

University of South Carolina Market Structure Leveling Guide

Job Type	Job Level	KSA Proficiency Levels	Organizational Impact	Supervisory Scope	Minimum Qualifications *Equivalent education, experience and/or specialized training may be considered when evaluating individuals' qualifications. (Classified and Unclassified positions)
Administrative/Operational Support	A0	Developing an understanding of / familiarity with...	Performs work under direct supervision. Handles basic issues and problems and refers more complex issues to higher-level staff. Possesses beginning to working knowledge of subject matter. Typically non-exempt.	None	No specific education or experience required.
Administrative/Operational Support	A1	Basic understanding of / familiarity with...working knowledge of...	Performs work under direct supervision. Handles basic issues and problems and refers more complex issues to higher-level staff. Possesses beginning to working knowledge of subject matter. Typically non-exempt.	None	Typically requires a high school diploma and no prior work experience.
Administrative/Operational Support	A2	Full understanding of / familiarity with...fully competent in...	Performs work under general supervision. Handles moderately complex issues and problems and refers more complex issues to higher-level staff. Possesses solid working knowledge of subject matter. Typically non-exempt.	None	Typically requires a high school diploma and 1 or more years of experience.
Administrative/Operational Support	A3	Comprehensive understanding of / familiarity with... mastery of...	Performs work under minimal supervision. Handles complex issues and problems and refers only the most complex issues to higher-level staff. Possesses comprehensive knowledge of subject matter. Typically non-exempt.	May provide leadership, coaching, and/or mentoring to a subordinate group.	Typically requires a high school diploma and 2 or more years of experience.
Administrative/Operational Support	A4	Expert understanding of / familiarity with...subject matter expertise in...	Performs work under minimal supervision. Handles complex issues and problems and refers only the most complex issues to higher-level staff. Possesses comprehensive knowledge of subject matter. Typically non-exempt. May progress to a Professional level.	Provides leadership, coaching, and/or mentoring to a subordinate group. May act as a lead or first-level supervisor.	Typically requires a high school diploma and 3 or more years of experience.
Technical Support	T0	Developing an understanding of / familiarity with...	Performs work under direct supervision. Handles basic issues and problems and refers more complex issues to higher-level staff. Possesses beginning to working knowledge of subject matter. Typically non-exempt.	None	No specific education or experience required.
Technical Support	T1	Basic understanding of / familiarity with...working knowledge of...	Performs work under direct supervision. Handles basic issues and problems and refers more complex issues to higher-level staff. Possesses beginning to working knowledge of subject matter. Typically non-exempt.	None	Typically requires accreditation from a technical school or an applicable skilled trades program and no prior work experience.
Technical Support	T2	Full understanding of / familiarity with...fully competent in...	Performs work under general supervision. Handles moderately complex issues and problems and refers more complex issues to higher-level staff. Possesses solid working knowledge of subject matter. Typically non-exempt. May progress to a Professional level.	None	Typically requires accreditation from a technical school or an applicable skilled trades program and 2 or more years of experience.
Technical Support	T3	Comprehensive understanding of / familiarity with... mastery of...	Performs work under minimal supervision. Handles complex issues and problems and refers only the most complex issues to higher-level staff. Possesses comprehensive knowledge of subject matter. Typically non-exempt. May progress to a Professional level.	May provide leadership, coaching, and/or mentoring to a subordinate group.	Typically requires accreditation from a technical school or an applicable skilled trades program and 3 or more years of experience.
Technical Support	T4	Expert understanding of / familiarity with...subject matter expertise in...	Performs work under minimal supervision. Handles complex issues and problems and refers only the most complex issues to higher-level staff. Possesses comprehensive knowledge of subject matter. Typically non-exempt. May progress to a Professional level.	Provides leadership, coaching, and/or mentoring to a subordinate group. May act as a lead or first-level supervisor.	Typically requires accreditation from a technical school or an applicable skilled trades program and 4 or more years of experience.
Professional	P0	Basic understanding of / familiarity with...working knowledge of...	Performs work under direct supervision. Handles basic issues and problems and refers more complex issues to higher-level staff. Possesses beginning to working knowledge of subject matter. Typically exempt.	None	Typically requires a bachelor's degree and no prior work experience, which may be substituted by equivalent combination of certification, training, education, and/or experience.
Professional	P1	Full understanding of / familiarity with...fully competent in...	Performs work under general supervision. Handles moderately complex issues and problems and refers more complex issues to higher-level staff. Possesses solid working knowledge of subject matter. Typically exempt.	None	Typically requires a bachelor's degree and 1 or more years of experience, which may be substituted by equivalent combination of certification, training, education, and/or experience.
Professional	P2	Comprehensive understanding of / familiarity with... mastery of...	Performs work under minimal supervision. Handles complex issues and problems and refers only the most complex issues to higher-level staff. Possesses comprehensive knowledge of subject matter. Typically exempt.	May provide leadership, coaching, and/or mentoring to a subordinate group.	Typically requires a bachelor's degree and 2 or more years of experience, which may be substituted by equivalent combination of certification, training, education, and/or experience.
Professional	P3	Expert understanding of / familiarity with...	Performs work with a high degree of latitude. Handles the most complex issues. Possesses expert knowledge of subject matter. Typically exempt.	Provides leadership, coaching, and/or mentoring to a subordinate group. May act as a lead or first-level supervisor.	Typically requires a bachelor's degree and 3 or more years of experience, which may be substituted by equivalent combination of certification, training, education, and/or experience.
Professional (True SMEs, dual career path)	P4	Subject matter expertise in...	Serves as leader of authority with expert-level knowledge in one or more areas. Recognized as expert in area of specialization. Determines program standards, objectives, and requirements. Works with key leaders to make important organizational decisions. Typically exempt.	Plans, organizes, and guides projects and subordinate employees. May act as a lead or first-level supervisor.	Typically requires a bachelor's degree and 4 or more years of experience, which may be substituted by equivalent combination of certification, training, education, and/or experience.

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Research	R0	Full understanding of / familiarity with...fully competent in...	Performs work under general supervision. Handles moderately complex issues and problems, and refers more complex issues to higher-level staff. Possesses solid working knowledge of subject matter.	May provide leadership, coaching, and/or mentoring to a subordinate group.	Typically requires a bachelor's degree in area of specialty.
Research	R1	Full understanding of / familiarity with...fully competent in...	Performs work under general supervision. Handles moderately complex issues and problems, and refers more complex issues to higher-level staff. Possesses solid working knowledge of subject matter.	May provide leadership, coaching, and/or mentoring to a subordinate group.	Typically requires a master's degree in area of specialty.
Research	R2	Comprehensive understanding of / familiarity with... mastery of...	Performs work under minimal supervision. Handles complex issues and problems, and refers only the most complex issues to higher-level staff. Possesses comprehensive knowledge of subject matter.	May provide leadership, coaching, and/or mentoring to a subordinate group.	Typically requires a Doctoral (Ph.D.) degree in area of specialty.
Managerial	M0	Full understanding of / familiarity with...fully competent in...tactical team leader...working supervisor...	Knowledge of the field's policies, procedures, and practices. Performs tasks typically following established processes. Primarily focused on administering established policies and procedures.	Coordinates and leads the work of other FTE, Research Grant and/or Time Limited employees. Much of the incumbent's time is spent completing the same tasks as the subordinate employees. Provides feedback related to personnel decisions related to hiring, performance, or disciplinary actions, but does not have final decision-making authority.	Typically requires a bachelor's degree and 3 or more years of experience, which may be substituted by equivalent combination of certification, training, education, and/or experience.
Managerial (department)	M1	Comprehensive understanding of / familiarity with... mastery of...tactical team leader ...working supervisor	Comprehensive knowledge of the field's concepts and principles. Performs complex tasks typically following established processes. Primarily focused on administering established policies and procedures within smaller or less complex departments or divisions. Responsible for budgeting, strategic planning, and procedural change.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees and has full authority for personnel decisions related to hiring, performance, or disciplinary actions.	Typically requires a bachelor's degree and 5 or more years of experience, which may be substituted by equivalent combination of certification, training, education, and/or experience.
Managerial (college/division)	M2	Comprehensive understanding of / familiarity with... mastery of...oversight of day-to-day team operations...	Comprehensive knowledge of the field's concepts and principles. Performs complex tasks typically following established processes. Primarily focused on administering established policies and procedures within a large, complex department or division, multiple smaller departments or division, or across a branch/regional campus. Responsible for budgeting, strategic planning, and procedural change.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees and has full authority for personnel decisions related to hiring, performance, or disciplinary actions.	Typically requires a bachelor's degree and 5 or more years of experience, which may be substituted by equivalent combination of certification, training, education, and/or experience.
Managerial (campus managers, departmental director)	M3	Expert understanding of / familiarity with...subject matter expertise in...oversight of day-to-day team operations...	Comprehensive knowledge of the field's concepts and principles. Performs complex tasks typically following established processes. Primarily focused on administering established policies and procedures within a large, strategic department or division, or across the University system as a whole. Responsible for budgeting, strategic planning, and procedural change.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees and has full authority for personnel decisions related to hiring, performance, or disciplinary actions.	Typically requires a bachelor's degree and 5 or more years of experience, which may be substituted by equivalent combination of certification, training, education, and/or experience.
Managerial (system-wide managers, college/division directors)	M4	Expert understanding of / familiarity with...subject matter expertise in...oversight of day-to-day team operations...	Comprehensive knowledge of the field's concepts and principles. Performs complex tasks typically following established processes. Primarily focused on administering established policies and procedures within a large, strategic department or division, or across the University system as a whole. Responsible for budgeting, strategic planning, and procedural change.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees and has full authority for personnel decisions related to hiring, performance, or disciplinary actions.	Typically requires a bachelor's degree and 5 or more years of experience, which may be substituted by equivalent combination of certification, training, education, and/or experience.
Directors and Executive (assistant deans, campus directors, Assistant Vice Chancellor)	E0	Comprehensive understanding of / familiarity with... mastery of...responsible for short-term team performance	In-depth understanding of the field's concepts and principles. Performs complex tasks and has some latitude for determining appropriate processes to follow. Administers departmental policies and procedures, evaluates results and performance, and assists with the development of new or modified budgets, strategic plans, or policies.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees and has full authority for personnel decisions. Supervision may be provided through a team of subordinate supervisors and/or managers.	Typically requires a bachelor's degree and at least 8 years of experience, including some prior management experience.
Directors and Executive (system-wide director, Assistant VP, Associate Vice Chancellor)	E1	Expert understanding of / familiarity with...subject matter expertise in...oversight of day-to-day team operations...responsible for short-term team performance	Has extensive experience with the concepts and principles of one or more related fields or departments. Contributes to strategic planning, direction, and goal setting for the department or function in collaboration with senior management. Establishes departmental policies, practices, and procedures that have a significant impact on the organization.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees and has responsibility for personnel actions including hiring, performance management, and termination. Supervision is often provided through a team of subordinate managers.	Typically requires a bachelor's degree and at least 10 years of experience, including some prior management experience. Typically reports to an Associate VP or VP.
Directors and Executive (Associate VP, Vice Chancellor)	E2	Expert understanding of / familiarity with...subject matter expertise in...responsible for long-term team performance	Has extensive experience with the concepts and principles of one or more related fields or departments (or a single business critical function or department). Primarily responsible for strategic planning, direction, and goal setting for the department or function in alignment with organizational objectives. Establishes departmental policies, practices, and procedures that have a significant impact on the organization's long-term success.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees and has responsibility for personnel actions including hiring, performance management, and termination. Supervision is often provided through a team of subordinate managers and/or directors.	Typically requires a bachelor's degree and at least 12 years of experience, including some prior management experience. Typically reports to a VP.
Directors and Executive (Chancellor, VP and above, under purview of the President)	E3	Expert understanding of / familiarity with...subject matter expertise in...responsible for long-term team performance and alignment with organizational strategy...	Collaborates with other members of the executive management team to align departmental strategy or direction with the overall goals of the organization. Develops policies, practices, and procedures that have a significant impact on the organization.	Leads and directs the work of other FTE, Research Grant and/or Time Limited employees and has responsibility for personnel actions including hiring, performance management, and termination. Supervision is often provided through a team of subordinate managers and/or directors.	Typically requires a bachelor's degree and at least 15 years of experience, including some prior management experience. Typically report to the President, Provost, or an EVP.