

Professional Level Guide

Professional matrix titles can be used anywhere in the Laboratory for individuals paid on a salary basis (exempt from overtime provisions of FLSA). Performs duties requiring learned knowledge in a specific discipline or field (e.g. Accounting, Financial analysis, Industrial Hygiene).							
Level	Professional I	Professional II	Professional III	Professional IV	Professional V	Professional VI	Team Lead (In addition to requirements for Professional IV, V or VI)
Summary	Works under supervision to provide routine services for well established functional activities. Emphasis is on daily administration, planning, and tracking.	Works under guidance to provide services for moderately complex functional activities, deliverables and problems.	Works independently to plan, coordinate, and provide a variety of services for involved and complex functional activities, deliverables and issues. This is the level at which a career stabilizes for many years.	Plans and performs complex and extensive functions where only general objectives are stated. Provides NREL-wide leadership for large, complex programs, systems, or projects. Helps establish strategic direction and makes decisions regarding approach and process.	Establishes and works toward long range goals with only consultative direction. Provides expert direction for staff for the most complex and impactful functional assignments, projects and issues.	Establishes and works toward long range goals with only consultative direction. Provides expert guidance on strategic decisions. Widely recognized as thought leader by internal and external community.	Must have Lead job profile designation. Is set up as a manager in Workday (i.e. have direct reports). Has same system rights as a regular manager (time card approval, view of compensation and performance, actions route to person for approval). Reports to Manager.
Essential Duties and Responsibilities	Develops competence by performing structured work assignments. Duties generally include collecting and evaluating data, conducting basic analysis, and preparing standard reports and presentations related to a specific field or function.	Duties generally include collecting, evaluating and conducting moderately complex analyses, and preparing reports, disclosures, presentations and recommendations related to a specific field or function.	Duties generally include collecting, evaluating and conducting complex analyses, and preparing reports, disclosures, presentations and recommendations related to a specific field or function. Plans, develops, and performs a broad range of activities to achieve responsibilities and deliverables. Acts as a resource for colleagues with less experience; may review the work of other staff members. Responsible for modifying, and improving group policies and procedures.	Duties generally include collecting, evaluating and conducting unusually complex analyses, and preparing reports, disclosures, presentations and recommendations related to a specific field or function. May lead functional teams or projects. Responsible for developing, implementing and managing Center/Office policies. Plans, designs, and implements advanced concepts, and helps establish strategic direction for assignments and projects. Acts as expert resource for staff, reviews the work of other staff members.	Duties generally include collecting, evaluating and conducting the most complex analyses, and preparing reports, disclosures, presentations and recommendations related to a specific field or function. Acts as leader on large programs/ projects. Responsible for developing, implementing and managing policies. Develops and directs activities, and provides strategic direction for assignments and projects. Acts as expert resource for staff, may direct the work of other staff members.	Responsible for the technical leadership of a major department/multiple departments across a function. Directs the application of existing principles and guides development of new policies and ideas across the functional area. Uses independent judgment to accomplish objectives.	Holds leadership role to oversee day-to-day administration of work. Handles escalated issues. Provides input on performance reviews, merit increases but does not have hire, fire decision making authority. Mentors and trains other team members. Provides coaching and work distribution, scheduling. Leads the work of others.
Knowledge	Limited use and/or application of technical principles, theories, and concepts. Limited knowledge of industry practices and standards.	General knowledge and application of technical standards, principles, theories, and techniques. Frequent application of industry concepts and principles.	Complete understanding and wide application of technical principles, theories, and concepts in the field. General knowledge of other related disciplines.	Applies extensive technical expertise and has full knowledge of other related disciplines. Contributes to the development of new concepts, techniques, and standards. Considered internal subject matter expert.	Applies advanced technical principles, theories, and concepts. Contributes to the development of new principles and concepts. Develops advanced concepts, techniques, and standards. Develops new applications based on professional principles and theories. Viewed externally as subject matter expert in field.	Applies cutting edge principles, theories, concepts, and technologies. Champions and develops innovative principles and ideas. Viewed internally and externally as subject matter expert in field. Exhibits an exceptional degree of resourcefulness, subject matter expertise, initiative, and drive. Highest levels of customer service skills.	Requires full knowledge of own area of functional responsibility.
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results may require expenditures of resources to rectify.	Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives normally have a serious effect upon the administration of the organization.	Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results cause the expenditure of large amounts of company resources.	Decisions effect the financial, employee, or public relations "health" of NREL. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization.	Erroneous decisions or recommendations would normally result in failure to reach goals crucial to significant organizational objectives and would profoundly affect the image of the organization.	Erroneous decisions or recommendations or failure to achieve results might cause delays in program schedules. Faulty decisions or recommendations, or failure to achieve results would typically result in significant expenditure of additional time, human resources and funds.

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Problem Solving	Develops solutions to routine problems of limited scope.	Provides solutions to a variety of problems of moderate scope and complexity.	Provides solutions to a wide range of difficult problems. Solutions are imaginative, thorough, practicable, and consistent with organization objectives.	Develops solutions to complex problems which require the regular use of ingenuity and creativity.	Works on unusually complex problems and provide solutions which are highly innovative and ingenious.	Works on unusually complex and sensitive problems and provides state-of-the art solutions that are highly creative. Provides solutions which are highly innovative, resourceful and sustainable. Independently develops solutions to the most complex partner engagement problems facing the organization.	Follows established practices and procedures in analyzing situations or data from which answers can be readily obtained.
Discretion	Works is closely supervised. Follows specific, detailed instructions.	Works under general supervision. Follows established procedures. Work is reviewed for soundness of technical judgment, overall adequacy and accuracy.	Works under only general direction. Independently determines and develops approach to solutions. Work is reviewed upon completion for adequacy in meeting objectives.	Work is performed without appreciable direction. Exercises considerable latitude in determining objectives of assignment. Completed work is reviewed from a relatively long- term perspective, for desired results.	Works under consultative direction toward predetermined long-range goals and objectives. Assignments are often self-initiated. Determines and pursues courses of action necessary to obtain desired results. Work is checked through consultation and agreement with others.	Works under consultative direction toward predetermined long-range targets. Determines and pursues courses of action essential in obtaining desired outcomes. Works independently to identify and resolve issues associated with the development and implementation of the program.	Monitors daily operations of a unit or sub-unit. Work is reviewed for soundness of judgment and overall quality and efficiency.
Liaison	Contacts are primarily with immediate supervisor, project leader and personnel in Group or Center/Office.	Contacts are typically with immediate Group or Center/Office with occasional external contacts.	Frequent internal company and external contacts. May represent Center/Office on functional deliverables. Provides solutions to difficult issues associated with specific projects.	Represents the organization as the primary contact on functional deliverables and projects. Interacts with senior external personnel on significant matters often requiring coordination between organizations.	Serves as NREL spokesperson on advanced functional deliverables, projects and/or initiatives. Acts as advisor to management and customers on functional issues, studies and applications.	Champions large projects that affect the organizations long-term goals and objectives. Serves as NREL spokesperson on highly advanced functional deliverables, projects and/or initiatives. Acts as a highly- trusted advisor to management, customers and DOE.	Oversees subordinates to complete assignments, generally of a single task, using established guidelines, procedures and policies. Ensures that projects are completed on schedule following established procedures and schedules. Assigns tasks and checks work at regular intervals. A portion of the time is normally spent performing individual tasks related to the unit.
Minimum Education and Experience	BS Degree.  Equivalent relevant certification, degree or experience may be substituted for education or years of experience.	2 years with BS Degree. MS Degree.  Equivalent relevant experience may be substituted for education.	5 years with BS Degree. 3 years with MS Degree. PhD JD  Equivalent relevant experience may be substituted for education.	9 years with BS Degree. 7 years with MS Degree. 4 years with PhD 4 years with JD  Equivalent relevant experience may be substituted for education.	14 years with BS Degree. 12 years with MS Degree. 9 years with PhD 9 years with JD  Equivalent relevant experience may be substituted for education.	20+ years with BS Degree 18+ years with MS Degree 15+ years with PhD 15+ years with JD  Equivalent relevant experience may be substituted for education.	Previous team lead experience is preferred.
Skills and Abilities	Basic knowledge of laws, regulations, principles, procedures, and practices related to specific field. Good analytical and problem solving skills. Good oral and written communication skills. Ability to use various computer software programs.	General knowledge of laws, regulations, principles, procedures, and practices related to specific field. Skilled in problem solving, oral and written communication. Ability to use various computer software programs.	Considerable knowledge of laws, regulations, principles, procedures, and practices related to specific field. Strong leadership, project management and problem solving skills. Ability to use various computer software programs.	Extensive knowledge of laws, regulations, principles, procedures, and practices related to specific field. Excellent leadership, project management and problem solving skills. Ability to use various computer software programs.	Comprehensive and advanced knowledge of laws, regulations, principles, procedures, and practices related to specific field. Superior leadership, project management and problem solving skills. Ability to use various computer software programs.	Comprehensive and advanced knowledge of laws, regulations, principles, procedures, and practices related to specific field. Superior leadership, project management and problem solving skills. Ability to use various computer software programs.	

Entry into Professional V or VI must be approved by HR and relevant Management.

Note: Factor descriptions generally apply cumulatively to the levels above it.

Education and professional credential requirements are written to reflect the minimum expectations for the majority of positions. Professions that require licensing (licensed engineer, attorney, etc.) or other specific credentials, will be assumed at each level of the career level matrix.