

Class Code: 8724

Eligible for Overtime Pay

Primary Responsibility:

This is work developing inspection procedures and training programs in support of a health and safety program.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Executive Secretary**

Class Code: 0117

Eligible for Overtime Pay

This classification must directly report to a Vice President or higher.

Primary Responsibility:

This is work performing secretarial and administrative duties for the Chancellor, Vice Chancellor, President, Provost, Executive Vice President, or Vice President.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Typing test may be required at hiring authorities discretion.

**Title: Senior Financial Aid Officer**

Class Code: 4264

Eligible for Overtime Pay

Primary Responsibility:

This is work assisting in the implementation of one or more student financial aid programs.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization and one year of appropriate experience; or a high school diploma and five years of appropriate experience.

**Title: Senior Fiscal Assistant**

Class Code: 1418

Eligible for Overtime Pay

Primary Responsibility:

This is work reviewing and/or performing specialized clerical-accounting transaction.

Minimum Qualifications:

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Grants Specialist**

Class Code: 2415

Eligible for Overtime Pay

Primary Responsibility:

This is work coordinating contract/grant administrative activities for Sponsored Research or comparable organizational budgetary unit.

Minimum Qualifications:

A high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Groundskeeper**

Class Code: 6395

Eligible for Overtime Pay

Primary Responsibility:

This is work coordinating grounds keeping tasks.

Minimum Qualifications:

Completion of the ninth grade and two years of appropriate experience.

**Title: Senior HVAC Operator**

Class Code: 6331

Eligible for Overtime Pay

Primary Responsibility:

This is work monitoring and controlling the operations of a heating, ventilation, and/or air conditioning system.

Minimum Qualifications:

Completion of an approved apprenticeship program in heating, ventilation and/or air conditioning; a high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Information Specialist**

Class Code: 3736

Eligible for Overtime Pay

Primary Responsibility:

This is work coordinating one or more phases of an information/public relations program.

Minimum Qualifications:

A high school diploma and seven years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: Senior Laboratory Animal Technician**

Class Code: 7407  
Eligible for Overtime Pay  
Primary Responsibility:

This is work providing specialized care and support functions for animals and animal facilities.

Minimum Qualifications:

A high school diploma and three years of appropriate experience; or certification as a Laboratory Animal Technician or above by the American Association for Laboratory Animal Science. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Laboratory Technician**

Class Code: 5027  
Eligible for Overtime Pay  
Primary Responsibility:

This is work implementing and evaluating laboratory procedures and data.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Library Technical Assistant**

Class Code: 4304  
Eligible for Overtime Pay  
Primary Responsibility:

This is work performing specialized paraprofessional tasks.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Maintenance Superintendent**

Class Code: 6382  
Eligible for Overtime Pay  
Primary Responsibility:

This is work managing a building maintenance and service program and/or supervising one or more Maintenance Superintendents.

Minimum Qualifications:

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total eight years; or a high school diploma and eight years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Motor Vehicle Operator**

Class Code: 6367

Eligible for Overtime Pay

Primary Responsibility:

This is work operating large automotive or farm vehicles and/or small construction equipment.

Minimum Qualifications:

Completion of the ninth grade, possession of a classified driver's license appropriate to the type of vehicle operated, and one year of appropriate experience.

**Title: Senior Personnel Representative**

Class Code: 1012

Eligible for Overtime Pay

Primary Responsibility:

This is work implementing and/or coordinating one or more professional personnel functions in a human resource program.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for required experience.

**Title: Senior Police Communications Operator**

Class Code: 8413

Eligible for Overtime Pay

Primary Responsibility:

This is specialized non-sworn law enforcement work coordinating the operations of a public safety communications center involving computerized radio dispatching and operating telephone, radio, and computer systems in the communications center.

Minimum Qualifications:

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Proficiency in typing and State Certification on the NCIC/FCIC computer system are required.

**Title: Senior Police Service Technician**

Class Code: 8411

Eligible for Overtime Pay

Primary Responsibility:

This is work performing specialized non-sworn law enforcement functions and/or coordinating non-sworn law enforcement support services.

Minimum Qualifications:



A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Some positions may require some proficiency in typing.

**Title: Senior Property Manager**

Class Code: 0942

Eligible for Overtime Pay

Primary Responsibility:

This is work performing property management for the university of a comparable budgetary unit.

Minimum Qualifications:

A high school diploma and six years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Purchasing Agent**

Class Code: 0815

Eligible for Overtime Pay

Primary Responsibility:

This is work purchasing specialized commodities and services.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Registered Nurse**

Class Code: 5292

Eligible for Overtime Pay

Primary Responsibility:

This is work providing specialized and professional nursing care, treatment and/or services.

Minimum Qualifications:

Licensed as a registered nurse in accordance with Chapter 464, Florida Statutes, or eligible to practice nursing in accordance with Section 210, Florida Administrative Code and two years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: Senior Secretary**

Class Code: 0108

Eligible for Overtime Pay

This classification must directly report to an AMP or Faculty Administrator.

Primary Responsibility:

This is work performing secretarial and administrative duties for an administrator or an organizational unit.

Minimum Qualifications:

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Typing test may be required at hiring authorities discretion.

**Title: Senior Stores/Receiving Clerk**

Class Code: 0921

Eligible for Overtime Pay

Primary Responsibility:

This is work performing receipt and/or disbursement activities involving equipment and supplies of a specialized nature.

Minimum Qualifications:

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Some positions may require possession of a classified driver's license appropriate to the type of vehicle operated.

**Title: Senior Systems Programmer**

Class Code: 2113

Eligible for Overtime Pay

Primary Responsibility:

This is work designing and developing computer operating systems software and/or hardware.

Minimum Qualifications:

A high school diploma and eight years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Teaching Laboratory Specialist**

Class Code: 5083

Eligible for Overtime Pay

Primary Responsibility:

This is work operating and maintaining scientific facilities and equipment and assisting users.

Minimum Qualifications:

A high school diploma and six years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: Senior Telecommunications Services Specialist**

Class Code: 6584

Eligible for Overtime Pay

Primary Responsibility:

This is work designing office, system and local area voice/data networks.

Minimum Qualifications:

A bachelor's degree in an appropriate area of specialization and two years of appropriate experience; or a high school diploma and six years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Telecommunications Specialist**

Class Code: 2035

Eligible for Overtime Pay

Primary Responsibility:

This is work testing and repairing switching, transmission, and voice/data technology.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Training Specialist**

Class Code: 1328

Eligible for Overtime Pay

Primary Responsibility:

This work administering one or more phases of a training function.

Minimum Qualifications:

A high school diploma and six years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: Senior University Postal Manager**

Class Code: 0300

Eligible for Overtime Pay

Primary Responsibility:

This is work managing a full-service university postal facility.

Minimum Qualifications:

A high school diploma and six years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: Senior University Union Program Specialist**

Class Code: 4245

Eligible for Overtime Pay

Primary Responsibility:

This is work maintaining specialized program activities for a university student union.

Minimum Qualifications:

A high school diploma and six years of appropriate experience.  
Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: Senior Utilities Supervisor**

Class Code: 6351

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising utilities employees and controlling operations of a university utility plant.

Minimum Qualifications:

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total six years; or a high school diploma and six years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Senior Word Processing Operator**

Class Code: 0093

Eligible for Overtime Pay

Primary Responsibility:

This is work performing production, quality control, and training activities for a centralized word processing unit or producing typed scientific/mathematical/specialized materials using word processing software.

Minimum Qualifications:

A high school diploma and three years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Attainment of a score of at least 35 cwpm on an approved typing test.

**Title: Stores/Receiving Clerk**

Class Code: 0918

Eligible for Overtime Pay

Primary Responsibility:

This is work performing receipt and/or disbursement activities involving a variety of equipment and supplies.

Minimum Qualifications:

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience. Some positions may require possession of a classified driver's license appropriate to the type of vehicle operated.

**Title: Stores/Receiving Manager**

Class Code: 0928

Eligible for Overtime Pay  
Primary Responsibility:

This is work managing the activities of a stores/receiving operation.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Stores/Receiving Supervisor**

Class Code: 0927

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising stores/receiving employees.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Systems Programmer**

Class Code: 2111

Eligible for Overtime Pay

Primary Responsibility:

This is work installing and maintaining computer operating systems and/or software.

Minimum Qualifications:

A high school diploma and six years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Systems Programming Manager**

Class Code: 2117

Eligible for Overtime Pay

Primary Responsibility:

This is work managing the development, installation and maintenance of computer operating systems software and/or hardware.

Minimum Qualifications:

A high school diploma and nine years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Teaching Laboratory Specialist**

Class Code: 4282

Eligible for Overtime Pay

Primary Responsibility:

This is work teaching laboratory equipment usage.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Telecommunications Services Specialist**

Class Code: 6582

Eligible for Overtime Pay

Primary Responsibility:

This is work designing and implementing office and system communications voice/data/video networks.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Telecommunications Specialist**

Class Code: 2031

Eligible for Overtime Pay

Primary Responsibility:

This is work installing telecommunications equipment and designing voice installations.

Minimum Qualifications:

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Telecommunications Supervisor**

Class Code: 2037

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising Telecommunications Technician and Specialists.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Telecommunications Technician**

Class Code: 2033

Eligible for Overtime Pay

Primary Responsibility:

This is work installing and repairing telecommunications station equipment.

Minimum Qualifications:

A high school diploma.

**Title: Telephone System Manager**

Class Code: 0276

Eligible for Overtime Pay

Primary Responsibility:

This is work managing a telephone system operation.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Telephone System Operator**

Class Code: 0261

Eligible for Overtime Pay

Primary Responsibility:

This is work operating telephone communications equipment.

Minimum Qualifications:

A high school diploma.

**Title: Telephone System Operator Supervisor**

Class Code: 0264

Eligible for Overtime Pay

Primary Responsibility:

This is work supervising Telephone System Operators.

Minimum Qualifications:

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Traffic and Parking Representative**

Class Code: 8403

Eligible for Overtime Pay

Primary Responsibility:

This is work monitoring parking areas and enforcing applicable rules, laws, and regulations.

Minimum Qualifications:

A high school diploma and one year of appropriate experience. Appropriate college work or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Traffic and Parking Specialist**

Class Code: 8404

Eligible for Overtime Pay

Primary Responsibility:

This is work directing, supervising, and assigning various tasks to Parking and Traffic Personnel.

Minimum Qualifications:

A high school diploma and two years of appropriate experience. Appropriate college work or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: University Postal Manager**

Class Code: 0297

Eligible for Overtime Pay

Primary Responsibility:

This is work managing a partial-service university postal facility.

Minimum Qualifications:

A high school diploma and five years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: University Union Program Specialist**

Class Code: 4243

Eligible for Overtime Pay

Primary Responsibility:

This is work assisting with student activity programs at a university student union.

Minimum Qualifications:

A high school diploma and four years of appropriate experience. Appropriate college coursework may substitute at an equivalent rate for the required experience.

**Title: Utilities Superintendent**

Class Code: 6357

Eligible for Overtime Pay

Primary Responsibility:

This is work managing the operations of a university utility plant.

Minimum Qualifications:

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total seven years; or a high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

**Title: Utilities Supervisor**

Class Code: 6345

Eligible for Overtime Pay

Primary Responsibility:



This is work supervising utilities employees at a branch plant, reporting to a higher level on-site supervisor and/or supervising employees on a shift.

Minimum Qualifications:

Completion of an approved apprenticeship program in a recognized trade and appropriate experience to total five years; or a high school diploma and five years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.