

AP Career Framework - CSU
PROFESSIONAL Job Family

Most roles in the Professional classification are non-routine and require advanced interpretation, analysis and planning.
 The role requires specific education and experience. The role may manage projects, but does not directly manage employees.

Framework Criteria – Professional

	Associate	Intermediate	Career	Senior
Minimum Expected Experience	Entry level role with experience from related education.	Has developed specialized skills through job related training or on the job experience (1+ years).	Has developed specialized skills through education and considerable related job experience (3+).	Has developed specialized skills through job related education and extensive on the job experience (5+).
Minimum Expected Education	Associates Degree	Bachelors Degree	Bachelors Degree	Bachelors Degree
Direct Reports	None	No direct reports. May provide guidance and assistance to entry level professionals and/or support level employees.	No direct reports. May act as in informal resource to less experienced professional employees.	No direct reports. May train/mentor less experienced professional employees.
Level of Oversight	Works independently under regular direction and guidance on non-routine tasks requiring judgement and initiative. Standard processes are provided, and peer review may be required. Less guidance and direction provided as proficiency increases.	Works under moderate supervision. Works independently on larger, moderately complex projects or assignments. Sets objectives for own job area to meet the goals of projects and assignments.	Works under general supervision. May be responsible for entire projects or processes within job area	Work is performed with general oversight. May manage large projects or processes that are both inside and outside of immediate job area.
Influence	Communicates with contacts typically within own team on matters that involve obtaining or providing information requiring some explanation or interpretation in order to understand and reach agreement.	Communicates with contacts within and outside of own team which may include - contractors or vendors.	Communicates with contacts within and outside of own department and may occasionally have responsibility for communicating with parties external to the University.	Communicates within and outside of own function or business area and has responsibility for communicating with parties external to the University when necessary.
Scope of Work	Learning Role. Work is prescribed and completed with little autonomy. Has limited discretion to vary from established procedures.	Mid level proficiency in role. Works within established procedures with a moderate ability to vary from the established procedures. Identifies problems and relevant issues in straightforward situations, able to assess each using standard procedure and makes sound decisions.	Fully proficient in role. Able to identify key issues and patterns from patrial/conflicting data. May manage projects at this level with responsibility for the delegation of work and the review of others' work product.	Excels at role. Looks beyond the immediate problem for wider implications. Typically, responsible for managing complex projects at this level, involving delegation of work and review of work products.
Budget Responsibility	None	None	None	None
Typically Reports to:	Supervisor/Manager level	Supervisor/Manager level	Manager level	Manager level

Framework Criteria – Professional (Cont.)

	Principal	Sr. Principal	Exec. Principal
Minimum Expected Experience	Has developed specialized skills through job related education and extensive on the job experience (6+).	Has developed specialized skills through advanced job-related education and extensive on the job experience (8+).	Has developed critical specialized skills through advanced job-related education and extensive on the job experience (12+).
Minimum Expected Education	Bachelors Degree - Masters Degree Preferred	Masters Degree	Doctorate
Direct Reports	Provides guidance, coaching and training to other employees across the University within area of expertise.	Provides guidance, coaching and training to other employees across the University within area of expertise.	No direct reports but will lead projects and/or project teams of high-level strategic importance to the University.
Level of Oversight	Work is guided by individual annual goals and objectives with minimal oversight or direction.	Works under consultative direction against annual goals and objectives.	Works autonomously setting annual goals and objectives.
Influence	Communicates within and outside of the University which includes customers or vendors. Works at the College/Division level to influence others to accept individual or division views or practices and changes to concepts, practices and approaches. Communicates with leadership regarding matters of importance to the functional or business area. May conduct briefings with leaders.	Communicates within and outside of the University which includes larger customers or vendors. Works to influence others at the College/division level to accept new views/practices and agree/accept new concepts, practices and approaches. Communicates and influences leadership regarding matters of substantial importance to the function or business area. Frequently conducts briefings to senior leaders and customers.	Communicates within and outside of the University which includes key customers or vendors. Works to influence others to accept University wide new concepts, practices and approaches. Communicates and influences executive leadership regarding matters of strategic importance to the University. Frequently conducts briefings to senior leaders and customers.
Scope of Work	Recognized as an internal expert. Responsible for managing large, complex project initiatives of strategic importance to the University, involving large cross-functional teams.	Recognized as an internal and external expert and thought leader in area of expertise with broad experience across multiple job areas. Responsible for managing large, complex project initiatives of strategic importance to the University, involving large cross-functional teams.	Recognized as an external expert and thought leader in area of expertise with broad experience across multiple job areas. Responsible for managing large, complex project initiatives of strategic importance to the University, involving large cross-functional teams.
Budget Responsibility	May provide input for annual budget.	Provides input for annual budget.	Controls budget for area
Typically Reports to	Director/VP/Dean	Director/VP/Dean	Director/VP/Dean

