

Temporary and Intermittent Appointment Job Level/Pay Rate Matrix

Job Title by Category	Level	Approximate Pay Grade	Education/Experience	Description (Knowledge/Abilities/Skills)
<u>Office/Clerical</u>				
Administrative Clerk	Basic - direct supervision	N10	HS Diploma, little or no experience	Routine clerical/receptionist type tasks, able to perform with instruction/demonstration. No supervisory responsibilities. May not have following skills, but may be trained and has the ability to perform the following: Able to use a computer, web browsing, e-mails and perform office work. Assists with typing, filing, creating files, and photocopying documents. Can also compose simple memos and letters, run simple reports for review/approval and do some data entry. Receive mail, run errands, and answers the office telephone.
Administrative Assistant	Intermediate-moderate supervision	N12	Associate's Degree, and some experience	In addition to the above, is proficient in computer applications, able to draft complete documents, revise and proofread. Maintain personnel documents and organize them. Able to follow oral and written instructions and information, learn quickly, take on a variety of tasks, and complete in a timely manner. Able to manage multiple projects and tasks simultaneously. Assist in arranging meetings and other events. Responsible for prepping travel documents and personnel actions for review and approval. Transcribes final copies of memos, letters, or reports. Attends and takes minutes at program meetings for the PI. May provide training to students. May require the use of word processing, spreadsheets, and/or powerpoint.
Administrative Associate	Advance-minimal supervision	N16	Associate's Degree, at least 2 years of experience	In addition to the above, work should involve frequent interactions with senior level personnel and external agencies. Able to process timesheets, travel, mileage, reimbursement forms, and personnel actions. Able to produce graphs, charts, reports, statistics, and summaries as directed. Perform complex clerical work involving independent judgment with accuracy and speed. Work independently, organize time, set priorities, and meet deadlines. Demonstrates initiative, self-direction, and able to supervise others (students) if/when the need arises. Ability to understand and follow complex oral and written instructions. Normally, providing support to senior management level staff focused on customer service and a broad range of clientele.
<u>Fieldwork (non-supervisory)</u>				
Field Assistant	Basic - direct supervision	N11	HS Diploma, little or no experience	Basic field work including eradication and control of invasive alien plant and animal species. Keep logs and detailed records of the treatment and control work. May not have following skills, but may be trained and has the ability to perform the following: Able to operate a Global Positioning System (GPS) unit to record target species locations. Assistance with the maintenance of project vehicles, assistance with care of project equipment and tools and storage of herbicides. Will work directly with their supervisor, which would require basic oral and written communication skills. Should be able to work with small mechanized equipment. Should also be able to hike and camp in remote areas and not be acrophobic.
Field Assistant (semi-skilled)	Intermediate-moderate supervision	N14	HS Diploma, at least 1 year of experience	In addition to the above, should be able to lead volunteers and temporary employees. Responsible for performing all duties above in an independent fashion. Able to serve on fence construction, inspections, and maintenance program. Able to provide alien plant control which includes locating the target species, recording of data, and keep track of the daily activities in the field. Familiar with Native Hawaiian flora and fauna and threats from alien species. Should be able to work and lead a diverse work force in remote field areas. Must possess First Aid/CPR certification and able to drive a 4 wheel drive with manual transmission. Able to use hand tools for construction and maintenance in the field.

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Field Crew Leader	Advance-minimal supervision	N16	HS Diploma, 3 or more years of experience	In addition to the above, should be able to work independently on all above tasks. Supervises field crews for the control of invasive species/animals which require the ability to direct field crews to locate and map target species. Will require individual to train others in the use of equipment and pesticides, and will evaluate work performance. Assures that records and reports on daily activities with maps, data, sheets, and other relevant notes relating to each work site is complete on a timely basis. May be involved with outreach and participating in higher level discussions. Able to read and navigate using topographic maps and aerial photographs. Requires that you have good working knowledge of computers, word-processing, databases, and the use of GPS.
Laboratory work (non-supervisory)				
Laboratory Assistant	Basic- direct supervision	N12	Associate's Degree, little or no experience	Performs a variety of routine laboratory tests and procedures. Responsible for ordering supplies and chemicals, lab organization and biohazard waste management. May not have following skills, but may be trained and has the ability to perform the following: Able to follow directions and use appropriate safety procedures for handling, storage, and disposal of bio hazardous, infectious, radioactive, and toxic substances. Assist researchers with their lab experiments. Ensures that all laboratory activities are carried out in compliance with standard procedures. Basic ability to maintain logs, enter information into a database or spreadsheet, and have basic math skills. Works under the direct supervision of supervisor, which requires good communication skills.
Laboratory Associate (semi-skilled)	Intermediate-moderate supervision	N16	Bachelor's Degree, at least one year of experience	In addition to the basic laboratory duties above, will operate and maintain lab and experimental equipment. May also assist with the administrative paperwork such as procuring supplies and equipment, prioritizing and coordinate the use of lab space and equipment, ensures that work is done in compliance with the University of Hawaii and OSHA. May also assist with the preparation of grant proposals, reports, and papers for publications. May also require library research and computer searching. Able to analyze data and be able to organize information in a database system. Requires well developed written and oral communication skills, ability to use complex computer systems, ability to be innovative, and able to be organized.
Laboratory Associate (advanced-level)	Advance-minimal supervision	N19	Bachelor's Degree, one to three years of experience	In addition to the above, will be heavily involved with the performing of molecular biological techniques and preparing biological samples. Will also be in charge for monitoring all experiments, records, and report results. Required to have working knowledge of general principles of biological and biomedical research. Should also have knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with laboratory research. Able to work independently and be able to make decisions.

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Marine/Technical (non-supervisory)				
Marine Technician (entry-level)	Basic- direct supervision	N14	Associate's Degree, one to three years of experience	Performs basic collection of data, entering of data into computer databases, collects and processes specimens and tissue samples. May be involved with removing marine debris. Performs daily duties related to maintenance and operation of the field camp. May include preparation of camps such as packing equipment and supplies for shipment, loading and unloading gear from transport vessels, etc. Requires working knowledge of personal computers including the use of word processing, spreadsheets, and databases.
Marine Technician (semi-skilled)	Intermediate-moderate supervision	N17	Associates Degree, three to five years of experience	In addition to the above, responsible for all aspects of data collection and editing. May be involved in training other staff. Performs data quality checks to ensure that the data is reliable and complete. May require library research and comprehensive computer searches. Prepares preliminary analyses of field data and writes short reports of results. Responsible for the creation and updating of educational and outreach materials and may independently conduct public programs, lectures, and educational sessions.
Marine Technician (advanced-level)	Advance-minimal supervision	N20	Bachelor's Degree, one to three years of experience	In addition to the above, carries out research activities independently. Serves as a primary point of contact for projects. Develops, manages, and maintains databases, web based applications, photo identifying databases. Drafts all reports and correspondence or delegates the responsibility to the support staff. Develops strategies and protocols for data collection efforts. Able to work independently as well as interact with the public and community. Demands keen judgment and good work ethic.
Professional/Managerial/Supervisory				
Project Specialist	Intermediate-moderate supervision	E19	Bachelor's Degree, one to three years of related experience in specific field	Oversees all functions in their respective areas including providing guidance to project staff. May be assigned to specific project-type assignments within their realm of expertise. Requires strong organizational and leadership skills. Able to plan, schedule, delegate, evaluation, and problem solve effectively. Good verbal and written communication skills. Strong working knowledge of word processing, spreadsheet, and database software.
Project Manager	Advance-minimal supervision	E23	Bachelor's Degree, three to five years of related experience in the specific field	In addition to the above, manages all functions in their respective areas including all personnel matters as it relates to hiring, promotions, terminations, pay rate changes, etc. Provides professional level assignments to their superiors. Trains and supervises subordinates and maintains effectiveness in the way their respective departments run. Work requires good problem solving skills, judgment, and accuracy. Should be able to work independently and utilize sound judgment based on a strong working knowledge of related laws and procedures.
Computer Technician (non-supervisory)				
Computer Support Assistant	Basic- direct supervision	N15	HS Diploma plus training, little or no experience	Assists with maintaining and upgrading installed hardware/software applications. Assists users in solving basic problems with hardware/software. May assist in the design of new applications and maintaining existing websites involved design content. Works under the direct supervision of supervisor, which requires good communication skills.
Computer Technician (entry-level)	Intermediate-moderate supervision	N19	Associate's Degree, and some experience	In addition to the above, performs computer installation and troubleshooting which includes hardware and software application programs. Assist with daily system administration and may be involved with backups and recovery, shutdown and rebooting of systems, and setting up/configuring networks. Should be familiar with multiple computer hardware/software and operating systems.
Computer Technician (advanced-level)	Advance-minimal supervision	N21	Bachelor's Degree, at least three years of related experience in the specific field	In addition to the above, responsible for managing computing and network systems to ensure smooth daily operations, promptly solves/resolves computing related issues. Working knowledge of various operation systems and computing application languages.

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Computer Professional				
Information Technology Specialist	Intermediate-moderate supervision	E20	Bachelor's Degree, one to three years of experience. May substitute for Associate's Degree and 3 or more years of experience	Designs, creates, and updates systems, websites, and databases. Works with and maintains confidential information and uses discretion in dealing with sensitive information to carry out assignments in a timely manner. Must be able to adapt to unforeseen circumstances to make sound decisions based on available information.
Information Technology Professional	Advance-minimal supervision	E23	Bachelor's Degree, at least five years of related experience in the specific field	In addition to the above, designs and develops programs to perform complex statistical analysis which may involve planning, coding, debugging, testing, performing analysis. Consults with supervisor/PI to determine course of action when problems arise. Responsible for completing documentation of all assigned projects. May train staff in proper use of database and software applications. Produce accurate work and be able to communicate effectively. Strong knowledge of programming languages and operating systems.
Educational Support (non-supervisory)				
Educational Assistant	Basic- direct supervision	N13	HS Diploma, at least 1 year of experience	Involved in outreach and engages/educates others. Helps in developing material and provides input in training/outreach materials. May not have following skills, but may be trained and has the ability to perform the following: Able to communicate effectively both orally and in writing and understand verbal and written communications. Ability to work in a cooperative manner. *May require a post-offer criminal background check if working with minors.
Educational Professional				
Educational Specialist	Intermediate-moderate supervision	E19	Bachelor's Degree, one to three years of experience	In addition to the above, designs and produces outreach materials, displays, and presentations. May develop and coordinate volunteer/education programs involving public awareness of various issues. Familiar with computer graphics and desktop publishing applications. Able to communicate with diverse audiences of varying ages, educational levels, and cultural backgrounds.
Educational Professional	Advance-minimal supervision	E23	Bachelor's Degree, at least three years of related experience	In addition to the above, implements education/outreach programs which may involve partnerships with community groups, partnering organizations, etc. May include development of teaching curriculum or modules. Must have strong communication, interpretation, and public speaking skills. Ability to collect, correlate, and evaluate facts and information relevant to the project: write reports, organize work, and express ideas orally. Skilled in developing and delivering effective public presentations and programs.