

Administrative Professional Exemption Criteria

A position must qualify for one of the following exemption criteria listed below to be considered for the Administrative Professional staff service. HRS will determine, if applicable, the exemption and official title for the position.

EXEMPTION CRITERIA

The following types of positions are exempted from coverage of the Higher Education Personnel Rules in accordance with the exemption criteria ([RCW 41.06.070](#)).

ACADEMIC

Individuals in an academic-exempt position are responsible for providing academic advisement for prospective and current students within a specified academic department or equivalent unit of a college. Such activities include but are not limited to, participating in the student recruitment process, analyzing applications, transfer evaluations and transcripts, assessing academic level, responding to academic inquiries, and developing individual academic plans.

Note: Coordinating the recruitment process typically involves identifying opportunities for student recruitment; developing, implementing, and evaluating strategies and programs aimed to increase enrollment; representing the University when meeting students and counselors at high schools, other colleges, College Fairs and other student recruitment opportunities.

ADMINISTRATIVE ASSISTANT

A president or vice president may have individual(s) acting as their administrative assistant(s). The employee normally performs supportive work for their superior as an individual contributor without subordinates.

CONFIDENTIAL SECRETARY

The offices of the President, Vice Presidents, the Provost, Vice Provosts or Executive Director for Budget and Planning may have individual(s) responsible for a variety of confidential office support and/or secretarial duties.

COUNSELING

Individuals in counseling-exempt positions are responsible for directing and/or participating in providing academic, athletic, medical, career, financial aid, student activity, and/or personal counseling to students. Such activities include, but are not limited to, providing individual and group guidance services using recognized professional techniques and practices.

DEVELOPMENT

Individuals in these positions establish the unit's fundraising goals, develop methods to accomplish those goals, and plan and conduct public contact programs designed to promote the public's understanding of the unit's activities and the cultivation of donors.

ENERGY

Individuals in these positions administer energy education, applied research, and technology transfer programs.

EXECUTIVE HEAD

Executive heads of major academic or administrative divisions are analogous in the hierarchy to vice presidents, deans, and chairs. Directors may be executive heads as determined by the higher education personnel board. An executive head is in charge of a separate budget unit and directs subordinates.

EXTENSION AND/OR CONTINUING EDUCATION

Individuals considered exempt in this category are responsible for originating and developing formal education programs for the general public, usually involving close contact with faculty and staff or training or

consulting with specific groups in the community to enable them to provide specialized training and/or services to the community.

GRAPHIC ARTS OR PUBLICATIONS

Individuals qualifying for exemption under this category will be involved in performing selected graphic arts or publication activities requiring prescribed academic preparation or special visual techniques, requiring original design and layout, and/or can be distinguished from positions associated with the standard editorial functions.

INTERNAL AUDITS AND INVESTIGATIONS

Individuals in these positions examine and analyze fiscal records of the institution for compliance with various internal and external regulations and policies, effectiveness of established controls, efficiency of operations, and accuracy of reports and records. They report to management on audit results and make recommendations for improving operations.

LEGISLATIVE RELATIONS

Individuals in these positions promote information flow to and from local, state, and national governments; devise the institution's lobbying strategies; and monitor and analyze bills and policies.

MANAGER

Managerial or professional level positions having substantial responsibility for directing or controlling program operations and who are accountable for the allocation of resources and program results or who are responsible for the formulation of institutional policy. (Revised July 2004)

PERSONNEL

Individuals in these positions exercise discretion and independent judgment in effecting, executing, and discharging personnel functions, such as employment, classification, benefits, affirmative action/equal employment opportunity, labor relations, employee relations, and training. Positions that perform clerical, secretarial, or technical duties in support of personnel functions are excluded from exemption under this definition.

PRINCIPAL ASSISTANT

Individuals qualifying for exemption under this category function as second-in-command in important levels. The individual may perform many of the functions of their superior in the superior's absence or, alternatively, may have major administrative or program responsibilities. Reporting relationships will not be below that of the executive head. In some institutions, an executive head may have more than one principal assistant as determined by the higher education personnel board.

Note: As determined by previous HEPB appeals, positions exempted using this definition shall not appear below the fifth level in terms of a reporting relationship to the President. In addition, a position exempted based on the principal assistant definition cannot have another position exempted based on the principal assistant definition reporting to it.

PUBLIC INFORMATION

Individuals in positions exempted under this definition plan and direct the development and communication of information designed to keep the public informed of the institution's programs, accomplishments, and point of view. Incumbents exercise discretion in determining content of written copy. Other duties may include creating ideas, laying out artwork, contacting media representatives, and representing the institution directly before the general public.

RESEARCH

Individuals in research-exempt positions spend the majority of their time in one or more of the following activities: identification and definition of research problems, design of approaches or hypotheses and

methodology to be used, design of specific phases of research projects, analysis of results, development of conclusion and hypothesis, and presentation of research results in publishable form.

SENIOR COMPUTER SYSTEMS AND NETWORK PROGRAMMING

Individuals in positions exempted under this definition require skill above the journey-level; independently perform work assignments; and devise methods and processes to meet new and unique work requirements and problems. The employee's primary duty includes at least one of the following:

- The application of systems analysis techniques and procedures including consulting with users to determine hardware, software, or system functional specifications;
- The design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes based on and related to user or system design specifications;
- The design, documentation, testing, creation or modification of computer programs related to machine operating systems;
- A combination of these duties, the performance of which requires the same level of skills.

Note: Individuals in positions primarily engaged in the operation, manufacture, repair, or maintenance of computer hardware or related equipment and positions whose work relies heavily on the use of computers and computer software programs, but who are not engaged in system analysis or programming, are excluded from exemption under this definition.