

## Temporary Employee Title Descriptions

- **Note:** These titles can only be used for Temporary Employees. All other University Staff Titles can also be used for Temporary Employees.

### **Archaeology Assistant (94009)**

Under the direction of a crew leader, these limited term positions conduct archaeological surveys, testing and use excavation techniques. These duties may include manual excavation using standard archaeological techniques; recording data on prepared forms; making field maps of excavation units; digging shovel tests; and carrying out pedestrian surveys. The Archaeology Assistant may also be asked to assist in packaging artifacts for transport; preliminary field lab artifact washing, cataloging and conservation; and equipment maintenance. These positions are responsible for the correct and timely completion of personal travel voucher forms, expense summary forms and vehicle expense forms as assigned by the crew leader.

### **Archaeology Crew Leader (94012)**

Under limited supervision, these positions are responsible for monitoring and directing the activities of Archaeology Assistants in excavation work. The Archaeology Crew Leader implements appropriate field procedures assigned by the supervising Archaeologist. During excavations, these positions are responsible for directing all or a portion of the Archaeology Assistants to insure their work adheres to methods and techniques employed on the excavation. These positions maintain field notes and maps, and will assist in technical site mapping. The Archaeology Crew Leader takes responsibility for assisting crew members in proper vehicle and equipment maintenance, and in the correct and timely completion of their personal project accounting records (travel voucher forms, etc.). Depending upon prior experience, the incumbent may conduct some limited analysis (typically a specific aspect of the site such as lithic debitage), and write corresponding portions of the overall project report.

### **Archaeology Lab Technician (94010)**

Under close supervision, these limited term positions are responsible for washing, cataloging, and conserving the artifacts that are collected by the field crews. These positions also may be responsible for sorting artifacts for analysis; specialized archaeological sample processing; compiling tables of artifact data; composing catalog cards; data and text entry into a word processor; map drafting and artifact illustration; and equipment maintenance.

### **Artists Model (94130)**

Pose as a pattern for art classes for paintings, sculptures or other types of art; assume required pose, and remain in fixed position for stated periods of time.

### **Assistant Guide (94150)**

Escort groups of visitors through historic or other public buildings, gardens and grounds, or scenic spots; provide information on points of interest; and perform related work as required.

Duties could include leading a group of visitors through an establishment, usually following a specific route and time schedule; giving prepared information on features of interest; answering inquiries of visitors; collecting fees, registering visitors or serving as receptionist; may occasionally do a limited amount of dusting or light cleaning.

**Clerical Helper (94300)**

Under close supervision positions allocated to this title will perform a limited variety of repetitive clerical tasks requiring little or no independent judgment or individual discretion.

**Crafts Worker (94320)**

This is objective skill crafts work. Under the supervision of higher level maintenance personnel, employees in this title perform crafts work at the objective level of skill on a limited term basis.

Examples: Bricklayer, Carpenter, Electrician, Mason, Painter, Plumber, Sheetmetal worker, Steamfitter, and Terrazzo Tile Setter.

Qualifications include a high school graduation and completion of an apprenticeship approved by the Department of Industry, Labor and Human Relations in the appropriate craft, or ability to show proof of having been recognized as a journeyman by the appropriate international or local trade organization.

**Crowd Control Officer (94330)**

Perform crowd control and security functions at athletic and other leisure/recreational events to ensure the safety of patrons; Interact with external and internal organizations, contracted security, and patrons; Coordinate and directs security and support groups that may include police, fire department, and paramedics; May dispatch personnel, distribute keys, two-way radios and cellular phones, authorize entry and access of staff and other personnel into arena and coordinate facility communication systems.

**IS Professional Consultant TE (94000)**

This is professional IS work of a consultative or highly technical nature. Positions in this title perform a variety of professional activities in IS data services, technical services, network services, systems services, or comprehensive services. The work performed is typically of short duration and is focused on a specific project or event which requires the services of an individual with highly specialized knowledge or unique skills.

**Lifeguard (94560)**

An employee in this title is responsible for protecting human life, maintaining order, and enforcing swimming area rules and regulations. Work is performed with considerable independence. Supervision received is through occasional instructions and review of reports submitted. Patrols bathing area to maintain order and protect swimmers from accidents or drowning; rescues swimmers in distress; administers artificial respiration by an approved method of resuscitation and gives other first aid when necessary; enforces swimming area rules and regulations; acts as lookout in the watch tower for distress signals; inspects and reports repairs needed to buoys, floats, ropes, or other equipment installed as safety measures; maintains equipment as necessary; maintains general cleanliness of beaches or pools; keeps records and makes reports; performs related work as required.

**Professional Consultant (94680)**

Under general direction provides professional or technical consultation or services in a field of specialization or expertise. The work performed is typically of short duration and is focused on a specific project or event which requires the services of an individual with specialized knowledge or unique skills which are not readily available among current staff.

**EXAMPLES OF WORK PERFORMED**

\* Gives staff instruction and carries on programs of study and education.

- \* Consults with administrators in a specialized occupational field.
- \* Prepares summaries of findings for lecture or publication purposes.
- \* Prepares material and conducts clinics or lectures as a part of an educational program.
- \* Visits department installations to review procedure and to make recommendations in the field of specialization.
- \* Provides interpretative services for the visually or hearing impaired.
- \* Provides interpretative services in a foreign language.
- \* Keeps records and makes reports
- \* Serves as an expert witness

**Special Activities Helper (94820)**

Under supervision, perform special, limited duties in connection with athletic, gymnastic, or other leisure/recreational events - assist with museum exhibitions, theatrical and musical productions, lectures, etc.; perform limited record keeping activities in conjunction with other duties; assist with ticket sales and/or ushering at games or other special events; open and close buildings before and after activities; patrol areas of activity; assist in setting up and taking down exhibitions, chairs, and other equipment used in an event; set up audio visual equipment to assist with special events/reservations.

**Stage Hand (94850)**

Prepares and sets up stage scenery, properties, and lighting equipment; performs related work as required. Builds, covers, arranges, sets up, and takes down stage settings; assists in planning and designing apparatus or furnishings; supervises labor crew in setting up stage equipment and changing scenery between scenes and acts; keeps the stage clean and properly cleared; performs carpenter work; makes minor mechanical and electrical repairs; keeps inventory of regular equipment and properties; keeps records and makes reports.

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