

**University of South Carolina Market Structure Leveling Guide**

Job Category		Factors that Determine Job Category <small>*KSA Proficiency Level, Organizational Impact and Supervisory Scope must all align with Job Type, Level and Minimum Qualifications.</small>			Selection Criteria
Job Type	Job Level	KSA Proficiency Levels	Organizational Impact	Supervisory Scope	Job Related Minimum Qualifications <small>*A logical connection must exist between the employee/candidate qualifications and the job duties in the position description. **Equivalent education, experience and/or specialized training may be considered when evaluating individuals' qualifications.</small>
Administrative/Operational Support	A0	Developing an understanding of / familiarity with...	Work is typically routine, follows set guidelines or instructions, repetitive, and/or physical in nature. Performs work under direct supervision. Handles basic issues and problems and refers more complex issues to higher-level staff. Possesses beginning to working knowledge of subject matter. Typically non-exempt.	None	No specific education or experience required.
Administrative/Operational Support	A1	Basic understanding of / familiarity with...working knowledge of...	Work is typically routine, follows set guidelines or instructions, repetitive, and/or physical in nature. Performs work under direct supervision. Handles basic issues and problems and refers more complex issues to higher-level staff. Possesses beginning to working knowledge of subject matter. Typically non-exempt.	None	Typically holds a high school diploma or GED. Requires no prior work experience.
Administrative/Operational Support	A2	Full understanding of / familiarity with...fully competent in...	Work is typically routine, follows set guidelines or instructions, repetitive, and/or physical in nature. Performs work under general supervision. Handles moderately complex issues and problems and refers more complex issues to higher-level staff. Possesses solid working knowledge of subject matter. Typically non-exempt.	None	Typically holds a high school diploma or GED. Requires 1 or more years of job related experience.
Administrative/Operational Support	A3	Comprehensive understanding of / familiarity with... mastery of...	Work is typically routine, follows set guidelines or instructions, repetitive, and/or physical in nature. Performs work under minimal supervision. Handles complex issues and problems and refers only the most complex issues to higher-level staff. Possesses comprehensive knowledge of subject matter. Typically non-exempt.	May provide leadership, coaching, and/or mentoring to a subordinate group.	Typically holds a high school diploma or GED. Requires 2 or more years of job related experience.
Administrative/Operational Support	A4	Expert understanding of / familiarity with...subject matter expertise in...	Work is typically routine, follows set guidelines or instructions, repetitive, and/or physical in nature. Performs work under minimal supervision. Handles complex issues and problems and refers only the most complex issues to higher-level staff. Possesses comprehensive knowledge of subject matter. Typically non-exempt. May progress to a Professional level.	Provides leadership, coaching, and/or mentoring to a subordinate group. May act as a lead or first-level supervisor.	Typically holds a high school diploma or GED. Requires 3 or more years of job related experience.
Technical Support	T0	Developing an understanding of / familiarity with...	Work is typically routine, repetitive, and/or physical in nature and may follow set guidelines or instructions. Performs work under direct supervision. Handles basic issues and problems and refers more complex issues to higher-level staff. Possesses beginning to working knowledge of subject matter. Typically non-exempt.	None	No specific education or experience required.
Technical Support	T1	Basic understanding of / familiarity with...working knowledge of...	Work is typically routine, repetitive, and/or physical in nature and may follow set guidelines or instructions. Performs work under direct supervision. Handles basic issues and problems and refers more complex issues to higher-level staff. Possesses beginning to working knowledge of subject matter. Typically non-exempt.	None	Requires accreditation from a technical school or an applicable skilled trades program and no prior work experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.
Technical Support	T2	Full understanding of / familiarity with...fully competent in...	Work is typically routine, repetitive, and/or physical in nature and may follow set guidelines or instructions. Performs work under general supervision. Handles moderately complex issues and problems and refers more complex issues to higher-level staff. Possesses solid working knowledge of subject matter. Typically non-exempt. May progress to a Professional level.	None	Requires job related accreditation from a technical school or an applicable skilled trades program and 2 or more years of job related experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.
Technical Support	T3	Comprehensive understanding of / familiarity with... mastery of...	Work is typically routine, repetitive, and/or physical in nature and may follow set guidelines or instructions. Performs work under minimal supervision. Handles complex issues and problems and refers only the most complex issues to higher-level staff. Possesses comprehensive knowledge of subject matter. Typically non-exempt. May progress to a Professional level.	May provide leadership, coaching, and/or mentoring to a subordinate group.	Requires job related accreditation from a technical school or an applicable skilled trades program and 3 or more years of job related experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.
Technical Support	T4	Expert understanding of / familiarity with...subject matter expertise in...	Work is typically routine, repetitive, and/or physical in nature and may follow set guidelines or instructions. Performs work under minimal supervision. Handles complex issues and problems and refers only the most complex issues to higher-level staff. Possesses comprehensive knowledge of subject matter. Typically non-exempt. May progress to a Professional level.	Provides leadership, coaching, and/or mentoring to a subordinate group. May act as a lead or first-level supervisor.	Requires job related accreditation from a technical school or an applicable skilled trades program and 4 or more years of job related experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.

**University of South Carolina Market Structure Leveling Guide**

<b>Job Type</b>	<b>Job Level</b>	<b>KSA Proficiency Levels</b>	<b>Organizational Impact</b>	<b>Supervisory Scope</b>	<b>Job Related Minimum Qualifications</b> *A logical connection must exist between the employee/candidate qualifications and the job duties in the position description. **Equivalent education, experience and/or specialized training may be considered when evaluating individuals' qualifications.
Professional	P0	Basic understanding of / familiarity with...working knowledge of...	Work typically requires advanced knowledge, predominantly intellectual in nature, involving discretion and judgment. Performs work under direct supervision. Handles basic issues and problems and refers more complex issues to higher-level staff. Possesses beginning to working knowledge of subject matter. Typically exempt.	None	Requires a bachelor's degree in a job related field and no prior work experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.
Professional	P1	Full understanding of / familiarity with...fully competent in...	Work typically requires advanced knowledge, predominantly intellectual in nature, involving discretion and judgment. Performs work under general supervision. Handles moderately complex issues and problems and refers more complex issues to higher-level staff. Possesses solid working knowledge of subject matter. Typically exempt.	None	Requires a bachelor's degree in a job related field and 1 or more years of job related experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.
Professional	P2	Comprehensive understanding of / familiarity with... mastery of...	Work typically requires advanced knowledge, predominantly intellectual in nature, involving discretion and judgment. Performs work under minimal supervision. Handles complex issues and problems and refers only the most complex issues to higher-level staff. Possesses comprehensive knowledge of subject matter. Typically exempt.	May provide leadership, coaching, and/or mentoring to a subordinate group.	Requires a bachelor's degree in a job related field and 2 or more years of job related experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.
Professional	P3	Expert understanding of / familiarity with...	Work typically requires advanced knowledge, predominantly intellectual in nature, involving discretion and judgment. Performs work with a high degree of latitude. Handles the most complex issues. Possesses expert knowledge of subject matter. Typically exempt.	Provides leadership, coaching, and/or mentoring to a subordinate group. May act as a lead or first-level supervisor.	Requires a bachelor's degree in a job related field and 3 or more years of job related experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.
Professional (True SMEs, dual career path)	P4	Subject matter expertise in...	Work typically requires advanced knowledge, predominantly intellectual in nature, involving discretion and judgment. Serves as leader of authority with expert-level knowledge in one or more areas. Recognized as expert in area of specialization. Determines program standards, objectives, and requirements. Works with key leaders to make important organizational decisions. Typically exempt.	Plans, organizes, and guides projects and subordinate employees. May act as a lead or first-level supervisor.	Requires a bachelor's degree in a job related field and 4 or more years of job related experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.
Research	R0	Full understanding of / familiarity with...fully competent in...	Performs work under general supervision. Handles moderately complex issues and problems, and refers more complex issues to higher-level staff. Possesses solid working knowledge of subject matter.	May provide leadership, coaching, and/or mentoring to a subordinate group.	Requires a bachelor's degree in area of research specialty.
Research	R1	Full understanding of / familiarity with...fully competent in...	Performs work under general supervision. Handles moderately complex issues and problems, and refers more complex issues to higher-level staff. Possesses solid working knowledge of subject matter.	May provide leadership, coaching, and/or mentoring to a subordinate group.	Requires a master's degree in area of research specialty.
Research	R2	Comprehensive understanding of / familiarity with... mastery of...	Performs work under minimal supervision. Handles complex issues and problems, and refers only the most complex issues to higher-level staff. Possesses comprehensive knowledge of subject matter.	May provide leadership, coaching, and/or mentoring to a subordinate group.	Requires a Doctoral (Ph.D.) degree in area of research specialty.

## University of South Carolina Market Structure Leveling Guide

Job Type	Job Level	KSA Proficiency Levels	Organizational Impact	Supervisory Scope	Job Related Minimum Qualifications *A logical connection must exist between the employee/candidate qualifications and the job duties in the position description. **Equivalent education, experience and/or specialized training may be considered when evaluating individuals' qualifications.
Managerial	M0	Full understanding of / familiarity with...fully competent in...tactical team leader...working supervisor... Broad knowledge of the field with demonstrated leadership skills.	Knowledge of the field's policies, procedures, and practices. Performs tasks typically following established processes. Primarily focused on administering established policies and procedures.	Coordinates and leads the work of other FTE, Research Grant and/or Time Limited employees. Much of the incumbent's time is spent completing the same tasks as the subordinate employees. Provides feedback related to personnel decisions related to hiring, performance, or disciplinary actions, but does not have final decision-making authority.	Requires a bachelor's degree in a job related field and 3 or more years of job related experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.
Managerial (department)	M1	Comprehensive understanding of / familiarity with... mastery of...tactical team leader ...working supervisor... Broad knowledge of the field with demonstrated leadership skills.	Comprehensive knowledge of the field's concepts and principles. Performs complex tasks typically following established processes. Primarily focused on administering established policies and procedures within smaller or less complex departments or divisions. Responsible for budgeting, strategic planning, and procedural change.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees, has full authority over the work product of 2 or more employees, and has full authority for personnel decisions related to hiring, performance, or disciplinary actions.	Requires a bachelor's degree in a job related field and 5 or more years of job related experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.
Managerial (college/division)	M2	Comprehensive understanding of / familiarity with... mastery of...oversight of day-to-day team operations... Broad knowledge of the field with demonstrated leadership skills.	Comprehensive knowledge of the field's concepts and principles. Performs complex tasks typically following established processes. Primarily focused on administering established policies and procedures within a large, complex department or division, multiple smaller departments or division, or across a branch/regional campus. Responsible for budgeting, strategic planning, and procedural change.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees, has full authority over the work product of 2 or more employees, and has full authority for personnel decisions related to hiring, performance, or disciplinary actions.	Requires a bachelor's degree in a job related field and 5 or more years of job related experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.
Managerial (campus managers, departmental director)	M3	Expert understanding of / familiarity with...subject matter expertise in...oversight of day-to-day team operations... Broad knowledge of the field with demonstrated leadership skills.	Comprehensive knowledge of the field's concepts and principles. Performs complex tasks typically following established processes. Primarily focused on administering established policies and procedures within a large, strategic department or division, or across the University system as a whole. Responsible for budgeting, strategic planning, and procedural change.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees, has full authority over the work product of 2 or more employees, and has full authority for personnel decisions related to hiring, performance, or disciplinary actions.	Requires a bachelor's degree in a job related field and 5 or more years of job related experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.
Managerial (system-wide managers, college/division directors)	M4	Expert understanding of / familiarity with...subject matter expertise in...oversight of day-to-day team operations... Broad knowledge of the field with demonstrated leadership skills.	Comprehensive knowledge of the field's concepts and principles. Performs complex tasks typically following established processes. Primarily focused on administering established policies and procedures within a large, strategic department or division, or across the University system as a whole. Responsible for budgeting, strategic planning, and procedural change.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees, has full authority over the work product of 2 or more employees, and has full authority for personnel decisions related to hiring, performance, or disciplinary actions.	Requires a bachelor's degree in a job related field and 5 or more years of job related experience, which may be substituted by an equivalent combination of job related certification, training, education, and/or experience.
Directors and Executive (assistant deans, campus directors, Assistant Vice Chancellor)	E0	Comprehensive understanding of / familiarity with... mastery of...responsible for short-term team performance	In-depth understanding of the field's concepts and principles. Performs complex tasks and has some latitude for determining appropriate processes to follow. Administers departmental policies and procedures, evaluates results and performance, and assists with the development of new or modified budgets, strategic plans, or policies.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees and has full authority for personnel decisions. Supervision may be provided through a team of subordinate supervisors and/or managers.	Requires a bachelor's degree in a job related field and at least 8 years of job related experience, including some prior management experience.
Directors and Executive (system-wide director, Assistant VP, Associate Vice Chancellor)	E1	Expert understanding of / familiarity with...subject matter expertise in...oversight of day-to-day team operations...responsible for short-term team performance	Has extensive experience with the concepts and principles of one or more related fields or departments. Contributes to strategic planning, direction, and goal setting for the department or function in collaboration with senior management. Establishes departmental policies, practices, and procedures that have a significant impact on the organization.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees and has responsibility for personnel actions including hiring, performance management, and termination. Supervision is often provided through a team of subordinate managers.	Requires a bachelor's degree in a job related field and at least 10 years of job related experience, including some prior management experience. Typically reports to an Associate VP or VP.
Directors and Executive (Associate VP, Vice Chancellor)	E2	Expert understanding of / familiarity with...subject matter expertise in...responsible for long-term team performance	Has extensive experience with the concepts and principles of one or more related fields or departments (or a single business critical function or department).Primarily responsible for strategic planning, direction, and goal setting for the department or function in alignment with organizational objectives. Establishes departmental policies, practices, and procedures that have a significant impact on the organization's long-term success.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees and has responsibility for personnel actions including hiring, performance management, and termination. Supervision is often provided through a team of subordinate managers and/or directors.	Requires a bachelor's degree in a job related field and at least 12 years of job related experience, including some prior management experience. Typically reports to a VP.
Directors and Executive (Chancellor, VP and above, under purview of the President)	E3	Expert understanding of / familiarity with...subject matter expertise in...responsible for long-term team performance and alignment with organizational strategy...	Collaborates with other members of the executive management team to align departmental strategy or direction with the overall goals of the organization. Develops policies, practices, and procedures that have a significant impact on the organization.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees and has responsibility for personnel actions including hiring, performance management, and termination. Supervision is often provided through a team of subordinate managers and/or directors.	Requires a bachelor's degree in a job related field and at least 15 years of job related experience, including some prior management experience. Typically report to the President, Provost, or an EVP.