Northeastern University
Human Resources Management

DIMENSIONS OF A JOB FOR DOCUMENTATION AND EVALUATION

The Compensation Staff evaluates jobs and assigns grades by comparing the job's responsibilities and requirements to one of four evaluation guides tailored to four different job types.

JOB TYPE	EVALUATION CRITERIA	WHAT HRM LOOKS FOR
Management Positions that: • Lead/execute a major function, operating unit or multiple functional areas • Contribute to the development of the area's strategic plan, goals, policies • Manage employees or budgets • Make recommendations for department/program/project concept, operations and implementation	• Job Scope and Major Responsibilities • Complexity and Impact • Knowledge, Skills and Competencies • Evaluation and Experience	• Scope of supervision of an area the role is responsible for covering (division, college, department, workgroup). • Level of participation in strategic planning, policymaking, budgeting, etc. • Level of analysis, assessment and understanding required to apply in order to resolve issues/problems. • Degree of complexity of problems encountered • Degree of impact on the outcome of the project/programs to the unit, University, department or workgroup. • Degree of competence (capability) and skill level required to perform the responsibilities of the position. Includes the leadership, design, and management of initiatives, programs and employees. • Years of experience in a specific field (Customer Service, I.S., Management, Higher Ed, etc.) • Degree(s) required.
Professional Positions that: • Do not have formal supervisory responsibilities • Are responsible for analysis and execution of work within a functional area • May contribute functional expertise to the unit's strategic and operational planning	• Job Scope and Major Responsibilities • Complexity and Impact • Knowledge, Skills and Competencies • Evaluation and Experience	• Level of participation in strategic planning, policymaking, budgeting, etc. • Level of analysis, assessment and understanding required to apply in order to resolve issues/problems. • Degree of complexity of problems encountered. • Degree of impact on the outcome of the project/programs to the unit, University, department or workgroup. • Degree of competence (capability) and skill level required to perform the responsibilities of the position. Includes the leadership, design, and management of initiatives, programs and employees. • Years of experience in a specific field (Customer Service, I.S., Management, Higher Ed, etc.) • Degree(s) and/or Licenses required.

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JOB TYPE	EVALUATION CRITERIA	WHAT HRM LOOKS FOR
Technical Positions that: • Perform information technology work • May be situated in departments across the University, in addition to central IS	• Job Scope and Major Responsibilities • Complexity and Impact • Functional Expertise • Evaluation and Experience	• Nature of the work, analysis, solution development and degree of autonomy in planning and executing work. • Role in analyzing business needs for technology and developing solutions. • Level of participation in strategic planning, policymaking, budgeting, etc. • Level of analysis, assessment and understanding required to apply in order to resolve issues/problems. • Degree of complexity of problems encountered • Degree of impact on the outcome of the project/programs to the unit, University, department or workgroup. • Degree of competence (capability) and skill level required to perform the responsibilities of the position. Includes understanding of business unit and University-wide interdependencies. • Years of experience in information technology. • Degree(s) and/or certification required.
Support Positions that: Perform a variety of administrative/clerical or technical support activities	• Knowledge and Experience • Complexity and Degree of Supervision Required • Nature of Responsibilities • Job Conditions • Type of Supervision Exercised	• Type of knowledge, skills and experience required to perform the job • Degree of complexity of problems and issues encountered • Degree of latitude to handle job responsibilities independently • Type of responsibilities associated with the job • Work environment • Supervision or oversight of others, including student workers