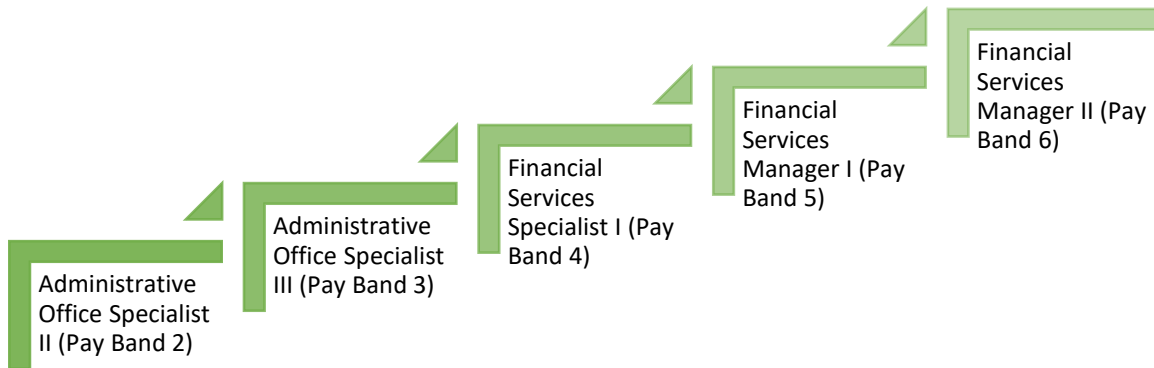


Below, find sample career paths. These represent examples of logical progression through various jobs. These career paths are achievable by employees who are willing to set their sights on a goal, enhance their skills using the resources provided by JMU, and do the work required to accomplish their objective. Employees at JMU have the ability to work in different divisions throughout their careers and change their job functions. Sometimes, a dramatic change in job function requires a step back before being able to take a step forward.

SAMPLE 1



The Administrative and Office Specialist II role provides career ladders for operational and administrative support specialists such as office support assistants who perform a wide variety of journey-level office/program and administrative support duties based on agency business needs. Duties are performed within specific guidelines using established policies and procedures. The range of duties includes, but is not limited to, general office, secretarial, fiscal, and support activities.

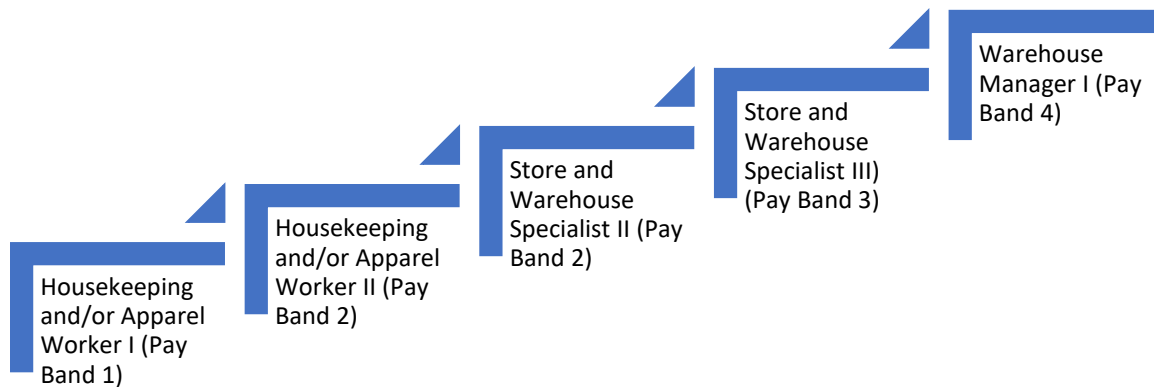
The Administrative and Office Specialist III role provides career ladders for operational and administrative support specialists, such as fiscal technicians, human resource assistants, claims technicians, medical records technicians, procurement technicians, licensing specialists, customer services representatives, executive secretaries, administrative assistants, office supervisors, and facilities coordinators. Duties range from journey level to supervisory level and may include compliance assurance, report writing, reconciliation of information or financial data, records management, scheduling, claims review and processing, data collection and analysis, research, inventory, budget management, personnel administration, and funds collections or expenditures.

The Financial Services Specialist I role provides career ladders for tax examiners, grant specialists, collectors, accountants and others performing entry-level to first-line supervisory responsibilities ensuring or evaluating compliance and accountability of financial programs and business operations/processes. Tasks may include, but need not be limited to, payroll administration, technical report writing, monitoring and/or reconciling fiscal actions, tax collections and liability assessments, maintaining records, analyzing data, preparing financial reports, and developing budget forecasts.

The Financial Services Manager I role provides career ladders for first level managers involved in planning and managing assigned specialty areas such as grants, accounts payable, accounts receivable, taxation, budgeting, and other financial operations. Employees may be the single position through which all financial information flows. These employees have technical and supervisory skills to include serving as subject matter experts and performing personnel management tasks.

The Financial Services Manager II role provides career ladders for senior level managers involved in planning, organizing, and administering personnel and programs relating to one or more specialized areas such as resource management, business operations, budget, and financial systems. Employees typically manage professional employees and/or supervisors.

SAMPLE 2



The Housekeeping/Apparel Services Worker I role provides career ladders for housekeepers performing entry level to advanced level services in the areas of housekeeping, laundry, tailoring, and dry cleaning.

The Housekeeping/Apparel Services Worker II role provides career ladders for supervisors responsible for providing daily supervision in the areas of housekeeping. Employees may act as working supervisors and, in many cases, inspect and approve work of agencies' housekeeping and contract housekeeping.

The Store and Warehouse Specialist II role provides career ladders for storekeepers or warehouse specialists performing entry level to an advanced level range of warehouse functions. Responsibilities include receiving, shipping, issuing, selecting, inventorying, ordering, and storing supplies, merchandise and equipment in an agency warehouse or storeroom. This position may serve as a lead worker.

The Store and Warehouse Specialist III role provides career ladders for storekeepers or warehouse specialists who perform expert level warehouse responsibilities or supervision of other store or warehouse workers. Employees serving as experts may be responsible for quality checks, reports, inventory control, resolving shipping, receiving, and distribution issues, or training others on use of specific equipment.

The Warehouse Manager I role provides career ladders for managers of several operations within a warehouse that receives, stocks, selects, and ships items throughout the state to those managing a specific warehouse.