
JOB FACTORS

MANAGEMENT

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

- | | |
|--|--|
| Completes assigned tasks under direct supervision. | <input type="checkbox"/> Closest Match |
| Completes assigned tasks with minimal supervision. | <input type="checkbox"/> Closest Match |
| Supervises or manages staff within a single team, unit, or project. | <input type="checkbox"/> Closest Match |
| Supervises or manages staff across multiple teams, units, or projects. | <input type="checkbox"/> Closest Match |
| Manages most or all employees within one department or functional area, either directly or indirectly. | <input type="checkbox"/> Closest Match |
| Manages most or all employees across multiple departments or functions, 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.



PROCESSES

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

- | | |
|--|--|
| Performs tasks following simple, established methods or instructions. | <input type="checkbox"/> Closest Match |
| Performs tasks using specialized tools, equipment, or procedures that require training. | <input type="checkbox"/> Closest Match |
| Oversees manual work processes, ensuring efficiency and providing direction and feedback. | <input type="checkbox"/> Closest Match |
| Oversees specialized technical or professional processes, ensuring quality and offering guidance to staff. | <input type="checkbox"/> Closest Match |
| Manages processes within a single department or functional area to ensure smooth operations. | <input type="checkbox"/> Closest Match |
| Oversees and aligns processes across the organization to support strategic goals 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.

Uses assigned financial and technical resources to complete work tasks.

☐ Closest Match

Monitors and reports the use of financial, material, or technical resources; processes invoices or payments; and/or responds to questions related to budgets, supplies, or equipment.

☐ Closest Match

Manages financial systems; reviews and audits the use of funds, materials, and equipment; resolves complex staffing or HR-related issues; and/or provides guidance on technology and infrastructure needs.

☐ Closest Match

Develops budgets; implements financial controls; manages organizational risk; and/or recommends and acquires essential systems such as finance, HR, or operational software and technology.

☐ Closest Match

Ensures compliance with financial guidelines; reviews data related resource usage in order to determine how well the organization or department is performing; oversees finances, staff, tools, or equipment across multiple departments; determines staffing needs; and/or ensures appropriate technology is available.

☐ Closest Match

Oversees how resources such as funding, staffing, and equipment are distributed across the organization and reviews key data to evaluate their effective use.

☐ Closest Match

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TECHNOLOGY

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

- | | |
|---|--|
| Operates basic tools, machines, or software that require limited training. | <input type="checkbox"/> Closest Match |
| Operates equipment, tools, or software that requires moderate training and experience. | <input type="checkbox"/> Closest Match |
| Operates or repairs complex tools, machines, or software that requires advanced training. | <input type="checkbox"/> Closest Match |
| Develops procedures for the use and maintenance of advanced tools, equipment, or software. | <input type="checkbox"/> Closest Match |
| Develops policies for acquiring, installing, and maintaining complex systems and equipment. | <input type="checkbox"/> Closest Match |
| Plans and initiates long-term projects, secures funding, and assigns resources for major improvements such as construction, large equipment purchases, and/or new technology systems. | <input type="checkbox"/> Closest Match |

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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 minor delays in one's own work, with minimal financial or legal impact. | <input type="checkbox"/> Closest Match |
| Errors may cause delays in one's own work and the work of others, but with minimal financial or legal impact. | <input type="checkbox"/> Closest Match |
| Errors may impact internal or external customers and result in some financial or legal consequences. | <input type="checkbox"/> Closest Match |
| Errors may lead to significant property damage or loss of human life due to high-risk environments or crisis situations. | <input type="checkbox"/> Closest Match |
| Errors may disrupt operations, be difficult to correct, and carry major financial or legal consequences. | <input type="checkbox"/> Closest Match |
| Errors may cause significant operational and reputational harm with widespread financial or legal consequences. | <input type="checkbox"/> Closest Match |

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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.

- | | |
|---|--|
| Position requires basic knowledge of tasks and procedures, often learned on the job. | <input type="checkbox"/> Closest Match |
| Position requires specific knowledge or skills that requires up to two years of specialized training. | <input type="checkbox"/> Closest Match |
| Position requires technical or specialized knowledge, typically gained through a certification or degree program. | <input type="checkbox"/> Closest Match |
| Position requires advanced knowledge gained through extensive formal education and, in many cases, professional certification from a regulatory organization. | <input type="checkbox"/> Closest Match |
| Position requires advanced knowledge gained through extensive formal education and significant related experience in order to assess needs, solve complex problems, and make independent decisions. | <input type="checkbox"/> Closest Match |
| Position requires executive-level knowledge and experience with developing and implementing organizational policy, leading strategic planning, allocating resources, and overseeing major organizational functions. | <input type="checkbox"/> Closest Match |

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