

Finance, Budget & Planning Job Family: Plan/Research Director Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

Associate Director Plan/Research MANAGEMENT	Director Plan/Research MANAGEMENT
Manage departmental staff; plan major work activity through the oversight and development of staff	Direct and manage strategic direction of staff; plan and lead major work activity through the oversight of staff
Establish and maintain strong relationship with key stakeholders. Develop and implement changes in services provided	Develop and maintain effective relationships with college and University administrative officers and executive staff. Partner with University leadership to significantly contribute to overall direction of the delivery of University data to the entire campus
Assess and amend procedures and policies in conjunction with University policies	Ensure and enforce University compliance in conjunction with University policies
Oversee preparation and present analysis for University leadership review	Direct the development, definition and analysis of project plans, both short and long term; modifies plans as needed to align with University objectives
Recommend validation requirements and data quality attributes with University stakeholders	Develop and implement University data requirements into University systems for consistent University reporting.
Determine optimal reporting analysis based on University needs; instruct staff on new reporting procedures and/or system enhancements	Design and implement University data reporting; develop new reporting procedures and/or system enhancements
Support, design, and conduct quantitative and qualitative analytical research in support of planning	Support, design, and conduct quantitative and qualitative analytical research in support of planning, policy development, and decision-making

Associate Director Plan/Research MANAGEMENT	Director Plan/Research MANAGEMENT
Oversee and facilitate institution-wide planning processes	Design and facilitate institution-wide planning processes
Participate in the development and data requirements of University Systems	Specify information needs for institutional decision support systems
Serve on University-wide committees	Serve on University-wide committees

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10065 ASSOCIATE DIRECTOR PLAN/RESARCH, BAND H	10270 DIRECTOR PLAN/RESARCH, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Master’s degree and 5 to 7 years relevant experience or equivalent combination	Master’s degree and 7 to 10 years relevant experience or equivalent combination
IMPACT	Substantial impact	Significant impact
CONTACTS - INSIDE	May involve sensitive issues Coordinate major activities	High-level interaction Involved in diverse and highly sensitive or confidential activities
CONTACTS - OUTSIDE	Providing/receiving guidance, advice or information that must be analyzed and developed by the position	Providing/receiving guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Limited contact	Limited contact

FACTOR PROFILE	10065 ASSOCIATE DIRECTOR PLAN/RESARCH, BAND H	10270 DIRECTOR PLAN/RESARCH, BAND I
SUPERVISION	Day-to-day supervision to employees within the dept	Responsible for providing supervisory direction to other supervisors
COMPLEXITY	Occasionally required to develop new innovative solutions, services, products, processes or programs. Work requires sophisticated reasoning skills	Continually required to develop new, imaginative or innovative solutions, services, products, processes or programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for making decisions regarding policy-setting, research, planning, or students
EFFECT OF DECISION MAKING	Directly affect entire college or school administrative unit Critical effect on students and employees	Directly affect more than one college or school administrative unit
FREEDOM OF ACTION	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction
WORKING CONDITIONS	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including no or limited exposure to hazardous conditions/ materials/ equipment. Safety gear may sometimes be required