

## **Finance & Administration Division**

- President, University
  - Executive Vice President & Provost, University
    - Chief Administrative Officer
    - Chief Facilities Management Officer
    - Chief Financial Officer

## Chief Administrative Officer

- Chief Administrative Officer\*
  - Executive Assistant I
    - Associate Vice President, Finance & Administration/Chief Human Resources Officer
    - Associate Vice President, Finance & Administration/Chief Information Officer
    - Assistant Vice President, Finance & Administration/Budget
    - Executive Director, Student Financial Services
    - Director, Internal Audit\*\*
    - Chief of Police, University Police & Parking Services

\*Chief Human Resources Officer, USA Health also reports to Chief Administrative Officer

\*\*Director, Internal Audit also reports to USA Board of Trustees Audit Committee

## **Chief Facilities Management Officer**

- Chief Facilities Management Officer
  - Executive Assistant I
  - Senior Director, Facilities Accounting
  - Director, Utilities
  - Director, Safety & Environmental Compliance
  - Assistant Director, Facilities Services
  - Associate Director, Engineering, Design & Construction
  - Assistant Director, Maintenance
  - Assistant Director, Landscape/Grounds

## Chief Financial Officer

- Chief Financial Officer\*
  - Executive Assistant I
  - Assistant Chief Financial Officer
    - Director, Financial Reporting
    - Director, Financial Compliance
    - Director, Procurement Card & Travel Services
    - Director, Purchasing Department
    - Manager, Accounts Payable
  - University Treasurer/Senior Investment Manager
  - Director, Financial Accounting & Payroll Processing
  - Director, Grants & Contract Accounting
  - Director, Research Accounting & Compliance
  - Director, Risk Management
  - Assistant Vice President of Finance & Administration, Finance Systems

\*Chief Financial Officer, US Health & Associate Dean, College of Medicine Finance & Administration also report to Chief Financial Officer

## Human Resources

- Associate Vice President, Finance & Administration/Chief Human Resources Officer
  - Director, Compensation, Employment & HR Systems
    - HR Coordinator
    - Assistant Manager, Compensation & Employment
      - Assistant Manager, Compensation and Employment
        - HR Assistant II
      - Onboarding Specialist
      - HR Generalist II
    - Assistant Manager, HR Systems
  - Senior Director, Benefits, EEO/Employee Relations
    - Benefits Assistant
    - Senior Manager, Benefits/EEO/Employee Relations
      - Assistant Manager, Benefits
        - Benefits Analyst
        - HR Assistant III
      - Assistant Manager, Employment/EEO
        - HR Assistant II
      - Employee Health Advocate
  - Manager, EAP & Org. Development
    - Employee Assistance Counselor
  - Compliance Specialist

## Computer Services

- Assistant Vice President, Finance & Administration/Chief Information Officer
  - Director, Information Security, Risk & Compliance
    - Senior Information Security Specialist
    - Information Security Specialist
  - Senior Manager, Web Services
    - Assistant Manager, Web Services
    - Web Programmer
  - Project Manager, Computer Services Center
  - Computer Services Center Business Operations Coordinator
  - Director, Information Services
    - Associate Director Networking, Telecommunications & Client Services
      - Assistant Director, Networking, Telecommunications & Client Services
        - Assistant Manager, IT Client Services
          - Computer Systems & Software Specialist III
            - Management Systems Specialist II
            - Management Systems Specialist I
            - PC Applications Specialist
            - Computer Support Technician II USABC
        - Senior Manager, Telecommunications
          - Assistant Manager, Telecom/Tech Support
          - Management System Specialist I
          - Network Field Technician I
        - Manager, Network Field Services
          - Network Field Services
            - Network Field Technician II (2)
            - Network Field Technician I (2)
      - Associate Director Data Center Operations & Infrastructure
        - Manager, Data Center Operations & Facilities
          - Computer Operator II
          - Computer Operator I (5)
        - Assistant Manager, Tech Computer Support
          - Network Field Technician II
          - PC Applications Specialist
          - Telecommunications Specialist
        - Management Systems Specialist I
        - Manager, Audio Visual Technologies
          - Audio Visual Technologies Specialist (2)

- Manager, Academic Computing
  - Assistant Manager, IT Admin Support
  - Computer Systems Analyst II
  - Computer Systems Analyst I
- Associate Director, Information Systems
  - Associate Manager, Server & Database Administration
  - Computer Systems & Software Specialist III (2)
- Assistant Director, Enterprise Applications – Finance
  - Manager, Integrated Financial Systems
    - Computer Systems Analyst III
    - Computer System Analyst II
  - Assistant Director Enterprise Applications – Student
    - Assistant Manager Student Information Systems
    - Senior Computer Systems Analyst (2)
    - Computer Systems Analyst II
    - Computer Programmer
  - Management System Specialist II \*Admissions\*
  - Management System Specialist I \*Admissions\*
  - Management System Specialist II \*Registrar\*

## **Budget, Tax Accounting, Finance & Administration Information Systems Support**

- Associate Vice President, Finance & Administration/Budget
  - Director, Tax Accounting & Special Projects
    - Accountant I
  - Assistant Director, Budget
    - Budget & Compliance Specialist



## Student Financial Services

- Executive Director, Student Financial Services
  - Manager/Bursar, Student Accounting Services
    - Assistant Manager
      - Accountant III
      - Student Account Specialist (2)
      - Student Account Loan/Collections Specialist
    - Office Coordinator
      - Student Accounting Data Specialist Supervisor
        - Teller (2)
  - Manager, One Stop
    - Assistant Manager, One Stop Communications
      - Counselor, One Stop Communications
      - Counselor, One Stop South CARES
    - Assistant Manager, One Stop
      - Counselor, One Stop
    - Assistant Manager, South CARES
  - Director, Financial Aid
    - Senior Associate Director
      - Assistant Manager, Financial Aid Compliance
        - Financial Aid Officer II
        - Financial Aid Officer I (3)
        - Financial Aid Assistant
      - Assistant Manager, Financial Aid Systems/Operations
        - Financial Aid Officer – NCAA Compliance
        - Financial Aid Officer I
        - Financial Aid Assistant (2)
        - Electronic Records Specialist
      - Associate Director, Scholarship Services
        - Assistant Manager, Scholarship Services
        - Scholarship Coordinator, Projects & Marketing
      - Associate Director, College of Medicine

## Internal Audit

- Director, Internal Audit
  - Internal Audit, Supervisor
    - IT Auditor
    - Internal Auditor II
  - Internal Audit, Supervisor
    - Healthcare Auditor
    - Internal Auditor I

## University Police & Parking Services

- Chief of Police
  - Accreditation & Compliance Manager
  - Access Control Coordinator
  - Sergeant, Investigations
    - Police Property & Evidence Technician
  - Captain, Administration
    - Parking Services Manager
      - Parking Operations Specialist
  - Captain, Patrol
    - Sergeant (3)
      - Corporal (3)
        - Police Officer (19)
    - Dispatcher (4)
  - Lieutenant, Special Operations
  - Sergeant, USA Health
    - Police Officer

## **Assistant CFO/Controller**

- Assistant Chief Financial Officer
  - Assistant Controller
  - Assistant Controller
  - Assistant Controller
    - Accountant I
  - Business Office Supervisor
    - Accountant III
    - Accountant II
    - Accountant II
    - Accounting Data Specialist I

## **Treasury Services**

- University Treasurer/Senior Investment Manager
  - Director, Treasury Management
  - Executive Director Real Estate Services & Asset Management
    - Real Estate Management Associate
    - Real Estate Management Assistant
    - Secretary IV

## **Payroll**

- Director, Financial Accounting & Payroll Processing
  - Director, Payroll
    - Manager, Payroll
      - Payroll Supervisor
        - Payroll Specialist (2)
      - Payroll Supervisor
        - Payroll Specialist (2)
      - Payroll Supervisor
        - Payroll Specialist (2)
        - Clerk III
      - Payroll Timekeeping Coordinator
        - Clerk IV
        - Clerk III
      - Accountant I (2)

## **Grants & Contracts Accounting**

- Director, Grants & Contract Accounting
  - Assistant Manager (2)
  - Accountant I (3)
  - Grants Analyst I
  - Accounting Data Specialist

## **Procurement Card & Travel Services**

- Director, Procurement Card & Travel Services
  - Purchasing Card Coordinator
  - Travel Reimbursement Coordinator



## **Purchasing Department**

- Director, Purchasing Department
  - Purchasing Agent
  - Purchasing Coordinator
  - Property & Inventory Control Clerk

## **Risk Management**

- Director, Risk Management
  - Risk Manager
    - Risk Management Assistant
    - Risk Management Education Specialist
    - Accounting Data Specialist I

## **Accounts Payable**

- Manager, Accounts Payable
  - Assistant Manager, Accounts Payable
    - Accounting Data Specialist I
    - Accounts Payable Coordinator
    - Accounts Payable Specialist (2)
    - Accounts Payable Clerk II

## **Facilities Accounting**

- Senior Director, Facilities Accounting
  - Manager, Facilities Accounting
  - Accounting Supervisor
  - Facilities Accounting Specialist (Lead)
  - Accountant II (2)
  - Accountant I
  - Manager, Materials
    - Inventory Control Coordinator
    - Inventory Control Clerk

## Central Utilities

- Director, Utilities
  - Superintendent, Electrical Distribution
    - Fire/Burglar Protection Specialist
    - Generator Mechanic
    - Utility Locator Technician
  - Superintendent, Utilities
    - Accounting Data Specialist I
    - HVAC Supervisor (2)
      - Test & Balance Technician
      - HVAC Mechanic III (5)
      - HVAC Mechanic II (19)
      - HVAC Mechanic I (3)

## **Safety and Environmental Compliance**

- Director, Safety & Environmental Compliance
  - Assistant Director, Safety & Environmental Compliance
  - Safety Specialist/Fire Marshal
  - Program Assistant, Safety & Environmental Compliance
  - Industrial Hygiene Specialist
  - Safety & Environmental Compliance Specialist II
  - Safety & Environmental Compliance Specialist I
  - Coordinator, Sustainability Programs
  - Safety/Compliance Training Specialist

## **In-House Construction**

- Assistant Director, Engineering, Design, & Construction
  - Manager, In-House Construction
    - Assistant Manager, Construction/Renovations
      - Estimator/Construction Superintendent, Construction Renovations
        - Drywall Finisher/Paint Supervisor
          - Drywall Finisher (Lead)
            - Drywall Finisher (6)
        - Electrical Supervisor
          - Electrician II (Lead)
            - Electrician (8)
        - Cabinet Maker (Lead)
          - Cabinetmaker (6)
          - CNC Operator (2)
        - Carpenter II (Lead)
          - Carpenter II (3)
        - Carpenter II (Lead)
          - Carpenter II (3)
        - Carpenter II (Lead)
          - Carpenter II (3)
        - Carpenter II (Lead)
          - Carpenter II (3)
          - Carpenter I
        - Carpenter II (Lead)
          - Carpenter II (3)
          - Carpenter I

## **Engineering Design and Construction**

- Associate Director, Engineering, Design, & Construction
  - Project Coordinator, Engineering, Design, & Construction
  - Facilities Project Manager IV
    - Facilities Project Manager III (2)
  - Manager, Interior Design
    - Interior Designer
  - Project Expeditor
  - Manager, In-House Construction
    - Assistant Manager, In-House Construction
    - Estimator
  - Space Planning Manager



## **Environmental Services (EVS), Moving, Recycling, Jag Tran & Fleet Services**

- Assistant Director, Facilities Services
  - Superintendent, EVS 6:00am – 2:30pm
    - Supervisor, EVS
      - EVS Aide I (14)
    - Supervisor, EVS
      - EVS Aide I (14)
    - Supervisor, EVS
      - EVS Aide I (13)
    - Supervisor, EVS
      - EVS Aide II (1)
      - EVS Aide I (14)
  - Superintendent, EVS 6:00pm – 2:30am
    - Environmental Services Supervisor
    - Environmental Services Supervisor
      - EVS Aide II (16)
  - Mover (Lead)
    - Mover (3)
  - Recycling Technician
  - Campus Supervisor
    - Bus Driver (Lead)
    - Bus Driver
    - Coordinator, Transportation
  - Diesel Mechanic
  - Lube Technician (2)

## Landscape/Grounds

- Assistant Director, Landscape/Grounds
  - Assistant Manager, Landscape/Grounds
    - Construction Crew Coordinator (2)
      - Heavy Equipment Operator II (4)
      - Heavy Equipment Operator I (2)
      - Groundskeeper II (2)
      - Groundskeeper I (3)
      - Construction Crew Technician (2)
  - Assistant Manager Grounds/Landscape
    - Irrigation Supervisor
      - Irrigation Specialist (3)
      - Heavy Equipment Operator I
    - Landscape Supervisor
      - Groundskeeper III (4)
      - Groundskeeper II (16)
      - Groundskeeper I (4)
  - Assistant Manager, Athletic Grounds
    - Athletic Field Technician II (2)
    - Athletic Field Technician I (2)
  - Groundskeeper III – Hillcrest Campus
  - Groundskeeper II – Hillcrest Campus
  - Accounting Data Specialist I
  - Grounds Equipment Mechanic
  - Storekeeper I

## Maintenance

- Assistant Director, Maintenance
  - Accounting Data Specialist
  - Superintendent, Maintenance
    - Roofing Superintendent
    - Painter (2)
    - Electrician III
      - Electrician II (2)
        - Electrician 1 (3)
    - Security Systems Technician (2)
    - Plumber II
      - Plumber (3)
    - Maintenance Mechanic II (3) General Maintenance
      - Maintenance Mechanic I General Maintenance
    - Maintenance Mechanic II (2) 3:00-11:30 Shift, General Maintenance
    - Maintenance Mechanic II – Baldwin County Campus