

ANR Guidelines for the Use of Working Titles

ANR's compensation and classification structure provides classification titles that attempt to describe the work performed. However, there may be instances when a more specific title would serve the unit's operational needs better and a working title may provide a more immediate understanding of the job in business communications. Working titles should include only terms that are most easily recognized and understood by internal and external constituencies.

The University job classification title will be the default if no working title is established.

Determining the Need for a Working Title

In determining the need for a working title, the supervisor and staff member should consider the following:

Step 1: Does the University job classification title adequately describe the function of the job assignment for professional business communications inside and/or outside the University?

- If yes, there is no need to utilize a working title.
- If no, continue to question 2.

Step 2: Are there other terms that would more specifically and accurately describe the function of the job assignment, and provide more immediate recognition?

- If yes, go to question 3.

Step 3: Would a working title provide a more accurate and recognizable understanding of the relationship between jobs and/or functions within a work unit or organization?

- If yes, review the guidelines for the utilization of working titles.

Staff members and supervisors should discuss their interest in a working title with their departmental leadership and Human Resources Representative.

Acceptable Use of Working Titles

Working titles may be used in lieu of the University classification title for:

- Searches and job postings
- Regular business correspondence, both internal and external to the University, and
- The public University directories, both printed and online

A Working Title Should

- Provide a more specific description of the function or work performed to better facilitate business communications.
- Add clarity to the University's job function, family and classification assignment in describing the individual job.
- Be consistent with professional/industry practice.
- Be consistent with other working titles within a job family and/or work unit.

A Working Title Cannot

- Duplicate a title used in another employee group.
- Be exactly the same as another professional and scientific classification.
- Misrepresent the University or the authority of the position in any way. The use of “inflated” titles can create inaccurate expectations of the individual role.

Examples of Acceptable Working Titles

Classification	Working Title
___ Assistant 3	Executive Assistant
___ Assistant 2	Payroll Assistant
Community Education Specialist Supervisor 2	Community Educator
Human Resources Generalist 3	HR Business Partner
Applications Programmer 4	Webmaster

Requesting a Working Title:

Working titles must be reviewed by Human Resources prior to completing the classification action. The HR Generalist may wish to discuss the working title with HR Management, and the Unit Directors to determine the most appropriate outcome.