

MANAGERIAL DESIGNATION STANDARD LANGUAGE TO BE USED ON JOB DESCRIPTIONS

In order to be designated "managerial", a manager must have significant responsibilities for formulating or administering policies and programs. Typically, MSP level managers and MSO's or equivalent heads of departments will meet the definition. However, an MSP level classification is not automatically designated managerial. For example, a P/A IV who is a project leader directing systems analysis and programming, but who does not manage a department with respect to formulating policies and programs, would not be designated as a managerial employee.

MANAGERIAL LANGUAGE:

The job description should reflect the following responsibilities:

- Responsible for overall operation of the department or work unit, including the formulation and administration of policies and/or programs pertaining to it.
- Authorizes the expenditure of University funds.
- Regularly attends management meetings where routine subjects of discussion are financial issues, including budget planning, ongoing and existing procedures, programs and policies, and personnel and labor relations matters.
- Makes decisions on behalf of department or work unit, or has a central role in the process of formulating management decisions.