

IU Classification Career Level Guide

Non-Exempt Individual Contributor

Positions are overtime-eligible

Level	Foundational	Intermediate	Mastery
Functional Knowledge	<ul style="list-style-type: none"> Requires basic knowledge and/or understanding of process for completing assigned work 	<ul style="list-style-type: none"> Requires working knowledge and/or understanding of a technical or specialty area Requires the ability to perform all processes/procedures for assigned work with no instruction Requires the ability to readily learn and apply new information/concepts 	<ul style="list-style-type: none"> Requires advanced working knowledge and/or understanding of a technical or specialty area Requires proficiency in performing assigned tasks/responsibilities Requires the ability to identify and improve processes for completing assigned duties Requires the ability to readily learn and apply new information/concepts
Problem Solving & Complexity	<ul style="list-style-type: none"> Requires ability to troubleshoot and/or solve more routine issues and problems Duties and/or responsibilities are of minimal complexity 	<ul style="list-style-type: none"> Requires ability to troubleshoot and/or solve less routine issues and problems by applying sound judgement Duties and/or responsibilities are of moderate complexity 	<ul style="list-style-type: none"> Requires ability to troubleshoot and/or solve complex issues and problems by applying advanced skills and knowledge Often requires understanding and application of complex laws, regulations, or technical procedures
Autonomy & Decision-Making	<ul style="list-style-type: none"> Requires high degree of direct supervision and oversight 	<ul style="list-style-type: none"> Requires moderate degree of direct supervision and oversight Exercises judgement and makes decisions in accordance with policy, procedures, techniques, and processes 	<ul style="list-style-type: none"> Requires low degree of direct supervision and oversight Often responsible for coordinating small projects/programs/teams with limited authority to deviate from established processes/procedures
Scope & Impact	<ul style="list-style-type: none"> Duties and responsibilities are typically limited in scope and impact 	<ul style="list-style-type: none"> Duties and responsibilities are typically focused and/or modest in scope and impact 	<ul style="list-style-type: none"> Duties and responsibilities are typically focused and/or modest, but could be multi-departmental.
Leadership & Influence			<ul style="list-style-type: none"> May lead or oversee hourly staff or lower-level appointed staff No hiring or firing authority