



## Professional Level as defined by the Colorado Division of Human Resources

### PROFESSIONAL & SUPERVISORY (H)

**DEFINITION:** These occupations perform professional and/or supervisory work concerned with the creative and conceptual application of theoretical and practical aspects of such fields as teaching, child care and education, life sciences, social sciences, law, art and entertainment, business, accounting, auditing, finance, investment, budgeting, physical, engineering, architecture, pharmacy, psychology, public health, rehabilitation, or veterinary medicine with decision making related to subject matter, duties, and consequence of action. Necessary knowledge is generally gained through completion of a specific baccalaureate degree, specialized on-the-job training in addition to a liberal arts college degree, or equivalent specialized experience. These occupations perform specialized work as a direct extension of the profession by applying theories and principles of the professional area. Included are supervisors and operating managers. Licensure, certification, credential, or endorsement may be required, or as prescribed by statute.

Colorado revised statute (C.R.S.) 24-50-135(1) allows colleges to exempt positions from the State Personnel Classified System that are determined to be professional level work. Permanent Classified employees at Pikes Peak Community College may transition to exempt Administrators, Professional, and Technical (APT) positions *when* they meet the specific guidelines contained in this procedure.

#### Professional Level Experience

A position that involves the exercise of discretion, analytical skill, judgment, personal accountability, and responsibility for creating, developing, integrating, applying, or sharing an organized body of knowledge that characteristically is:

- (a) Acquired through education or training that meets the requirements for a bachelor's or graduate degree **AND**
- (b) Continuously studied to explore, extend, and use additional discoveries, interpretations, and applications and to improve data, materials, equipment, applications, and methods.

The Colorado Division of Human Resources determines which State Classified positions are designated with professional level experience. Positions such as Student Services Specialist I or higher is an example of a Classified professional level position.

Classified Position	Classified Education & Experience Required for Professional Level	Administrator, Professional, Technical (APT) Education & Experience Required for Professional Level
Student Services Specialist I	Bachelor's degree from an accredited institution in a field of study related to the work assignment.	Bachelor's degree from a regionally accredited institution <b>OR</b> Associate's degree with two years of professional level experience performing similar duties to those described for this position <b>OR</b> four years of professional level experience performing similar duties to those described for this position.
Student Services Specialist II	Bachelor's degree from an accredited institution in a field of study related to the work assignment <b>AND</b> one year of professional level experience in an occupational field related to the work assigned to the position.	