



EXEMPT INDIVIDUAL CONTRIBUTOR CAREER LEVEL GUIDE (EIC)

Guiding Principle: Positions must meet all criteria of a level to be slotted in that level

EXEMPT ROLES (managing less than 3 individuals)			
	EIC 1	EIC 2	EIC 3
KNOWLEDGE	<ul style="list-style-type: none"> ▪ Knowledge of professional principles and skills. Knows and effectively uses fundamental concepts, practices, and procedures of particular area of specialization 	<ul style="list-style-type: none"> ▪ Comprehensive knowledge of principles, practices, and procedures of particular field of specialization including completion of moderately complex assignments. Solid knowledge of organization's technologies and practices 	<ul style="list-style-type: none"> ▪ Advanced knowledge of particular field of specialization including completion of complex assignments. Advanced knowledge of organization's technologies and practices ▪ Primary contribution is in applying knowledge (product, industry, professional, technical), rather than managing people. Greater than 70% of time is doing individual contributor work.
PROBLEM COMPLEXITY	<ul style="list-style-type: none"> ▪ Performs tasks and functions for professional field of work ▪ Works in compliance with established procedures and/or protocols. Identifies and resolves readily identifiable, clearly-defined problems ▪ Demonstrates skill in data analysis techniques by resolving missing/incomplete information, inconsistencies/anomalies in routine research/data 	<ul style="list-style-type: none"> ▪ Performs full range of professional level work that typically requires processing and interpreting more complex, less clearly-defined issues. Identifies problems and possible solutions and takes appropriate action to resolve ▪ Demonstrates skill in data analysis techniques by resolving missing/incomplete information, inconsistencies/anomalies in more complex research/data 	<ul style="list-style-type: none"> ▪ Performs advanced areas of work for the professional field ▪ Identifies key barriers/core problems and applies problem-solving skills in order to deal creatively with complex situations. Troubleshoots and resolves complex problems ▪ Makes decisions under conditions of uncertainty, sometimes with incomplete information, that produce effective end results



<p>AUTONOMY AND RESPONSIBILITY</p>	<ul style="list-style-type: none"> ▪ Nature of work requires general supervision; exercises judgment. May be paired with a senior team member ▪ Work typically involves regular process checks or review of output by a coworker and/or supervisor 	<ul style="list-style-type: none"> ▪ Nature of work requires independence; communicates issues and progress effectively; receives guidance on complex problems or issues ▪ Work review typically involves periodic review of output by supervisor and/or direct “customers” of the process 	<ul style="list-style-type: none"> ▪ Independently performs assignments with instruction limited to results expected. Determines and develops approach to solutions. Communicates issues and progress effectively. ▪ Receives technical guidance only on unusual or complex problems or issues ▪ Work reviews are limited to final results.
<p>ORGANIZATIONAL SCOPE AND IMPACT</p>	<ul style="list-style-type: none"> ▪ Work leads to practical exposure to application of theories/principles of specialized area ▪ Work is typically on small, less complex projects/ assignments or providing support for larger projects/ assignments that have department and area impact 	<ul style="list-style-type: none"> ▪ Works independently on larger, moderately complex projects/assignments that have direct impact on division, college, department and area results. ▪ May interact with Executive Leadership, including officers and deans, to influence strategic decisions made for the given discipline. ▪ May have responsibility for developing and managing operating plans/budgets/program goals and procedures 	<ul style="list-style-type: none"> ▪ Responsible for an advanced area of work in the professional field ▪ May be responsible for entire program, projects or functions of a cross-functional team including planning, assigning, monitoring and reviewing progress and accuracy of work, evaluating results, etc that impacts university, division or college results. ▪ May have responsibility for developing and managing operating plans/budgets/program goals and procedures ▪ Often interacts with Executive Leadership, including officers and deans, to influence strategic decisions.
<p>INFLUENCING AND PEOPLE LEADERSHIP</p>	<ul style="list-style-type: none"> ▪ May provide general guidance/direction to or train junior level non-exempt personnel 	<ul style="list-style-type: none"> ▪ May provide general guidance/direction or train junior level non-exempt and exempt personnel ▪ May lead programs/groups to 	<ul style="list-style-type: none"> ▪ Contributes to employees’ professional development, but may not have hiring or firing authority ▪ Regularly leads programs/groups to accomplish objectives.



		accomplish objectives. Promotes teamwork	Promotes teamwork.
TYPICAL EDUCATIONAL PREPARATION	<ul style="list-style-type: none"> ▪ Typically requires BS/BA in related discipline. Certification may be required in some areas <li style="text-align: center;">OR ▪ MS/MA/MBA/JD 	<ul style="list-style-type: none"> ▪ Typically requires BS/BA in related discipline. Certification is required in some areas <li style="text-align: center;">OR ▪ MS/MA/MBA/JD. Certification is required in some areas 	<ul style="list-style-type: none"> ▪ Typically requires BS/BA in related discipline. Certification is required in some areas <li style="text-align: center;">OR ▪ MS/MA/MBA/JD. Certification required in some areas