I. Education, Technical or Specialized Knowledge

II. Experience

III. Complexity of Duties

IV. Supervisory Responsibility

V. Supervision Necessary

VI. Responsibility for Accuracy

VII. Budget Responsibility

VIII. Responsibility for Confidentiality

IX. Responsibility for Contacts

X. Work Pace/ Pressure

XI. Working Conditions and Disagreeableness

XII. Mental or Visual Demands

XIII. Physical Demands
I. EDUCATION, TECHNICAL OR SPECIALIZED KNOWLEDGE

This factor considers the basic knowledge requirements in terms of formal education, information and mental development necessary to perform a job satisfactorily, however acquired, in school; short courses; independent study; or on-the-job training. It includes specialized technical training for licensure or certification.

1<sup>st</sup> Degree

Requires the ability to use simple arithmetic (add, subtract, multiply and divide, decimals and fractions); operate calculators; use CRT to obtain information; check, proof, post, and file; have knowledge of standard practices and procedures, including clerical routines. Equivalent to a high school diploma.

2<sup>nd</sup> Degree

Requires the ability to read and understand written instructions, standard practices and procedures; some knowledge of a specialized field or process; knowledge of typing, transcribing, bookkeeping or accounting; office routines; operate CRT, word processing, adding and calculating and related machines. Equivalent to four years of high school, background in a specialized or technical field.

3<sup>rd</sup> Degree

Requires knowledge of a general or technical field such as accounting, auditing, banking, investments, administration or management, data processing, printing and publishing, advertising, paralegal, or other discipline. Equivalent to two years of college or an Associates Degree.

4<sup>th</sup> Degree

Requires the basic knowledge or training in a professional, specialized or technical discipline in accounting, auditing, business administration or management, computer science, marketing research, economics, public administration, or other related arts and sciences. Equivalent to a Bachelor’s Degree.
5th Degree

Requires a broad knowledge of advanced and technically specialized field, advanced research, and formal schooling beyond the bachelors level. Equivalent to a Master’s Degree, LL.B. or technically qualified (CPA, etc.) and licensure.

II. EXPERIENCE

This factor evaluates the time usually required for a person to acquire the necessary ability to do a job under normal supervision. Qualifying experience may have been acquired on a related work or lower level jobs, either within present or former employment.

1st Degree – No experience

Entry position, experience ranges from no experience beyond educational requirements to limited experience sufficient to be immediately productive in a position.

2nd Degree – 1 through 3 years experience

Related or direct experience necessary to become familiar with requirements of a position and to perform duties with minimal supervision.

3rd Degree – 4 through 6 years experience

Level 1 – General experience normally associated with a broad exposure and background in several areas coupled with a background in a number of interrelated functions.

Level 2 – Specialized experience with concentrated work experience in a specialized field in order to apply the theories and principles of a specialty.

4th Degree – Over 7 years experience

Level 1 – Multi-Function experience sufficient to understand the inter relationship of functions in order to supervise an activity comprising separate and unique functions.

Level 2 – Multi-Function depth experience required to direct the work efforts of others who have multi-function responsibilities.
Level 3 – *Chief administrative experience* with vast versatile experience in several fields sufficient to direct and entire educational business effort.

III. COMPLEXITY OF DUTIES

This factor evaluates the complexities of the duties in terms of the degree of independent action; the extent to which the duties are standardized; the exercise of the judgment; the type of decisions the job requires; and the exercise of discretion, resourcefulness, or creative effort in devising methods, procedures, products, scientific applications, etc.

1st Degree – Little Judgment
Understand and follow simple instructions and use simple equipment involving few decisions.

2nd Degree – Some Judgment
Perform repetitive or routine duties working from detailed instructions and under standard procedures. Requires making minor decisions.

3rd Degree – Simple Analytical Judgment
Plan and perform diversified duties requiring an extensive knowledge of a particular field and the use of a wide range of procedures. Involves the exercise of judgement in the analysis of facts or conditions regarding individual problems or transactions to determine what action should be taken within the specifications of standard practice.

4th Degree – Complex Analytical Judgment
Plan and perform a wide variety of duties requiring general knowledge of College policies and procedures applicable within area or responsibilities, and including their application to cases not previously covered. Requires considerable judgement to work independently toward general results, devising methods, modifying or adapting standard procedures to meet different conditions, making decisions based on precedent and College policies.
5th Degree – Advanced Analytical Judgment
Plan and perform difficult work where only general methods are available. Involves highly technical or involved projects presenting new or constantly changing problems. Requires outstanding judgment and initiative in dealing with complex factors not easily evaluated, also making of decisions for which there is little precedent.

6th Degree – Advanced Judgement
Plan and perform complex work which involves new or constantly changing problems where there is little accepted method of procedure. Involves participation in the formulation and carrying out of College policies, objectives and programs for major divisions or functions. Considerable ingenuity and exceptional judgment required to deal with factors not easily evaluated, interpret results and make decisions carrying a great deal of responsibility. Direct and coordinate the work of subordinate supervision in order to attain objectives.

IV. SUPERVISORY RESPONSIBILITY

This factor measures the position’s requirements for directing the efforts of others either personally or through the subordinate managers/supervisors. It also measures the extent to which the job requires training, organizing work, making plans and schedules, and setting overall goals for a work group.

1st Degree
Provides training and problem-solving assistance for one to four students or less experienced employees. May assist with checking work.

2nd Degree
Provides training and problem-solving assistance for five to fourteen students or less experienced employees. May assist with checking work.
3rd Degree
Directly supervises, guides, schedules and checks the work of others, provides training and problem-solving assistance. Supervision of one full time person, one half time person or 15 or more students.

4th Degree
Position requires the supervision of others (more than one full time person) including hiring, reviewing performance, recommending salary increases, promotions and discharges.

5th Degree
Position requires the supervision of others through subordinate managers and/or is held accountable for the results of two or more areas or departments.

V. SUPERVISION NECESSARY

This factor evaluates the extent and closeness of supervision required and received in which the immediate supervisor outlines the methods to be followed, the results to be obtained, and the frequency with which work progress is checked. Proximity or immediate availability of supervision should also be considered.

1st Degree – Close Supervision
Close supervision available for simple, repetitive duties.

2nd Degree – Direct Supervision
Requires general supervision, under standard parctices, enabling employee to operate alone on routine work, checking with supervisor when in doubt.

3rd Degree – Occasional Supervision
Requires occasional supervision while working toward a definite objective using a wide range of procedures. Plans and arranges own work, only referring unusual matters to supervisor.
4th Degree – General Supervision

Requires only general directions, working from broad policies and on general objectives. Refer specific matters to superior only when interpretation of college policies is deemed necessary.

5th Degree – Administrative Direction Only

Requires administrative direction; sets up own standard of performance, limited only by College policies and budgets; direct responsibility for final results.

VI. RESPONSIBILITY FOR ACCURACY

This factor considers the position’s responsibility for accurate; chance and consequences of error; thoroughness required in performing tasks including the influence on matters such as avoiding loss of time, financial losses, or damage to equipment.

1st Degree

Accuracy is important to avoid errors resulting in loss of time; financial loss; damage to the College, employee, or public relations; or equipment. Errors can easily and quickly be detected, usually by incumbent.

2nd Degree

Accuracy is important to avoid errors resulting in financial loss; damage to the College, employee, public relations; or equipment. Errors may be detected by incumbent or in succeeding procedures or steps.

3rd Degree

Accuracy is important as errors may result in considerable financial loss; damage the College, employee, public relations; or equipment. Work not usually checked by others. Is
accountable for activities where errors in judgement, decisions and recommendations, may result in financial loss the College or affect internal operations.

4th Degree
Accuracy is extremely important as errors in advice, suggestions, recommendations or judgement cold have substantial or damaging effect on College operations. Responsibility is entrusted to the incumbent.

5th Degree
Responsible for a major function having a significant impact on operations, purchasing, budgets, finances and inventory. May have a continuing influence on future operations of the College.

VII. BUDGET RESPONSIBILITY

This factor appraises the level of responsibility of the position and the extent that it effects, controls and determines all aspects of the College budget.

Budget Responsibility: Complexity

1st Degree
No Responsibility for monitoring or developing a budget. May submit purchase orders or make recommendations in budget development. No signature authority.

2nd Degree
Responsible for monitoring a budget allocation and purchasing supplies, equipment and services, within defined parameters. No signature authority except delegated by supervisor who has limited discretion.
3rd Degree
Responsible for monitoring a budget allocation and purchasing supplies, equipment, and services within defined parameters. No signature authority except as in the 2nd Degree, but has responsibility for establishing expenditure controls. Subordinates are involved in procurement. Significant role in budget development.

4th Degree
Signature Authority; discretionary use of limited funds, budget predominately for classified staff; or has delegated authority from supervisor, has signatory authority as in the 6th or 7th Degree.

5th Degree
As in 4th degree, but requires a significant role in revenue budget development.

6th Degree
 Signature authority; complex budget involvement of multiple funds and/or funding sources.

7th Degree
Signature authority; responsible for managing College financial affairs and/or has significant responsibility for determining allocation priorities.

Budget Responsibility: Size (Signatories)

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VIII. RESPONSIBILITY FOR CONFIDENTIALITY

This factor considers the position’s responsibility for confidentiality; measure of integrity and
discretion; thoroughness required in performing tasks; including the influence on matters such as
handling public, employee and student relations and damage to the College. This factor is not
intended to measure basic honesty, but implies responsibility for regular work with confidential
data.

1st Degree
Probable damage to the College, public, employee or student relations is negligible.

2nd Degree
Regularly has access to information where College confidentiality is important. Mishandleing
of this responsibility could cause some damage to the College, public, employee or student
relations.

3rd Degree
Regularly does work where College confidentiality, employee or student relations is very
important. Mishandling of this responsibility could be very serious and result in considerable
damage to the College, public, employee or student relations.

4th Degree
Regularly does work where college confidentiality, operation, employee or student relations
are extremely important; is accountable for activities where confidential and sensitive
information is entrusted to the incumbent and errors in judgment could have a substantial and
damaging effect on College, public, employee or student relations.

5th Degree
Responsible for major function having a significant impact on College, employee, public or
student relations. Has access to confidential and sensitive information that is entrusted to the
incumbent.
IX. RESPONSIBILITY FOR CONTACTS

This factor measures the tact, cooperation, skill in presenting facts, persuasiveness and ability to inspire confidence required in dealing with or influencing other people either within or outside the College. Consider the frequency and importance of associations with others and their possible impact on College, employee, student, and public relations.

1st Degree
Requires little or no contact except with immediate associates and own superior.

2nd Degree
Requires contacts within the division/department on routine matters, routine and non-routine contacts with other divisions/departments outside own or with public, supplying or seeking information, where ordinary tact and courtesy are needed.

3rd Degree
Requires routine and non-routine contacts with subordinates and other division/department; contacts with employees, students, public and others; supplying or seeking information; handling reports and records; or providing services. Primary responsibility rests with supervisors, managers, directors, administrators, or officers.

4th Degree
Requires both inside and outside contacts of a non-routine nature; may require a high degree of tact, diplomacy, and judgment to influence or persuade individuals; whether employees, public, students, or persons in a wide variety of positions to get results. Improper handling could adversely affect College administration, objectives, or goals; or could result in civil law suits.
5th Degree

Requires contacts, inside and outside, at all organization levels; involves considerable tact, discretion, persuasion, strategy and/or timing to obtain willing action and consent. These usually involve difficult administrative problems or may be political in nature.

X. WORK PACE/PRESSURE

This factor appraises the work pace and pressure connected with or possible in the job, which cause considerable stress in terms of; deadlines; changes in task priority; and pressures that contribute to planning, organizing, and changing work activities.

1st Degree

Has regular daily assignments, routines rarely change; very little stress connected with job.

2nd Degree

Has some variation in daily assignment, and some change in work pace several times a month, has some stress and/or pressure with work.

3rd Degree

Has frequent variations in daily assignments and priorities, and changes in work pace which may occur daily resulting in some pressure and stress on the job.

4th Degree

Has regular variations in job tasks, assignments, and priorities; has interruptions, irregularities and work pace changes occurring regularly; that may result in considerable pressure and stress on the job.
5th Degree
Tasks and priorities may change on a moment’s notice or situation; interruptions and irregularities may occur hourly or daily; requiring changes in work pace and resulting in intense pressure and stress to meet objectives, goals, and deadlines.

XI. WORKING CONDITIONS AND DISAGREEABLENESS

This factor considers the surroundings or physical conditions under which the job must be performed and the extent to which those conditions make the job disagreeable. Consider the exposure to dust, dirt, heat, fumes, cold, wet, odors, noise, or other disagreeable elements, including ventilations and long or unusual working hours. Variations among offices with respect to ventilation or heating and cooling which could or should be corrected the College Physical Plant Office are not measured by this factor.

1st Degree
Usual office working conditions, not normally exposed to disagreeable elements.

2nd Degree
Good working conditions with minor features which disturb the physical and mental well being of the employee, such as night activities and functions; disagreeable appearance of the work place; poor ventelation; uneven temperture; or slight possibility of damage to clothing. May occasionally travel about geographical area in all types of weather.

3rd Degree
Somewhat disagreeable working conditions due to one or more of the elements listed above, but where these elements are not continuous. May spend one quarter or more of time outside the office working, traveling, driving, or with outside activities in all types of weather and driving conditions.
4th Degree
General exposure to several disagreeable elements, or one which is particularly disagreeable. May spend one-half or more of time outside office working, traveling, driving, or with outside activities in all types of weather or driving conditions.

5th Degree
Continuous exposure to several extremely disagreeable elements. May spend three-quarters or more time outside the office working, traveling, driving, or with outside activities in all types of weather or driving conditions.

XII. MENTAL OR VISUAL DEMANDS

This factor considers the amount of mental attention and concentration required on the job; alertness, variety of work handled, amount of planning, inspecting, and coordination necessary to perform the work. This factor measures the intensity and continuity of work rather than complexity of work.

1st Degree
Normal mental and visual attention is required. Minimum mental concentration on largely repetitive operations where routine is closely defined and tasks or duties are easily learned.

2nd Degree
Normal mental and close visual attention is required. Light mental concentration on largely repetitive operations where continuity is occasionally interrupted. Encounters some irregularities and difficulties, but these are fairly infrequent or minor in detail. May have some opportunity to alter work routines, devise short cuts and more efficient ways to accomplish goals.
3rd Degree
Close mental and visual attention is required. Work involves to irregularities and difficulties. Has both repetitive and varied tasks to perform. Must apply various College policies and procedures while giving continuous general attention. Goals are generally immediate and given to achieve.

4th Degree
Continuous mental and visual attention is required. Must plan and lay out complex work; works under some pressure; at times has interruptions and difficulties under distracting conditions; requires constant alertness and considerable mental concentration; tasks are both difficult and highly varied; irregularities are common. Goals may be immediate or remote.

5th Degree
High degree of concentration is required with continuous kmental and visual attention; works under pressure. Work involves planning and laying out all the phases of ordinary or complicated and entire tasks; duties varied, both administrative and technical; numerou irregularities are encountered. Requires highly original innovations and solutions to solve complicated problems, and visualize long-range goals.

XIII. PHYSICAL DEMANDS

This factor considers the amount and continuity of physical effort required and evaluates the actual energy and abilities demanded to lifting, walking, standing, stooping, bending, straining and exerting activities; Also the physical coordination such as dexterity, eye-hand-foot control movement with what the eye sees; or fatigue due to the intensity and continuity of work.

1st Degree
Light tasks requiring a minimum of tireing physical effort. Performance of work requires sitting and intermittent standing, walking, stooping and bending.
2\textsuperscript{nd} Degree

Ordinary physical exertion; light physical effort such as sitting, standing and walking while performing work for sustained periods. skill, adeptness and speed in finger-hand-arm coordination such as operating office equipment; working at a computer keyboard; or performing repetitive operations resulting in some fatigue. Small amount of lifting or carrying at various times during the year.

3\textsuperscript{rd} Degree

Almost constant or repetitive work of a mechanical or machine nature. almost continuous sitting, walking, or standing; may require occasional difficult working positions. Some lifting and carrying of small to large items up to 50#-60# occasionally. Considerable skill, adeptness and speed in finger-hand-arm coordination is necessary.

4\textsuperscript{th} Degree

Considerable physical effort required in working with average or heavy weight objects, materials and supplies which necessitates a continuity of effort. Continuous operation of office machines resulting in considerable fatigue.

5\textsuperscript{th} Degree

Continuous physical effort standing, walking, or working in difficult positions. Working with average to heavy weight equipment, materials and supplies.