

**Salary Plan**  
**January 3, 2019 – March 2021**



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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. Current Salary Schedules are available on our website at [http://corporate.rfmh.org/human\\_resources/forms/RFMHSalaryPlanDocument.pdf](http://corporate.rfmh.org/human_resources/forms/RFMHSalaryPlanDocument.pdf).

Any questions regarding the contents of this document should be directed to the Central Human Resource Office.

## 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 will require:

- a) A current resume or work history detailing the candidate's training and experience; and
- b) 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.

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 continue to use a Fringe Benefit Rate of 33% for the fiscal year beginning April 1, 2018 and all years thereafter and a 3% Cost of Living Adjustment effective April 1, 2019 and each April 1

thereafter 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 updated and published on our website 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 and Employee Self-Analysis. Promotions require both aforementioned forms as well as a Promotion Request Worksheet which can 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; and

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 Cost of Living Adjustment 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 that justifies 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.

All promotion requests ***must*** be accompanied by Employee Performance Development & Evaluation Form, Employee Self-Analysis and a 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 or 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 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 location entitling them to location pay. Salaries noted include location pay.

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

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

<b>RFMH SALARY SCHEDULE</b>			
<b>Upstate</b>			
<b>EFFECTIVE January 3, 2019</b>			
<b>GRADE</b>	<b>HIRING RATE</b>	<b>JOB RATE</b>	<b>ADVANCE AMOUNT</b>
1	\$ 23,297	\$ 30,359	\$ 1,766
2	\$ 24,180	\$ 31,583	\$ 1,851
3	\$ 25,365	\$ 33,125	\$ 1,940
4	\$ 26,503	\$ 34,667	\$ 2,041
5	\$ 27,758	\$ 36,319	\$ 2,140
6	\$ 29,246	\$ 38,235	\$ 2,247
7	\$ 30,885	\$ 40,304	\$ 2,355
8	\$ 32,587	\$ 42,435	\$ 2,462
9	\$ 34,403	\$ 44,717	\$ 2,578
10	\$ 36,355	\$ 47,202	\$ 2,712
11	\$ 38,438	\$ 49,875	\$ 2,859
12	\$ 40,594	\$ 52,517	\$ 2,981
13	\$ 42,957	\$ 55,504	\$ 3,137
14	\$ 45,424	\$ 58,555	\$ 3,283
15	\$ 48,077	\$ 61,787	\$ 3,428
16	\$ 51,350	\$ 65,147	\$ 3,449
17	\$ 53,532	\$ 68,816	\$ 3,821
18	\$ 56,566	\$ 72,635	\$ 4,017
19	\$ 59,632	\$ 76,475	\$ 4,211
20	\$ 62,684	\$ 80,302	\$ 4,405
21	\$ 66,007	\$ 84,517	\$ 4,627
22	\$ 69,550	\$ 88,931	\$ 4,845
23	\$ 73,235	\$ 93,543	\$ 5,077
24	\$ 77,136	\$ 98,330	\$ 5,299
25	\$ 81,391	\$ 103,589	\$ 5,549
26	\$ 85,678	\$ 106,645	\$ 5,242
27	\$ 90,317	\$ 112,331	\$ 5,503
28	\$ 95,073	\$ 117,911	\$ 5,709
29	\$ 100,056	\$ 123,743	\$ 5,922
30	\$ 105,284	\$ 129,817	\$ 6,133
31	\$ 110,896	\$ 136,322	\$ 6,356
32	\$ 116,791	\$ 143,057	\$ 6,566
33	\$ 123,146	\$ 150,263	\$ 6,779
34	\$ 129,705	\$ 157,748	\$ 7,011
35	\$ 136,429	\$ 165,364	\$ 7,234
36	\$ 143,286	\$ 173,198	\$ 7,478
37	\$ 150,804	\$ 181,645	\$ 7,710
38	\$ 140,694		

<b>RFMH SALARY SCHEDULE</b>			
<b>Downstate</b>			
<b>EFFECTIVE January 3, 2019</b>			
<b>Salary Includes Location Pay of \$3,026</b>			
<b>GRADE</b>	<b>HIRING RATE</b>	<b>JOB RATE</b>	<b>ADVANCE AMOUNT</b>
1	\$ 26,323	\$ 33,385	\$ 1,766
2	\$ 27,206	\$ 34,609	\$ 1,851
3	\$ 28,391	\$ 36,151	\$ 1,940
4	\$ 29,529	\$ 37,693	\$ 2,041
5	\$ 30,784	\$ 39,345	\$ 2,140
6	\$ 32,272	\$ 41,261	\$ 2,247
7	\$ 33,911	\$ 43,330	\$ 2,355
8	\$ 35,613	\$ 45,461	\$ 2,462
9	\$ 37,429	\$ 47,743	\$ 2,578
10	\$ 39,381	\$ 50,228	\$ 2,712
11	\$ 41,464	\$ 52,901	\$ 2,859
12	\$ 43,620	\$ 55,543	\$ 2,981
13	\$ 45,983	\$ 58,530	\$ 3,137
14	\$ 48,450	\$ 61,581	\$ 3,283
15	\$ 51,103	\$ 64,813	\$ 3,428
16	\$ 54,376	\$ 68,173	\$ 3,449
17	\$ 56,558	\$ 71,842	\$ 3,821
18	\$ 59,592	\$ 75,661	\$ 4,017
19	\$ 62,658	\$ 79,501	\$ 4,211
20	\$ 65,710	\$ 83,328	\$ 4,405
21	\$ 69,033	\$ 87,543	\$ 4,627
22	\$ 72,576	\$ 91,957	\$ 4,845
23	\$ 76,261	\$ 96,569	\$ 5,077
24	\$ 80,162	\$ 101,356	\$ 5,299
25	\$ 84,417	\$ 106,615	\$ 5,549
26	\$ 88,704	\$ 109,671	\$ 5,242
27	\$ 93,343	\$ 115,357	\$ 5,503
28	\$ 98,099	\$ 120,937	\$ 5,709
29	\$ 103,082	\$ 126,769	\$ 5,922
30	\$ 108,310	\$ 132,843	\$ 6,133
31	\$ 113,922	\$ 139,348	\$ 6,356
32	\$ 119,817	\$ 146,083	\$ 6,566
33	\$ 126,172	\$ 153,289	\$ 6,779
34	\$ 132,731	\$ 160,774	\$ 7,011
35	\$ 139,455	\$ 168,390	\$ 7,234
36	\$ 146,312	\$ 176,224	\$ 7,478
37	\$ 153,830	\$ 184,671	\$ 7,710
38	\$ 143,720		

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**\* Hiring rate may need to be adjusted due to location based minimum wage requirements**

**Research Foundation for Mental Hygiene, Inc.**  
**Research Foundation Research Scientist Salary Scale**  
**Effective January 3, 2019**

RFMH Job Title	Grade	Hiring Rate	Job Rate	Max Performance Award
Research Scientist I	18	56,566	110,291	4,179
Research Scientist II	22	69,550	110,291	4,735
Research Scientist III	25	81,391	110,291	5,292
Research Scientist IV	27	90,317	155,967	6,169
Research Scientist V	31	110,896	189,600	6,684
Research Scientist VI/Psychiatrist I	35	136,429		7,241
Research Scientist VII/Psychiatrist II	38	140,694		8,355
Research Scientist VIII/Psychiatrist III	38	140,694		8,355

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**\*May not exceed NIH Max salary (currently \$189,600) except for exceptional cases**

In addition, any other adjustments to salaries in the future that do not conform to our existing Salary Plan and Scale 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)*

<p><i>Administrative Support Assistant, Level I</i> Non-Exempt Grade Range 1-6</p>	<p><i>Business Card Title</i> Clerical Aide</p>
<p><i>Administrative Support Assistant, Level II</i> Non-Exempt Grade Range 7-10</p>	<p><i>Business Card Title</i> Accounts Payable Assistant Administrative Assistant Administrative Support Staff</p>
<p><i>Administrative Support Assistant, Level III</i> Non-Exempt Grade Range 11-14</p>	<p><i>Business Card Title</i> Accounts Payable Assistant Administrative Assistant Administrative Support Assistant Animal Procurement Administrative Support Assistant to the Director Assistant to the Director Benefits Specialist Contract/Grants Assistant Facilities Operations Clerk Grants Assistant Human Resources/Payroll Specialist Human Resource Specialist Operations Assistant Personnel Administrator Secretary I Sub-Award Administrator</p>

*Facilities Staff (Facilities and Administrative Staff)*

<p><i>Facilities Support Assistant, Level I</i> Non-Exempt Grade Range 1-6</p>	<p><i>Business Card Title</i> Cleaner Lab Animal Caretaker Stores Clerk I</p>
<p><i>Facilities Support Assistant, Level II</i> Non-Exempt Grade Range 7-14</p>	<p><i>Business Card Title</i> Animal Caretaker Cleaner Cook Facilities Support Assistant</p>

<p><b><i>Facilities Support Assistant, Level II (cont'd)</i></b></p>	<p>General Mechanic                  Housekeeping Supervisor                  Lab Animal Caretaker                  Senior Lab Animal Caretaker                  Locksmith                  Maintenance Assistant General Mechanic                  Maintenance Assistant Plumber/Steamfitter                  Motor Vehicle Operator                  Senior Grounds Worker                  Stores Clerk                  Safety and Security Officer                  Safety Net Support Assistant</p>
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***Research Non-Lab Staff (Direct)***

<p><b><i>Research Support Assistant, Level I</i></b>                  Non-Exempt                  Grade Range 1-6</p>	<p><b><i>Business Card Title</i></b>                  Research Assistant                  Research Support Assistant</p>
<p><b><i>Research Support Assistant, Level II</i></b>                  Non-Exempt                  Grade Range 7-10</p>	<p><b><i>Business Card Title</i></b>                  Research Assistant I-IV                  Research Support Assistant</p>
<p><b><i>Research Support Assistant, Level III</i></b>                  Non-Exempt                  Grade Range 11-14</p>	<p><b><i>Business Card Title</i></b>                  Field Research Coordinator                  Lab Animal Caretaker                  Research Assistant II-VII                  Research Coordinator</p>

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

<p><b><i>Research Support Assistant, Level I</i></b>                  Non-Exempt                  Grade Range 1-6</p>	<p><b><i>Business Card Title</i></b>                  Research Assistant                  Research Support Assistant</p>
<p><b><i>Research Support Assistant, Level II</i></b>                  Non-Exempt                  Grade Range 7-10</p>	<p><b><i>Business Card Title</i></b>                  Research Assistant II-IV                  Research Support Assistant</p>
<p><b><i>Research Support Assistant, Level III</i></b>                  Non-Exempt                  Grade Range 11-14</p>	<p><b><i>Business Card Title</i></b>                  CTI Care Manager                  Field Research Coordinator                  Lab Animal Caretaker                  Research Assistant V-VII</p>

***Project Staff (Direct)***

<p><b><i>Project Support, Level I</i></b>                  Non-Exempt                  Grade Range 1-6</p>	<p><b><i>Business Card Title</i></b>                  Project Support Assistant</p>
<p><b><i>Project Support, Level II</i></b>                  Non-Exempt                  Grade Range 7-10</p>	<p><b><i>Business Card Title</i></b>                  Keyboard Specialist                  Project Coordinator                  Research Support Assistant I-III</p>
<p><b><i>Project Support, Level III</i></b>                  Non-Exempt                  Grade Range 11-14</p>	<p><b><i>Business Card Title</i></b>                  Administrative Assistant                  Coordinator of Volunteer Services                  Counselor                  CTI Care Manager                  Data Quality Review Clerk                  Peer Specialist                  Project Administrator                  Project Coordinator                  Registration Coordinator                  Youth Coordinator</p>

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

<p><b><i>Technical Support Assistant, Level I</i></b>                  Non-Exempt                  Grade Range 1-6</p>	<p><b><i>Business Card Title</i></b>                  Laboratory Animal Caretaker                  Laboratory Assistant</p>
<p><b><i>Technical Support Assistant, Level II</i></b>                  Non-Exempt                  Grade Range 7-10</p>	<p><b><i>Business Card Title</i></b>                  Data Entry Clerk                  Data Entry Specialist                  Laboratory Technician</p>
<p><b><i>Technical Support Assistant, Level III</i></b>                  Non-Exempt                  Grade Range 11-14</p>	<p><b><i>Business Card Title</i></b>                  Assistant Data Analyst                  Computer Technician                  Data Assistant                  Project Assistant                  Research Technician                  Technical Customer Support Specialist                  Technical Support Assistant</p>

**EXEMPT TITLES**

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

<p><b><i>Administrator, Level I</i></b>                  Exempt                  Grade Range 15-18</p>	<p><b><i>Business Card Title</i></b>                  Administrative Assistant                  Administrative Coordinator                  Grants Specialist                  HR/Payroll Generalist/Specialist                  IACUC Coordinator                  Operations Assistant                  Operations Coordinator                  Project Administrator                  Senior Payroll Administrator                  Sub-Award Administrator</p>
<p><b><i>Administrator, Level II</i></b>                  Exempt                  Grade Range 18-21</p>	<p><b><i>Business Card Title</i></b>                  Accounts Payable Supervisor                  Administrative Assistant                  Administrative Coordinator                  Billing Coordinator                  Division Administrator                  Executive Assistant                  Grants Administrator                  Grant and Contracts Administrator                  Grants Manager                  HR/PR Specialist                  Office Operations Manager                  Protocol Analyst                  Senior Accountant                  Senior Grants Administrator</p>
<p><b><i>Administrator, Level III</i></b>                  Exempt                  Grade Range 22-25</p>	<p><b><i>Business Card Title</i></b>                  Administrative Assistant I                  Administrative Coordinator                  Assistant Director of Human Resources &amp; Payroll                  Budget and Fiscal Analyst                  Center Administrator                  Cluster Administrator                  Division Administrator                  Executive Assistant                  Executive Assistant/Project Manager                  Grant Administrator/Specialist                  Grant and Operations Administrator                  Grant Specialist                  IRB Administrator</p>

<p><b><i>Administrator, Level III (cont'd)</i></b></p>	<p>Manager of Sponsored Programs                  Mental Health Program Specialist III                  Program Manager                  Program Manager Certified Behavioral Health Clinics                  Protocol Analyst                  Research Project Manager                  Senior Administrative Assistant                  Senior Project Manager</p>
<p><b><i>Administrator, Level IV</i></b>                  Exempt                  Grade Range 26-37</p>	<p><b><i>Business Card Title</i></b>                  Administrative Director                  Administrative Manager                  Associate Administrator                  Controller                  Corporate Controller                  Deputy Administrative Director                  Deputy Director of Administration                  Director of Administration                  Director of Business Systems                  Director of Facility Operations                  Director of Fiscal Operations                  Director of Grants Operations                  Director of Payroll                  Director of Grants and Contracts                  Director of Human Resources/Payroll                  Director of Information Services                  Director of Information Technology                  Director of Stakeholder Engagement                  Division Administrator                  Emergency Management Project Manager &amp; Coordinator                  Ethics Advisory Board                  Grants Administrator                  Manager of Sponsored Programs                  Project Manager                  Training and Special Projects Administrator</p>

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

<p><b><i>Executive</i></b>                  Exempt                  Grade Range 31-37</p>	<p><b><i>Business Card Title</i></b>                  Deputy Managing Director                  Managing Director</p>
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***Facilities Staff (Facilities and Administrative)***

<p><b><i>Facilities Support Assistant, Level III</i></b> Exempt Grade Range 15-17</p>	<p><b><i>Business Card Title</i></b> Locksmith Maintenance Supervisor Security Officer Service Desk Technician</p>
<p><b><i>Facilities Support Administrator</i></b> Exempt Grade Range 18-21</p>	<p><b><i>Business Card Title</i></b> Chief Safety/Security Officer Electrician Maintenance Supervisor Safety Net Support Assistant Technician Supervisor</p>
<p><b><i>Facilities Support Administrator</i></b> Exempt Grade Range 22-25</p>	<p><b><i>Business Card Title</i></b> Chief Housekeeper</p>
<p><b><i>Research Technician, Level I</i></b> Exempt Grade Range 15-17</p>	<p><b><i>Business Card Title</i></b> MRI Research Technician Pharmacy Technician II Postdoctoral Researcher Psychiatric Evaluator Research Technician I Senior Research Assistant</p>
<p><b><i>Research Technician, Level II</i></b> Exempt Grade Range 18-21</p>	<p><b><i>Business Card Title</i></b> Clinical Database Manager Data Analyst MRI Research Technician Research Technician</p>
<p><b><i>Research Technician, Level III</i></b> Exempt Grade Range 22-27</p>	<p><b><i>Business Card Title</i></b> Confocal Microscopy Facility Head Fidelity and Outcomes Specialist Research Technician</p>

***Project Staff (Direct)***

<p><b><i>Project Administrator, Level I</i></b> Exempt Grade Range 15-18</p>	<p><b><i>Business Card Title</i></b> Administrative Assistant Bed Availability Survey Coordinator Budget Analyst</p>
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<p><b><i>Project Administrator, Level I (cont'd)</i></b></p>	<p>Contract Analyst                  Contract Claims/Payment Analyst                  Contract Management Specialist                  Contract Manager                  Contract Specialist                  Education and Employment Specialist                  Executive Administrative Assistant                  Financial Analyst                  Individual Placement Support Specialist                  Office Scheduler for Executive Deputy Commissioner                  Office Support Specialist                  Outreach Coordinator                  Primary Clinician                  Project Administrator                  Project Coordinator I                  Secretary                  Supported Education and Employment Specialist</p>
<p><b><i>Project Administrator, Level II</i></b>                  Exempt                  Grade Range 18-21</p>	<p><b><i>Business Card Title</i></b>                  Administrative Assistant to Associate Commissioner                  Communications Coordinator                  Compliance Coordinator                  Contract Finance Analyst                  Contract Manager                  Data Analyst I/II                  Employment &amp; Education Specialist                  Evaluation Specialist                  Executive Assistant                  Fiscal Analyst                  Grants Coordinator                  Jr. Finance Analyst                  LMS Administrator Technician                  Manager of Contracts and Budget                  Opioid Overdose Outreach Training Specialist                  Personnel Coordinator                  Program Analyst                  Program Coordinator I/II                  Program Manager                  Project Administrator                  Project Coordinator/Training Specialist                  Project Director                  Project Evaluator                  Public Health Implementation Specialist                  Recovery Specialist and Trainer                  Senior Program Consultant                  Training Coordinator                  Training Specialist</p>

<p><b><i>Project Administrator, Level III</i></b>                  Exempt                  Grade Range 22-25</p>	<p><b><i>Business Card Title</i></b>                  ACT Coordinator                  Administrative Analyst                  Assistant Director                  Assistant Project Director                  Automated QA Tester                  Behavioral Health Parity Analyst                  Budget &amp; Fiscal Analyst                  Business Intelligence Analyst                  Clinic Quality Improvement Manager                  Clinical Project Manager                  Contract Administration Coordinator                  Contract Management Specialist II                  Deputy Director of Finance                  Deputy Division Administrator                  Director Health Homes / Care Coordinator                  Director of Compliance                  Director of Policy Research Policy &amp; Program Development                  Electronic Medical Record Implementation Manager                  Executive Administrative Assistant                  Fiscal Analyst                  Mental Health Program Specialist I/II/III                  Operations Manager                  Program Manager I/II/III                  Program Specialist                  Project Administrator I/II/III                  Project and Office Coordinator                  Project Clinician                  Project Coordinator                  Project Development Specialist                  Research Administrator                  Research Manager                  Research Recruitment Specialist III                  Senior Budget Analyst                  Senior Program Data Analyst                  Special Assistant Division of Finance                  Suicide Prevention/Community Organizer                  Suicide Prevention Implementation Specialist                  Technical Assistance &amp; Communications Manager                  Training Specialist</p>
<p><b><i>Project Administrator, Level IV</i></b>                  Exempt                  Grade Range 26-37</p>	<p><b><i>Business Card Title</i></b>                  Associate Director                  Business Intelligence Analyst                  Children’s Medicaid Managed Care Transition Lead                  Clinical Research Coordinator</p>



<p><b><i>Project Administrator, Level IV (cont'd)</i></b></p>	<p>Clinical Trainer                  Clinical Trainer and Outreach Campaign Specialist                  Clinical Training Director                  Community Development Specialist                  Crisis Director                  Database Administrator                  Director of Adult Services                  Director of Behavioral Health Integration                  Director of Children’s Managed Care                  Director of Contract Management                  Director of Data Collection, Infrastructure and Communication                  Director of Mental Health Planning and Policy                  Director of Strategic Planning &amp; Curriculum Development                  Divisional Administrator                  Evaluation Coordinator                  Implementation Director                  Managed Care Specialist                  Pre-Vocational Employment Consultant                  Project Administrator                  Project Coordinator                  Project Development Specialist                  Project Manager /I/ II / III / IV                  Project/Program Director                  Senior Administrative Director                  Senior Executive Assistant                  Senior Finance Analyst                  Senior Mental health Finance Analyst                  Suicide Prevention Specialist</p>
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***Research Staff Non-Lab (Direct)***

<p><b><i>Research Technician, Level I (Non-Lab)</i></b>                  Exempt                  Grade Range 15-18</p>	<p><b><i>Business Card Title</i></b>                  MRI Research Technician                  Research Technician</p>
<p><b><i>Research Technician, Level II (Non-Lab)</i></b>                  Exempt                  Grade Range 19-22</p>	<p><b><i>Business Card Title</i></b>                  Clinical Database Manager                  Data Analyst                  Project Coordinator                  Research Recruitment Specialist                  Research Technician II</p>

<p><b>Research Technician, Level III (Non-Lab)</b> Exempt Grade Range 23-27</p>	<p><b>Business Card Title</b> Fidelity and Outcomes Specialist Project Manager Research Recruitment Specialist Research Technician III</p>
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**Research Staff Lab (Direct)**

<p><b>Research Technician, Level I</b> Exempt Grade Range 15-18</p>	<p><b>Business Card Title</b> MRI Research Technician Pharmacy Technician Postdoctoral Researcher Research Assistant IV Research Technician</p>
<p><b>Research Technician, Level II</b> Exempt Grade Range 19-22</p>	<p><b>Business Card Title</b> Lab Coordinator Research Technician II</p>
<p><b>Research Technician, Level III</b> Exempt Grade Range 23-27</p>	<p><b>Business Card Title</b> Research Technician III</p>

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

<p><b>Technical Specialist, Level I</b> Exempt Grade Range 15-17</p>	<p><b>Business Card Title</b> Data Manager Database Programmer/Analyst Information Technology Associate</p>
<p><b>Technical Specialist, Level II</b> Exempt Grade Range 18-22</p>	<p><b>Business Card Title</b> Biostatistician Business Analyst Database Programmer/Analyst I/II Senior Technical/Functional Analyst Social Media Manager Technical/Functional Analyst Technical Specialist II Windows System Administrator</p>
<p><b>Technical Specialist, Level III</b> Exempt Grade Range 23-37</p>	<p><b>Business Card Title</b> Biostatistician Data Analyst</p>

<p><b><i>Technical Specialist, Level III (cont'd)</i></b></p>	<p>Data Architect Manager                  Data Collection Coordinator                  Director of Information Technology                  Director of Research Data Operations                  Director of Space Planning &amp; Management                  Health IT Policy/Technical Assist Analyst                  Information Manager                  Performance Analyst                  Programmer                  Programmer/Analyst III                  Project Coordinator                  Scientific Coordinator                  Senior Architect                  Senior Computer System Analyst I                  Senior IT Systems Coordinator                  Senior Medicaid Data Analyst                  Senior Programming Analyst/Programmer                  Technical Specialist III                  Technical/Functional Analyst                  Web Content Officer</p>
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***Research Non-Lab Staff (Direct)***

<p><b><i>Research Project Manager, Level I (Non-Lab)</i></b>                  Exempt                  Grade Range 15-18</p>	<p><b><i>Business Card Title</i></b>                  Project Administrator I/II                  Research Project Manager</p>
<p><b><i>Research Project Manager, Level II (Non-Lab)</i></b>                  Exempt                  Grade Range 19-23</p>	<p><b><i>Business Card Title</i></b>                  Director of Social Work Consultation Services                  Program Coordinator I/II                  Program Manager                  Research Coordinator                  Research Project Manager</p>
<p><b><i>Research Project Manager, Level III (Non-Lab)</i></b>                  Exempt                  Range 24-29</p>	<p><b><i>Business Card Title</i></b>                  Implementation Specialist                  Program Coordinator I/II                  Project Administrator                  Project Director                  Project Manager I/II/III                  Project Manager/Analyst                  Research Associate                  Research Center Coordinator                  Research Project Manager</p>

<p><b>Clinical Researcher, Level I (Non-Lab)</b> Exempt Grade Range 16-21</p>	<p><b>Business Card Title</b> Clinical Researcher Licensed Clinical Social Worker</p>
<p><b>Clinical Researcher, Level II (Non-Lab)</b> Exempt Grade Range 22-26</p>	<p><b>Business Card Title</b> Primary Clinician</p>
<p><b>Clinical Researcher, Level III (Non-Lab)</b> Exempt Grade Range 27-31</p>	<p><b>Business Card Title</b> Clinical Researcher Senior Behavioral Analyst</p>
<p><b>Research Project Director, Level I (Non-Lab)</b> Exempt Grade Range 29-35</p>	<p><b>Business Card Title</b> Associate Director Project Clinician Project Manager VI Research Project Director</p>

**Medical Series (Direct)**

<p><b>Physician</b> Exempt Grade Range 11-37</p>	<p><b>Business Card Title</b> Assistant Clinical Physician III Assistant Psychiatrist Clinical Physician I / II Medical Specialist I / II Pathologist III</p>
<p><b>Nurse</b> Exempt Grade Range 11-37</p>	<p><b>Business Card Title</b> CTI Nurse Nurse I / II / III Nurse Practitioner Psychiatric Nurse Practitioner</p>

**Assistant Research Scientist Series Lab or Non-Lab (Direct)**

<p><b>Research Laboratory Staff</b> Exempt Grade Range 11-38</p>	<p><b>Business Card Title</b> Assistant Research Scientist / I / II Research Associate Visiting Research Scientist</p>
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<p><b><i>Research Non-Laboratory Staff</i></b>                  Exempt                  Grade Range 11-38</p>	<p><b><i>Business Card Title</i></b>                  Assistant Research Scientist I / II                  Lab Manager                  Research Associate</p>
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***Research Scientist and Psychiatrist Series (Lab or Non-Lab)***

<p><b><i>Research Scientist</i></b>                  Exempt                  Grade Range 18-38</p>	<p><b><i>Business Card Title</i></b>                  Postdoctoral Research Scientist                  Research Scientist I – VIII</p>
<p><b><i>Psychiatrist</i></b>                  Exempt                  Grade Range 35-38</p>	<p><b><i>Business Card Title</i></b>                  Psychiatrist I / II / III                  Psychiatrist I / II/ III – Hospital                  Research Psychiatrist III</p>