
Job Assessment Tool ©

SECTION 3.0 JOB FACTORS

LEADERSHIP

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

I follow specific directions provided by my supervisor and receive feedback on what I do. ☐ Closest Match

I have procedures to follow for my work and my supervisor checks my work often. ☐ Closest Match

I have guidelines for my work, but I determine the approach for doing the work. My supervisor focuses on the outcomes of my work. ☐ Closest Match

I work from a general outline of duties and responsibilities. Other employees assist me in completing our work. ☐ Closest Match

I oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units. ☐ Closest Match

I organize work around broad organizational goals and processes. My supervisor oversees my activities through regular meetings. ☐ Closest Match

I oversee, plan, and implement major programs and services for the organization. I report on my progress to the organization's executive team. ☐ Closest Match

I determine strategy as well as long range goals for the organization. I design processes, allocate resources, and report to elected officials or the public. ☐ 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.



WORKING CONDITIONS

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

- | | |
|--|--|
| I work in a relatively safe, secure, and stable work environment. | <input type="checkbox"/> Closest Match |
| I work in a safe and secure work environment that may periodically have unpredicted requirements or demands. | <input type="checkbox"/> Closest Match |
| I work in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs. | <input type="checkbox"/> Closest Match |
| I work in an environment with heavy equipment and machinery that could result in bodily harm to my co-workers or others. | <input type="checkbox"/> Closest Match |
| I deal with crisis situations that require me to make major decisions involving people, resources, and property. | <input type="checkbox"/> Closest Match |
| I spend part of my time working in an environment where errors on my part can lead to significant physical or mental consequences for me or others. | <input type="checkbox"/> Closest Match |
| I spend most of my time working in a physically threatening environment that requires me to make life and death decisions for me and others. | <input type="checkbox"/> Closest Match |
| I regularly make decisions that could lead to major community or organizational consequences if I fail to make the appropriate decision at the time. | <input type="checkbox"/> Closest Match |

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COMPLEXITY

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

I perform specific clerical or manual tasks. Some of my typical responsibilities may include copying, maintaining files, or entering data OR utilizing light mechanical equipment such as a vehicle, lawn mower, or hand tool OR clean and maintain a facility.

☐ Closest Match

I perform work that necessitates some specialized knowledge of clerical or trades-based tasks. Some of the typical responsibilities include gathering, formatting, or visually analyzing data OR operating construction or warehouse equipment (moving vans, dump trucks, front-end loaders).

☐ Closest Match

I perform technical or trades-based work that requires a solid understanding of basic algebra and statistics OR use of heavy equipment. Some of the tasks performed include participating in data collection and detailed analysis; reporting on the accomplishment of specific departmental goals and tasks; OR operating or repairing heavy equipment (bulldozers, cranes, graders).

☐ Closest Match

I perform entry-level professional work including basic data analysis and synthesis, report creation, process performance, and regulatory or compliance activities. My work involves statistics, operations analysis, or forecasting.

☐ Closest Match

I perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.

☐ Closest Match

I perform work that encompasses advanced technical, scientific, legal, or mathematical concepts. My work directly contributes to the implementation of specific policies, programs, or initiatives of the organization.

☐ Closest Match

I oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization. I analyze and make recommendations on how to improve the operational performance of the organization.

☐ Closest Match

I develop policies, long range plans, and allocate funds. I make decisions that involve multiple priorities, limited resources, and internal and external challenges. Most of my decisions impact the organization as a whole. I report to elected or appointed officials who hold me accountable for the success of the organization.

☐ Closest Match

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DECISION MAKING

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

I perform routine or clearly defined activities under close supervision. Most of my decisions regarding my activities and priorities are made by supervisors. ☐ Closest Match

I follow specific procedures that may result in interaction with co-workers, citizens, or other individuals. I make a few decisions regarding my activities and priorities. ☐ Closest Match

I work in a responsive environment where co-workers or citizens bring problems to me for resolution. I am responsible for determining the problem and creating an individual solution for the issue. ☐ Closest Match

I make decisions that govern my activities as well as others. My decisions impact how our unit provides services and support to internal and external customers. ☐ Closest Match

I follow basic guidelines for operational activities. I make decisions that govern the activities and behaviors of staff members. My work directly impacts other workers, citizens, or both. ☐ Closest Match

I oversee numerous functions and staff. I am principally responsible for determining policies and procedures that will ensure the success of our operation. ☐ Closest Match

I am responsible for determining goals, policies, and desired outcomes for multiple units. I determine the appropriate level of resources to meet the organization's needs. ☐ Closest Match

I perform work that involves high level issues, processes, or organizational needs. My decisions impact the community at large, most of the staff, or both. I am evaluated by elected officials or senior managers based on the outcomes of my decisions. ☐ Closest Match

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RELATIONSHIPS

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

- | | |
|--|--|
| I work primarily alone. | <input type="checkbox"/> Closest Match |
| I work with less than ten co-workers who are mostly engaged in the same activities as me. | <input type="checkbox"/> Closest Match |
| I work with more than ten coworkers who mostly engage in the same activities as me. | <input type="checkbox"/> Closest Match |
| I oversee and manage more than two employees in the organization performing similar work. | <input type="checkbox"/> Closest Match |
| I oversee and manage more than two employees in the organization performing different types of work. | <input type="checkbox"/> Closest Match |
| I oversee and manage work involving multiple units. I work regularly with other managers to successfully meet the goals and objectives of our organization. | <input type="checkbox"/> Closest Match |
| I provide updates to senior managers, elected officials, or other community groups or organizations. I work regularly with other Directors or senior managers to ensure the provision of efficient and effective services. Part of my performance is tied to how well I respond to members of the community or internal peers within the organization. | <input type="checkbox"/> Closest Match |
| I interact with senior managers, citizens, and elected officials on a regular basis. My primary role in the organization is to ensure that the principles and objectives of the elected officials are implemented in an efficient and effective manner. | <input type="checkbox"/> Closest Match |

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