

**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Academic Advisor I</b>	Counsel/assist students with class choices, curriculum options, majors, departmental and University policies and procedures, and other academic needs. May provide group educational and vocational guidance services. <i>This title is not intended for positions that have some basic advising duties along with other administrative or program duties.</i>	\$10.793	\$12.952
<b>Academic Advisor II</b>	Provide in-depth, specialized, and/or comprehensive advising to faculty and students regarding class choices, curriculum options, majors, departmental and University policies and procedures, and other academic needs.	\$12.871	\$15.445
<b>Academic Advisor III</b>	Manage or coordinate the advising function for a division, school, or the University by training, overseeing, and managing the advising staff and resources for a multiple-degree program.	\$15.002	\$18.002
<b>Accompanist</b>	Provide a variety of keyboard, percussion, music, and rhythm for dance classes and the ability to articulate that knowledge when working with students of dance.	\$10.793	\$12.952
<b>Accounting Analyst</b>	Provide high level fiscal management of diverse and significant funds. Track multiple projects or accounts of significant financial impact; reconcile budgets and expenditures in accordance with State, Federal, University System and Grant Agency laws, rules, guidelines, procedures and agreements; ensure audit compliance with federal, state, and granting agencies; monitor project renewal end dates; track cost overruns, cost sharing, and IDC's; analyze expenditures and issue complex financial reports; identify fiscal or budget issues and offer solutions; provide feedback to administrative offices regarding policy changes and implementation strategies. Employee may have direct contact with granting agencies along with supervising and training others.	\$13.712	\$16.454
<b>Accounting Assoc I</b>	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verification duties to obtain primary financial data for use in accounting records maintenance.	\$8.506	\$10.207
<b>Accounting Assoc II</b>	Compute, classify, and record numerical data to keep financial records complete. Perform both routine and unusual or less common calculating, posting, and verification duties to obtain primary financial data for use in accounting records maintenance. Check accuracy of figures, calculations, and postings pertaining to business transactions recorded by others.	\$10.000	\$12.000
<b>Accounting Assoc III</b>	Examine, analyze, and interpret accounting records for the purpose of completing transactions, giving guidance, and preparing statements and reports. This level includes complex reconciliation and problem resolution for multiple indexes. May assist with development and implementation of systems for recording costs or other financial and budgetary data.	\$11.341	\$13.609
<b>Accounting Assoc IV</b>	Examine, analyze, and interpret diverse accounting and financial records within multiple funding areas for the purpose of finalizing transactions, giving guidance, ensuring compliance, and preparing and finalizing statements and reports begun by others. Develop and implement systems for recording costs or other financial and budgetary data. Oversee the work of other Accounting personnel.	\$13.712	\$16.454
<b>Accounting Assoc Mgr</b>	Manage an accounting unit or department with a diversity of funding by overseeing the examination, analysis, and interpretation of accounting records, short-term and long-term accounting strategies, and the departmental bottom line. Must supervise other personnel and work with near-complete autonomy.	\$16.064	\$19.277

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<b>Admin Assoc I</b>	Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, receiving visitors, organizing and maintaining paper and electronic files, and providing information to internal and external customers.	\$8.506	\$10.207
<b>Admin Assoc II</b>	Perform routine and unusual, or less common, clerical and administrative functions such as creating or editing correspondence, overseeing multiple work schedules, organizing and maintaining paper and electronic files, reconciling bills, running and formatting reports, and providing more complex information to internal and external customers. May include some student advising and providing administrative support to faculty members. May include website updates and maintenance.	\$10.000	\$12.000
<b>Admin Assoc III</b>	Provide mid- to high-level support for a department or work unit by providing administrative support for multiple staff members, overseeing all or part of a budget including reconciling finances, preparing reports, following up on unusual information requests, arranging functions with complex or unusual details, conducting research, and acting as office manager. May operate as a "one-person" office and conduct all functions within that work unit.	\$11.253	\$13.504
<b>Admin Assoc IV</b>	Provide high-level support for a large or multi-functional department or work unit including sub-units such as colleges by providing administrative and program support to a diversity of internal and external staff members, overseeing a diversity of budgets that are reconciled or managed on a day-to-day basis by others, overseeing the work of other administrative personnel, preparing and analyzing complex reports, conducting research, following up on unusual information requests, and making complex departmental decisions.	\$13.279	\$15.935
<b>Admin Assoc Mgr</b>	Supervise and coordinate the activities of clerical and administrative support staff by managing departmental or work unit resources, overseeing all program functions, guiding the financial processes, and acting as Assistant Director. Must supervise other staff members and work with near-complete autonomy.	\$15.408	\$18.490
<b>Admissions Evaluator I</b>	Evaluate student applications, transcripts, residency, and special needs for the purposes of admittance to the University.	\$9.898	\$11.878
<b>Admissions Evaluator II</b>	Act as lead worker of the Admissions work unit, by guiding other Admissions Evaluators through policies and procedures related to student applications, transcripts, residency, and special needs for the purposes of admittance to the University. Make unusual decisions, and impart changes in policies and procedures to the other staff members.	\$10.793	\$12.952
<b>Admissions Evaluator III</b>	Evaluate student applications, transcripts, residency, and special needs for the purposes of admittance to the University. Researches transfer credits and class title equivalencies and type. Performs recruitment activities via phone, email, open houses, fairs, and site visits to community colleges. Advises students, parents, and high school counselors on degree requirements. Oversees a program area by creating application, flyers, brochures, and conducting presentations. Make unusual decisions, and impart changes in policies and procedures to the other staff members.	\$11.764	\$14.117
<b>Admissions Evaluator Supv</b>	Plan, direct, and coordinate the evaluation activities of the Admissions work unit, by guiding other Admissions Evaluators through policies and procedures related to student applications, transcripts, residency, and special needs for the purposes of admittance to the University. Performs duties of Admissions Evaluator III. May include oversight of records, and compilation of statistics for reporting purposes.	\$12.823	\$15.388

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<b>Admissions Rep I</b>	Recruit and provide information to prospective students by attending college fairs and visiting high schools and other colleges; communicating with prospects and their parents by phone, email, mailings, and other correspondence; and developing relationships with a variety of campus and community representatives. May oversee a special campus-specific student program. May supervise students and volunteers	\$10.793	\$12.952
<b>Admissions Rep II</b>	Act as senior recruiter for the University by attending college fairs and visiting high schools and other colleges; communicating with prospects and their parents by phone, email, mailings, and other correspondence; creating and editing publications for students; supervising students and volunteers assisting with recruitment functions; training new Admissions Representatives; and developing relationships with a variety of campus and community representatives.	\$12.871	\$15.445
<b>Agricultural Field Technician</b>	Provide assistance in planting, harvesting and collecting field samples. Weigh, grind and dry samples according to specific instruction. Use various techniques to measure plants in experimental plots and at field study sites. Clean and organize laboratory, greenhouse and various facilities on grounds. May perform data entry. Work generally supports and impacts ongoing agricultural/scientific research.	\$9.081	\$10.897
<b>Agricultural Laborer</b>	Entry level position. Must be able to gain ability to perform comprehensive work in the care of trees, crops, field preparation, irrigation, maintenance and over-all landscaping duties. General knowledge of nursery and greenhouse operations. Ability to use shovels, rakes, shears, and pruners.	\$8.506	\$10.207
<b>Architect I</b>	Responsible for planning, designing, reviewing, bidding, and supervision of new and remodel construction and maintenance projects such as office buildings, storage units, and other structural property. Requires licensure as an Architecture in the State of Montana.	\$17.245	\$20.694
<b>Architect II</b>	Administer the activities of the University Architectural Planning division by taking a lead role in the planning, designing, reviewing, bidding, and supervision of new and remodel construction and maintenance projects such as office buildings, storage units, and other structural property. Responsible for the divisions human and financial resources. Requires licensure as an Architecture in the State of Montana.	\$21.555	\$25.866
<b>Architectural Designer</b>	Provide design assistance to the University Architects, Engineers, and Project Managers by planning, programming, designing, estimating, scheduling, and budgeting small projects and assisting with large ones; coordinating and preparing contract drawings and specifications; reviewing submittals and shop drawings; performing field surveys and site observations; developing sketches and as-built drawings; supporting Project Managers in various construction administration duties; communicating University policy; performing code reviews; and maintaining existing drawing and product libraries in both electronic and paper formats. May supervise an Architectural Technician. Bachelor's degree in architecture, planning, or related field required.	\$11.964	\$14.357

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<b>Architectural Tech</b>	Provide assistance to the University Architects, Engineers, and Project Managers by completing as-built drawings, layouts, and other construction documents; attending design meetings; participating in site observations and measuring field/site conditions; making initial cost estimates; and performing preliminary code reviews. May include administrative and program support responsibilities including maintenance of drawing and product libraries. This level does not require a degree or licensure.	\$11.123	\$13.348
<b>Art Tech</b>	Definition will be written later.	\$11.786	\$14.143
<b>Associate Planner</b>	Work with University leaders, staff, faculty, and students to support the integration of the University Strategic Plan with Capital Planning and Development of long range physical and capital planning frameworks. Develop, provide support for development, and manage project programming and cost budgeting, long range master plan cost planning, and project plan scheduling for inclusion in the University's Capital Budget process. Bachelor's degree in planning, architecture or related field required.	\$17.349	\$20.819
<b>Attorney I</b>	Under general supervision provides entry level legal work for students. Work is assigned by the Director, who provides instruction on steps to take and format of work performed. Work is reviewed for accuracy and legal content.	\$14.765	\$17.718
<b>Attorney II</b>	Provide legal services such as legal advice, representation, and mediation to the Associated Students group, its President, Vice-President, and Senate, and to the University's student body. May include supervision of the Associated Students work unit and supervision of lower level attorneys.	\$18.567	\$22.280
<b>Audiologist</b>	Assess and treat persons with hearing and related disorders including fitting hearing aids and providing auditory training.	\$17.338	\$20.806
<b>Auditor I</b>	Under direction of the supervisor, examine, analyze, and interpret records, processes, policies, and procedures for compliance with University, state, and federal laws, rules, and regulations. Recommend and follow-up on changes with applicable personnel. <i>This level is appropriate for those with limited auditing experience or who are new to the University system.</i>	\$12.871	\$15.445
<b>Auditor II</b>	Working independently with clients, examine, analyze, and interpret records, processes, policies, and procedures for compliance with University, state, and federal laws, rules, and regulations. Recommend and follow-up on changes with applicable personnel. <i>This level is appropriate for those with extensive auditing experience who are also familiar with the University system.</i>	\$14.178	\$17.014
<b>Auto Repair Shop Mgr</b>	Supervise and coordinate the activities of students and mechanics in the Auto Repair Shop by providing tools, guidance, and oversight of budget and other resources.	\$13.983	\$16.780
<b>Baker I</b>	Perform various bakery duties including preparing dough, baking and decorating pastries, desserts, cakes, pies, bars, and other products, and cleaning equipment, benches, and pots and pans.	\$9.272	\$11.126
<b>Baker II</b>	Act as lead Baker for a specific shift or functional area by training new bakery personnel, overseeing test baking of new recipes, creating daily production sheets, decorating cakes, and supervising other bakery personnel. Perform the duties of Baker I.	\$10.106	\$12.127
<b>Benefits Assoc I</b>	Provide general information and assistance to personnel regarding insurance benefits, retirement, and garnishments in order to educate them on their benefit options. May include setting up deductions and remitting vendor reports. May assist with benefits presentations	\$9.898	\$11.878

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<b>Benefits Assoc II</b>	Provide specialized and in-depth information and assistance regarding insurance benefits, retirement, garnishments, etc., including counseling on most appropriate options, and exit counseling for terminating employees. Research and correct reconciliation and other benefits issues and discrepancies. May conduct benefits presentations.	\$11.001	\$13.201
<b>Benefits Supv</b>	Conduct an insurance and retirement program by educating employees of their benefit options, collecting contributions, and reconciling vendor accounts. Supervises the Benefits Associates, develops and delivers presentations, and participates in University System benefits planning and development.	\$14.361	\$17.233
<b>Broadcast Operations Specialist I</b>	Provide a variety of scheduling, cataloging and database management tasks in support of broadcast programming. Maintain an extensive library of broadcast media; procure, catalog, file and inventory broadcast content and media. Create multiple daily operations-related schedules. Evaluate technical and aesthetic quality of both individual programs & interstitial content, and of complete multiple program streams. Setup, operate, monitor, and control video and audio electronic/computer equipment used to broadcast television programs. Monitor and adjust operational performance of multiple reception and transmission facilities; daily reporting of network operating status.	\$10.443	\$12.532
<b>Broadcast Operations Specialist II</b>	Lead Worker over team of Broadcast Operations Specialist I's. Perform all duties of a Broadcast Operations Specialist I. Serve as technical expert providing guidance, training, directing day-to-day operations, and answering technical questions. May supervise students by defining details of each student position and work schedule, coordinate and assign the workload, and to train in each Operations' discipline.	\$11.382	\$13.658
<b>Broadcast Tech</b>	Set up, operate, and maintain electronic/computer equipment used to transmit radio and television programs. Control audio equipment to regulate volume level and quality of sound during radio and television broadcasts. Log all transmission parameters and program events. May include training student operators on use of the master control operations.	\$9.081	\$10.897
<b>Broadcaster</b>	Provide technical support for a television or radio station by producing on-air promotions, donor spots, and fund drives; creating documentaries and promotional materials; overseeing checkout and use of field and studio equipment; training student interns and other personnel; and maintaining a master library of the station's video. May deliver on-air promos, announcements, or more in-depth discussions.	\$11.786	\$14.143
<b>Budget Analyst I</b>	Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports for the purpose of maintaining expenditure controls.	\$14.573	\$17.488
<b>Budget Analyst II</b>	Works with internal/external staff/customers to resolve problems and exchange technical information. Provides data to management for decision making purposes. Provides complex and ad hoc analysis requiring creative problem-solving skill. Must have knowledge of multiple areas/functions in order to serve as backup. May act as lead worker.	\$15.885	\$19.062
<b>Budget Analyst III</b>	Works with a wide range of accounts and information or an entire budgeting function. Helps others prepare budgets, analyze operations, gather information, make recommendations for process changes, and develops new ideas or makes proposals. May supervise others.	\$17.315	\$20.778

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<b>Budget Analyst IV</b>	Responsible for analytical, in-depth management of complex budgeting processes. Applies budgeting and accounting theory to various problems, by using analytical, evaluative, or interpretive processes and independent problem-solving skills. Suggests refinements to processes and reporting needs and implement changes. May supervise other Budget Analysts. May make higher-level assessments regarding a specific unit's financial condition or long-range financial planning. May manage an entire budgeting system or a large number of accounts across multiple fund groups.	\$18.872	\$22.646
<b>Building Repair Tech</b>	This position performs service, repair and maintenance of all food service equipment machinery, and facilities for residence life and food service on the Dillon campus.	\$9.479	\$11.375
<b>Business Operations Analyst</b>	Definition will be written later.	\$20.110	\$24.132
<b>CADD Tech</b>	Provide drafting and project assistance to the University Architects by managing the Architecture Services hardware and software; maintaining CADD standards; researching and recommending programs and upgrades; maintaining and managing electronic files, product libraries, and campus utility and ADA maps; relocating site utilities; completing field utility surveys; coordinating and preparing contract drawings and specifications; estimating, scheduling, and budgeting small projects and assisting with large ones; completing various drafting projects; and supporting Project Managers in various construction administration duties. May supervise an Architectural Technician.	\$13.905	\$16.686
<b>Carpenter, non-craft</b>	Construct, erect, install, and repair structures and fixtures made of wood such as concrete forms, framework, partitions, joists, studding, rafters, and office furniture. Install cabinets, drywall, and insulation.	\$13.379	\$16.055
<b>Cashier I</b>	Receive and disburse money (cash, checks, credit and debit cards) using cash registers and related equipment. Reconcile daily receipts. May run simple reports for daily reconciliation purposes. May act as a resource for campus by answering questions and providing directions.	\$8.506	\$10.207
<b>Cashier II</b>	Perform advanced cashiering functions by receiving and disbursing money (cash, checks, credit and debit cards), reconciling daily and monthly activity, running simple and advanced reports in order to reconcile to Banner or a shadow system, entering data into a spreadsheet or database, and explaining payment processes such as fee payment, student housing, and retail purchasing. May include making deposits and overseeing a safe.	\$10.037	\$12.044
<b>Chemist</b>	Conduct quantitative chemical evaluation and analysis for clients who will use the results to determine a course of action.	\$15.452	\$18.542
<b>Clinic Aide</b>	Assist the Physician and mid-level providers by preparing exam rooms with proper equipment/supplies, preparing patients for examination, obtaining and recording vital signs, and applying slings, bandages, and orthopedic devices. May include fitting crutches and teaching patients how to use them.	\$8.506	\$10.207
<b>Clinical Lab Spec I</b>	Perform routine and complex medical laboratory tests for the diagnosis, treatment, and prevention of disease. Work under the supervision of a Clinical Lab Specialist II or other medical personnel.	\$12.871	\$15.445
<b>Clinical Lab Spec II</b>	Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. Act in a management capacity regarding the lab and its personnel, including responsibility for an operating budget.	\$16.528	\$19.834



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<b>Collections Tech I</b>	Locate and notify customers of delinquent accounts in order to solicit payment. Receive payment, posts amount to appropriate account(s), prepares statements of proper credit, and keeps records of collection status. May work with customers to identify most effective repayment plan.	\$9.180	\$11.016
<b>Collections Tech II</b>	Acts in an advanced collections role by initiating repossession proceedings or discontinuation of service related to delinquent accounts; hiring, supervising and negotiating services and fees with collection agencies; researching borrower's history and ability to pay; and setting-up non-traditional repayment plans in unusual circumstances. Includes soliciting payments, posting to appropriate account(s), preparing statements of proper credit, and keeping records of collection status. May include authority to excuse debt.	\$11.052	\$13.262
<b>Communication Sfty Off</b>	Operate radio, telephone, and computer equipment to receive and respond to reports concerning crimes, police emergencies, and non-emergency inquiries and relay information to proper officials or personnel for investigative and resolution purposes.	\$13.197	\$15.836
<b>Communication Sfty Off Supv</b>	Supervise the Communications Systems Operator work unit and serves as CJIN-Alternate TAC (Terminal Agency Coordinator). Guides other Operators through policies, procedures and practices; provides training to new Operators; establishes work schedules, coordinates activities and assigns projects. Responds to and provides guidance for unusual situations and makes judgement decisions on how to respond to situations without established precedence. Performs all duties of Communications Systems Operators. May also provide additional administrative support.	\$17.135	\$20.562
<b>Communication Sys Oper</b>	Operate radio, telephone, and computer equipment to receive and respond to reports concerning crimes, police emergencies, and non-emergency inquiries and relay information to proper officials or personnel for investigative and resolution purposes.	\$10.628	\$12.754
<b>Communication Sys Oper Supervisor</b>	Supervise the Communications Systems Operator work unit and serves as CJIN-Alternate TAC (Terminal Agency Coordinator). Guides other Operators through policies, procedures and practices; provides training to new Operators; establishes work schedules, coordinates activities and assigns projects. Responds to and provides guidance for unusual situations and makes judgement decisions on how to respond to situations without established precedence. Performs all duties of Communications Systems Operators. May also provide additional administrative support.	\$13.606	\$16.327
<b>Compliance Spec</b>	Examine, evaluate and investigate eligibility for or conformity/compliance with laws, regulations, policies, and procedures governing a work unit, department, or the University at large. May include training personnel on proper processes and procedures.	\$15.171	\$18.205
<b>Computer Programmer</b>	Write, test, and maintain detailed computer programs according to computer software engineer and system analyst specifications. May update, repair, modify, and expand existing programs.	\$16.350	\$19.620
<b>Computer Sftwr Eng/Apppl I</b>	Analyze user needs in order to design, develop, test, and maintain general computer and internet-based applications software. Develop or customize client-specific software. Requires strong analytical and programming skills and the ability to develop algorithms, and analyze, troubleshoot, and solve programming problems.	\$16.776	\$20.131

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<b>Computer Sftwr Eng/Appl II</b>	Analyze user needs in order to design, develop, test, and maintain complex, multi-dimensional computer and internet-based applications software. Develop or customize client-specific software. Requires advanced analytical and programming skills and the ability to develop algorithms, and analyze, troubleshoot, and solve complex programming problems.	\$20.971	\$25.165
<b>Computer Sftwr Eng/Systm I</b>	Provides design, development, configuration and maintenance of enterprise wide internet and/or intranet services supported on multi vendor hardware and software platforms.	\$20.260	\$24.312
<b>Computer Sftwr Eng/Systm II</b>	Senior position responsible for oversight of design, development, configuration, evaluation and maintenance of enterprise wide internet and intranet services.	\$27.009	\$32.411
<b>Computer Spec I</b>	Specialize in a computer or other electronic field not covered by other titles. Operate with some autonomy.	\$13.118	\$15.742
<b>Computer Spec II</b>	Specialize in a computer or other electronic field not covered by other titles. Operate with great autonomy, setting own work boundaries, researching "best practice" methods, and acting as topic expert.	\$16.726	\$20.071
<b>Computer Supp Spec I</b>	Provide technical support for computer hardware, software, peripheral devices, and desktop systems by troubleshooting, interpreting, analyzing and resolving problems. May install, configure, upgrade, deliver, and setup computer hardware, software and peripheral devices. May write instructional documentation and train computer users how to properly use computer hardware and software.	\$12.871	\$15.445
<b>Computer Supp Spec II</b>	Provide advanced technical support for computer hardware, software, peripheral devices, and desktop systems by troubleshooting, interpreting, analyzing and resolving complex, multi-dimensional problems. May assist with desktop security issues by troubleshooting, cleaning, or repairing compromised desktop systems. May write technical documentation and train computer users how to properly maintain hardware and software security.	\$15.537	\$18.644
<b>Computer Supp Spec III</b>	Lead/Senior position responsible for researching, recommending, planning, and implementing new technologies, and resolving the most complex problems. Possesses deep technical expertise in a specific IT area such as desktop computing, or may have broad expertise in various areas and serve as the IT expert for a specific unit or function. Plans and implements short- and long-term strategies. Typically responsible for developing, planning, and implementing security policies. May have some budget and personnel management responsibilities.	\$19.274	\$23.129
<b>Computer Sys Analyst I</b>	Analyze client needs in order to plan and develop new data-processing systems or devise new ways to apply existing systems' resources to additional operations. Conduct or coordinate in-depth testing, diagnose problems, recommend solutions and determine if program requirements have been met.	\$16.368	\$19.642
<b>Computer Sys Analyst II</b>	Analyze diverse client needs in order to plan and develop complex new data-processing systems or devise new multi-dimensional ways to apply existing systems' resources to additional operations. Work with programmers or other analysts to conduct or coordinate in-depth testing, diagnose problems, recommend solutions and determine if program requirements have been met. May specialize in a specific type of system.	\$20.460	\$24.552



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<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Computer Sys Analyst III</b>	Lead/Senior position responsible for long-range planning, design, evaluation, and implementation of data processing systems; applies advanced/expert systems analysis and project management tools and techniques in managing multiple projects. Develops and implements related policies and procedures Provides high-level technical consultation.	\$24.997	\$29.996
<b>Computer/Technical Support</b>	Provide first-line technical support by assisting users with basic software and computer usage questions; providing consultation services for purchase of computer hardware and software; providing assistance such as scanning and desktop publishing; updating web page(s); gathering and formatting electronic data; providing video-conferencing support; and managing simple databases. May train staff members on basic computer use including Banner. May research office/business technology trends. <i>This title is not appropriate for administrative support people who have a computer/technical support function in addition to their other duties.</i>	\$10.138	\$12.166
<b>Copy Services Supv</b>	Supervise and coordinate the activities of the work unit by assigning and overseeing work, providing training on new processes and equipment, meeting with clients to resolve needs, managing daily work flow, and making recommendations for more effective services.	\$9.898	\$11.878
<b>Costumer</b>	Provides costume design, creation, repair, and selection for performers in the arts.	\$11.786	\$14.143
<b>Culinary Assoc I</b>	Perform food preparation, service, or cleaning duties including preparing hot and cold food products; assembling and/or serving soups, salads, and entrees; cleaning and sanitizing kitchen and/or dining areas; cashiering; and washing dishes.	\$8.506	\$10.207
<b>Culinary Assoc II</b>	Act in a lead capacity by overseeing other workers in food preparation, service, or cleaning duties including preparing hot and cold food products; assembling and/or serving soups, salads, and entrees; cleaning and sanitizing kitchen and/or dining areas; cashiering; and washing dishes. May include planning daily specials, forecasting usage, using leftovers, ensuring sanitation procedures, and training new staff members.	\$9.271	\$11.125
<b>Culinary Professional I/Cook I</b>	Prepare quantities of food items such as salads, soups, and entrees from established menus and recipes; clean and sanitize equipment, utensils, and coolers; and properly store items according to health codes. May include recording daily meal counts and assisting with inventories.	\$8.815	\$10.578
<b>Culinary Professional II/Cook II</b>	Act as lead cook by scheduling daily food preparation, developing recipes, maintaining inventory, monitoring workflow, and training and supervising other cooks and culinary associates. Performs the duties of Cook I.	\$10.106	\$12.127
<b>Culinary Professional III/Culinary Production Manager I</b>	Exercise correct kitchen procedures, cooking techniques, presentation and extensive food safety and sanitation practices. Must demonstrate knowledge of supervisory practices, leadership, and communication skills. Assist in recipe selection, menu development, purchasing, portion controls, inventory, and production techniques. Extensive knowledge and demonstrated skill in all food preparation techniques. Beginning knowledge of computer management system for purchasing and maintaining inventory controls. Encourage others to model culinarian's code. Plan and conduct one UDS approved cooking demonstration.	\$14.320	\$17.184

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<b>Culinary Professional IV/Culinary Production Manager II</b>	Excellent knowledge of recipe selection, menu structure, food and equipment research and purchasing, portion controls, budge, and profit and loss monitoring. Must pass UDS practical test of preparation and teaching of world cultural foods. Ability to write HACCP program for potentially hazardous foods. Ability to sculpt ice, tallow, chocolate, and cheese.	\$15.599	\$18.719
<b>Culinary Services Assistant Manager</b>	Under the direction of a Culinary Services Manager, the Assistant Manager will supervise staff providing customer service, production support, serving food, cleaning, and all other aspects of proper food service operation. In the absence of the Manager, the Assistant Manager will act as the Manager by overseeing the food service operation and make decisions as necessary to manage the food operation.	\$12.867	\$15.440
<b>Culinary Svcs Mgr I</b>	Manage operations of a large food service area or entity such as a dining hall by hiring, training, and supervising staff including Culinary Svcs Supervisors; managing overall inventory and product levels; working with vendors on product ideas and prices; enforcing health and safety standards; managing computerized systems including developing and analyzing reports; and working with upper management on policies, big picture/long term goals, marketing strategies, and product changes or additions. Includes establishment and oversight of a budget.	\$14.320	\$17.184
<b>Culinary Svcs Mgr II</b>	Act as Assistant Director of dining or catering services by managing human and financial resources; developing policies, goals, and marketing strategies; contracting with vendors; developing annual repair and renovation plan; and overseeing computer system upgrades and changes. Reports directly to the Director of food operations.	\$17.190	\$20.628
<b>Culinary Svcs Supv I</b>	Oversee a small food service area or entity such as a sweet shop or coffee cart by hiring, training, and supervising staff; maintaining appropriate inventory and product levels; ordering supplies from vendors; creating displays; determining daily specials; ensuring a safe and healthy workplace; and working with upper management on short-term goals. May include daily oversight of a limited budget. May perform the duties of Culinary Associates I and II.	\$10.106	\$12.127
<b>Culinary Svcs Supv II</b>	Oversee daily operations of a large food service area or entity such as a dining hall by hiring, training, and supervising staff; maintaining appropriate inventory and product levels; ordering supplies from vendors; creating displays; determining daily specials; ensuring a safe and healthy workplace; and working with upper management on short- and long-term goals. Includes daily oversight of a budget.	\$11.015	\$13.218
<b>Curator</b>	Provides care, cataloguing, and management of various collections in the sciences or museums to ensure their future existence. May develop exhibits and/or programs, and provide instruction or educational information to users or customers.	\$15.408	\$18.490
<b>Custodial Supv I</b>	Supervise a crew of custodians by scheduling, prioritizing, and spot checking work; training staff; ensuring a safe and healthy workplace; checking out master keys; maintaining inventories and other records; and maintaining and repairing custodial equipment. May help hire and discipline staff members.	\$10.539	\$12.647

**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Custodial Supv II</b>	Manage a custodial staff by arranging and overseeing contracted cleaning, repair, setup, and tear down services; hiring, training, and supervising staff including supervisors; managing the purchase, storage, and inventory of equipment and supplies; establishing and implementing procedures; enforcing policies; ensuring the safety of staff members; handling disciplinary procedures; preparing cost estimates and bids; and arranging for accommodation of special needs. Includes oversight of a budget.	\$12.436	\$14.923
<b>Custodial Supv III</b>	Oversees all custodial staff within large area such as facilities or residence life. Develops and implements departmental cleaning procedures, standards, and workflow. Oversees equipment, supplies, labor expenditures, budget development. Investigates new equipment, supplies, cleaning methods and evaluates them. Coordinates work with craft shops and departments; prepares equipment supply specifications, bids, and receipt of items. May be required to possess pest control license.	\$14.674	\$17.609
<b>Custodian I</b>	Keep work areas clean, neat, and sanitary by sweeping, mopping, disinfecting, scrubbing, emptying trash, dusting, restocking paper products, moving furniture, and maintaining security of work areas. May include cyclical work such as deep cleaning windows and shoveling snow.	\$8.506	\$10.207
<b>Custodian II</b>	Keep work areas clean, neat, and sanitary by sweeping, mopping, disinfecting, scrubbing, emptying trash, dusting, restocking paper products, moving furniture, and maintaining security of work areas. May include cyclical work such as deep cleaning windows and shoveling snow. Provide lead worker services to a small crew of Custodian I's	\$10.037	\$12.044
<b>Data Systems Manager I</b>	Plan, coordinate, test, and implement changes and security measures to complex, and sometimes customized, enterprise-level computer databases. May conduct requirement analysis and data modeling. May be required to enhance the operation of existing databases to ensure rapid response while maintaining necessary security.	\$21.815	\$26.178
<b>Data Systems Manager II</b>	Lead/Senior position responsible for long-range planning, design, evaluation, and implementation of enterprise-level computer databases; applies advanced/expert database analysis and project management tools and techniques in managing multiple projects. Develops and implements related policies and procedures. Provides high-level technical consultation.	\$26.178	\$31.414
<b>Data/Research Analyst</b>	Develop, analyze, and interpret complex information in order to assist management with policy formulation, strategic planning, short- and long-term goals, and other managerial functions and decisions. Includes in-depth discussions regarding client needs, and ability to gather statistical information from a variety of paper and electronic sources.	\$15.800	\$18.960
<b>Dental Asst</b>	Assist the Dentist with patient and equipment care and use. Process and keep records.	\$9.381	\$11.257
<b>Dental Clinic Manager</b>	Act as Dentist and manager of the dental unit. Diagnose and treat diseases, injuries, and malformations of teeth and gums and related oral structures. Oversee other personnel and manage the work unit resources.	\$39.920	\$47.904
<b>Dental Hygienist</b>	Clean teeth and examine oral areas, head, and neck for signs of oral disease. Educate patients on oral hygiene, take and develop X-rays, and apply fluoride and sealant.	\$22.101	\$26.521
<b>Dentist</b>	Diagnose and treat diseases, injuries, and malformations of teeth and gums and related oral structures.	\$36.115	\$43.338

**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Dietician</b>	Plan, conduct, and counsel individuals or groups in food service and/or nutritional programs.	\$16.699	\$20.039
<b>Duplic Press Oper</b>	Operate various types of printing machines such as offset, letterset, intaglio, or gravure presses or screen printers to produce requested materials. May oversee printing projects by working with clients to meet needs.	\$10.940	\$13.128
<b>Duplic Svcs Supv</b>	Supervise and coordinate the activities of self and other printing service workers by assigning and overseeing work, providing training on new processes and equipment, meeting with clients to resolve unusual needs, managing daily work flow, and making recommendations for more effective services.	\$12.629	\$15.155
<b>Duplic Svcs Wrkr</b>	Operate one or more of a variety of duplicating, photocopying, or other office machinery. Meet with customers to discuss needs, choose appropriate methods for completion of print job, and charge customer appropriately. May include routine maintenance of equipment.	\$8.506	\$10.207
<b>Editor I</b>	Perform a variety of editorial duties such as laying out, indexing, and revising contents of written materials; working with authors, graphic artists, and other editors to choose appropriate images; and providing substantive editing in preparation for final publication.	\$13.709	\$16.451
<b>Editor II</b>	Perform a variety of editorial and publishing duties including evaluating and editing manuscripts; determining appropriate format and layout; coordinating appropriate images with graphic artists, photographers, and authors; setting publishing schedules; determining project costs and budgets; and working on promotional and marketing strategies. May develop procedures. May provide workshops on writing, editing, and publishing techniques.	\$14.808	\$17.770
<b>Editorial Asst</b>	Provide editorial assistance by editing documents for grammar and punctuation; formatting; creating newsletters, brochures, posters, and other written materials; and providing some substantive editing support. May include reading materials for formal review and publication.	\$10.970	\$13.164
<b>Educ Administrator, Preschool</b>	Plan, direct, and coordinate the academic and non-academic activities of a preschool or child care center or program. Includes oversight of other personnel and management of resources.	\$14.075	\$16.890
<b>Electrician, non-craft</b>	Install, maintain, and repair electrical wiring, equipment, and fixtures, ensuring that work is in accordance with relevant codes. May install lights, intercom systems, and electrical control systems.	\$19.471	\$23.365
<b>Electronic Equip Tech I</b>	Operate, maintain, troubleshoot and repair electronic equipment for a broadcast television station, a classroom, or a science lab, including training other users and maintaining an inventory of equipment or supplies. May include some equipment modification.	\$12.679	\$15.215
<b>Electronic Equip Tech II</b>	Fabricate, modify, or repair machine tools, precision parts, instruments, and other equipment in support of a scientific laboratory or field of study. Oversee use of lab or study equipment by training users on proper use and care of instruments, and applicable safety procedures. May include supervision of others and oversight of a budget.	\$15.849	\$19.019
<b>Empl Relations Spec</b>	Provide assistance and oversight to management regarding employee behavior, performance, and discipline. Assist with letters of warning and other formal disciplinary documents in order to ensure compliance with union, University, state, and federal rules, regulations, and laws. May develop or write policy for review by others.	\$11.786	\$14.143

**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Employment Svcs Coord I</b>	Recruit and provide information to prospective businesses/employers about services offered in order to place clients interested in specific areas of work. Assist clients and employers with training and job/client matches. Market services to both clientele and employers and develop new work placement opportunities in support of the program.	\$12.979	\$15.575
<b>Employment Svcs Coord II</b>	Assist clientele with development of a structured self-employment plan by researching marketability, start-up costs, benefits, and potential challenges; helping client develop a business plan; securing grants and other start-up funds; and aiding client in initial start-up activities. Provide a diversity of support including financial, program, and human resource assistance.	\$14.230	\$17.076
<b>Employment Svcs Tech</b>	Provide coordinating, organizing and administrative paperwork for clients and pre-arranged businesses/employers in order to place workers in client-selected work situations. Train and provide coaching for clientele.	\$10.874	\$13.049
<b>Engineer</b>	Provide engineering support for campus engineering services by performing field investigations, data analysis, design work, cost estimating, and project inspection under the supervision of a Professional Engineer. Requires appropriate engineering degree.	\$18.217	\$21.860
<b>Engineering Manager</b>	Manage and/or design multi-discipline engineering projects by preparing and reviewing drawings and specifications; administering projects and budgets; managing design standards; assessing and prioritizing mechanical and electrical maintenance needs; estimating costs, assisting with procurement of energy and utilities; and supervising engineering and project staff. Requires appropriate engineering degree and licensure as a Professional Engineer.	\$25.950	\$31.140
<b>Equip Oper I</b>	Operate, maintain, and perform basic maintenance on equipment such as snow plows, swathers, loaders, and a refuse truck.	\$10.287	\$12.344
<b>Equip Oper II</b>	Operate a variety of heavy equipment, such as a grader, backhoe/loader, trencher, forklift, heavy snow plow, and various tractors, for maintenance and construction projects. Includes maintaining and servicing the equipment, including hydraulics and electrical components. May include supervision of a crew.	\$12.871	\$15.445
<b>Equip/Facility Mgr</b>	Stock, repair, oversee, and manage various equipment, rooms, and appliances particular to a specialized work or academic area. Train users on appropriate use of and care for equipment and facility. May include working with specific materials, machines, processes, and equipment alongside the students. May include supervision of others and oversight of a portion of a budget.	\$11.444	\$13.733
<b>Equip/Supply Tech I</b>	Receive, store, and check in/out supplies and equipment used for instructional use in teaching labs or classrooms or in an athletic program.	\$8.506	\$10.207
<b>Equip/Supply Tech II</b>	Provide maintenance, materials, equipment and supplies needed for teaching labs, classrooms, or an athletic program. Determine how/where items should be obtained for best pricing. Determine what equipment to service, replace, or dispose of. May include purchasing. May include preparation and disposal of chemicals and reagents. May include supervision of others.	\$10.037	\$12.044
<b>Equip/Supply Tech III</b>	Definition will be written later.	\$11.843	\$14.212
<b>Estimator</b>	Prepare cost estimates for construction projects or services to aid management in bidding on or determining price of product or service. May specialize according to particular service performed.	\$14.802	\$17.762
<b>Events/Promo Coord I</b>	Coordinate activities of staff members, volunteers, and contract professionals to provide one-time or ongoing event planning or promotional services in a specialized areas such as a radio station or a conference venue.	\$10.793	\$12.952

**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Events/Promo Coord II</b>	Oversee activities of staff members, volunteers, and contract professionals to provide one-time or ongoing event planning or promotional services. Includes client solicitation, long-term planning, and management of and accountability for resources. May include fund raising, grant writing, and grant administration.	\$12.871	\$15.445
<b>Executive Chef</b>	Determines, prepares, conducts, and documents all aspects of UDS culinary training programs. Trains culinary staff in new procedures, recipes, equipment. Extensive food industry knowledge. Extensive background in culinary methods, history, languages, and art of food. Ability to research and disseminate information.	\$18.889	\$22.667
<b>Executive Sous Chef</b>	Definition will be written later.	\$16.258	\$19.510
<b>Facilities Project Mgr I</b>	Manage technically diverse major maintenance, renovation, rehabilitation, preservation, and new construction projects from inception to completion by acting as liaison for clients, consultants, and University staff; assisting with feasibility studies and programming development; coordinating design and contract documents; estimating; scheduling; budget management and cost control; and contract and construction administration. Requires a degree in an Architecture or Engineering field.	\$16.300	\$19.560
<b>Facilities Project Mgr II</b>	Manage technically diverse capital projects, major maintenance, renovation, rehabilitation, preservation, and new construction projects from inception to completion by acting as liaison for clients, consultants, and University staff; communicating University policy; completing feasibility studies; assisting with capital planning and programming development; coordinating the preparation of design and contract documents; estimating; scheduling; budget management; contract and construction administration; facilities condition assessments; and code reviews. Requires a degree in an Architecture or Engineering field.	\$17.148	\$20.578
<b>Farm Mech</b>	Diagnose, adjust, repair, and overhaul farm machinery and vehicles such as tractors, harvesters, dairy equipment, and irrigation systems. Assist with construction and repair of equipment, building, and other structures. May participate in other farm/ranch processes including animal care, field preparation, and assisting researchers with cyclical projects.	\$11.727	\$14.072
<b>Financial Aid Spec I</b>	Provide guidance to prospective financial aid applicants in order to help them understand aid differences and requirements, and to determine the best type(s) of aid available to them. Interpret University, state, and federal rules and regulations, and pre-screen applicants before sending on for final determination.	\$11.786	\$14.143
<b>Financial Aid Spec II</b>	Make final determinations in a specialized area of financial aid such as scholarships or work study packages for students, resolve unusual needs including payment plans, and specialize in an area of financial aid such as scholarships or work study. Includes supervision of other staff members and development and oversight of procedures specific to specialty area.	\$14.194	\$17.033
<b>Financial Mgr</b>	Plan, direct, and oversee higher level accountant supervisors involved in investing, accounting, reporting, and other financial activities within a large accounting department. Set short and long term goals and strategies; design and implement accounting plans, policies, and new approaches to be implemented by others.	\$20.318	\$24.382
<b>Forester</b>	Provide data collection, maintenance, reporting, and mapping for the forest research installations. Provide slash reduction; fuel management; reforestation efforts; noxious weed control; and planning, coordinating, implementing and supervising for timber sales, road maintenance, and timber stand improvements.	\$12.871	\$15.445



**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Graphic Design Tech</b>	Provide graphic design assistance by creating camera-ready and electronic artwork for newsletters, brochures, signs, posters, video presentations and other multi-media materials. May include meeting with clients to discuss needs and costs.	\$9.898	\$11.878
<b>Graphic Designer I</b>	Design or create graphics using a variety of mediums to meet a client's specific commercial or promotional needs such as artwork, magazines, large-scale projects, and other published materials. Select artwork, order proofs, crop photos, proof galleys, and work out technical production problems with printer. Meet directly with client to address needs, discuss costs, develop budgets, and assure project completion. May include oversight of Graphic Design Techs and/or freelance artists, illustrators, photographers, and printers.	\$12.068	\$14.482
<b>Graphic Designer II</b>	Oversee all project completion for a diverse group of clients by planning, designing, and assigning projects; setting and managing project schedules; developing project budgets; managing work unit resources; and supervising multiple staff members. Perform duties of Graphic Designer I.	\$14.075	\$16.890
<b>Groundskeeper I</b>	Entry level position. Must be able to gain ability to perform comprehensive work in the care and maintenance of lawn, trees, and shrubs; general knowledge of nursery and greenhouse operations, irrigation systems, hardscape and landscape features. Ability to use shovels, rakes, Pulaski, seeders, spreaders, blowers, edgers, chainsaws, sheers, tillers, lawn mowers, and pruners. May assist with integrated pest management. Operators card for pesticide use.	\$8.506	\$10.207
<b>Groundskeeper II</b>	After initial training. Ability to perform comprehensive work in the care and maintenance of lawn, trees, and shrubs. General knowledge of nursery and greenhouse operations, irrigation systems, hardscape and landscape features; ability to use shovels, rakes, Pulaski, seeders, spreaders, blowers, edgers, chainsaws, sheers, tillers, lawn mowers, and pruners. May assist with integrated pest management. Certified in pesticide application required.	\$10.485	\$12.582
<b>Groundskeeper III</b>	Lead worker, oversees crews engaged in landscaping or groundskeeping activities such as laying sod, mowing, trimming, planting, watering, fertilizing, digging, and raking. Assign work, oversee schedules, provide basic training, and provide assistance with complex machinery. May also specialize in specific items such as arborist, irrigation, turf/lawn management, landscape planning, or horticulture/plant care.	\$11.534	\$13.841
<b>Groundskeeper Mgr</b>	Plan, organize, direct, and coordinate activities of workers engaged in landscaping or groundskeeping activities such as laying sod, mowing, trimming, planting, watering, fertilizing, digging, and raking. Includes long-term planning, and management of and accountability for resources.	\$14.075	\$16.890
<b>Heavy Equip Tech</b>	Heavy Equipment Mechanic - Diagnose, adjust, repair, or overhaul heavy equipment and all types of diesel engines. Includes shop organization and management, student support, and equipment maintenance. Performs welding and related duties.	\$13.223	\$15.868
<b>HVAC Specialist</b>	Install, maintain, and repair heating, ventilation, air conditioning, and refrigeration systems.	\$13.894	\$16.673
<b>Insulation Tech I</b>	Insulates pipe, heating and air conditioning equipment; maintains inventory of supplies; performs weekly checks on campus air compressors, generators, pumps, fans, and hoods; removes asbestos. Knowledge of tools and protective gear required to perform the work. Changes filters and belts and lubricates all HVAC equipment on campus.	\$10.793	\$12.952

**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Insulation Tech II</b>	Crew leader supervising level one technicians. Insulates pipe, heating and air conditioning equipment; maintains inventory of supplies; performs weekly checks on campus air compressors, generators, pumps, fans, and hoods; removes asbestos. Knowledge of tools and protective gear required to perform the work. Change filters and belts and lubricates all HVAC equipment on campus.	\$11.786	\$14.143
<b>Lab Animal Tech I</b>	Feed, water and provide clean housing for non-farm research animals. Clean and sanitize cages and work areas. Prepare, perform, and monitor sterilization of equipment and caging. Maintain records related to animal health and care, animal identification, investigator animal census, and environmental conditions. Report potential animal care and health problems to the veterinarian and may administer oral or topical medications under veterinary direction.	\$8.506	\$10.207
<b>Lab Animal Tech II</b>	In addition to duties of the LAT 1, perform technical procedures such as handling and restraint of various small laboratory animals (including but not limited to rodents, rabbits, cats, monkeys), administer injections (subcutaneous, intramuscular, intravenous, intraperitoneal), and various blood collection techniques. Must understand and work in sterile environments and perform animal care within a laminar flow station or biosafety cabinet. The LAT II must have ALAT (Assistant Lab Animal Technician) certification from AALAS.	\$10.052	\$12.062
<b>Lab Animal Tech III</b>	In addition to the duties of the LAT II, maintain breeding colonies of inbred, outbred, hybrid, and mutant strains of laboratory animals under established protocols for specific pathogen free and barrier maintenance animal husbandry. Perform additional technical procedures such as serologic monitoring of rodents. Must have LAT (Lab Animal Technician) certification from AALAS.	\$11.857	\$14.228
<b>Lab Animal Tech IV/Lab Animal Technologist</b>	In addition to the duties of the LAT III, perform work in a surgical setting, providing pre and post operative care of animals and surgical assistance. Perform specialized laboratory animal procedures such as parasite exams and rodent surgical procedures using knowledge of veterinary practices and techniques. Train new research staff on handling and technical procedures. Participate directly in experimental projects by developing and performing specialized procedures for individual studies, crating and identifying experimental groups of animals and consulting directly with the PI on research projects. Must have LAT (Lab Animal Technologist) certification from AALAS.	\$13.661	\$16.393
<b>Lab Animal Tech V/Biocontainment Technologist</b>	In addition to the duties of the LAT IV, perform specialized laboratory animal care and procedures while working with high-level biohazardous agents. Requires work with animals that are infected with highly infectious (BSL3) select agents. Work requires approval for access to areas containing select agents based upon a security risk assessment by the Department of Justice (Federal Government's Select Agent Program). Vaccinations may be required to work with certain infectious agents. Must complete additional training in BSL 3/4 and ABSL 3/4 through the Center for Public Health Preparedness and Research. Additional AALAS biocontainment certification is required as it becomes available.	\$16.496	\$19.795

**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Lab Tech (non-Research)</b>	Provide technical support in a medical lab by collecting samples such as blood, throat, and urine specimens; instructing patients on collection procedures; performing some of the more basic medical tests; maintaining the lab area including stocking supplies; and assisting with management of patient files. May include clerical duties such as filing, scheduling, and data entry.	\$9.081	\$10.897
<b>Librarian</b>	Administer libraries and perform related library services. Decision-based selection, acquisition, cataloging, classification, circulation and maintenance of library materials. Furnish reference, bibliographical, and readers advisory services. May perform in-depth, strategic research, and synthesize, analyze, edit, and filter information. May set up or work with databases and information systems to catalog and/or access information. Requires a master's degree in Library Science (MLS).	\$16.897	\$20.276
<b>Library Clerk</b>	Under supervision of a Library Technician or Librarian, perform basic process-oriented circulation, record keeping, and/or maintenance of library materials and other information resources. Answer basic procedure/process/directional patron questions and refer more complex questions to Librarian or Library Technician	\$8.506	\$10.207
<b>Library Tech I</b>	Support library users and other library staff by selecting, preparing, and organizing materials; providing direction and information that is generally routine and process-oriented but can include non-routine; and using library equipment to facilitate users' needs. May provide general oversight of student workers. Work is generally performed under supervision of a Librarian or Library Technician II	\$10.037	\$12.044
<b>Library Tech II</b>	Act as lead worker of a functional area by training staff, assigning and overseeing work, and establishing priorities for work unit. Monitor a budget and prepare reports for management. Answer questions (from administration/other staff/or patrons) that may require extensive and complex consultation of standard resources. May be responsible for exercising independent judgment in responding to patron inquiries or complaints and providing policy clarification. <b>-OR-</b> Provide assistance to library patrons in more than one area of the library, assist with policy development, desktop delivery, and distance education; and answer policy or procedure related questions. Is cross-trained and assigned work in at least two major areas of the library. May supervise employees.	\$11.843	\$14.212
<b>Library Tech III</b>	Performs duties of Library Tech II over multiple functional areas or more complex functional areas.	\$12.871	\$15.445
<b>Lic/Cert/Permit Tech</b>	Examine, evaluate and investigate eligibility for or conformity/compliance with laws, regulations, policies, and procedures governing a work unit, department, or the University at large. May include recommending or denying admittance to a program or field of learning.	\$12.206	\$14.647
<b>Livestock Research Technician</b>	Attend to live farm and ranch animals that may include cattle, sheep, swine, goats, horses, and poultry. Duties include feeding, watering, herding, grazing, castrating, branding, de-beaking, weighing, and loading animals for transportation; cleaning of animal housing areas; maintaining records; examining animals to detect diseases and injuries; assisting in birth deliveries; and administering medications, vaccines, or insecticides under another's direction. Work generally supports and impacts ongoing agricultural/scientific research.	\$9.081	\$10.897

**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Mail Clerk/Carrier I</b>	Sort and prepare incoming and outgoing mail for delivery or dispatch. Deliver mail along specified routes. Provide basic USPS and University related customer assistance at the service window by selling stamps, weighing and metering mail. Provide bulk mail services support. Load and unload mail trucks.	\$8.506	\$10.207
<b>Mail Clerk/Carrier II</b>	Sort and prepare incoming and outgoing mail for delivery or dispatch. Provide advanced customer service at the service window on the full range of USPS and University related mail services. Provide backup assistance in the areas of routes/delivery, service window and bulk mail services.	\$10.037	\$12.044
<b>Mail Clerk/Carrier III</b>	Proficient in all areas of central receiving including shipping, unloading and loading freight with a fork lift. Perform expedited services for Air Borne Express, Federal Express, and UPS. Position may verify purchase orders for capital equipment, facilitate movement of freight on campus.	\$10.940	\$13.128
<b>Mail Svcs Mgr</b>	Act as Mail Room manager by supervising other staff members, overseeing human and financial resources, and being accountable for short- and long-term planning. <i>This position is in lieu of a Postmaster or Postmistress.</i>	\$15.596	\$18.715
<b>Mail Svcs Supv</b>	Serve as supervisor/lead worker over a functional work unit within a campus post office (routes/delivery, customer service window or bulk mail services). Supervise staff; determine work unit operational procedures; establish schedules and priorities; ensure compliance with Federal USPS rules, regulations and procedures by recommending policy and procedure changes to the Postmaster; respond to customer service complaints and may act as the liaison with the local Federal Post Office.	\$10.382	\$12.458
<b>Maintenance Supv I</b>	Supervise and coordinate a custodial/maintenance staff by scheduling cleaning, care, and maintenance projects; assigning and inspecting work; training crews and ensuring their safety; and working with other maintenance and craft workers to ensure timely completion of projects. May include hiring, evaluating, and disciplining staff.	\$14.061	\$16.873
<b>Maintenance Supv II</b>	Supervise and coordinate a large or specialized maintenance staff by scheduling and overseeing project crews involved in the repair, renovation, and replacement of University facilities and equipment. Includes training staff, inspecting on-site work, reviewing timecards, ensuring the safety of the crew, working with other departmental supervisors to ensure timely completion of projects, and performing maintenance work. Includes hiring, evaluating, and disciplining staff.	\$17.580	\$21.096
<b>Maintenance Svcs Mgr I</b>	Administrative and management duties for specific operation of facilities. May manage budgets, cost estimates, purchases of equipment, safety training, policy and procedure and rules, regulations administration. Typically reports to Maintenance Svcs Mgr. II.	\$21.097	\$25.316
<b>Maintenance Svcs Mgr II</b>	Administrative and management duties for large and significant facilities. Manage budgets, cost estimates, purchase of equipment, safety training, policy and procedure recommendations and compliance of applicable rules and regulations. Involves management of various crafts.	\$22.995	\$27.594
<b>Maintenance Tech I (UM)</b>	Operate a refuse compactor truck, haul refuse to landfill, and perform basic maintenance. May occasionally operate other equipment such as snow removal, swathers, loaders, etc. Operate all hand and power tools, small dump trucks, snowplows, sweepers, forklifts, jackhammers, chain saws, high range truck, scaffolding, and assist in masonry and flatwork.	\$9.898	\$11.878

**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Maintenance Tech II (UM)</b>	All work at the level I. Must have experience in cement, tile, and masonry work; operate front-end loaders, motor patrol or grader and back hoes. Establish and maintain grades, understand soil stability when trenching, as well as machine capabilities.	\$10.793	\$12.952
<b>Maintenance Tech III (UM)</b>	Performs work of the two lower levels with high level of expertise. Operate a variety of heavy equipment, such as a grader, backhoe/loader, trencher, forklift, heavy snow plow, and various tractors. Maintenance and construction projects. May include maintaining and servicing the equipment, including hydraulics and electrical components. May provide lead worker supervision of a crew and OSHA and state safety regulations.	\$12.345	\$14.814
<b>Maintenance Tech Supv (UM)</b>	Instructs other laborers in the proper use of all tools, equipment and special techniques of the trades. Maintains records of repairs, work orders, backlogs, reports, time cards and other documents for the maintenance techs. Will prepare estimates, order supplies, ensure tools and materials are adequate and available, and give directions for work to be performed.	\$14.061	\$16.873
<b>Maintenance Wrkr I</b>	Assist in the repair, maintenance, construction, and remodel of grounds, buildings, equipment, and infrastructure by completing a variety of manual and semi-skilled labor.	\$9.477	\$11.372
<b>Maintenance Wrkr II</b>	Assist in the repair, maintenance, construction, and remodel of grounds, buildings, equipment, and infrastructure by completing a wide variety of tasks such as ordering materials; determining repairs needed; removing asbestos; assisting skilled crafts with plumbing, electrical, etc.; tracking inventory; training other maintenance and custodial employees; and acting as lead worker.	\$10.333	\$12.400
<b>Maintenance Wrkr III</b>	COT Operating Engineers Title that came about at the signing of CBA.	\$11.263	\$13.516
<b>Management Analyst</b>	Performs accounting, budget development and analysis, researches and analyzes diverse issues and data, provides interpretation of information, and technical expertise.	\$12.066	\$14.479
<b>Mapping Tech</b>	Works with research scientists to create and manage GIS coverage and database information gathered from the field in order to create and develop maps and interfaces used by the scientists or the public.	\$13.336	\$16.003
<b>Mechanical Engineer</b>	Provide engineering expertise for a diverse area of the campus infrastructure, such as mechanical, utility, and control systems, by enhancing effectiveness and efficiency of current systems; performing professional design and review; estimating costs; managing engineering projects; and supervising other engineering or project staff. Requires appropriate engineering degree and licensure as a Professional Engineer.	\$21.844	\$26.213
<b>Media Mgr</b>	Produce or direct stage, television, radio, video, or motion picture productions for entertainment, information, or instruction. Responsible for creative decisions such as content of script, choice of guests, set design, sound, and special effects. Responsible for developing and enhancing financial support including managing fundraisers. Oversight for human and financial resources.	\$16.897	\$20.276
<b>Media Programmer</b>	Professional programming and directing for a radio or television station under the guidance and direction of the Media Manager. May teach or assist in radio or TV course work. Produce music programs, interviews, reports, documentaries, and station identification and promotional announcements for the station. May have some budget and expenses oversight.	\$14.075	\$16.890

**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Media Tech</b>	Set up and operate audio and video equipment including microphones, speakers, video screens, projectors, video monitors, recording equipment, sound and mixing boards, and related electronic equipment for meetings, conventions, presentations, concerts, sporting events, and MetNet meetings.	\$8.506	\$10.207
<b>Media/Info Coord</b>	Assist in the marketing and promotion of a program or organization by researching, writing, and/or selecting favorable publicity or educational materials for delivery. May include coordinating presentations or educational opportunities by making arrangements, hiring guest speakers, and providing other administrative support functions. May require participation in presentations.	\$11.812	\$14.174
<b>Media/Info Spec</b>	Engage in marketing and promotion of a program or organization by writing, selecting, producing, and/or delivering favorable publicity or educational materials through various communication media. Includes presentation development and delivery. May include supervision of other personnel.	\$14.175	\$17.010
<b>Medical Assistant</b>	Assist the Physician by preparing patients for exam, taking and recording vital signs, assisting with exams, explaining exam/treatment procedures, collecting lab specimens, and administering medications and injections. May include administrative functions such as making appointments and managing medical records. Requires graduation from an accredited program for certified Medical Assistants and national certification as a Medical Assistant.	\$9.605	\$11.526
<b>Medical Records Admin</b>	Oversee the medical records function of the clinic by compiling, processing, and maintaining and reporting medical records of health patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. May supervise other clerical staff.	\$12.871	\$15.445
<b>Mid-Level Provider</b>	Provide health care services typically performed by a physician, under the supervision of a physician. Conduct complete physicals, provide treatment, counsel patients, and prescribe medications. Requires licensure as a Physicians Assistant or Family Nurse Practitioner in the state of Montana.	\$25.433	\$30.520
<b>Museum Collections Spec</b>	Prepare specimens such as fossils, skeletal parts, lace, and textiles for museum collections and exhibits. May include restoring documents, and overseeing materials exhibits. May supervise work of other personnel.	\$11.786	\$14.143
<b>Museum Tech</b>	Under direction of a museum or exhibit specialist, prepare specimens such as fossils, skeletal parts, lace, and textiles for museum collections and exhibits.	\$9.898	\$11.878
<b>Net Sys/Comm Analyst I</b>	Assists in the installation, configuration, and maintenance of components of an organization's local or wide area network, Internet, Intranet or other voice, video, and data communications systems such as telephone networks. Perform routine network monitoring activities to ensure network availability to all system users, and perform necessary maintenance to support network availability.	\$14.075	\$16.890
<b>Net Sys/Comm Analyst II</b>	Install, configure, and maintain an organization's local or wide area network, Internet, Intranet or other voice, video, and data communications systems such as telephone networks. Monitor network to ensure network availability to all system users, and perform necessary maintenance to support network availability.	\$16.557	\$19.868



**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Net Sys/Comm Analyst III</b>	Lead/senior position responsible for long-range planning, design, evaluation, and implementation of data, voice, or video network infrastructure, including network expansion and upgrade; new product evaluation and implementation; performance and operational readiness evaluations; network failure analysis and resolution; capacity planning; and development of network technical procedures and policies. Provides high-level technical consultation.	\$19.317	\$23.180
<b>Net/Comp Sys Administrator I</b>	Performs routine network/server systems maintenance and monitoring activities following established system-operation and maintenance procedures. May support senior personnel in the installation, upgrade, and implementation of networked computer systems.	\$15.001	\$18.001
<b>Net/Comp Sys Administrator II</b>	Responsible for efficient and secure use of networks and/or server operating systems and server hardware. Perform intermediate to advanced network/server systems maintenance and monitoring activities. Troubleshoot and resolve complex network/server systems problems that are not covered by established procedures. May support senior personnel in the installation, upgrade, and implementation of networked computer systems.	\$17.038	\$20.446
<b>Net/Comp Sys Administrator III</b>	Lead/Senior position responsible for the overall efficiency and secure use of networks and/or server operating systems and server hardware through long-range planning, design, evaluation, and implementation of network/server systems; new product evaluation and implementation; performance and operational readiness evaluations; network/server systems failure analysis and resolution; capacity planning; and development of technical procedures and policies. Provides high-level technical consultation.	\$23.913	\$28.696
<b>Occup Safety/Health Spec I</b>	Review, evaluate, and analyze work environments, and design programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, or biological agents, or ergonomic factors. Conduct inspections and enforce adherence to laws and regulations governing the health and safety of individuals. May include development and delivery of specialized training programs.	\$15.219	\$18.263
<b>Occup Safety/Health Spec II</b>		\$16.588	\$19.906
<b>Occup Safety/Health Tech</b>	Provide assistance to OSHA specialists by helping design and deliver programs and procedures to control, eliminate, and prevent disease or injury caused by chemical, physical, or biological agents or ergonomic factors. May include research into latest or "best practice" information and development of tracking and follow-up methods or programs.	\$12.601	\$15.121
<b>Occupational Analyst</b>	Conduct a job analysis and compensation program by classifying positions through audit and analysis, and assigning a title, wage, and benefits.	\$13.152	\$15.782
<b>Painter, non-craft</b>	Paint walls, equipment, buildings, and other structural surfaces using brushes, rollers, and sprayers. May remove old paint or other wall covering to prepare surface prior to painting.	\$11.940	\$14.328
<b>Paralegal</b>	Assist Attorneys by researching legal precedent, investigating facts, and preparing legal documents. May conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.	\$12.313	\$14.776
<b>Parking Enforce Officer I</b>	Patrol University-controlled parking areas to issue tickets, report illegally parked vehicles, ensure patron safety, and provide assistance such as changing a flat tire or unlocking a vehicle.	\$8.825	\$10.590

**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Parking Enforce Officer II</b>	Oversee University-controlled parking areas by scheduling and assigning work to other parking enforcement personnel, issuing tickets, ordering towing services, ensuring patron safety, and providing assistance such as changing a flat tire or unlocking a vehicle. May include oversight of records and compilation of statistics used in short- and long-term planning.	\$11.321	\$13.585
<b>Parking Enforce Officer III</b>		\$13.585	\$16.302
<b>Payroll/Bene Supv</b>	Plan, direct, and coordinate the payroll activities of an organization by assigning and overseeing work of other Payroll and Benefit employees, ensuring accuracy and timeliness of payroll processing, and addressing errors and other concerns such as lost checks, incorrect paycheck amounts, and integrity of the payroll data. May include oversight of records, and compilation of statistics for reporting purposes.	\$12.871	\$15.445
<b>Payroll/Bene Tech I</b>	Under general supervision, enter payroll, personnel and benefit information into Human Resource Information System. Ensures all required paperwork is submitted for employee.	\$9.081	\$10.897
<b>Payroll/Bene Tech II</b>	Under limited supervision, will enter payroll, personnel, and benefit information into automated Human Resource Information System. Explain procedures and policies to staff, resolve procedural problems, and know and understand leave categories, benefit types, and applicable state and federal payroll and personnel law.	\$9.898	\$11.878
<b>Payroll/Bene Tech III</b>	Compile and post employee time and payroll data by building employees into payroll system, assisting management with correct job appointments, calculating unusual or retroactive compensation, providing guidance to departments on payroll and benefit options, and computing and posting wages and deductions. Includes specializing in a specific payroll area such as foreign students or payment of parking and student fees.	\$10.880	\$13.056
<b>Personnel Assoc I</b>	Provide human resource assistance to work unit, department, or University by completing paperwork related to hiring, providing training materials, ensuring compliance with rules and regulations such as Affirmative Action and EEO, providing guidance to customers regarding University, state, and federal rules, regulations, and laws, and completing and/or overseeing payroll paperwork.	\$10.793	\$12.952
<b>Personnel Assoc II</b>	Provide human resource assistance to a multi-functional work unit or department, or the University by overseeing hiring and training processes, advising management on rules and regulations such as Affirmative Action and EEO, providing guidance to customers regarding University, state, and federal rules, regulations, and laws, and providing oversight for the Employee Performance Evaluation program.	\$12.871	\$15.445
<b>Personnel Officer</b>	Conduct compensation, job analysis, and performance evaluation programs for the University. Includes classification of new and vacant positions, analysis of Title and compensation, oversight of the performance evaluation program, guidance for and decisions about flexible pay options use, and assistance with departmental and work unit reorganization. Provides back-up for the recruitment and payroll functions. May supervise other staff members.	\$17.233	\$20.680
<b>Pharmacy Tech</b>	Under supervision of pharmacist, assists in training of pharmacy interns. Prepares prescriptions for dispensing to patients. Prepares and delivers medication and supplies to medical clinic. Maintains pharmacy inventory. Handles customer and payment transactions.	\$10.159	\$12.191

**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Photographer</b>	Photograph persons, subjects, merchandise, or other products, develop negatives, and produce finished images for publication or other uses.	\$14.075	\$16.890
<b>Physical Therapist</b>	Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury.	\$21.796	\$26.155
<b>Physician</b>	Diagnose, treat, and help prevent diseases and injuries that commonly occur in the University population.	\$46.027	\$55.232
<b>Plumber, non-craft</b>	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems.	\$19.434	\$23.321
<b>Police Lieutenant</b>	In addition to duties of police officers and sergeants, fulfills duties of captain during absence. Primary training officer. Supervises sergeants. High level of expertise in all aspects of law enforcement.	\$28.105	\$33.726
<b>Police Officer Commissioned</b>	Maintain order, enforce laws and ordinances, and protect life and property in the assigned patrol area. Patrol a specified area on foot, a bicycle, or in a vehicle, direct traffic, issue citations and summonses, assist with accident and criminal investigation, and apprehend suspects. <i>Must be a state-certified peace officer.</i>	\$22.156	\$26.587
<b>Police Officer First Class</b>	Maintain order, enforce laws and ordinances, and protect life and property in the assigned patrol area. Patrol a specified area on foot, a bicycle, or in a vehicle, direct traffic, issue citations and summonses, assist with accident and criminal investigation, and apprehend suspects. <i>Must be a state-certified peace officer.</i>	\$23.033	\$27.640
<b>Police Officer Master</b>		\$25.064	\$30.077
<b>Police Sergeant</b>	Maintain order, enforce laws and ordinances, and protect life and property in the assigned patrol area. Patrol a specified area on foot, a bicycle, or in a vehicle, direct traffic, issues citations and summonses, assist with accident and criminal investigation, and apprehend suspects. As shift commander, a sergeant supervises patrol officers and other police personnel, evaluates staff, and may oversee an investigation. <i>Must be a state-certified peace officer.</i>	\$25.785	\$30.942
<b>Police Specialist</b>		\$24.229	\$29.075
<b>Program Asst</b>	Perform routine clerical and administrative functions for a specific program or work unit in order to deliver specialized or narrowly defined services. Includes creating or editing correspondence, overseeing schedules and calendars, coordinating special functions, organizing and maintaining paper and electronic files, updating website, assisting with brochures, newsletters and other informational materials; and providing specialized information to internal and external customers.	\$10.500	\$12.600
<b>Program Coord I</b>	Coordinate the services, activities, and offerings of a specific program or narrowly focused work unit by developing, organizing, and coordinating program functions; coordinating special projects or offerings; building and maintaining relationships with clients, vendors, and ancillary programs; creating education/information materials; educating customers on program offerings and content; and assisting with grant writing and oversight. May supervise other project members and provide accounting support for program funds.	\$11.331	\$13.597
<b>Program Coord II</b>	Coordinate the services, activities, and offerings of a specific program or narrowly focused work unit by developing, organizing, and coordinating overall direction of a program; developing special projects or offerings; making marketing decisions; determining extent and content of education/information materials; providing trainings, seminars, and other means of educating public on program's content; and write/administer grants. Includes supervision of other program staff and budget oversight.	\$13.370	\$16.044

**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Program Mgr</b>	Manage all resources of a specialized program by managing daily operations, formulating policies, and planning use of materials and human resources. Responsible for strategic planning, development of short- and long-term goals, and oversight of human and financial resources. Supervises other personnel.	\$15.408	\$18.490
<b>Psychiatrist</b>	Diagnose, treat, and help prevent disorders of the mind.	\$73.300	\$73.300
<b>Psychologist</b>	Provides professional direct mental health services to students. Recruits, selects, and provides clinical training to grad student assistants. Performs psychological assessments, primarily ADHD evaluations. PhD in Clinical Psychology required.	\$18.567	\$22.280
<b>Psychology Spec</b>	Provides advocacy, intervention, assessment/referral, and counseling to students affected by alcohol or other drugs. Manages students to be peer educators to provide peer intervention. Performs general program management duties such as budget oversight and data management. Provides outreach to campus and community. Requires certification as Chemical Dependency Counselor and Clinical Professional Counselor.	\$14.075	\$16.890
<b>Public Educ Coord</b>	Assist with delivery of educational information by assisting with the development of instructional materials, coordinating presentations and information dissemination, incorporating current technology into information delivery, and providing educational/informational materials/support to educators and other clientele regarding a specialized field. May include developing curricula and conducting courses.	\$11.786	\$14.143
<b>Public Educ Spec</b>	Provide specialized educational information to educators and other clientele by planning and developing instructional materials, coordinating educational content, researching and evaluating information and delivery methods, developing curricula, and conducting courses, information sessions, and other specialized sessions. May include supervision of others and oversight of an operational budget.	\$14.075	\$16.890
<b>Purchasing Agent</b>	Coordinates University procurement with State of Montana agencies. Procures wide range of items and services; may supervise the procurement process with various departments and campuses. Designs and approves procurement instruments. Develops bids, RFPs and contracts for products and services.	\$14.075	\$16.890
<b>Purchasing Mgr</b>	Manages purchasing and accounts payables functions. Ensures compliance with policy and regulations.	\$15.408	\$18.490
<b>Purchasing/Supply Assoc I</b>	Provide support for the campus purchasing/supply program by receiving, logging in, and stocking supplies; pulling inventory items; picking up and delivering product; affixing and tracking bar codes and other identifying information; and handling and filing invoices, receipts, and other applicable documents. May assist with formal inventories and accounting procedures. <i>This level is appropriate for responsibilities that are more physical in nature</i>	\$9.898	\$11.878
<b>Purchasing/Supply Assoc II</b>	Provide advanced purchasing and supply support for campus by maintaining inventory; processing purchases; verifying materials, cost, and payments; performing account reconciliation and budget reports; using cost/benefit analysis to identify most effective purchasing methods; and tracking compliance with University, state, and federal rules and regulations. Works one-on-one with vendors and/or clients making product decisions. <i>This level is appropriate for responsibilities that are more technical and programmatic in nature.</i>	\$10.793	\$12.952
<b>Purchasing/Supply Assoc III</b>	Definition will be written later.	\$11.786	\$14.143

**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Radiological Tech</b>	Take X-rays and CAT scans or administer nonradioactive materials into patient's bloodstream for diagnostic purposes. Examine and interpret images and data. May include oversight of the Radiology department.	\$14.104	\$16.925
<b>Ranch Foreman</b>	Directly supervise and coordinate the activities of agricultural workers engaged in research activities related to farm animals. Includes assigning and overseeing work of crew members, training, ensuring safety, and day-to-day management of human and financial resources.	\$12.871	\$15.445
<b>Recreation Coord I</b>	Instructs various areas of health performance activities, such as aquatics and lifeguarding, CPR and First Aid, kayaking, skiing, etc. No supervisory responsibilities.	\$9.898	\$11.878
<b>Recreation Coord II</b>	In addition to duties of Recreation Coordinator I, supervises employees. Provides program management, including budget management, purchasing, and public relations activities.	\$11.786	\$14.143
<b>Recreation Coord III</b>		\$14.143	\$16.972
<b>Recreation Mgr</b>	Reports directly to campus recreation directions. Manages significant components of recreation program such as all recreation facilities and/or multiple programs. Provides high level administration of budget and staffing.	\$16.897	\$20.276
<b>Recruitment Spec</b>	Conduct a recruitment and retention program by guiding hiring authorities toward effective vacancy announcements, advertising, and interview and reference practices. Oversee Affirmative Action and EEO regulations; provide guidance for University, state, and federal rules, regulations, and laws; and work with administrators to determine wage for final hire. May include training and orientation of personnel.	\$13.401	\$16.081
<b>Registered Nurse/Clinic Mgr</b>	Manage the Student Clinic by overseeing patient health problems and needs, developing and implement nursing policies and procedures, and ensuring efficacy of medical records. Administer nursing care to ill, injured, or disabled patients, deliver advice on health maintenance and disease prevention, and provide case management. Requires licensure as a Registered Nurse in the state of Montana.	\$17.286	\$20.743
<b>Research Asst I</b>	Support a research unit by cleaning and sterilizing equipment and facility; stocking and monitoring supplies; entering data; formatting data for another's use; performing basic equipment maintenance; setting up lab areas for use <b>-OR-</b> by preparing, taking, and testing agricultural samples; tending plots including laying out, planting, irrigating, and harvesting crops; and recording data. Both types of Research Assistant I's will assist other research personnel with projects.	\$8.506	\$10.207
<b>Research Asst II</b>	Perform moderately complex research-related tasks such as preparing specimens; collecting and assessing samples for expected results; operating semi-specialized equipment; compiling, evaluating, and assessing research results; assessing and entering data requiring some analysis; and making recommendations to other research personnel regarding research. May train other research personnel.	\$10.310	\$12.372
<b>Research Asst III</b>	Perform advanced and complex research-related tasks such as determining viability of specimens and day-to-day research activities; collecting and analyzing data; examining and analyzing research results to determine efficacy of procedures and protocols; amending experiments as needed to address unusual circumstances or results; and preparing data for publication. Includes training and oversight of other research personnel. May include participation in grant writing.	\$13.248	\$15.898



**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Research/Lab Mgr</b>	Manage daily operations of a research unit by overseeing resources, equipment, and personnel. Includes hiring staff; developing and teaching methods and procedures; ensuring safety of staff and research facility; assessing viability of research results; setting policy; providing final analysis on data; preparing documents for publication; and managing day-to-day financial and personnel resources. Includes administration of grants.	\$15.408	\$18.490
<b>Residence Hall Supv</b>	Supervise and manage operations in a college dormitory by assigning rooms, maintaining housing and other records, ensuring safety of residents, upholding University, state, and federal rules, regulations, and laws, and managing day-to-day human and financial resources. Supervise Resident Assistants.	\$9.898	\$11.878
<b>Retail Sales Mgr</b>	Manager of bookstore. Purchases textbooks, clothing, supplies, etc. for resale, including all purchasing, pricing and selling duties. Financial, budgetary, and personnel management oversight. Public Relations.	\$12.871	\$15.445
<b>Security Guard I</b>	Guard, patrol, or monitor premises to prevent theft, violence, or infraction of rules, while ensuring public safety.	\$8.506	\$10.207
<b>Security Guard II</b>	Oversee the security function for the facility by supervising staff members who guard, patrol, and monitor the premises to prevent theft, violence, tampering, injury, or infractions of rules. Includes working alongside staff to ensure security and evaluating their performance.	\$9.271	\$11.125
<b>Sign Language Interpreter I</b>	Translate or interpret written, oral, or sign language communication into another language for the purpose of educating disabled students in the mainstream.	\$14.176	\$17.011
<b>Sign Language Interpreter II</b>	Translate or interpret written, oral, or sign language communication into several other languages for the purpose of educating disabled students in the mainstream. Requires knowledge and use of at least two separate sign languages. May oversee and assign work for other personnel.	\$15.465	\$18.558
<b>Stage/Production Coord I</b>	Coordinate the activities of helpers, laborers, and skilled workers in order to set up, use, and tear down special functions such as concerts, stage productions, and monster truck rallies. Ensure safety of workers and patrons.	\$11.786	\$14.143
<b>Stage/Production Coord II</b>	Manage performing arts venues and overall sets, sound, and/or lighting arrangements by conferring with show directors to explain venue capabilities. Manage human and equipment resources to meet show or event needs	\$12.871	\$15.445
<b>Statistical Tech</b>	Compile and compute data according to statistical formulas for use in statistical studies and to provide quantitative data for management analysis and interpretation. May perform actuarial computations and compile charts and graphs.	\$11.332	\$13.598
<b>Statistician</b>	Engage in the development of mathematical theory or apply statistical theory and methods to collect, organize, interpret, and summarize numerical data for management analysis and interpretation. May specialize in a field such as agriculture, business, or economics.	\$13.976	\$16.771
<b>Storekeeper</b>	Responsible for stocking, inventory, and customer assistance, including sales and cashiering, in a retail establishment such as a bookstore or computer store. May be partially or solely responsible for purchasing, budgeting, reporting, and accounting functions.	\$10.106	\$12.127
<b>Switchboard Oper</b>	Operate telephone business systems equipment and/or private branch exchange (PBX) switchboards to relay incoming, outgoing, and interoffice calls. May assist customers in making local and long-distance calls, and provide directory assistance. May complete related clerical duties.	\$8.506	\$10.207



**The University of Montana**  
**Position Titles and Pay Rate Ranges**

<b>Title</b>	<b>Definitions</b>	<b>Low</b>	<b>High</b>
<b>Teacher, Preschool</b>	Instruct children under the age of 5 in activities designed to promote social, physical, and intellectual growth needed for primary school in a preschool, day care center, or other child development facility. Requires training in Early Childhood Development.	\$10.793	\$12.952
<b>Teacher's Aide</b>	Perform duties that are instructional in nature in support of a teacher or other professional engaged in design and implementation of educational programs or services. May include giving and grading tests, typing syllabi and teaching plans, and tutoring students.	\$9.081	\$10.897
<b>Technical Writer</b>	Write and edit technical materials for a diversity of documents such as papers, articles, journals, grant applications, and specialized course curricula.	\$13.207	\$15.848
<b>Telecomm Equip Tech I</b>	Design, install, terminate, and test communications networks (voice, data, video). Analyze, diagnose, and resolve wiring problems in the campus-wide communications networks. Diagnose and repair telephone system malfunctions. May install equipment such as power systems, alarms, telephone sets, and software.	\$12.899	\$15.479
<b>Telecomm Equip Tech II</b>	Definition will be written later.	\$15.478	\$18.574
<b>Training/Dev Coord</b>	Develop, coordinate, conduct, and assess multi-level training and development programs for University personnel. Responsible for financial and other resources including hiring and budgeting for outside trainers, determining appropriate materials, and developing a lending library.	\$14.642	\$17.570
<b>Transportation Supervisor</b>	Oversees Park-n-Ride bus operations.	\$13.761	\$16.513
<b>Tutor/Educ Spec</b>	Assist students with education by providing tutoring support; creating supplemental instructional materials; creating and presenting workshops; maintaining records; and reviewing course materials to continue own education.	\$9.898	\$11.878
<b>Vehicle Dispatcher</b>	Motor pool manager.	\$11.580	\$13.896
<b>Warehouse Foreman</b>	Supervise and coordinate the activities and safety of warehouse workers engaged in stocking, moving, installation and disposal of equipment, furniture, and other office or production needs.	\$11.786	\$14.143
<b>Warehouse Wrkr</b>	Stock, move, install, and dispose of equipment, furniture, and other office or production needs.	\$9.898	\$11.878