

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
21-1012-A	Academic Advisor I	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>	\$17.365
21-1012-B	Academic Advisor II	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.	\$19.295
21-1012-C	Academic Advisor III	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.	\$21.224
27-2042	Accompanist	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.	\$15.056
13-2011-F	Accounting Analyst	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.	\$19.813
43-3031-A	Accounting Assoc I	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.	\$13.800
43-3031-B	Accounting Assoc II	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.	\$15.333
13-2011-A	Accounting Assoc III	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.	\$17.337
13-2011-B	Accounting Assoc IV	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.	\$19.813
13-2011-C	Accounting Assoc Mgr	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.	\$27.243
43-6014-A	Admin Assoc I	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.	\$13.133

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
43-6014-B	Admin Assoc II	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.	\$14.592
43-6011-A	Admin Assoc III	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.	\$15.561
43-6011-B	Admin Assoc IV	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.	\$18.191
43-1011-A	Admin Assoc Mgr	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.	\$21.667
43-4199-A	Admissions Evaluator I	Evaluate student applications, transcripts, residency, and special needs for the purposes of admittance to the University.	\$14.843
43-4199-B	Admissions Evaluator II	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.	\$16.492
43-4199-C	Admissions Evaluator III	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.	\$18.141
43-4199-D	Admissions Evaluator Supv	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.	\$18.966
41-9011-A	Admissions Rep I	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	\$17.908

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
41-9011-B	Admissions Rep II	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.	\$19.698
41-9011-C	Admissions Rep III	Manage or coordinate the recruitment functions of the University by training, overseeing, and managing recruitment staff. May perform duties of Admissions Rep II.	\$21.489
45-2092-B	Agricultural Field Technician	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.	\$15.675
45-2092-A	Agricultural Laborer	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.	\$14.250
17-1011-B	Architect I	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 Architect in the State of Montana.	\$25.778
17-1011-C	Architect II	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 division's human and financial resources. Requires licensure as an Architect in the State of Montana.	\$28.643
27-1099	Art Tech	Oversees safety and security of sculpture and ceramics facilities, inventories and purchases supplies, fabricates and designs special equipment, assists students with class projects and oversees student workers.	\$14.421
17-1011-D	Associate Planner	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.	\$31.507
32-2011	Asst Fire Mgmt Spec	Maintain fire suppression equipment in good condition, checking equipment periodically to ensure that it is ready for use. Maintain contact with fire dispatchers at all times to notify them of the need for additional firefighters and supplies, or to detail any difficulties encountered. Collaborate with other firefighters as a member of a firefighting crew. Patrol burned areas after fires to locate and eliminate hot spots that may restart fires. Establish water supplies, connect hoses, and direct water onto fires.	\$24.886
23-1011-A	Attorney I	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.	\$28.839
23-1011-B	Attorney II	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.	\$32.044

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
29-1121	Audiologist	Assess and treat persons with hearing and related disorders including fitting hearing aids and providing auditory training.	\$33.260
13-2011-D	Auditor I	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>	\$22.290
13-2011-E	Auditor II	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>	\$24.767
49-1011-A	Auto Repair Shop Mgr	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.	\$21.974
51-3011-A	Baker I	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.	\$13.600
51-3011-B	Baker II	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.	\$14.989
13-1141-A	Benefits Assoc I	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	\$17.640
13-1141-B	Benefits Assoc II	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.	\$19.845
13-1141-C	Benefits Supv	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.	\$24.254
27-4012-C	Broadcast Operations Specialist I	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.	\$15.470
27-4012-D	Broadcast Operations Specialist II	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.	\$16.759
27-4012-A	Broadcast Tech	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.	\$14.181

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
27-4012-B	Broadcaster	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.	\$17.017
13-2031-A	Budget Analyst I	Examine budget estimates for completeness, accuracy, and conformance with procedures and regulations. Analyze budgeting and accounting reports for the purpose of maintaining expenditure controls.	\$18.362
13-2031-B	Budget Analyst II	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.	\$20.657
13-2031-C	Budget Analyst III	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.	\$22.952
13-2031-D	Budget Analyst IV	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.	\$25.247
49-9071-E	Building Repair Tech	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.	\$14.236
13-1111-B	Business Operations Analyst	Develops and writes procedure and policy modifications; creates, develops and maintains campus wide training; participates in development and analysis of business processes; troubleshoots business process issues; participates on committees; and manages department communications (including, listservs, web, briefings, training, etc.).	\$25.650
17-3011-B	CADD Tech	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 a Project Technician.	\$22.325
47-2031	Carpenter, non-craft	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.	\$17.822
41-2011-A	Cashier I	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.	\$13.100

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
41-2011-B	Cashier II	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.	\$13.620
19-2031	Chemist	Conduct quantitative chemical evaluation and analysis for clients who will use the results to determine a course of action.	\$23.180
31-1014	Clinic Aide	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.	\$16.250
29-1111	Clinic Manager (BL)	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.	\$30.011
29-2012	Clinical Lab Spec I	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.	\$23.795
29-2011	Clinical Lab Spec II	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.	\$24.660
43-3011-A	Collections Tech I	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.	\$15.116
43-3011-B	Collections Tech II	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.	\$18.476
43-5031-A	Communication Sfty Off	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.	\$16.719
43-5031-B	Communication Sfty Off Supv	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.	\$19.866
13-1041-B	Compliance Spec	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.	\$22.572
15-1131	Computer Programmer	Write, test, and maintain detailed computer programs according to computer software engineer and system analyst specifications. May update, repair, modify, and expand existing programs.	\$27.199

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
15-1132-A	Computer Sftwr Eng/Appl I	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.	\$28.738
15-1132-B	Computer Sftwr Eng/Appl II	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.	\$30.949
15-1133-A	Computer Sftwr Eng/System I	Provides design, development, configuration and maintenance of enterprise wide internet and/or intranet services supported on multi vendor hardware and software platforms.	\$33.160
15-1133-B	Computer Sftwr Eng/System II	Senior position responsible for oversight of design, development, configuration, evaluation and maintenance of enterprise wide internet and intranet services.	\$35.370
15-1199-B	Computer Spec I	Specialize in a computer or other electronic field not covered by other titles. Operate with some autonomy.	\$18.941
15-1199-C	Computer Spec II	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.	\$21.876
15-1151-A	Computer Supp Spec I	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.	\$18.600
15-1151-B	Computer Supp Spec II	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.	\$19.709
15-1151-C	Computer Supp Spec III	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.	\$21.990
15-1121-A	Computer Sys Analyst I	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.	\$23.902
15-1121-B	Computer Sys Analyst II	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.	\$26.890
15-1121-C	Computer Sys Analyst III	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.	\$29.878

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
15-1199-A	Computer/Technical Support	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>	\$16.023
43-9071-B	Copy Services Supv	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.	\$15.411
27-1022	Costumer	Provides costume design, creation, repair, and selection for performers in the arts.	\$17.323
19-3031-C	Counselor	Serving as a Doctoral Intern in a counselling program, assess, diagnose, and treat mental and emotional disorders of individuals through observation, interview, and psychological tests. Help individuals with distress or maladjustment understand their problems through knowledge of case history, interviews with patients, and theory. Provide individual or group counseling services to assist individuals in achieving more effective personal, social, educational, and vocational development and adjustment. May design behavior modification programs and consult with medical personnel regarding the best treatment for patients.	\$26.572
35-3021-A	Culinary Assoc I	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.	\$13.100
35-3021-B	Culinary Assoc II	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.	\$14.808
35-2012-A	Culinary Professional I/Cook I	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.	\$13.500
35-2012-B	Culinary Professional II/Cook II	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.	\$14.724
11-9051-C	Culinary Professional III/Culinary Production Manager I	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.	\$19.504
11-9051-D	Culinary Professional IV/Culinary Production Manager II/Chef d'Cuisine	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.	\$21.454

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
35-2012-C	Culinary Services Assistant Manager	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.	\$17.401
11-9051-A	Culinary Svcs Mgr I	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.	\$20.479
11-9051-B	Culinary Svcs Mgr II	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.	\$23.404
35-1012-A	Culinary Svcs Supv I	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.	\$15.890
35-1012-B	Culinary Svcs Supv II	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.	\$17.404
25-4012	Curator	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.	\$16.216
37-1011-A	Custodial Supv I	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.	\$15.908
37-1011-B	Custodial Supv II	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.	\$16.410
11-9199-A	Custodial Supv III	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.	\$23.476

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
37-2011-A	Custodian I	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.	\$14.264
37-2011-B	Custodian II	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	\$15.561
11-3021-A	Data Systems Manager I	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.	\$33.594
11-3021-B	Data Systems Manager II	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.	\$38.074
15-2031	Data/Research Analyst	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.	\$23.058
31-9091	Dental Asst	Assist the Dentist with patient and equipment care and use. Process and keep records.	\$16.274
29-1020-B	Dental Clinic Manager	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.	\$60.238
29-2021	Dental Hygienist	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.	\$37.136
29-1020-A	Dentist	Diagnose and treat diseases, injuries, and malformations of teeth and gums and related oral structures.	\$51.707
29-1031	Dietician	Plan, conduct, and counsel individuals or groups in food service and/or nutritional programs.	\$22.734
51-5112	Duplic Press Oper	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.	\$13.766
51-1011	Duplic Svcs Supv	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.	\$16.621
43-9071-A	Duplic Svcs Wrkr	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.	\$13.182
27-3041-B	Editor I	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.	\$16.027

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
27-3041-C	Editor II	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.	\$17.629
27-3041-A	Editorial Asst	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.	\$14.424
11-9031	Educ Administrator, Preschool	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.	\$17.300
47-2111	Electrician, non-craft	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.	\$24.420
49-2094-A	Electronic Equip Tech I	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.	\$22.096
49-2094-B	Electronic Equip Tech II	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.	\$22.913
13-1075	Empl Relations Spec	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.	\$21.095
13-1071-B	Employment Svcs Coord I	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.	\$18.331
13-1071-C	Employment Svcs Coord II	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.	\$20.368
13-1071-A	Employment Svcs Tech	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.	\$16.294
17-2199-A	Engineer	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.	\$31.183
11-9041	Engineering Manager	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.	\$42.266
53-7051-A	Equip Oper I	Operate, maintain, and perform basic maintenance on equipment such as snow plows, swathers, loaders, and a refuse truck.	\$15.998

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
53-7051-B	Equip Oper II	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.	\$19.198
11-9199-B	Equip/Facility Mgr	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.	\$17.607
43-5081-A	Equip/Supply Tech I	Receive, store, and check in/out supplies and equipment used for instructional use in teaching labs or classrooms or in an athletic program.	\$13.557
43-5081-B	Equip/Supply Tech II	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.	\$14.912
43-5081-C	Equip/Supply Tech III	In addition to the Equip/Supply Tech II duties, performs complex scientific equipment setup, usage, repair and inventory for a variety of scientific disciplines; has a variety of in-depth scientific knowledge (including, Anatomy, Biology, Botany, Chemistry, and Micro-Biology) used to prepare moderate to complex experiments; assists Graduate Students with projects; manages equipment loan program for use by the campus, community and surrounding areas; and supervises other staff.	\$16.268
13-1051	Estimator	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.	\$21.404
13-1121-A	Events/Promo Coord I	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.	\$16.112
13-1121-B	Events/Promo Coord II	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.	\$17.723
35-1011-A	Executive Chef	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.	\$28.600
35-1011-B	Executive Sous Chef	Advanced knowledge of recipe selection, menu structure, food and equipment research and purchasing, portion controls, budget, and profit and loss monitoring; plans and executes public cooking or culinary demonstrations and demonstrates complex cooking principles; and directs the work of others. Typically works in specialized area such as catering.	\$23.261
37-2011-D	Facilities Assoc	Typically requires 12 – 18 months experience and have completed on-the-job training in all functional areas of position. Under <i>general</i> supervision, performs <i>intermediate to advanced</i> custodial duties. Performs specialty cleaning as it pertains to their work unit or area and seasonal cleaning work; learns and understands the unique aspects and have mastered the specific custodial needs of their work area; requests supplies and/or stock supplies from central supply; informs supervisor of observed problems and handles the more routine; reports or requests repairs to facility; and reports equipment maintenance needs. <i>More than</i> twelve (12) months directly related cleaning experience, or a combination of experience and education.	\$14.264

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
37-2011-C	Facilities Asst	Under direct supervision, performs beginning to intermediate routine custodial duties, including, but not limited to, sweeping, mopping, vacuuming, scrubbing, trash removal, and sanitizing. performs general maintenance, including, but not limited to, changing light bulbs and filters; and supplying paper products and soap. Less than twelve (12) months related experience.	\$13.128
11-9199-C	Facilities Manager	This level assumes responsibility for managing all aspects of the custodial duties performed within a large multi-unit operation. Working independently with minimal or no direct supervision, ensures that all cleaning and sanitary standards are met in a safe efficient manner; assessing, planning and organizing and directing the work of staff; conducting building inspections; overseeing and/or ordering, receiving and distributing custodial equipment and supplies; overseeing personnel management of the custodial staff; evaluating, establishing and improving custodial methods, techniques and procedures; identifying and correcting problems; attending trainings to improve upon skills and stay current with the trade; overseeing the creation and implementation of orientation and training programs for all staff; and acting as the safety officer for the operation; manages operating budget for their area of responsibility; and provides blue print and building specification interpretation. Four (4) years of progressively responsible custodial experience and three (3) years of progressively responsible supervisory experience, or a combination of experience and education.	\$26.411
47-1011	Facilities Project Mgr I	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.	\$33.619
11-9021	Facilities Project Mgr II	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.	\$36.271

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
37-2011-E	Facilities Specialist - UM	<p>Fully competent and works independently. Typically attains this level within 3 – 5 years. Under limited supervision, performs advanced custodial work including some or all of the duties of titles below this level; provides training and oversight of other custodial workers; may have limited supervisory responsibilities of students, typically up to five students on a regular basis. Limited supervisory duties include, performing physical inspections of work sites cleaned by others; conducting limited specialized training; and overseeing the appropriate operation of equipment; provides inventory control; stocks supplies; may operate a broad variety of equipment such as tucker poles, extraction equipment, high rangers, genie lifts, and vehicles; may operate office equipment such a computers, faxes, printers and calculators; and performs at least one specialized duty. Specialized duties include, but are not limited to: acting as a special projects team leader; acting as the designated trainer in multiple areas of expertise; performing specialized floor cleaning, restoration and/or refinishing such as gym floors, rubber flooring, wood floors, wool carpet, and Tarrazzo floors; holding a number of advanced certifications and performing the accompanying duties (certifications include: stone floor restoration, water damage restoration, specialized floor cleaning, polishing and refinishing, upholstery cleaning, mold remediation); and performing work in biohazard, radioactive and cadaver labs that require special training Requires 1-3 years of directly related cleaning experience, or a combination of experience and education.</p>	\$15.561
37-1011-C	Facilities Supervisor I - UM	<p>A majority of work for this position is the supervision of a small staff and ensuring that work is completed to established standards. With little or no direct supervision, oversees specific functions; implements procedures; assigns personnel and work schedules; performs records maintenance; monitors expenditures; ensures efficiency by changing methods and routines as necessary; handles personnel problems; establishes and implements training programs; maintains familiarity with heating, cooling, fire suppression, etc. Four (4) years of progressively responsible custodial experience and one (1) year of supervisory experience, or a combination of experience and education.</p>	\$16.305
37-1011-D	Facilities Supervisor II - UM	<p>This level assumes responsibility for managing all aspects of the custodial duties performed by a custodial crew. Working independently with little or no direct supervision, ensures that all cleaning and sanitary standards are met in a safe efficient manner; assessing, planning and organizing and assigning the work of staff; conducting building inspections; ordering, receiving and distributing custodial supplies; establishing and improving custodial methods, techniques and procedures; identifying and correcting problems; and providing orientation and training to staff. Provides regular recommendations or uses independent judgment and decisions regarding the hiring, training, rewarding, disciplining and firing of staff; provides performance evaluations for staff; are involved in budgetary oversight for their areas. Four (4) years of progressively responsible custodial experience and two (2) years of progressively responsible supervisory experience, or a combination of experience and education.</p>	\$18.040

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
37-2011-F	Facilities Technician - UM	Under minimal supervision, performs advanced custodial work or responsibilities that are highly complex in nature (ex: an individual who has the ability and is called upon to deep clean, polish, seal, finish, etc. any type of flooring on a consistent basis); provides supervision of facilities workers, students (typically six or more) and/or permanent staff. Responsibilities include assigning tasks; coordinating custodial services; conducting general training; inspecting the work completed by others; may provide feedback regarding hiring, discipline, and firing; perform evaluations of student workers; and maintaining work and employee files. Performs multiple specialized duties . Specialized duties include, but are not limited to: acting as a special projects team leader; acting as the designated trainer in multiple areas of expertise; performing specialized floor cleaning, restoration and/or refinishing such as gym rubber flooring, wood floors, wool carpet, and Tarrazzo floors; holding a number of advanced certifications and performing the accompanying duties (certifications include: stone floor restoration, water damage restoration, specialized floor cleaning, polishing and refinishing, upholstery cleaning, mold remediation); performing work in biohazard, radioactive and cadaver labs that require special training; and performing as generalist who is a specialist in nearly all areas. Submits time and material estimates for special projects. Requires three (3) years experience in directly related cleaning experience, or a combination of experience and education.	\$16.858
49-3041	Farm Mech	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.	\$20.568
19-1031-A	Field Research Asst I	Support a field crew in carrying out research activities. May conduct natural surveys that are procedural or non-hazardous. May collect biologic, geologic, aquatic, agricultural, or other natural samples. This title is not suitable for research assistants who will primarily work in a lab or other non-field setting.	\$13.100
19-1031-B	Field Research Asst II	Support a field crew in carrying out research activities that can be considered complex or hazardous in nature. May include collaring or tagging large wild animals. May include wildfire research.	\$16.340
19-1031-C	Field Research Asst III	Conduct specialized or complex field research activities and serve as a topic expert in an area such as botany, ornithology, dendrology, agriculture, etc. Provide training in conducting specialized sampling, identification, or other research activities to field crew members. May support research managers in designing research plans.	\$18.383
11-9121-A	Field Research Coord	Plan day-to-day field research activities and oversee the safety, training, and daily performance of a field crew. Responsible for monitoring the quality of all samples and data collected. Responsible for ensuring adherence to research protocols.	\$19.736
11-9121-B	Field Research Mgr	Manages multiple field crews. Responsible for logistical planning for a field season. Works with principal investigators to ensure that research is conducted appropriately. Responsible for equipment acquisitions and budget administration. Establishes training, data collection, and safety protocols.	\$23.684
19-4021-A	Field Research Tech	Maintain field equipment and technology in good working order. Advise management in the acquisition of new equipment and technology. Train field researchers in the care and use of field equipment and technology. Field equipment and technology might include wilderness camping and survival gear, all-terrain vehicles, chainsaws, sampling kits, radio collars, surveying tools, etc.	\$13.965

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
13-2072	Financial Aid Spec I	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.	\$15.342
13-2071	Financial Aid Spec II	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.	\$16.768
11-3031	Financial Mgr	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.	\$29.063
33-1021	Fire Management Spec	Direct crews assigned to work on firelines during forest fires on firefighting and prevention activities. Administer regulations regarding sanitation, fire prevention, violation corrections, and related forest regulations. Assesses characteristics of fires. Train workers in skills such as fire suppression, aerial observation, radio communication. Direct forest firefighting and fire prevention activities. Supervises other fire operations personnel.	\$29.868
33-2011	Fire Opps Tech	Maintain fire suppression equipment in good condition, checking equipment periodically to ensure that it is ready for use. Maintain contact with fire dispatchers at all times to notify them of the need for additional firefighters and supplies, or to detail any difficulties encountered. Collaborate with other firefighters as a member of a firefighting crew. Patrol burned areas after fires to locate and eliminate hot spots that may restart fires. Establish water supplies, connect hoses, and direct water onto fires.	\$18.665
19-4093	Forester	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.	\$15.172
27-1024-A	Graphic Design Tech	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.	\$14.860
27-1024-B	Graphic Designer I	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.	\$16.511
27-1024-C	Graphic Designer II	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.	\$18.162
37-3011	Groundskeeper I	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.	\$13.984

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
37-1012-A	Groundskeeper II	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.	\$16.256
37-1012-B	Groundskeeper III	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.	\$18.288
37-1012-C	Groundskeeper Mgr	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.	\$20.321
49-3031	Heavy Equip Tech	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.	\$18.853
49-9021	HVAC Specialist	Install, maintain, and repair heating, ventilation, air conditioning, and refrigeration systems.	\$20.492
19-4044-A	Hydrologic Technician	Collect and organize data concerning the distribution and circulation of ground and surface water, and data on its physical, chemical, and biological properties. Measure and report on flow rates and ground water levels, maintain field equipment, collect water samples, install and collect sampling equipment, and process samples.	\$16.492
49-9071-A	Insulation Tech I	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.	\$15.818
49-9071-B	Insulation Tech II	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.	\$18.981
15-1135-C	IT Security Engineer I	Design, develop, implement, and maintain IT security solutions pertaining to systems, network, and internet-based resources and servers. Analyze IT security risks and needs. Provide first level maintenance for IT security specific software and solutions. Requires strong analytical and programming skills and the ability to develop algorithms, and analyze, troubleshoot, and solve programming problems.	\$30.949
15-1132-D	IT Security Engineer II	Design, develop, implement, and maintain IT security solutions pertaining to systems, network, and internet-based resources and servers. Analyze IT security risks and needs. Provide planning and design for IT security specific software and systems. Requires advanced analytical and programming skills and the ability to develop algorithms, and analyze, troubleshoot, and solve complex programming problems.	\$35.370
15-1212-A	IT Security Sys Analyst I	Analyze IT security needs in order to support the development of new IT security systems or devise new ways to apply existing systems' resources to additional operations. Conduct in-depth testing to identify system vulnerabilities and to determine if IT security requirements have been met.	\$23.697

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
15-1212-B	IT Security Sys Analyst II	Analyze IT security needs in order to plan and develop new IT security systems or devise new ways to apply existing systems' resources to additional operations. Work with IT security engineers to conduct or coordinate in-depth testing to identify system vulnerabilities, develop risk mitigation strategies, and to determine if IT security requirements have been met.	\$26.659
15-1212-C	IT Security Sys Analyst III	Lead/Senior position responsible for long-range IT security planning, design, evaluation, and implementation of IT security systems; applies advanced/expert IT security analysis and project management tools and techniques in managing multiple IT security projects. Develops and implements related policies and procedures. Provides high-level IT security technical consultation.	\$29.621
31-9096	Lab Animal Tech I	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.	\$13.100
29-2056-A	Lab Animal Tech II	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.	\$14.184
29-2056-B	Lab Animal Tech III	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.	\$15.602
29-2056-C	Lab Animal Tech IV/Lab Animal Technologist	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.	\$17.129
29-2056-D	Lab Animal Tech V/Biocontainment Technologist	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.	\$19.857
31-9099	Lab Tech (non-Research)	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.	\$13.602

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
25-4021-B	Librarian	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).	\$18.611
43-4121	Library Clerk	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	\$13.100
25-4031-A	Library Tech I	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	\$13.623
25-4031-B	Library Tech II	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. -OR- 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.	\$14.717
25-4021-A	Library Tech III	Performs duties of Library Tech II over multiple functional areas or more complex functional areas.	\$16.749
13-1041-A	Lic/Cert/Permit Tech	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.	\$20.315
45-2093	Livestock Research Technician	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.	\$17.105
43-9051-A	Mail Clerk/Carrier I	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.	\$13.547
43-9051-B	Mail Clerk/Carrier II	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.	\$14.902
43-9051-C	Mail Clerk/Carrier III	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.	\$16.256

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
11-9131-B	Mail Svcs Mgr	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>	\$19.372
11-9131-A	Mail Svcs Supv	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.	\$16.951
49-1011-B	Maintenance Supv I	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.	\$19.532
49-1011-C	Maintenance Supv II	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.	\$24.415
49-1011-D	Maintenance Svcs Mgr I	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.	\$26.857
49-1011-E	Maintenance Svcs Mgr II	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.	\$29.298
53-7051-C	Maintenance Tech I (UM)	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.	\$14.398
53-7051-D	Maintenance Tech II (UM)	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.	\$15.998
53-7051-E	Maintenance Tech III (UM)	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.	\$17.598
49-1011-F	Maintenance Tech Supv (UM)	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.	\$19.532
49-9071-C	Maintenance Wrkr I	Assist in the repair, maintenance, construction, and remodel of grounds, buildings, equipment, and infrastructure by completing a variety of manual and semi-skilled labor.	\$15.818
49-9071-D	Maintenance Wrkr II	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.	\$17.399

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
49-9071-F	Maintenance Wrkr III	COT Operating Engineers Title that came about at the signing of CBA.	\$18.981
13-1111-A	Management Analyst	Performs accounting, budget development and analysis, researches and analyzes diverse issues and data, provides interpretation of information, and technical expertise.	\$19.950
17-3031	Mapping Tech	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.	\$17.860
17-2141	Mechanical Engineer	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.	\$32.447
27-2012-B	Media Mgr	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.	\$19.827
27-2012-A	Media Programmer	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.	\$17.844
27-4011	Media Tech	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.	\$17.290
27-3031-A	Media/Info Coord	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.	\$17.724
27-3031-B	Media/Info Spec	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.	\$19.694
31-9092	Medical Assistant	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.	\$16.986
29-2071	Medical Records Admin	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.	\$19.500
29-1071	Mid-Level Provider	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.	\$40.561

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
25-4013-B	Museum Collections Spec	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.	\$15.375
25-4013-A	Museum Tech	Under direction of a museum or exhibit specialist, prepare specimens such as fossils, skeletal parts, lace, and textiles for museum collections and exhibits.	\$14.237
15-1152-A	Net Sys/Comm Analyst I	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.	\$18.330
15-1152-B	Net Sys/Comm Analyst II	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.	\$19.795
15-1152-C	Net Sys/Comm Analyst III	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.	\$25.107
15-1142-A	Net/Comp Sys Administrator I	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.	\$24.516
15-1142-B	Net/Comp Sys Administrator II	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.	\$27.400
15-1142-C	Net/Comp Sys Administrator III	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.	\$30.284
29-9011-B	Occup Safety/Health Spec I	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.	\$26.467
29-9011-C	Occup Safety/Health Spec II	Directs or performs health and safety operations of the organization, acts as departmental representative, determines information dissemination, performs specialized waste removal, implements/develop policy or management changes and assists in implementing new or corrective management practices. Develops and delivers specialized training programs. Participates in short- and long-range planning and provides/presents historical and other relevant data for consideration. Operates as assistant director and regularly makes decisions in directors absence.	\$29.114

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
29-9011-A	Occup Safety/Health Tech	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.	\$23.820
13-1141-D	Occupational Analyst	Conduct a job analysis and compensation program by classifying positions through audit and analysis, and assigning a title, wage, and benefits.	\$22.050
47-2141	Painter, non-craft	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.	\$17.262
23-2011	Paralegal	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.	\$22.363
33-3041-A	Parking Enforce Officer I	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.	\$13.376
33-3041-B	Parking Enforce Officer II	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.	\$15.180
33-3041-C	Parking Enforce Officer III	Performs duties of Parking Enforce Officer II and is expected to provide accident investigation, including properly recording results; and has master set of keys used to grant access requests from faculty, staff and students.	\$18.392
11-3121	Payroll/Bene Supv	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.	\$24.924
43-3051-A	Payroll/Bene Tech I	Under general supervision, enter payroll, personnel and benefit information into Human Resource Information System. Ensures all required paperwork is submitted for employee.	\$14.288
43-3051-B	Payroll/Bene Tech II	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.	\$16.074
43-3051-C	Payroll/Bene Tech III	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.	\$17.860
13-1071-E	Personnel Assoc I	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.	\$18.331
13-1071-F	Personnel Assoc II	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.	\$20.368

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
13-1141-E	Personnel Officer	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.	\$26.459
29-1051	Pharmacist	Dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.	\$55.575
29-2052	Pharmacy Tech	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.	\$16.749
27-4021	Photographer	Photograph persons, subjects, merchandise, or other products, develop negatives, and produce finished images for publication or other uses.	\$18.537
29-1123	Physical Therapist	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.	\$35.511
31-2021	Physical Therapist Asst	Assist physical therapists in providing physical therapy treatments and procedures. In accordance with State laws, assist in the development of treatment plans, carry out routine functions, document the progress of treatment, and modify specific treatments in accordance with patient status and within the scope of treatment plans established by a physical therapist. Requires formal training, including a current Montana Licensure as a Physical Therapist Assistant. May provide supervision of support staff.	\$23.275
29-1062	Physician	Diagnose, treat, and help prevent diseases and injuries that commonly occur in the University population.	\$75.810
47-2152	Plumber, non-craft	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.	\$25.878
33-3051-A	Police Cadet MSU/UM	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>	\$23.532
33-1012	Police Captain MSU/UM	Manage the day-to-day police force operations by ensuring enforcement of laws and ordinances, and safety of population. Develop and oversee training programs for other law enforcement personnel, investigate potential criminal activity, provide information for court proceedings, and oversee staff including Sergeants, Police Officers, and Dispatchers. <i>Must be a state-certified peace officer.</i>	\$40.751
33-3051-F	Police Lieutenant MSU/UM	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.	\$37.650
33-3051-A	Police Officer Commissioned MSU/UM	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>	\$25.885
33-3051-A	Police Officer First Class MSU/UM	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>	\$28.238

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
33-3051-D	Police Officer Master MSU/UM	Performs duties of Police Patrol Officer and is expected to have advanced and documented knowledge, skills and abilities in the field of Law Enforcement. The officer must attend specialized advanced training equal to or exceeding that of Specialist. The officer's skills may be utilized as a temporary supervisor or detective in a part time or full time status. Detective duties will include the investigation of criminal complaints and internal issues significant to the UM community, the identification of liability exposure, risk management, training of officers, and public presentations. Has advanced knowledge of constitutional, federal, state, local and university laws, rules and regulations.	\$32.944
	Police Patrol Officer - MSU-Billings		\$23.800
	Police Sergeant - MSU-Billings		\$25.942
33-3051-E	Police Sergeant MSU/UM	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>	\$35.297
33-3051-B	Police Specialist UM	Performs duties of fully trained Police Patrol Officer and performs an additional optional responsibility which exists at the discretion of the director based on need and manpower. Some duties may be of limited duration but not less than 6 months. The specialist will perform one of the following functions: Field Training Officer- to train, evaluate and document progress of police trainees and has an advanced level of expertise associated with UM policies, OPS procedures, laws and decisions relating to arrest, search and seizure <u>or</u> Bike Patrol Officer - utilizes bicycle as primary method of patrol in all weather conditions. The officer may be expected to excel in and perform the duties of both Field Training Officer and Bike Patrol Officer. Some duties may be of limited duration but not less than 6 months.	\$30.591
43-6014-C	Program Asst	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.	\$14.592
11-1021-A	Program Coord I	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.	\$15.960
11-1021-B	Program Coord II	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.	\$18.620

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
11-1021-C	Program Mgr I	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.	\$21.280
11-1021-E	Program Mgr II	Manage all resources of a large, multi-program area, such as over multiple grant projects. Oversee others who manage daily operations. Conduct long-term strategic planning. Supervise personnel and oversee financial resources.	\$23.940
17-1011-A	Project Designer	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 Project Technician. Bachelor's degree in architecture, planning, or related field required.	\$22.914
17-3011-A	Project Technician	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.	\$20.093
29-1066	Psychiatrist	Diagnose, treat, and help prevent disorders of the mind.	\$86.650
19-3031-B	Psychologist	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.	\$26.572
19-3031-A	Psychology Spec	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.	\$23.914
25-9031-A	Public Educ Coord	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.	\$20.489
25-9031-B	Public Educ Spec	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.	\$22.003
13-1023	Purchasing Agent	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.	\$20.095

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
11-3061	Purchasing Mgr	Manages purchasing and accounts payables functions. Ensures compliance with policy and regulations.	\$27.239
13-1022-A	Purchasing/Supply Assoc I	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>	\$15.850
13-1022-B	Purchasing/Supply Assoc II	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>	\$16.442
13-1022-C	Purchasing/Supply Assoc III	Performs work of the two lower levels with high level of expertise. Request and evaluate bid information, conduct negotiations, award contracts, provide training, supervises preparation or prepares payment claims and manages, stores and receives inventory.	\$18.269
29-2034	Radiological Tech	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.	\$24.149
45-1011	Ranch Foreman	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.	\$22.439
39-9031-A	Recreation Coord I	Instructs various areas of health performance activities, such as aquatics and lifeguarding, CPR and First Aid, kayaking, skiing, etc. No supervisory responsibilities.	\$15.666
39-9031-B	Recreation Coord II	In addition to duties of Recreation Coordinator I, supervises employees. Provides program management, including budget management, purchasing, and public relations activities.	\$17.232
39-9031-C	Recreation Coord III	Performs more management related duties and responsibilities, including administrative, financial and equipment and/or facilities and personnel. Reviews and develops goals, objectives, policies and procedures of division or program and determines advertising and promotional needs.	\$18.799
11-1021-D	Recreation Mgr	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.	\$23.052
13-1071-D	Recruitment Spec	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.	\$20.368
29-1111	Registered Nurse/Clinic Mgr	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.	\$30.011

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
19-4099-A	Remote Sensing Technician	Apply remote sensing technologies to assist researchers. Collect geospatial data using technologies such as aerial photography, light and radio wave detection systems, digital satellites, or thermal energy systems. May prepare flight plans or sensor configurations for flight trips. May provide oversight to data technicians or GIS technicians.	\$17.699
855-A	Research Asst I	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 -OR- 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.	\$15.929
855-B	Research Asst II	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.	\$17.699
830	Research Asst III	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.	\$19.468
831	Research/Lab Mgr	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.	\$23.684
39-9041	Residence Hall Supv	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.	\$13.433
17-2199	Resource Conservation Spec	Develop and manage innovative resource conservation programs; benchmark, monitor and verify resource conservation efforts; provide technical support to the Climate Action Plan; and implement and manage energy conservation projects.	\$34.018
41-1011-B	Retail Sales Mgr	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.	\$16.853
33-9032-A	Security Guard I	Guard, patrol, or monitor premises to prevent theft, violence, or infraction of rules, while ensuring public safety.	\$13.100
33-9032-B	Security Guard II	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.	\$14.102
43-4061-A	Service Access Coord	Provide basic information such as eligibility requirements, procedural details, program offerings, application details, and applicant rights with regard to a veteran or disabilities services program. Conduct entry interviews and other information gathering tasks intended to verify and/or certify benefit eligibility for clients. Address inquiries regarding benefit eligibility and claim processing procedures and direct clients to appropriate resources.	\$19.255

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
43-4061-B	Service Access Spec	Interpret and explain program specific information for a veteran disabilities service program. Interview benefits recipients to determine eligibility for specific services. Maintain detailed records of assigned cases and prepare required reports. Compile, record and evaluate personal and financial data to verify completeness and accuracy to determine eligibility status. Assist clients in navigating complex issues to ensure access to targeted services. May supervise service connected staff.	\$23.533
27-3091-A	Sign Language Interpreter I	Translate or interpret written, oral, or sign language communication into another language for the purpose of educating disabled students in the mainstream.	\$18.924
27-3091-B	Sign Language Interpreter II	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.	\$20.816
49-9096	Stage/Production Coord I	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.	\$19.653
27-1027	Stage/Production Coord II	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	\$20.201
43-9111	Statistical Tech	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.	\$18.354
15-2041	Statistician	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.	\$21.077
41-1011-A	Storekeeper	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.	\$16.853
13-1199-A	Sustainability Coord	Coordinate recycling pick-up or drop off programs and maintain logs of recycling materials received or distributed. Review and address customer requests for service and determine service needs, deploying appropriate resources to provide necessary services.	\$20.050
13-1199-B	Sustainability Spec	Work as a part of campus sustainability program to develop project goals, strategies, and initiatives in collaboration with other sustainability professionals. Assess, further, or propose sustainability initiatives, while providing technical and/or administrative support for sustainability programs or initiatives. May review/revise sustainability proposals and monitor or track sustainability indicators (such as energy usage, waste generation, recycling)	\$22.278
43-2011	Switchboard Oper	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.	\$14.724
25-2011	Teacher, Preschool	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.	\$14.874
25-9041	Teacher's Aide	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.	\$14.306
27-3042-A	Technical Writer	Write and edit technical materials for a diversity of documents such as papers, articles, journals, grant applications, and specialized course curricula.	\$22.957

Montana University System Staff Compensation Plan: Title Index

Updated 07/27/2024

SOC	Title	Definitions	Low Entry Rate
49-2022-A	Telecomm Equip Tech I	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.	\$18.134
49-2022-B	Telecomm Equip Tech II		\$20.410
13-1151	Training/Dev Coord	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.	\$23.323
53-1031	Transportation Supervisor	Oversees Park-n-Ride bus operations.	\$24.113
25-3097	Tutor/Educ Spec	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.	\$13.804
53-6051	Vehicle Dispatcher	Motor pool manager.	\$15.375
27-4032	Videographer	Edits moving images on film, video, or similar media. Organizes and strings together raw footage into a continuous whole. Edits films or video to insert music, dialogue, and sound effects. Edits films to arrange into sequences, and to correct errors using video editing equipment. Set up and operate computer video editing systems, and reviews footage sequence by sequence to assemble into a final video product.	\$21.674
53-1021	Warehouse Foreman	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.	\$21.261
53-7062	Warehouse Wrkr	Stock, move, install, and dispose of equipment, furniture, and other office or production needs.	\$14.136