

Librarian and Archivists

Job Code Configuration on HR Information System

Employee Type indicator (2 char)	Rank (2 char)	Role indicator (2 char)
LA-Member LX-Non-Member	01-Senior 02-Associate 03-Assistant 04-General	01-99; used to distinguish on roles as needed; for now only distinction is 1 st Digit: 0 – no academic activity; 1 – is academic activity 2 nd Digit: 1- Records Archivist or 2 Professional Librarian

Employee Type	Rank	Role	Title
LA	04	01	General Record Archivist
LA	03	01	Assistant Record Archivist
LA	02	01	Associate Record Archivist
LA	01	01	Senior Record Archivist
LA	04	11	General Academic Archivist
LA	03	11	Assistant Academic Archivist
LA	02	11	Associate Academic Archivist
LA	01	11	Senior Academic Archivist
LX	04	01	Record Archivist-Non-Member
LA	04	02	General Professional Librarian
LA	03	02	Assistant Professional Librarian
LA	02	02	Associate Professional Librarian
LA	01	02	Senior Professional Librarian
LX	04	02	General Professional Librarian-Non-Member
LA	04	12	General Academic Librarian
LA	03	12	Assistant Academic Librarian
LA	02	12	Associate Academic Librarian
LA	01	12	Senior Academic Librarian

Emeritus/a Job Codes

Librarian Emeritus = LRL1

Librarian Emerita = LRL2

Archivist Emeritus = LRA1

Archivist Emerita = LRA2