

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Revisions to the Professional and Scientific Classification System
Date: July 8, 2002

Recommended Action:

Approve the following revisions to Professional and Scientific Classification System at the University of Iowa.

Executive Summary:

- Proposed Revisions
- As part of its annual review, the University of Iowa is proposing changes to the pay grade of five P&S classifications and the addition of two new classifications as detailed below. The revised class descriptions will be in the Regent Exhibit Book available at the Board meeting.
 - Regent Policy Manual §4.03 requires that the changes to the institutional professional and scientific classification plans involving the addition, deletion or changes to titles or pay grades be approved by the Board prior to implementation.
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- State law on comparable worth
- The pay grade assignments of these classifications have been made through application of the University's job evaluation instrument. This instrument, through a point factor system, evaluates classifications on skill, effort, responsibility and working conditions. This is done in compliance with the state law on comparable worth (Iowa Code §70A.18).
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PAY GRADE CHANGES

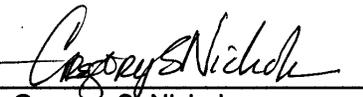
TITLE	PAY GRADE FROM	PAY GRADE TO	COMMENTS
Director of Pharmaceutical Care	17 (\$67,888 - \$125,943)	18 (\$73,458 - open)	The duties, scope, responsibilities and complexity of this position have increased greatly since it was last reviewed in 1993. The position has been given a much larger role in the College of Pharmacy and is responsible for developing collaborative relationships with other health care partners as well as responsibility for multiple UIHC ambulatory pharmacies.
Senior Associate Director of Pharmaceutical Care	15 (\$57,997 - \$107,594)	16 (\$62,738 - \$116,426)	This classification was formerly titled Associate Director of Pharmacy. It is now responsible for managing several areas of the Department of Pharmaceutical Care and has been given a much larger role in medication safety and developing external business relationships and the financial oversight associated with them.
Director, Disability Policy and Training	11 (\$42,331 - \$78,517)	12 (\$45,806 - \$84,954)	This classification was formerly titled Director of Training and Educational Services. The most significant change since the position was reviewed in 1986 is the greater leadership role and responsibility for overall strategic planning and directing the Center for Disabilities and Development.
Pharmacy Technical Supervisor I	7 (\$30,896 - \$57,304)	8 (\$33,422 - \$61,996)	The supervisory and managerial responsibilities for this position have broadened since it was reviewed in 1985. Incumbents in this classification must educate staff in the preparation of new products such as gene therapy and biotechnical drugs as well as coordination and maintenance of databases, preparing and analyzing reports, and determining pricing methodology.
Director of Health Information Management	15 (\$57,997 - \$107,594)	13 (\$49,539 - \$91,912)	There are currently no incumbents in this classification. It was elevated to a grade 15 in 1998 in recognition of the addition of medical record compliance responsibilities. These duties have now been removed and it is proposed to return it to pay grade 13.

NEW CLASSIFICATIONS

TITLE	PAY GRADE	COMMENTS
Administrative Specialist	9 (\$36,162 - \$67,074)	This classification would be a continuation of the Administrative Assistant family and would allow progression from Administrative Assistant II in pay grade 8. This would accommodate those individuals whose duties and responsibilities did not reach the level of the Administrative Associate in pay grade 10.
Regent Communications Specialist	10 (\$39,118 - \$72,574)	This position is assigned to the Board of Regents staff office. (See G.D. 19 for a description of the position.)



Marcia R. Brunson

Approved: 

Gregory S. Nichols