

**MEMORANDUM**

**To:** Board of Regents  
**From:** Board Office  
**Subject:** Revisions to the University of Iowa Professional and Scientific Classification System  
**Date:** January 6, 2003

**Recommended Actions:**

Approve the addition of new classifications and change of pay grades for existing classifications in the University of Iowa P&S Classification System

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**Executive Summary:**

Proposed Revisions      The University of Iowa is proposing changes to the pay grades of two P&S classifications and the addition of a new job family as detailed below. The revised class descriptions will be in the Regent Exhibit Book available at the Board meeting.

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Cytogenetic Laboratory Specialist Series      The Board is asked to approve a new job family of Cytogenetic Laboratory Specialists. The field of human cytogenetics deals with chromosome structure and function and is a relatively new and complex field. The federal government spelled out specific regulations and guidelines for such testing through the Clinical Laboratory Improvement Act of 1998. A Clinical Laboratory Specialist job family currently exists in the SUI P&S classification system; but due to the specialized nature of the cytogenetic work, a new job family is proposed.

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The Cytogenetic Laboratory Specialist I, II and III classifications will be a part of the SEIU bargaining unit. The union has reviewed the proposed addition of these three new classifications and concurs with the proposal.

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Board Requirement      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

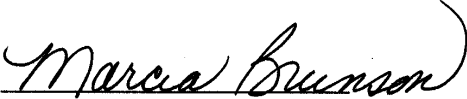
The pay grade assignments of these classifications have been made through application of the University's job evaluation instrument. This instrument, through a point factor system, evaluates classifications on skill, effort, responsibility and working conditions. This is done in compliance with the state law on comparable worth (Iowa Code §70A.18).

**PAY GRADE CHANGES**

TITLE	PAY GRADE FROM	PAY GRADE TO	COMMENTS
Director – Sports Information	10 (\$39,118 – \$72,574)	12 (\$45,806 - \$84,954)	The duties, scope, responsibilities and complexity of this position have increased greatly since it was last reviewed in 1998. In October of 2000, the men and women's athletic programs merged. Prior to October 2000, there were two Sports Information Directors. As part of the merger, there is now only one. Additionally, the Sports Information Director has assumed responsibility for staff and interns in women's athletic programs and 11 additional varsity sports teams.
Associate Director – Alumni Association	11 (\$42,331- \$78,517)	15 (\$57,997 - \$107,594)	This position is now responsible for managing several areas of the Alumni Association including human resources, information technology, risk management, and contract administration along with increased supervisory responsibilities. The position also serves as Treasurer for the Alumni Association.

**NEW CLASSIFICATIONS**

TITLE	PAY GRADE	COMMENTS
Cytogenetic Laboratory Specialist I	5 (\$26,397 - \$49,188)	Entry level classification to perform laboratory work relating to chromosome structure and function.
Cytogenetic Laboratory Specialist II	6 (\$28,565 - \$53,205)	New classification to perform laboratory work relating to chromosome structure and function.
Cytogenetic Laboratory Specialist III	7 (\$30,896 - \$57,304)	New classification to perform laboratory work relating to chromosome structure and function.
Cytogenetic Laboratory Supervisor	10 (\$39,118 - \$72,574)	New classification to perform supervisory duties relating to the cytogenetics laboratory.

  
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Marcia R. Brunson

Approved:   
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Gregory S. Nichols