

UC ANR Academic Personnel Unit
Junior Specialist NEX (Non-exempt) Appointment Title Code 3329
(APM 330 – Specialist Series)

The Junior Specialist NEX (Non-exempt) title is for individuals who will engage in specialized research under the supervision of a Principal Investigator within ANR. An appointment at the Junior Specialist level is not intended to be an “entry level” appointment to the assistant, associate, or full Specialist ranks.

The maximum appointment period(s) for a Junior Specialist Non-exempt can be up to, but not to exceed, a cumulative twelve months. Term appointments shall coincide with approved funding only and self-terminate on the established end date.

- All requests for Junior Specialist appointments will be made to and reviewed by the Academic Human Resources (AHR) Unit.
- Final approval authority for appointments resides with the Vice Provost of Cooperative Extension. Appointment renewals may be granted as long as total cumulative time does not exceed 12 months.
- Temporary appointments for 1-year or less do not require a search or a search waiver.
- Appointments may be made with or without salary.
- Approved salary is in accordance with the Step 1, fiscal-year Salary Table 24. Off-scale salaries shall not be applied.
- If a potential appointee shall require a visa for employment purposes, it will take approximately 3-4 months to process a visa application through the UCD Services for International Students and Scholars (SISS) Office. As a result, adequate advance notice is required to start an appointment. For any international appointee questions, please contact Karen Ellsworth.
- Appointees may accrue sick leave credit and vacation credit in accordance with University policy and ANR procedures.

- Appointees are not eligible for sabbatical leave privileges or Principal Investigator (PI) status.
- Appointments cannot involuntarily be reduced in time or terminated early without a **90-day** written notice to the appointee. These actions are subject to ANR layoff procedures and University policy and must be reviewed by the AHR Unit prior to issuing a notice.
- The Junior Specialist NEX (Non-exempt) appointment request shall be reviewed by ANR Labor Relations Coordinator, Robert Martinez, if the appointee is currently employed in an ANR staff position.

APPOINTMENT CRITERIA

- Individuals appointed to this title must have earned at least a bachelor's degree.
- Individuals must possess technical knowledge or experience in specialized area of research.
- The hiring unit must demonstrate a need for prospective appointee's expertise in their ANR unit.

Frequently Asked Questions:

Will these appointments have merits?

No. Appointments are only for one year or less.

What is the criteria for establishing an appointment at a Junior Specialist NEX, Step 1 vs. Step 2?

Because the appointment to this title is limited to a maximum of one year, only Step 1 is allowed in ANR.

What is the Junior Specialist NEX, Step I, salary?

The annual salary is **\$37,548** as per the authorized July 1, 2016 salary scale.

Are these appointments limited to graduate students or individuals without a Ph.D.?

These appointments are open to individuals who have earned at least a Bachelor's degree.

Should the request include a verification of funds statement?

Yes, the AHR unit will seek the confirmation of available funding from the ANR Business Operations Center (BOC-K or BOC-D) office or Contracts and Grants Unit, as appropriate.

Which ANR administrative unit will manage and track the Junior Specialist appointments?

The AHR Unit will oversee the appointments.

Who should prepare the offer letter?

The Principal Investigator (PI) shall prepare and attach a draft offer letter to the appointment request. After receiving appointment approval, the PI shall provide a finalized copy of the offer letter to the appointee for review and signature.

When should a PI submit an appointment request?

Requests shall be submitted at least sixty (60) days prior to the effective date of the proposed appointment.

What steps should be taken if an international visiting scholar is the prospective appointee?

The requestor should immediately contact AHR regarding the appointment of an international visiting scholar. Such requests may take as much as three (3) to four (4) months or more to process.

Can a PI request an extension for an appointment initially approved for less than twelve months?

Renewals may be considered as long as justification for the extension is provided, funding is available, and the total appointment period for the appointee does not extend beyond 12 cumulative months.

How will the prospective appointee know that the requested appointment has been approved?

Prospective Appointee's supervisor will provide the prospective appointee with an appointment letter for their review and signature of acceptance. The appointment letter will inform the prospective appointee of the following appointment working conditions:

1. Payroll title and title code
2. Duration – start and end dates
3. Appointment type
4. Appointment percentage
5. Supervisor
6. Work location(s)

7. Annual, monthly and hourly rate of pay, if any
8. Entitlement to health and welfare, leave, retirement, applicable web sites
9. US federal and state tax information
10. Non-immigrant worker status information
11. Work environment details such as smoking/non-smoking regulation: "As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), are strictly prohibited."