

CLASSIFICATION RATING FACTORS

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PHYSICAL ENVIRONMENT

This factor measures the totality of the surroundings and/or circumstances under which the job must be performed, the degree of difficulty which this imposes, and their representative or exceptional nature.

BASIC KNOWLEDGE, TRAINING AND EDUCATION

This factor measures the basic knowledge or “scholastic content” however it may have been acquired, essential as background or training to perform the job.

PROBLEM SOLVING SKILLS AND EFFORT

This factor measures the type and range of problem solving which the position consistently requires.

PHYSICAL SKILLS AND EFFORT

This factor measures the degree of physical effort or exertion required in the performance of essential work functions under regular conditions.

EXPERIENCE

Experience measures the length of time usually or typically required for the position, with the specified “basic knowledge, training and education,” to perform the essential work functions effectively under normal supervision.

INTERACTIONS WITH OTHERS/CUSTOMER SERVICE

This factor measures the relative level of human interaction and the responsibility which goes with the job for meeting, dealing with, and influencing other persons.

CONFIDENTIALITY

This factor measures the discretion and integrity required by those positions which have access to privileged information handled or obtained in the normal performance of duties.

OCCUPATIONAL RISKS

This factor measures the relative degree of exposure to hazards which might cause injury on the job.

COMPLEXITY

This factor considers how difficult it is to perform the essential functions of the job. Jobs are made more difficult by the range and diversity of the assignment of duties, various uses of information technology, the specificity and relevance of guidelines for performing the work, and the nature or thinking challenge required to accomplish the work.

SUPERVISION RECEIVED

This factor evaluates the nature of the instructions, direction, control and/or monitoring which a position receives.

SUPERVISION GIVEN

In rating supervision given, a number of factors are considered: (1) type of supervision; (2) accountability; (3) responsibility for personnel actions; (4) budget development and control through subordinates.

SUPERVISION SCOPE

This factor is used to evaluate the extent, breadth and depth of direction, monitoring and review given.

JUDGEMENT AND INITIATIVE

This factor measures the degree of independent action required by the position and the extent to which duties are dictated by standard practice or the exercise of judgement.

ACCOUNTABILITY

In every position there inherently exists the possibility of error, whether through omission, commission, or direction. In rating this factor, the following is considered: the likelihood of errors; the possibility of error detection; and the probable effect of errors based on the degree to which the work is checked, either by the procedures themselves, by supervision, or by succeeding operations.