

IU Classification Career Level Guide

Exempt Individual Contributor

Positions are not overtime-eligible. Primary duties are not managing or directing people; may provide leadership/guidance to others.

Level	Core	Career	Advanced	Expert
Functional Knowledge	<ul style="list-style-type: none"> Requires foundational knowledge and understanding of principles and skills necessary to perform in profession or particular area of specialization Requires understanding of organizational technologies and practices 	<ul style="list-style-type: none"> Requires intermediate knowledge and understanding of principles and skills necessary to perform in profession or particular area of specialization Requires trained understanding of organizational technologies and practices 	<ul style="list-style-type: none"> Requires comprehensive knowledge and understanding of principles, practices, procedures, and skills necessary to perform in profession or area of specialization Requires advanced understanding of organizational technologies and practices 	<ul style="list-style-type: none"> Requires expert knowledge and understanding of profession or area of specialization Requires the most advanced understanding of organizational technologies and practices Requires that the primary contribution be in providing and applying knowledge and skills related to profession or area of specialization rather than in directly managing people
Problem Solving & Complexity	<ul style="list-style-type: none"> Requires the ability to identify and resolve less complex problems/issues/ assignments Requires problem-solving skills and techniques to determine if/when it is appropriate to seek additional guidance/assistance (escalation) 	<ul style="list-style-type: none"> Requires the ability to identify and resolve moderately complex problems/issues/ assignments Requires trained problem-solving skills and techniques 	<ul style="list-style-type: none"> Requires the ability to identify and resolve increasingly complex problems/issues/ assignments Requires advanced problem-solving skills and techniques Often responsible for resolving unclear situations utilizing expertise in specialized field 	<ul style="list-style-type: none"> Requires the ability to identify and resolve the most complex problems/issues/ assignments and identify barriers hindering operations Requires expert problem-solving skills and techniques Responsible for creatively resolving unclear situations utilizing the highest level of expertise in specialized field
Autonomy & Decision-Making	<ul style="list-style-type: none"> Requires the ability to apply limited analysis techniques within area of specialization to make decisions Decision-making authority is limited to standard operating procedures/practices Often sets priorities and/or sequence of tasks to achieve objectives with oversight 	<ul style="list-style-type: none"> Requires the ability to apply sound judgment and apply experienced analysis techniques within area of specialization to make decisions Decision-making authority is limited to area of specialization Sets priorities and/or sequence of tasks to achieve objectives with some oversight 	<ul style="list-style-type: none"> Requires the ability to exercise sound judgment and apply advanced analysis techniques within area of specialization to make decisions Decision-making authority may extend beyond the area of specialization to include unit/team Sets priorities and/or sequence of tasks to achieve objectives with minimal oversight 	<ul style="list-style-type: none"> Requires the ability to exercise sound judgement with the highest degree of expertise and apply expert analysis techniques in area of specialization to make decisions Decision-making authority may extend beyond both area of specialization and unit/team Sets priorities and/or sequence of task to achieve objectives with little to no oversight

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Scope & Impact	<ul style="list-style-type: none"> Duties and responsibilities generally have focused scope and impact, usually contained to a specific team/area of specialization 	<ul style="list-style-type: none"> Duties and responsibilities have scope and impact that extend beyond the area of specialization 	<ul style="list-style-type: none"> Duties and responsibilities have scope and impact that extend beyond the area of specialization to include unit/team/department 	<ul style="list-style-type: none"> Duties and responsibilities have far-reaching, multi-operational or university-wide scope and impact Typically participates in campus and/or university committees May have direct impact across the entire university
Leadership & Influence	<ul style="list-style-type: none"> Influence is limited to area of specialization May provide guidance and support to non-exempt staff 	<ul style="list-style-type: none"> Influence is limited to area of specialization and unit/team Often provides guidance and support to junior-level peers 	<ul style="list-style-type: none"> Often provides project oversight and leadership Influence often spans across units/teams and area of specialization Provides guidance and support to junior-level peers 	<ul style="list-style-type: none"> Provides expertise in planning, developing, and executing business-critical strategic initiatives Drives innovation, excellence, and change management Provides guidance and support to junior-level peers -AND/OR- Acts as subject-matter expert in department leadership role (often liaisons w/ executive leadership to drive business outcomes) Typically viewed as thought-leader in area of specialization and is sought out by colleagues for advice, opinion, and/or council