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## JOB FACTORS

### MANAGEMENT

Please read the responses below and pick the **one closest match** to your level of management in the organization.

- |  |  |
|--|--|
| Responsible for managing assigned work under direction of a supervisor.  | <input type="checkbox"/> Closest Match |
| Responsible for managing assigned work with little intervention or input needed from supervisor.   | <input type="checkbox"/> Closest Match |
| Responsible for supervising employees in a single work unit, team, or project.   | <input type="checkbox"/> Closest Match |
| Responsible for supervising/managing employees in multiple work units, teams, or projects.   | <input type="checkbox"/> Closest Match |
| Responsible for managing all or nearly all employees in a single department or business function, either directly or indirectly.               | <input type="checkbox"/> Closest Match |
| Responsible for managing all or nearly all employees across multiple departments and the associated operations, either directly or indirectly. | <input type="checkbox"/> Closest Match |

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

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## PROCESSES

Please read the responses below and pick the **one closest match** to the processes you experience in your job.

- |   |  |
|---|--|
| Responsible for performing tasks using established, often hands-on methods.   | <input type="checkbox"/> Closest Match |
| Responsible for performing tasks using specialized technical or professional tools, machinery, procedures, or methods.  | <input type="checkbox"/> Closest Match |
| Responsible for overseeing, managing, and ensuring the efficiency and effectiveness of manual processes, providing feedback and direction to those executing the tasks.                                       | <input type="checkbox"/> Closest Match |
| Responsible for overseeing, managing, and ensuring the efficiency and effectiveness of specialized technical or professional processes, providing feedback and direction to those using the tools or methods. | <input type="checkbox"/> Closest Match |
| Responsible for overseeing, managing, and ensuring the efficiency and effectiveness of processes within a single department or business function.   | <input type="checkbox"/> Closest Match |
| Responsible for overseeing, managing, and aligning processes that reach the entire organization, ensuring that they support organizational strategy, objectives, and operations.                              | <input type="checkbox"/> Closest Match |

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## RESOURCES

Please read the responses below and pick the **one closest match** to the resources of your job.

Utilizes given financial and technical resources for tasks.

☐ Closest Match

Monitors and reports on resource usage, manages account payments/receipts, and answers questions on resource utilization.

☐ Closest Match

Oversees the use of finance and accounting systems, audits resource use, resolves complex human resource management issues, and/or advises on technological systems to meet major organizational needs.

☐ Closest Match

Plans and budgets for business operations, utilizes financial controls and risk management practices to inform business decisions, and/or designs and acquires major technological systems.

☐ Closest Match

Ensures compliance with financial policies, reviews resource measures and performance indicators, manages resources in different business functions, determines staffing needs, and/or ensures tech availability.

☐ Closest Match

Oversees organizational resource allocation and reviews key resource measures and performance indicators.

☐ Closest Match

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

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## TECHNOLOGY

Please read the responses below and pick the **one closest match** to the technology of your job.

Handles or uses machines, tools, equipment, or software requiring brief instruction or experience. ☐ Closest Match

Handles or uses machines, tools, equipment, or software requiring moderate instruction and experience. ☐ Closest Match

Operates or repairs complex machinery, equipment, or software that requires extended training and experience. ☐ Closest Match

Sets guidelines and processes for using, testing, and fixing advanced machinery, equipment, or software which require extensive training and experience. ☐ Closest Match

Establishes policy for the acquisition, installation, testing, operation, maintenance and repair of complex machinery, equipment, or systems. ☐ Closest Match

Plans and initiates long-term projects, secures funding, and allocates resources for capital improvements, significant construction projects, major equipment, and new tech systems to support the organization's goals. ☐ Closest Match

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

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## ERRORS AND RISK

Please read the responses below and pick the **one closest match** to types of errors and risk present in your position.

Errors may cause operating delays related to own work that are corrected with minimal financial and legal implications. ☐ Closest Match

Errors may cause operating delays for own work as well as others that are corrected with minimal financial and legal implications. ☐ Closest Match

Errors may cause operating difficulties for internal or external customers; financial or legal implications may exist to some degree. ☐ Closest Match

Errors may result in loss of property or human life due to the nature of the working environment or crisis situations. ☐ Closest Match

Errors may cause operating difficulties or diminished organizational effectiveness resulting in a situation that is very difficult to correct and creating serious financial or legal implications. ☐ Closest Match

Errors may create operating difficulties where work must be redone or create far reaching financial and legal consequences that are damaging to the community. ☐ Closest Match

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

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## KNOWLEDGE AND EXPERIENCE

Please read the responses below and pick the **one closest match** to types of knowledge and experience present in your position.

Job requires knowledge of basic or routine tasks and procedures that may require on-the-job training. ☐ Closest Match

Job requires knowledge of a specific skill or area of specialty that requires two years or less of specialized training. ☐ Closest Match

Job requires knowledge gained through technical or specialized education or training resulting in certification or degree. ☐ Closest Match

Job requires knowledge gained through extensive formal education and in many cases, certification from a regulatory organization. ☐ Closest Match

Job requires knowledge gained through extensive formal education and experience; expectation to identify, prioritize, and address departmental or organizational needs under conditions of uncertainty, often without clear instructions. ☐ Closest Match

Job requires knowledge of formulating and implementing organizational policy, maximizing available resources, strategic planning, and directing the major functions of the organization. ☐ Closest Match

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

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