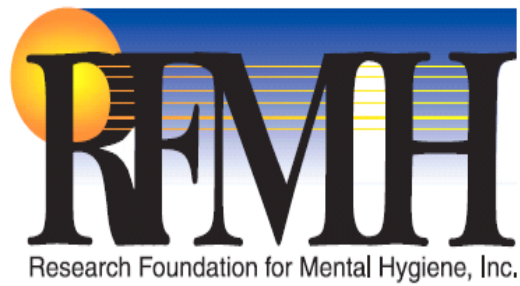


Salary Plan  
For  
April 2016 – March 2018



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## **1. Introduction**

The Salary Plan provides Principal Investigators, Project Directors and Managers with essential information pertaining to employee salary which can be used for budgeting sponsoring programs as well as administering personnel transactions.

The Salary Plan contains the current Salary Schedule in effect at the time this document was updated.

Any questions regarding the contents of this document should be directed to the Central Human Resource Office at [hr@rfmh.org](mailto:hr@rfmh.org).

## **2. Factors Affecting Salaries**

Funding for projects may be limited due to salary caps, sponsor restrictions and availability of funds. Therefore, salaries paid on specific projects and any salary increases are contingent upon the availability of funds as well as the specific grant or contract terms and conditions.

## **3. Salary Administration**

Salaries paid to Research Foundation employees must conform to the most recent Salary Schedule as approved by the Board of Directors. All positions must have a written job description and be assigned a specific Salary Grade that will be used as a basis for salary, position evaluation and reclassifications. The Salary Grade for positions shall be commensurate with experience, qualifications and job duties. Each salary grade has a Hiring Rate, Job Rate and a Maximum Performance Advancement Award.

The Hiring Rate is the starting salary for the Salary Grade assigned to the position. Newly hired employees whose relevant qualifications substantially exceed the minimum required for a position may be appointed above the Hiring Rate, but shall never exceed the Job Rate for the grade. For an appointment above the Hiring Rate Human Resource records shall include:

- a) A current resume or work history detailing the candidate's training and experience,
- b) A statement of the candidate's most recent salary before Research Foundation appointment; and
- c) A summary statement justifying the appointment above the hiring rate that highlights the candidate's exceptional qualifications in relation to the duties of the position.

All of the above information should be provided to Human Resources for approval prior to an official offer of employment is made to the candidate.

At the time this document was updated there were no approved future Cost of Living Adjustments. In developing budgets for all grant applications and contracts please use a Fringe Benefit Rate of 36% for the fiscal year beginning April 1, 2016 and all years thereafter as well as 3% Cost of Living Adjustment each April 1 on all salaries and wages.

The Salary Schedule included with this Plan details the specific Hiring Rate, Job Rate and Maximum Performance Advance Award for each grade. Additional Salary Schedules will be distributed as they are approved by the Board of Directors.

#### **4. Salary Adjustments**

The Research Foundation's Board of Directors must approve both discretionary and non-discretionary adjustments to employee salaries. Non-discretionary adjustments (Cost of Living Adjustments, Location Pay, Overtime Pay and Differential Pay) must be given to all employees who meet the eligibility requirements. Discretionary adjustments (Performance Advancements, Longevity Awards and Promotions) are given at the discretion of the Principal Investigator or Project Director and are based on satisfactory job performance. Discretionary requests should be accompanied by a completed Employee Performance Development & Evaluation Form as well as the Employee Self-Analysis Form. Promotion requests should include the fore mentioned as well as a Promotion Request Worksheet. All of the forms noted above may be found on our website at:

[http://corporate.rfmh.org/human\\_resources/index.asp?page=forms](http://corporate.rfmh.org/human_resources/index.asp?page=forms).

Below you will find a brief definition of each of the salary adjustment types along with eligibility requirements.

##### ***Location Pay***

Location pay is a designated dollar amount added to the base annual salary of an employee who works in a full-time salaried position in NYC and designated downstate areas. The Location Pay is provided to all employees who work in the five counties of New York City and the counties of Nassau, Suffolk, Rockland, and Westchester.

The amount of location pay is approved by the Board of Directors and can be found on current Salary Schedules.

Cost of Living adjustments are applied to the employee's actual base annual salary, not including Location Pay.

##### ***Overtime Pay***

The US Fair Labor Standard Act (FLSA) requires that we pay all employees classified as non-exempt overtime pay at a rate of one and one half times their regular pay rate for all hours worked over 40 in any workweek. Titles classified as non-exempt are generally those Grade 14 and lower and are identified in Section 7 of this Plan.

***Geographic Differential Pay***

Due to the difficulty recruiting and retaining Nurses in the downstate area, the Board of Directors has approved Geographic Differential Pay similar to that allowed by Section 130.7 of the New York State Civil Service Law. The purpose of Geographic Pay Differentials is to assist Research Institutes with the recruitment and retention of competent Nursing staff needed to carry out their operations.

The currently approved Geographic Differential Pay is \$12,871 for full-time employees. This amount is pro-rated based on percentage of full-time effort.

Cost of Living adjustments are applied to the employee's base annual salary, not including the Differential Pay.

***Cost of Living Adjustments (COLAS)***

A COLA is a percentage increase to an employee's base annual salary and to the Hiring and Job Rate for each Salary Grade. COLAS are given at discretion of the Board of Directors and once approved must be given to all active salaried employees on the payroll as of the effective date. The rates for employees serving in hourly positions are not subject to COLAS. Any adjustment to hourly rates must be requested in writing by the Principal Investigator or Project Director.

***Performance Advance Award***

Employees whose salary has not yet reached the Job Rate for their Salary Grade are eligible for an annual Performance Advancement Award. Performance Advance Awards are intended to reward those employees demonstrating a minimum of satisfactory job performance.

Performance Advancements:

- Are permitted once per fiscal year providing the employee has been at their current Salary Grade level for at least six months,
- May be given in any amount up to the Maximum Performance Advance Award noted on the current Salary Schedule as long as the amount will not raise the employee's salary above the job rate for their grade.

Since these salary adjustments are based on the employee's performance, a written evaluation documenting performance justifying the advancement should accompany any request.

***Longevity Awards***

A Longevity Award is a lump sum payment that may be given to an employee who has demonstrated a minimum of satisfactory job performance and has been at the Job Rate for their grade for a period of five full years as of March 31<sup>st</sup> of the previous fiscal year.

Longevity Awards are allowed once per fiscal year in the amount of \$1,250 and may be given at any time during the fiscal year.

Since this salary adjustment is based on the employee performance, a written evaluation documenting performance that justifies the advancement should accompany any request.

**Promotion**

A promotion is an increase to an employee's Salary Grade based on the reclassification of the position or accepting a new position. An employee approved for promotion will receive the Hiring Rate for the new Salary Grade or a percentage increase based on their current base annual salary. The percentage increase is 1.5 percent for the promotion plus an additional 1.5 percent for each Salary Grade advanced. Whichever method is most beneficial to the employee will be used.

All promotion requests **must** be accompanied by Employee Performance Development & Evaluation Form, Employee Self-Analysis and Promotion Request Worksheet.

**5. Series Title vs. Business Card Titles**

When an individual is appointed to the Foundation's payroll they will be assigned a Series Title and a Business Card Title. A Series Title is a generic title that is used for classifying an individual within a Series as well as within the Exempt or Non-Exempt categories. A Business Card Title is a specific title within a series that more specifically describes an individual's position and job duties. For example, Payroll Clerk would be an individual's Business Card Title within our Administrative Support Assistant Series Titles.

The broad Series Titles are used to appoint an individual to our payroll while the Business Card Title is placed in the employee's Personnel File along with a job description to indicate the employee's specific duties.

Both Series and Business Card Titles are used for employment verification and/or governmental reporting. For example, each year our Central Office compiles data for the U.S. Equal Employment Opportunity Commission (EEOC) documenting how many employees we have within certain classes, their nationality and job category. Series Titles are utilized when providing information to our Workers' Compensation Insurance carrier. This information determines the cost to the Research Foundation of providing insurance for our employees.

Correctly classifying an individual, not only in the appropriate Series Title but also with an accurate Business Card Title, is extremely important. If you need assistance in determining an employee's Series or Business Card Title you should consult your Human Resource Office.

Section 7 of this document contains a listing of our Titles by non-exempt (*generally employees employed at a grade level less than 14*), and exempt (*generally those employed at or above a grade 15*) categories. This listing should be utilized when appointing an individual to our payroll and when processing any Personnel changes affecting an employee's title. Each Series Title is listed with its valid grade levels and appropriate Business Card Titles.

## 6. Salary Schedules

On the following pages are the Salary Schedules in effect at the time this document was revised. As the Salary Schedules are revised, the Central Office will provide the Institute Human Resource/Payroll Offices with updated Salary Schedules to amend this document and to distribute to appropriate Personnel and Principal Investigators.

**Downstate salary schedule** - are for those employees working in a geographic area entitling them to location pay.

**Upstate salary schedule** - are for those employees working at a downstate geographic work location where the employees **are not** entitled to location pay.

**Note:** Due to changes in the FLSA regulations, grade 15 is not available for upstate employees.

**Any deviation from the salary schedule or salary adjustments must be requested in writing and approved by the Board of Directors in advance.**

| RFMH SALARY SCHEDULE                                     |             |            |                        |
|--|-------------|------------|------------------------|
| DOWNSTATE  |             |            |                        |
| EFFECTIVE October 13, 2016<br>Location Pay – Add \$3,026 |             |            |                        |
| GRADE  | HIRING RATE | JOB RATE   | MAXIMUM ADVANCE AMOUNT |
| 1  | \$ 21,539   | \$ 28,069  | \$ 1,632               |
| 2  | \$ 22,356   | \$ 29,200  | \$ 1,711               |
| 3  | \$ 23,451   | \$ 30,626  | \$ 1,794               |
| 4  | \$ 24,504   | \$ 32,052  | \$ 1,887               |
| 5  | \$ 25,663   | \$ 33,579  | \$ 1,979               |
| 6  | \$ 27,040   | \$ 35,350  | \$ 2,078               |
| 7  | \$ 28,555   | \$ 37,263  | \$ 2,177               |
| 8  | \$ 30,129   | \$ 39,234  | \$ 2,276               |
| 9  | \$ 31,807   | \$ 41,343  | \$ 2,384               |
| 10   | \$ 33,612   | \$ 43,641  | \$ 2,507               |
| 11   | \$ 35,538   | \$ 46,112  | \$ 2,643               |
| 12   | \$ 37,531   | \$ 48,555  | \$ 2,756               |
| 13   | \$ 39,716   | \$ 51,317  | \$ 2,900               |
| 14   | \$ 41,997   | \$ 54,137  | \$ 3,035               |
| 15   | \$ 44,450   | \$ 57,126  | \$ 3,169               |
| 16   | \$ 47,476   | \$ 60,232  | \$ 3,189               |
| 17   | \$ 49,494   | \$ 63,624  | \$ 3,533               |
| 18   | \$ 52,298   | \$ 67,155  | \$ 3,714               |
| 19   | \$ 55,133   | \$ 70,705  | \$ 3,893               |
| 20   | \$ 57,955   | \$ 74,244  | \$ 4,072               |
| 21   | \$ 61,028   | \$ 78,141  | \$ 4,278               |
| 22   | \$ 64,303   | \$ 82,222  | \$ 4,480               |
| 23   | \$ 67,710   | \$ 86,486  | \$ 4,694               |
| 24   | \$ 71,316   | \$ 90,912  | \$ 4,899               |
| 25   | \$ 75,251   | \$ 95,774  | \$ 5,131               |
| 26   | \$ 79,214   | \$ 98,599  | \$ 4,846               |
| 27   | \$ 83,503   | \$ 103,856 | \$ 5,088               |
| 28   | \$ 87,900   | \$ 109,015 | \$ 5,279               |
| 29   | \$ 92,507   | \$ 114,407 | \$ 5,475               |
| 30   | \$ 97,341   | \$ 120,023 | \$ 5,670               |
| 31   | \$ 102,529  | \$ 126,037 | \$ 5,877               |
| 32   | \$ 107,980  | \$ 132,264 | \$ 6,071               |

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| RFMH SALARY SCHEDULE                                     |             |            |                        |
|--|-------------|------------|------------------------|
| DOWNSTATE  |             |            |                        |
| EFFECTIVE October 13, 2016<br>Location Pay – Add \$3,026 |             |            |                        |
| GRADE  | HIRING RATE | JOB RATE   | MAXIMUM ADVANCE AMOUNT |
| 33   | \$ 113,855  | \$ 138,927 | \$ 6,268               |
| 34   | \$ 119,920  | \$ 145,847 | \$ 6,482               |
| 35   | \$ 126,136  | \$ 152,888 | \$ 6,688               |
| 36   | \$ 132,476  | \$ 160,131 | \$ 6,914               |
| 37   | \$ 139,427  | \$ 167,941 | \$ 7,129               |
| 38   | \$ 130,080  | \$ -       | \$                     |

| RFMH SALARY SCHEDULE       |                      |            |                        |
|----------------------------|----------------------|------------|------------------------|
| UPSTATE                    |                      |            |                        |
| EFFECTIVE October 13, 2016 |                      |            |                        |
| GRADE                      | HIRING RATE          | JOB RATE   | MAXIMUM ADVANCE AMOUNT |
| 1                          | \$ 21,539            | \$ 28,069  | \$ 1,632               |
| 2                          | \$ 22,356            | \$ 29,200  | \$ 1,711               |
| 3                          | \$ 23,451            | \$ 30,626  | \$ 1,794               |
| 4                          | \$ 24,504            | \$ 32,052  | \$ 1,887               |
| 5                          | \$ 25,663            | \$ 33,579  | \$ 1,979               |
| 6                          | \$ 27,040            | \$ 35,350  | \$ 2,078               |
| 7                          | \$ 28,555            | \$ 37,263  | \$ 2,177               |
| 8                          | \$ 30,129            | \$ 39,234  | \$ 2,276               |
| 9                          | \$ 31,807            | \$ 41,343  | \$ 2,384               |
| 10                         | \$ 33,612            | \$ 43,641  | \$ 2,507               |
| 11                         | \$ 35,538            | \$ 46,112  | \$ 2,643               |
| 12                         | \$ 37,531            | \$ 48,555  | \$ 2,756               |
| 13                         | \$ 39,716            | \$ 51,317  | \$ 2,900               |
| 14                         | \$ 41,997            | \$ 54,137  | \$ 3,035               |
| 15                         | <b>Not Available</b> |            |                        |
| 16                         | \$ 47,476            | \$ 60,232  | \$ 3,189               |
| 17                         | \$ 49,494            | \$ 63,624  | \$ 3,533               |
| 18                         | \$ 52,298            | \$ 67,155  | \$ 3,714               |
| 19                         | \$ 55,133            | \$ 70,705  | \$ 3,893               |
| 20                         | \$ 57,955            | \$ 74,244  | \$ 4,072               |
| 21                         | \$ 61,028            | \$ 78,141  | \$ 4,278               |
| 22                         | \$ 64,303            | \$ 82,222  | \$ 4,480               |
| 23                         | \$ 67,710            | \$ 86,486  | \$ 4,694               |
| 24                         | \$ 71,316            | \$ 90,912  | \$ 4,899               |
| 25                         | \$ 75,251            | \$ 95,774  | \$ 5,131               |
| 26                         | \$ 79,214            | \$ 98,599  | \$ 4,846               |
| 27                         | \$ 83,503            | \$ 103,856 | \$ 5,088               |
| 28                         | \$ 87,900            | \$ 109,015 | \$ 5,279               |
| 29                         | \$ 92,507            | \$ 114,407 | \$ 5,475               |
| 30                         | \$ 97,341            | \$ 120,023 | \$ 5,670               |
| 31                         | \$ 102,529           | \$ 126,037 | \$ 5,877               |
| 32                         | \$ 107,980           | \$ 132,264 | \$ 6,071               |

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| RFMH SALARY SCHEDULE       |             |            |                        |
|----------------------------|-------------|------------|------------------------|
| UPSTATE                    |             |            |                        |
| EFFECTIVE October 13, 2016 |             |            |                        |
| GRADE                      | HIRING RATE | JOB RATE   | MAXIMUM ADVANCE AMOUNT |
| 33                         | \$ 113,855  | \$ 138,927 | \$ 6,268               |
| 34                         | \$ 119,920  | \$ 145,847 | \$ 6,482               |
| 35                         | \$ 126,136  | \$ 152,888 | \$ 6,688               |
| 36                         | \$ 132,476  | \$ 160,131 | \$ 6,914               |
| 37                         | \$ 139,427  | \$ 167,941 | \$ 7,129               |
| 38                         | \$ 130,080  | \$ -       | \$ -                   |

|   |
|---|
| Research Foundation for Mental Hygiene, Inc.<br>Research Foundation Research Scientist Salary Scale<br>Effective October 13, 2016 |
|---|

| RFMH Job Title                           | Grade | Hiring Rate | Job Rate | Max Performance Award |
|--|-------|-------------|----------|-----------------------|
| Research Scientist I                     | 18    | 52,298      | 101,970  | 3,863                 |
| Research Scientist II                    | 22    | 64,303      | 101,970  | 4,378                 |
| Research Scientist III                   | 25    | 75,251      | 101,970  | 4,893                 |
| Research Scientist IV                    | 27    | 83,503      | 144,200  | 5,665                 |
| Research Scientist V                     | 31    | 102,529     | 185,100  | 6,180                 |
| Research Scientist VI/Psychiatrist I     | 35    | 126,136     |          | 6,695 *               |
| Research Scientist VII/Psychiatrist II   | 38    | 130,080     |          | 7,725 *               |
| Research Scientist VIII/Psychiatrist III | 38    | 130,080     |          | 7,725 *               |

**\*May not exceed NIH Max salary (currently \$185,100) except for exceptional cases**

In addition, any other adjustments to salaries in the future that do not conform to our existing Salary Plan and Schedules must also be accompanied by a written justification that is approved by the Institute Director or their designee.

**Exceeding the NIH Salary Cap**

This salary scale would allow Foundation employees to exceed the NIH Salary Cap in rare and exceptional cases where the employee has unrestricted non-sponsored funding that will sustain the salary and the cost sharing for the foreseeable future.

7. Title Code Listing

NON-EXEMPT TITLES

*Administrative Staff (Facilities and Administrative Staff)*

*Administrative Support Assistant, Level I*

Non-Exempt  
Grade Range 1-6

*Business Card Title*

Clerical Aide  
Clerk  
Library Assistant

*Administrative Support Assistant, Level II*

Non-Exempt  
Grade Range 7-10

*Business Card Title*

Accounts Payable Assistant  
Administrative Assistant / Support Staff  
Grants Clerk / Assistant  
Operations Clerk  
Personnel/Payroll Administrator  
Secretary/Administrative Assistant

*Administrative Support Assistant, Level III*

Non-Exempt  
Grade Range 11-14

*Business Card Title*

Accounts Payable Assistant  
Administrative Aide / Assistant  
Animal Procurement/Administrative Support  
Assistant to the Director  
Grants Assistant  
Junior Administrative Assistant  
Personnel/Payroll Administrator  
Photographer  
Principal Clerk 1  
Secretary I  
Receptionist/Secretary

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*Facilities Staff (Facilities and Administrative Staff)*

*Facilities Support Assistant, Level I*

Non-Exempt  
Grade Range 1-6

*Business Card Title*

Cleaner  
Food Service Worker  
Grounds Worker  
Maintenance Assistant  
Stores Clerk/ Stores Clerk I

**Facilities Support Assistant, Level II**

Non-Exempt  
Grade Range 7-14

**Business Card Title**

Cook  
Facilities Assistant / I / II  
Food Service Worker  
General Mechanic  
Housekeeping Supervisor  
Lab Animal caretaker  
Locksmith  
Maintenance Assistant  
Painter/General Mechanic  
Plant Utility Assistant  
Safety Net Support Assistant  
Senior Grounds Worker  
Stores Clerk/Senior Stores Clerk  
Safety Net Support Assistant  
Transportation/Fleet Supervisor

**Research Support Assistant, Level I**

Non-Exempt  
Grade Range 1-6

**Business Card Title**

Lab Aide  
Research Apprentice  
Research Assistant  
Research Assistant I / II / III

**Research Support Assistant, Level II**

Non-Exempt  
Grade Range 7-10

**Business Card Title**

Research Assistant  
Research Assistant III / IV / V  
Senior Lab Aide

**Research Support Assistant, Level III**

Non-Exempt  
Grade Range 11-14

**Business Card Title**

Research Assistant V / VI / VII  
Senior Lab Technician

---

**Research Staff Lab or Non Lab (Direct)**

**Project Support, Level I**

Non-Exempt  
Grade Range 1-6

**Business Card Title**

Administrative Assistant  
Clerical Aide  
Clerk

**Project Support, Level II**

Non-Exempt  
Grade Range 7-10

**Business Card Title**

Administrative Support  
Data Quality Review Clerk  
Keyboard Specialist  
Project Assistant

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Secretary/Administrative Assistant

***Project Support, Level III***

Non-Exempt  
Grade Range 11-14

***Business Card Title***

Administrative Aide  
Administrative Assistant  
AOT Peer Monitor  
Assistant Parent Support Specialist  
Junior Finance Analyst  
Keyboard Specialist  
Parent Support Specialist  
Project Assistant  
Secretary I

***Project Staff (Direct)***

***Technical Staff (Facilities and Administrative or Direct)***

***Technical Support Assistant, Level I***

Non-Exempt  
Grade Range 1-6

***Business Card Title***

Group Leader/Laboratory Animal Caretaker  
Keyboard Specialist  
Lab Animal Caretaker

***Technical Support Assistant, Level II***

Non-Exempt  
Grade Range 7-10

***Business Card Title***

Data Entry Clerk  
Junior Technician  
Senior Lab Animal Caretaker

***Technical Support Assistant, Level III***

Non-Exempt  
Grade Range 11-14

***Business Card Title***

Computer Technician  
Data Assistant  
Data Entry Clerk  
Photographer  
Principal Lab Animal Caretaker  
Senior Lab Animal Caretaker

**EXEMPT TITLES**

***Administrative Staff (Facilities and Administrative)***

***Administrator, Level I***

Exempt

Grade Range 15-18

***Business Card Title***

Accountant  
Administrative Assistant/Aide  
Administrative Coordinator  
Benefits Administrator  
Contract and Grant Administrator  
Executive Assistant  
Executive Secretary  
Financial Closeout Administrator  
Grants Specialist  
Human Resource/Payroll Generalist/  
Specialist  
IACUC Coordinator  
Junior Administrative Assistant  
Operations Assistant  
Principal Clerk I  
Secretary I / II  
Senior Administrative Aide  
Senior Personnel/Payroll Administrator  
Subaward Administrator

***Administrator, Level II***

Exempt

Grade Range 18-21

***Business Card Title***

Accounts Payable Supervisor  
Administrative Assistant  
Associate Planning Analyst  
Billing Coordinator  
Center Administrator  
Chief Administrator  
Clinical Research Administrator  
Clinical Supervisor  
Division Administrator  
Fiscal Analyst/Accountant  
Grants Administrator  
Grants Specialist  
IRB Administrator  
Jr. Grants Development Specialist  
Personnel Coordinator  
Pre-Award Grants Administrator



**Administrator, Level II (cont.)**

Senior Personnel Administrator  
Senior Accountant  
Senior Grants Administrator  
Senior Payroll/Personnel Administrator  
Subaward Administrator  
Supervisor of Fiscal Operations I

**Administrator, Level III**

Exempt  
Grade Range 22-25

**Business Card Title**

Administrative Assistant I  
Assistant Administrator Finance  
Administrative Manager  
Assistant to the Business Officer  
Administrative Coordinator  
Clinical Research Administrator  
Cluster Administrator  
Contract Program Analyst  
Deputy Division Administrator  
Division Administrator  
Executive Assistant  
Grants Administrator  
Grants and Operations Administrator  
Grants Development Specialist  
IRB Research Compliance Monitor  
IRB Administrator  
IRB Compliance Specialist  
Junior Administrator  
Manager of Sponsored Programs  
Planning Analyst II  
Personnel Administrator  
Post Award Analyst  
Protocol Analyst  
Research Group Administrator  
Senior Administrative Assistant / I / II  
Supervisor of Fiscal Operations II / III  
Volunteer Coordinator

**Administrator, Level IV**

Exempt  
Grade Range 26-37

**Business Card Title**

Administrative Director  
Administrative Manager  
Associate Administrator  
Associate Librarian  
Chief Information Officer  
Controller  
Deputy Administrative Director

**Administrator, Level IV (cont.)**

Deputy Director of Administration  
Deputy Division Administrator  
Director of Administration  
Director of Capital Projects & Emergency Management  
Director of Grants Operations  
Director of Payroll  
Director of Program Evaluation  
Director of Grants and Contracts  
Director of Human Resources  
Director of Information Services  
Director of Information Technology  
Director of Business Systems  
Director of Fiscal Operations  
Division Administrator  
Ethics Advisory Board  
Executive IRB Director  
Grants Administrator  
Grant Writer  
IRB Director of Operations  
Senior Finance Analyst  
Supervisor of Fiscal Operations IV  
Training and Special Projects Administrator

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**Executive Staff (Facilities and Administrative)**

**Executive**

Exempt  
Grade Range 31-37

**Business Card Title**

Chief Information Officer  
Deputy Managing Director  
Managing Director

---

**Facilities Staff (Facilities and Administrative)**

**Facilities Support Assistant, Level III**

Exempt  
Grade Range 15-17

**Business Card Title**

Grounds Worker  
Maintenance Supervisor  
Security Officer  
Service Desk Technician

***Facilities Support Administrator***

Exempt  
Grade Range 18-21

***Business Card Title***

Chief Safety/Security Officer  
Maintenance Supervisor  
Senior Grounds Worker

***Research Technician, Level I***

Exempt  
Grade Range 15-17

***Business Card Title***

Assistant Psychology Scientist  
Pharmacy Tech I / II  
Pharmacy Supervisor  
Post Doc Researcher  
Psych Assistant II  
Research Technician  
Supervisory Veterinary Technician

***Research Technician, Level II***

Exempt  
Grade Range 18-21

***Business Card Title***

Con Focal Micro Facility Head  
Genetic Counselor  
Research Technician Level III  
Lab Manager

***Research Technician, Level III***

Exempt  
Grade Range 22-27

***Business Card Title***

Con Focal Micro Facility Head  
Genetic Counselor  
Research Technician Level III  
Lab Manager

---

***Project Staff (Direct)***

***Project Administrator, Level I***

Exempt  
Grade Range 15-18

***Business Card Title***

Administrative Assistant  
Advocacy Specialist II  
Assessment Specialist  
Behavioral Health Counselor  
Behavioral Health Interventionist  
Behavioral Health Managed Care Program Specialist  
Contract Manager  
Family Affairs Specialist  
Individual Placement Support Specialist  
Interventionist  
Jr. Administrative Assistant  
Managed Care Benefits Analyst

***Project Administrator, Level I (cont.)***

Outreach Recruitment Specialist and  
Primary Clinician  
Parent Support Specialist I  
Peer Specialist  
Primary Clinician  
Primary Clinician and Supported Education  
and Employment Specialist  
Project Administrator / I / II  
Project Assistant  
Project Associate  
Project Coordinator / I  
Project Director  
Promise Case Manager  
Recipient Affairs Specialist  
Recovery Specialist and Trainer  
Secretary I / II  
Senior Administrative Aide  
Statewide Safety Training Coordinator  
Suicide Prevention Specialist  
Supported Education and Employment  
Specialist  
Youth Coordinator

***Project Administrator, Level II***

Exempt  
Grade Range 18-21

***Business Card Title***

Administrative Assistant  
Administrative Assistant to Associate  
Commissioner  
Claims Fiscal Assistant  
Collaborative Care Planning Analyst  
Contract Finance Analyst  
Contract Manager  
Contract Management Specialist  
Contract Program Analyst  
Executive Assistant  
Fiscal Assistant  
Grants Manager  
Interventionist  
Office Coordinator  
Principal Administrative Associate  
Program Manager / Senior Program  
Manager  
Program Operations Specialist  
Project Coordinator I

***Project Administrator, Level II (cont.)***

Provider Network Coordinator  
Program Consultant / Senior Program  
Consultant  
SBIRT Coordinator  
Senior Mental Health Operations Specialist  
Senior Projects Manager  
Senior Program Consultant

***Project Administrator, Level III***

Exempt  
Grade Range 22-25

***Business Card Title***

ACT Coordinator  
Assistant Director  
Assistant Project / Program Director  
Assistant Program Director  
Behavioral Health Managed Care  
Performance Analyst  
Behavioral Health Managed Care Financial  
Analyst  
Best Practice Specialist  
Budget & Fiscal Analyst / I / II  
Clinical Trainer and Program Manager  
Contract Program & Data Specialist  
Criminal Justice Policy Analyst  
Data Collection Coordinator  
Deputy Director of Finance  
Deputy Division Administrator  
Director Health Homes/ Care Coordinator  
Evaluation Coordinator  
Fiscal Coordinator  
Managed Care Design Specialist  
Mental Health Program Specialist  
Program Director  
Program Evaluator  
Project Administrator II  
Project Coordinator / I / II  
Project Director  
Project Implementation Lead  
Project/Program Manager I  
Recovery Specialist and Trainer  
Research Recruitment Specialist III  
School of Mental Health Specialist  
School Services Coordinator  
Senior Administrative Assistant  
Senior Administrative Director  
Special Assistant to the Director

***Project Administrator, Level III (cont.)***

Training Specialist  
Youth Involvement Specialist

***Project Administrator, Level IV***

Exempt  
Grade Range 26-37

***Business Card Title***

Associate Director  
Clinical Research Coordinator  
Clinical Training Director  
Clinical Trainer Outreach Campaign Specialist  
Deputy Director  
Deputy Director of Consumer Affairs  
Director of Curriculum Development  
Director of Finance & Strategic Planning  
Director of Contract Management  
Grant Writer  
Medicaid Infrastructure Grant Director  
Medicare Managed Care Transition Consultant  
Program Manager  
Project Administrator  
Project Development Specialist  
Project/Program Director  
Project Manager / Collaborative Care Project Manager  
Project Manager II / III / IV  
Project Review Consultant  
Quality Management Specialist  
Senior Business Analyst  
Suicide Center Director  
Senior Mental Health Billing and Cost Analyst  
Senior Mental Health Managed of Care Revenue Cycle Suicide Prevention Specialist  
VAP Program Manager

**Research Staff Non Lab (Direct)**

**Research Technician, Level I (Non-Lab)**

Exempt  
Grade Range 15-18

**Business Card Title**

Assistant Research Scientist  
MRI Research Technician  
Project Technician  
Rater I  
Research Associate  
Research Assistant / IV / V /VI/ VII  
Telephone Interviewer

**Research Technician, Level II (Non-Lab)**

Exempt  
Grade Range 19-22

**Business Card Title**

Project Assistant II  
Rater II  
Research Technician II

**Research Technician, Level III (Non-Lab)**

Exempt  
Grade Range 23-27

**Business Card Title**

Data Analyst  
Fidelity and Outcomes Specialist  
Program Specialist  
Research Analyst  
Research Technician III

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**Technical Staff (Facilities and Administrative and Direct)**

**Technical Specialist, Level I**

Exempt  
Grade Range 15-17

**Business Card Title**

Biostatistician  
Computer Programmer  
Database Coordinator  
Database Programmer/Analyst  
Digital Communications Assistant  
Information Technology Associate  
Information Technology Specialist  
Public Education Specialist  
Service Desk Technician

**Technical Specialist, Level II**

Exempt  
Grade Range 18-22

**Business Card Title**

Biostatistician  
Business Analyst  
Computer Programmer  
Data Manager  
Data Reporting Analyst  
Information Manager

Revised March 2017

Information Specialist I  
MRI Comp Systems Management/Program  
Specialist I/II  
Programmer/Analyst I / II  
Senior Computer System Analyst I  
Senior Computer Programmer  
Senior Technical/Functional Analyst  
Social Media Manager  
Space Planner/Administrator  
Technical Specialist II

**Technical Specialist, Level III**

Exempt  
Grade Range 23-37

**Business Card Title**

Biostatistician  
Chief Information Officer  
Communications Director  
Data Analyst  
Data Coordinator  
Database Designer  
Director of Information Technology  
Health Information Technology/Integration  
Manager  
Health IT Policy/Technical Assist Analyst  
Information Manager  
Medical Research / Writer  
MRI Technologist  
Nuclear Medicine Technologist  
Programmer/Analyst III  
Project Development Specialist  
Systems Analyst IV  
Senior Architect  
Senior Medicaid Data Analyst  
Senior Programmer/Analyst/Project  
Manager  
Senior Business Analyst  
Technical Specialist III  
Vet



**Research Non-Lab Staff (Direct)**

**Research Project Manager, Level I**

Exempt  
Grade Range 15-18

**Business Card Title**

Clinical Researcher  
Director of Parent Support  
Project Administrator I  
Project Administrator II  
Project Assistant

**Research Project Manager, Level II**

Exempt  
Grade Range 19-23

**Business Card Title**

Program Manager Medicaid Redesign  
Project Administrator III  
Project Assistant III  
Project/Program Coordinator I / II  
Project Director  
Project Manager  
Research Associate  
Supported Education/Employment Specialist

**Research Project Manager, Level III**

Exempt  
Grade Range 24-29

**Business Card Title**

Assistant Program Director  
Contract Analyst II  
Global Mental Health Measurement Trainer  
Project Administrator IV  
Program Coordinator / I / II  
Project Director  
Project Manager I / II / III

**Clinical Researcher, Level I**

Exempt  
Grade Range 16-21

**Business Card Title**

Clinical Researcher  
Clinical Supervisor  
MRI Analyst  
Project Manager  
Psych Assistant III  
Social Worker I / II  
Therapist  
Therapist I

**Clinical Researcher, Level II**

Exempt  
Grade Range 22-26

**Business Card Title**

Assistant Behavior Analyst  
Behavior Analyst  
Clinical Research Counselor

***Clinical Researcher, Level II (cont.)***

Clinical Supervisor  
Counselor/Clinical Researcher  
Mental Health Practitioner  
Project Manager  
Psychologist  
Psychology Social Worker Supervisor I

***Clinical Researcher, Level III***

Exempt  
Grade Range 27-31

***Business Card Title***

Clinical Researcher  
Clinical Research Coordinator  
Clinical Research Administrator  
Senior Behavior Analyst

***Research Project Director, Level I***

Exempt  
Grade Range 29-35

***Business Card Title***

Associate Director  
Project Manager III / IV / V / VI  
Research Project Director

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***Medical Series***

***Physician (Direct)***

Exempt  
Grade Range 11-37

***Business Card Title***

Assistant Clinical Physician III  
Assistant Psychiatrist  
Clinical Physician I / II  
Medical Specialist I / II  
Pathologist III

***Research Staff (Direct)***

Exempt  
Grade Range 11-37

***Business Card Title***

Adult/Family Nurse Practitioner  
Nurse I / II / III  
Nurse Administrator  
Nurse Practitioner

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***Research Series Lab or Non Lab***

***Research Laboratory Staff (Direct)***

Exempt  
Grade Range 11-38

***Business Card Title***

Assistant Research Scientist / I / II  
Research Associate  
Visiting Research Scientist

***Research Non-Laboratory Staff (Direct)***

Exempt  
Grade Range 11-38

***Business Card Title***

Assistant Research Scientist I / II  
Lab Manager  
Research Associate

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***Research Scientist and Psychiatrist Series***

***Research Scientist***

Exempt  
Grade Range 18-38

***Business Card Title***

Research Scientist I - VIII

***Psychiatrist***

Exempt  
Grade Range 35-38

***Business Card Title***

Psychiatrist I/ II/ III  
Psychiatrist I/ II/ III- Hospital