



I. OVERVIEW

The Office of Human Resources (HR) is responsible for the review of positions on campus and the determination of which employee group, category, or classification the positions falls within. Positions shall be designated as Officers of Administration as described herein.

II. WORKING OFFICER OF ADMINISTRATION DEFINITION

Officers of Administration (OAs) are a skilled and valued group of employees who hold a variety of professional positions at the University. OA positions are generally unclassified (as defined by UO policy 580.020.0006), part of the exempt service under Oregon law, or supervisory, confidential, or managerial, as defined by Oregon law and UO policy or practice. OA positions shall be designated as such by HR. OAs with faculty appointments are appointed through the concurrent appointment process described in OA policy [insert definitions policy]. OAs are subject to and afforded the rights set forth in the University's Policies of general applicability, the Officer of Administration (OA) Policies and Procedures and applicable unit level policies. In the event of a conflict between a unit level policy and the OA policies and procedures, the OA policies and procedures control. This group does not include employees in a collective bargaining unit.

III. DEFINITIONS

To determine whether a position falls within the OA unclassified, confidential, supervisory, or managerial framework, HR will consider the definitions set forth in UO policy 580.020.0006, Oregon's Public Employee Collective Bargaining Act, past practice and other applicable guidance. For convenience, some of those definitions are set forth below:

- A. Confidential positions:** confidential positions mean those positions where employees assist and act in a confidential capacity to a person who formulates, determines and effectuates management policies in the area of collective bargaining.
- B. Managerial positions:** Managerial positions are those positions where employees possess authority to formulate and carry out management decisions or who represent management's interest by taking or effectively recommending discretionary actions that control or implement employer policy, and who have discretion in the performance of these management responsibilities beyond the routine discharge of duties. A managerial employee need not act in a supervisory capacity in relation to other employees.

- C. Supervisory positions:** Supervisory positions mean those positions where employees have authority in the interest of the employer to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection therewith, the exercise of the authority is not of a merely routine or clerical nature but requires the use of independent judgment.
- D. Unclassified positions:** unclassified positions mean those positions that share a community of interest with academic faculty, and
- 1) Include academic research, public service, or instruction, or
 - 2) Exercise discretion in establishing policy, or
 - 3) Require education and training comparable to academic faculty, or
 - 4) Have administrative decision-making responsibilities beyond office clerical duties.
 - 5) Examples of positions that may meet the criteria listed above include, but are not limited to:
 - i. President, president's cabinet;
 - ii. Provost, vice provosts, associate vice provosts, and assistant vice provosts;
 - iii. Vice presidents and associate vice presidents;
 - iv. Deans and associate deans;
 - v. Directors and associate directors of academic, administrative, and service units;
 - vi. Controllers and budget officers;
 - vii. Registrars and associate registrars;
 - viii. Legal counsel and attorneys;
 - ix. Athletic directors and associate athletic directors;
 - x. Executive and other special assistants to each of the positions listed in numbers one through nine (above), providing that the executive or other special assistant positions otherwise meet the criteria for unclassified service (stated above);
 - xi. Assistant vice president, assistant deans, department heads/chairs, assistant directors, managers, and assistant registrars where positions require specialized/degree education and training;
 - xii. Librarians, archivists, and museum or collection curators where positions require specialized/degree education and training or where responsibilities include academic research or instruction but does not include positions having primarily clerical responsibilities;
 - xiii. Advisors and counselors, including academic, financial aid, admissions, career, residential life, and athletic, where positions require specialized/degree education and training;

- xiv. Assistant athletic directors, athletic coaches, assistant athletic coaches, athletic trainers, assistant athletic trainers, and athletic eligibility and compliance officers where positions require specialized/degree education and training;
- xv. Interpreters;
- xvi. Development and advancement officers where positions require specialized/ degree education and training;
- xvii. Physicians, psychologists, and clinical counselors where positions require specialized/degree education and training;
- xviii. General managers, directors, producers, and announcers of state radio and television service;
- xix. Managers, directors and administrators of student affairs functions, where positions require specialized/degree education and training.

IV. WORK DUTIES

Generally, the work duties associated with OA positions are described in the position description. However, duties may be reassigned, changed, augmented, or reduced at the university's discretion to meet operational needs. Reassignments that involve a reduction in duties or FTE must be accompanied by a justification memorandum that outlines the relevant business need, and submitted to university HR's ELR Team for review and approval. Changes in work duties that reflect promotional opportunities must be reviewed by university HR's Talent Acquisition Team.

V. APPOINTMENT PERIOD

Units that employ 9/10/11-month OAs must ensure that the OAs understand their annual scheduled work period and non-work period and must have non-work periods approved by HR in order to ensure the non-work period is allowable. For a schedule of acceptable non-work periods please visit the [HR website](#). A 9/10/11-month OA may consent to work during a non-work period at the normal rate of pay. In extraordinary circumstances and with HR's approval, an OA may be required to work during a non-work period.

Generally, timelines provided for in OA policies and procedures are suspended during 9/10/11-month OA's scheduled non-work period. However, HR may decide that certain timelines will not be suspended during a non-work period.