



**EMPLOYEE POSITION TITLES AND WAGE GRADES**

POSITION TITLE	*GENERAL PAY PLAN (One-Step Adjustment)		EDUCATION, EXPERIENCE AND REQUIREMENTS <i>General note: initial employment will be at Step 1 of the pay grade. There are circumstances where a step higher than Step 1 may be offered but offers are not to exceed Step 10 of the pay grade.</i>
	Per Hour	Grade	
	Step 1		
<b>Extension Aide</b>	9.25	A	This position is reserved for employing currently enrolled high school students on a part-time basis. This position requires daily supervision.
<b>Office Assistant</b>	9.79	B	High school diploma or equivalent. (Preferred: Familiarity with office machines and processes, including MS Word, excel, and other software.)
<b>Extension Assistant I</b>	12.37	E	High school diploma or equivalent. One year of work experience <u>OR</u> 30 college credits <u>OR</u> a combination of college credits, work experience, and/or training. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees under this category generally carry out routine field and/or office work with supervision.
<b>Research Assistant I</b>	12.37	E	High school diploma or equivalent. One year of work experience <u>OR</u> 30 college credits <u>OR</u> a combination of college credits, work experience, and/or training. Employees under this category generally carry out routine field and/or office work with supervision.
<b>Grant Assistant I</b>	12.37	E	High school diploma or equivalent. Possession of a valid driver's license. One year of business process related work experience in an office setting <u>OR</u> 30 college credits <u>OR</u> a combination of work experience, college credits, and/or technical training. (Preferred: work experience directly related to supporting grant and contract activities.) Employees under this category generally carry out routine office work with supervision.
<b>Extension Assistant II</b>	15.56	H	High school diploma or equivalent. Two and a half years of work experience <u>OR</u> 75 college credits, <u>OR</u> combination of work experience, college credits, and/or training. Employees under this category generally carry out outreach, field and/or office work that requires little supervision. Employees may carry out more detailed work that requires writing, data collection, or reporting duties.
<b>Research Assistant II</b>	15.56	H	High school diploma or equivalent. Two and a half years of work experience <u>OR</u> 75 college credits <u>OR</u> a combination of work experience, college credits, and/or training. Employees under this category are expected to perform field work and work that includes data collection, writing, and/or reporting tasks.
<b>Grant Assistant II</b>	15.56	H	High school diploma or equivalent. Two and a half years of work experience <u>OR</u> 75 college credits, <u>OR</u> combination of work experience, college credits, and/or training. Employees under this category generally carryout accounting and other duties relating to business processes.
<b>Office Manager</b>	15.56	H	High school diploma or equivalent. Two and a half years of experience managing an office and related duties. (Preference: associate degree from an accredited institution)



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<b>Communication Assistant/Science Communicator</b>	15.56	H	High school diploma or equivalent. Two and a half years of work experience <u>OR</u> 75 college credits <u>OR</u> a combination of work experience, college credits, and/or training. Writing samples required. (Preferred: Experience in writing for media).
<b>Water Quality Technician</b>	15.56	H	High school diploma or equivalent. Two and a half years of work experience <u>OR</u> 75 college credits <u>OR</u> a combination of work experience, college credits, and/or training. Demonstrated ability to swim, snorkel and free dive. SCUBA certification required. (Preferred: A background in science).
<b>Extension Assistant III</b>	16.77	I	High school diploma or equivalent. Three years of work experience <u>OR</u> 90 college credits <u>OR</u> a combination of work experience, college credits, and training. Employees under this category generally carryout outreach, field and/or office work that requires little supervision. Employees may carry out more detailed work that requires writing, data collection, or reporting duties. Employees may have supervisory responsibilities for Extension Assistant I, II and Extension Aides.
<b>Research Assistant III</b>	16.77	I	High school diploma or equivalent. Three years of work experience <u>OR</u> 90 college credits <u>OR</u> a combination of work experience, college credits, and/or training. Employees under this category are expected to perform field work and work that includes data collection, writing, and/or reporting tasks. May have supervisory responsibilities for Research Assistant I and II.
<b>Grant Assistant III</b>	16.77	I	High school diploma or equivalent. Three years of work experience <u>OR</u> 90 college credits <u>OR</u> a combination of work experience, college credits, and/or training. Employees under this category generally carryout project budgeting, accounting, purchasing, and other duties required to support grants and contracts. May have supervisory responsibilities for Grant Assistant I and II. (Preferred: accounting coursework, people skills and other soft skills relating to interpersonal communication.)
<b>Information Technology Support</b>	16.77	I	High school diploma or equivalent. Three years of work experience <u>OR</u> 90 college credits <u>OR</u> a combination of work experience, college credits, and /or training in computer related fields or equivalent certificate in computer operations. Employees in this category must have the ability to create and update web pages, resolve technical issues on the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems used by RCUOG and affiliates. (Preferred: Associate degree in computer science, information systems or related field).
<b>Extension Associate I</b>	18.23	J	Bachelor's degree. One year of work experience. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees in this category carry out professional level activities such as informal teaching and leading outreach activities, implementing projects, data gathering and analysis, and report writing. (Preferred: work experience relevant to the position).
<b>Research Associate I</b>	18.23	J	Bachelor's degree. One year of work experience. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees in this category carry out professional level field work activities including reporting writing, gathering, recording, and analyzing data. Employees are expected to work independently. (Preferred: work experience relevant to the position.)



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<b>Sustainability Coordinator</b>	18.23	J	Bachelor's degree. One year of work experience. principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. (Preferred: work experience directly related to sustainability practices.)
<b>Communication Specialist/Technical Writer</b>	18.23	J	Bachelor's degree in relevant field. One year of experience in media. Technical writing samples required. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives.
<b>Victim Services Coordinator</b>	18.23	J	Bachelor's degree in psychology or closely related field. One year of work experience. The position may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees are expected to give awareness presentations to large and small groups. (Preferred: one year of work experience in the field of psychology.)
<b>Systems Analyst</b>	18.23	J	Bachelor's degree in computer science, information systems, or related field. One year of work experience. Employees in this category perform duties relating to the network management and oversee Internet systems to ensure availability, security and audit controls compliance, website design and maintenance, and all related systems maintenance. Additional duties may be assigned to support RCUOG's current and future IT strategies, systems, data management, and underlying processes including design and development of IT systems, functional specifications, implementation support, system enhancements and project deliverables. Employees may supervise IT Support staff.
<b>Human Resources Specialist I</b>	18.23	J	Bachelor's degree in business administration, human resources, or closely related field. One year of work experience. Employees in this category maintain a database of employee records, prepare and post job announcements, review applicants, schedules interviews, coordinates with EEO, prepare personnel actions for processing, monitors insurance and 403(b) applications, among other duties. (Preferred: experience in or familiarization with grants management, work experience in human resources).
<b>Accounting Analyst I</b>	18.23	J	Bachelor's degree in accounting and one year of work experience OR five years of work experience performing procurement, accounting, and business transactions and processing duties. Employees in this category work independently to process requisitions, purchase orders, payments, and other business processes. (Preferred: experience in or familiarization with grants management and experience in the accounting field.)
<b>Accounting Analyst II</b>	19.89	K	Bachelor's degree in Accounting. Two years of work experience in the accounting field. Demonstrated experience in grants management. Employees under this category reconcile transactions by comparing and correcting data, certify funds, maintain subsidiary accounts, prepare reports and financial statements, prepare and post journal entries, review and help process payroll, and carryout project budgeting, accounting, purchasing, among other duties. Employees work independently with little supervision.
<b>Human Resources Specialist II</b>	19.89	K	Bachelor's degree in Business Administration with a concentration human resources or closely related field. Two years of experience in the human resources field and/or participation in SHRM Guam briefings and trainings and/or work experience in benefits, recruitment and selection, training and development, compensation & benefits and/or employee relations.



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<b>Extension Associate II</b>	23.91	M	Master's degree in relevant field and three years of work experience relevant to the position <u>OR</u> bachelor's degree and five years of work experience <u>OR</u> a combination of bachelor's degree, work experience, and graduate level coursework. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees in this category perform professional level duties that may include analytical work, project design and supervisory responsibilities.
<b>Research Associate II</b>	23.91	M	Master's degree in relevant field and three years of work experience relevant to the position <u>OR</u> bachelor's degree and five years of work experience <u>OR</u> a combination of bachelor's degree, work experience, and graduate level coursework. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees in this category perform professional level duties that may include analytical work, project design, and supervisory responsibilities.
<b>Project Associate</b>	23.91	M	Master's degree in relevant field and three years of work experience relevant to the position <u>OR</u> bachelor's degree and five years of work experience <u>OR</u> a combination of bachelor's degree, work experience, and graduate level coursework. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees in this category perform professional level duties that may include analytical work, project design, and supervisory responsibilities.
<b>Education and Training Coordinator</b>	23.91	M	Master's degree in relevant field and three years of work experience relevant to the position <u>OR</u> bachelor's degree and five years of work experience <u>OR</u> a combination of bachelor's degree, work experience, and graduate level coursework. The position may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees in this category perform professional level activities that may include analytical work, project design and May have supervisory responsibilities.
<b>Human Resources Specialist III</b>	23.91	M	Master's degree in business administration <u>OR</u> bachelor's degree and SHRM certification (SJRM-CP). Five years of work experience in human resources including recruitment and selection, compensation and benefits, and training and development/employee relations. Employees in this category carry out professional level work, analysis, and assessments, and may have supervisory responsibilities.
<b>Accounting Analyst III</b>	23.91	M	Master's degree in accounting, <u>OR</u> certification in government accounting, <u>AND</u> five years of work experience in the accounting field, two of which are in grants management. Employees under this category assist with post award grant accounting processes, develop policies and procedures to improve processes, perform monthly, quarter and year-end closing accounting tasks and reconciliations, extract and analyze data from general accounting database, work with detailed data using general ledger system, prepare financial reports and financial statements, prepare and post journal entries, review and help process payroll, and carryout project budgeting, accounting, purchasing, among other duties. Employees work independently with little supervision and may have supervisory duties.



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<b>Extension Associate III</b>	26.40	N	Master's degree. Five years of professional work experience. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees in this category carry out professional level and specialized outreach and/or field work and analysis, assessments, and may have supervisory responsibilities.
<b>Research Associate III</b>	26.40	N	Master's degree. Five years of professional work experience. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees in this category carry out professional level and specialized field work and analysis, assessments, and may have supervisory responsibilities.
<b>Extension Educator</b>	26.40	N	Master's degree. Five years of work experience two of which reflect work experience in grants or contact administration, research, management or outreach, or two years of extension-related work.
<b>Program Manager</b>	26.40	N	Master's degree. Five years of relevant experience. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. In general, employees in this category report to a PI, hold supervisory responsibilities, and have oversight of project design and implementation, data gathering, assessment, analysis, budgets, hiring and reporting requirements.
<b>Administrative Manager</b>	29.27	O	Master's degree. Six years of experience in planning, developing, and coordinating or implementing programs or projects, two years of which must be in administering federally funded programs.
<b>Project Director</b>	29.27	O	Master's degree. Six years of professional work experience. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees in this category write reports, follow through on compliance, manage funds, manage procurement, and personnel matters.
<b>Researcher/Scientist/Clinician/Engineer/orScholar</b>	29.27	O	Master's degree. Six years of research experience as a scientist/clinician/engineer/scholar in the field of study relevant to the position.
<b>Accounting Specialist</b>	32.55	P	Master's degree in accounting OR bachelor's degree in accounting and certification in government accounting. Five years of experience in accounting practices/procedures. Five years of grant post award accounting. Three years of supervisory experience. Three years of experience in or familiarization with grants management. The Accounting Specialist performs various office duties in support of RCUOG operations relative to financial and personnel reporting activities, procurement, contractual and professional consulting agreements, and accounts payable. Work emphasis is on completion, verification, and processing of paper and/or electronic documentation for business transactions. Responsible for maintenance and verification of records and related reporting needs with special emphasis on financial reports to federal agencies.



<b>Human Resources Manager</b>	32.55	P	Master's degree in business administration or related field. SHRM certification (SHRM-CP). Eight years of experience in human resources including experience in recruitment and selection, compensation and benefits, and training and development/employee relations. Three years of supervisory experience. Employees in this category lead the unit in creating new positions, periodic pay plan review, resolves employee related HR issues, reviews federal and local laws to determine impact on employees, and performs professional level work, analysis, and assessments, and has supervisory responsibilities.
<b>Associate Director</b>	32.55	P	Master's degree in field relevant to the position. Five years of work experience in research, grant writing, and supervisory and management experience. Associate directors generally report to a director of a unit. Associate directors manage a section of a unit which encompasses multiple projects/grants/contracts/outreach activities. Associate directors hold supervisory responsibilities. Associate directors are responsible for developing and submitting successful grant proposals that fund unit objectives.
<b>Research Fellow</b>	32.55	P	Ph.D. or other terminal degree. Research fellows perform professional level activities which may include analytical work, project design, project implementation, laboratory and field work, data analysis and reporting and supervisory responsibilities.
<b>Senior Researcher: Scientist/Clinician/Engineer/or Scholar</b>	32.55	P	Master's degree or higher in the respective area of research or clinical focus. Ten years of research experience as a scientist/clinician/engineer/scholar in the relevant field of study.
<b>Director</b>	35.48	Q	Master's degree or higher in an area related to the funding source. Ten years of work experience in research, grant writing, supervisory and management experience.
<b>Principal Researcher: Scientist/Clinician/Engineer/or Scholar</b>	41.57	S	Ph.D. or other terminal degree. Ten years of expertise and experience in a field related to the grant funding source. Individuals hired in these positions will be Principal Investigators for major research and other sponsored programs.
<b>Post-Doctoral Researcher</b>	<i>The pay grade and step of this position are determined by the amount of grant funding available</i>		Ph.D. Perform professional level activities which may include analytical work, project design, project implementation, laboratory and field work, data analysis and reporting and supervisory responsibilities.
<b>POSITION TITLE</b>	<b>Aligned to the Nursing Pay Plan</b>		<b>EDUCATION, EXPERIENCE AND REQUIREMENTS</b>  <i>General note: initial employment will be at Step 1 of the pay Grade there are circumstances where a step higher than Step 1 may be offered but offers not to exceed Step 10 of the pay grade.</i>
	<b>Per Hour</b>	<b>Grade</b>	
	<b>Step 4</b>		
<b>Clinical Nurse Practitioner and Educator</b>	24.21	N-M	Bachelor's Degree in Nursing and NCLEX-RN certification; three years of work experience as a registered nurse in a clinical or hospital setting.

RCUOG STUDENT POSITION TITLES AND WAGE GRADES			MINIMUM KNOWLEDGE, SKILLS, ABILITIES, EDUCATION AND EXPERIENCE
POSITION TITLE	STEP 1	GRADE	
POSITIONS FOR UNDERGRADUATE STUDENTS			
Extension Aide	9.25	A	This position is reserved for employing currently enrolled high school students on a part-time basis. This position requires daily supervision.
Undergraduate Teaching Assistant/Tutor	12.37	E	Current UOG student. High school diploma or equivalent. One year of work experience <u>OR</u> 30 college credits <u>OR</u> a combination of college credits, work experience, and/or training. Provides administrative support for quiz, discussion, or laboratory courses.
Extension Assistant I	12.37	E	Current UOG student. High school diploma or equivalent. One year of work experience <u>OR</u> 30 college credits <u>OR</u> a combination of college credits, work experience, and/or training. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees under this category generally carry out routine outreach, field and/or office work with supervision.
Research Assistant I	12.37	E	Current UOG Student. High school diploma or equivalent. One year of work experience <u>OR</u> 30 college credits <u>OR</u> a combination of college credits, work experience, and/or training. Employees under this category generally carry out routine field work with supervision.
Grant Assistant I	12.37	E	Current UOG student. High school diploma or equivalent. One year of business process related work experience in an office setting <u>OR</u> 30 college credits <u>OR</u> a combination of work experience, college credits, and/or technical training. (Preferred: work experience directly related to supporting grant and contract activities.) Employees under this category generally carry out routine office work with supervision.
Extension Assistant II	15.56	H	Current UOG student. High school diploma or equivalent. Two and a half years of work experience <u>OR</u> 75 college credits, <u>OR</u> combination of work experience, college credits, and/or training. Employees under this category generally carryout outreach, field and/or office work that requires minimal supervision. Employees may carry out more detailed work that requires some writing, data collection, or reporting duties.

Research Assistant II	15.56	H	Current UOG student. High school diploma or equivalent. Three years of work experience <u>OR</u> 75 college credits <u>OR</u> a combination of work experience, college credits, and/or training. Employees under this category are expected to perform field work and work that includes data collection, writing, and/or reporting tasks.
Grant Assistant II	15.56	H	Current UOG student. High school diploma or equivalent. Two and a half years of work experience <u>OR</u> 75 college credits, <u>OR</u> combination of work experience, college credits, and/or training. Employees under this category generally carryout basic accounting and other duties relating to business processes.
Grant Assistant III	16.77	I	Current UOG student. High school diploma or equivalent. Three years of work experience <u>OR</u> 90 college credits <u>OR</u> a combination of work experience, college credits, and/or training. Employees under this category generally carryout project budgeting, accounting, purchasing, and other duties required to support grants and contracts. May have supervisory responsibilities for Grant Assistant I and II. (Preferred: accounting coursework, people skills and other soft skills relating to interpersonal communication.)

POSITIONS FOR GRADUATE STUDENTS			
Graduate Teaching Assistant	18.23	J	Current graduate student. Bachelor's degree in relevant field. One year of work experience. Lead quiz, discussion, or laboratory sections, serve as class assistants or provide supervised teaching.
Extension Associate I	18.23	J	Current graduate student. Bachelor's degree. One year of work experience. The principal investigator may require specific knowledge, skills, or abilities to meet project/grant objectives. Employees in this category carry out professional level activities such as informal teaching and leading outreach activities, implementing projects, data gathering and analysis, and report writing. (Preferred: work experience relevant to the position).
Research Associate I	18.23	J	Current graduate student. Bachelor's degree in relevant field. One year of work experience relevant to the position. Student employees in this position work under a faculty member on a specific grant project performing higher level research activities. This position may require specific educational or work experience or a combination of education and experience. The PI may require specific knowledge, skills, and abilities.