

Eastern Oregon University

JOB EVALUATION PLAN

For

Administrative positions

**TECHNICAL, CLERICAL, TRADES & OPERATING
JOBS**

This job evaluation plan is designed to conform to the provisions of the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, the American Disability Act of 1992 and other laws and regulations which may be interpreted to relate to the valuing of jobs and to the administration of employee compensation.

Specifically, the factors used to value jobs in this plan relate to the "universal factors" included in the laws [skill, effort, responsibility and working conditions] as follows:

I. SKILL

- A. Formal Education/Training
- B. Work Experience
- C. Physical Skill/Dexterity

II. EFFORT

- D. Physical Effort
- E. Mental Effort

III. RESPONSIBILITY

- F. Responsibility For Impacting Performance
- G. Responsibility For Own Work
- H. Responsibility For Contacts With Others
- I. Responsibility For Assets
- J. Responsibility For Confidential Information
- K. Responsibility For Work of Others
- L. Responsibility For Safety of Others

IV. WORKING CONDITIONS

- M. Adverse Working Conditions
- N. Hazardous Working Conditions

SKILL

The first two skill factors measure the minimum level of knowledge required in order to be proficient in the job. When education/ training and work experience are interchangeable, the job should be rated at that combination of the two which represents the most desirable, considering what an incumbent needs to know in order to have a reasonable chance of success in the job.

A. FORMAL EDUCATION/TRAINING

This factor measures the minimum level of formal education and training required for a person entering the job to have a reasonable chance of success, based on having the requisite knowledge for learning and performing the work.

Category	Description	Possible Score
1.	<u>Basic skills</u> , supplemented by <u>specialized</u> or <u>technical</u> knowledge: equivalent to 1-3 months of vocational/ <u>specialized</u> training beyond high school.	5
2.	<u>Basic skills</u> , supplemented by <u>specialized</u> or <u>technical</u> knowledge; equivalent to 3 - 12 months of vocational/ <u>specialized</u> training.	10
3.	<u>Basic skills</u> , supplemented by extensive <u>specialized</u> or <u>technical</u> knowledge; equivalent to 1-2 years of vocational/ <u>specialized</u> training.	20
4.	<i>Extensive</i> <u>technical/specialized</u> knowledge; equivalent to a <u>non-technical</u> Associates degree or 2-3 years of vocational/ <u>specialized</u> (e.g. Trades, Food Service) training.	30
5.	<i>Broad</i> educational background including <u>advanced</u> verbal writing and math skills; equivalent to a 4 year <u>non-technical</u> college degree (BA) which is <i>not</i> directly applied in job, or a 2-3 years of university level work in a <u>specialized technical</u> area (e.g. Accounting, Information Technology, Allied Health) field which <i>is</i> directly applied in the job.	40

B. WORK EXPERIENCE

This factor measures the minimum level of formal education and training required for a person entering the job to have a reasonable chance of success, based on having the requisite knowledge for learning and performing the work.

Category	Description	Possible Score
1.	None	0
2.	One Year	7
3.	Two Years	14
4.	Three Years	21
5.	Four to Five Years	28
6.	Six to Seven Years	35
7.	Eight to Ten Years	45
8.	Over Ten Years	55

C. PHYSICAL SKILL & DEXTERITY

This factor measures the physical skill (precision; accuracy; dexterity; speed; coordination) required.

Category	Description	Possible Score
1.	<i>Occasional</i> demands for accuracy/precision, with <i>moderate</i> dexterity requirements. This may include <i>significant</i> visual attention on an <u>intermittent</u> basis.	5
2.	<i>Regular</i> demands for accuracy/precision and visual demand, with <i>moderate</i> to <i>high</i> levels of speed and/or dexterity.	10
3.	<i>Continual</i> visual attention in performing complex work to very close limits of <i>high</i> accuracy and quality, or coordinating a high degree of manual dexterity for sustained periods. <i>Regular</i> demands for high level of speed/dexterity.	15
4.	Work requiring highly skilled, precise and complex physical skills on a <i>constant</i> basis and includes intense and exacting visual demands and/or dexterity.	20

EFFORT

D. PHYSICAL EFFORT

This factor measures the physical effort required in order for the incumbent to perform the critical elements of the job. When non-critical activities may feasibly be assigned to others in the same job or unit who are typically available when needed, do not consider physical requirements associated with performing those activities.

Category	Description	Possible Score
1.	<i>Occasional</i> exertion involving average weight materials (up to 35lbs.) or fixed work position, involving <i>little</i> physical fatigue.	5
2.	<i>Regular</i> exertion over a significant portion of the work day, typically resulting in <i>moderate</i> fatigue (i.e., loading and unloading of boxes/cargo, using heavy hand-held equipment such as a floor buffer).	10
3.	<i>Frequent</i> physical exertion for sustained periods, <i>regularly</i> resulting in substantial fatigue.	15

E. MENTAL EFFORT

This factor measures work complexity and the degree of independent action and exercise of judgment required to perform the job satisfactorily: such as developing methods or procedures, analyzing work/problems, dealing with diverse operations and issues, etc. This further involves consideration of whether there are procedures or precedents established affecting conditions and decision-making.

Category	Description	Possible Score
1.	Work involves some variety of simple clerical and/or manual operations. Work is guided by detailed instructions and requires <i>little</i> , if any, authority to exercise <u>independent judgment</u> .	5
2.	Work involves a variety of clerical and/or manual operations, guided by well defined procedures. May <i>occasionally</i> involve the exercise of some <u>discretion</u> and/or judgment to select which methods are applicable.	12
3.	Work involves a variety of <u>advanced</u> clerical and/or manual operations, guided by general procedures or instructions. <i>Regularly</i> uses <u>discretion</u> and/or independent judgment in performing work; refines existing methods or selects from alternative techniques. Unfamiliar situations are usually referred to a higher level of authority.	22
4.	Work involves a wide variety of involved operations, requiring the <i>interpretation</i> of broad guidelines. <i>Regularly</i> requires the use of <u>independent judgment</u> , initiative and ingenuity to plan and execute programs/functions (i.e. retreats, student awards, retirement dinner, etc.) and to develop new procedures/methods.	35
5.	Work is <i>difficult</i> and of a <u>specialized/technical</u> nature, sometimes performed <u>without procedures or standards</u> to guide actions. <u>Originates new ideas</u> and/or methods in relatively undefined areas. Examples include analyzing/troubleshooting complex systems or problems.	50
6.	Requires performance of very complex and difficult work, frequently requiring <u>independent action</u> without established methods, standards or precedents to guide actions.	70

RESPONSIBILITY

F. RESPONSIBILITY FOR IMPACTING PERFORMANCE

This factor measures the impact the job can have on the performance of the business, work unit, customers or community as a result of typical errors that result from actions or decisions that involve items such as equipment, material, money, and customer satisfaction. Consideration is given to the seriousness of the error and the frequency or probability of the error. **Note:** Evaluate assuming that a competent employee performs the job with a normal amount of care and effort. Consider representative or typical errors, not remote or improbable situations.

Category	Description	Possible Score
1.	Errors can be readily detected, usually by the employee and, if made, would result only in minor delay and/or expense.	2
2.	Errors are usually discovered in succeeding operations where most work is checked or verified, and is <i>normally</i> confined to a single area or section of activity. <i>Moderate</i> delay and/or expense may be involved, as might customer service.	5
3.	Errors may not be detected, since work is usually not subject to direct verification. Work requires attention to accuracy; errors cause <i>significant</i> delay and/or expense and may <u>impact</u> customer service.	10
4.	Errors are difficult to discover, normally involving actions not subject to detailed review. Work requires careful attention to accuracy and errors cause major delay and/or expense and have an adverse <u>impact</u> on customer satisfaction and result in financial consequences.	17
5.	Work requires extreme care, due to constant opportunity to make errors that will not be detected until they cause product/service quality problems, customer dissatisfaction and/or result in <i>significant</i> financial consequences.	25

**G. RESPONSIBILITY FOR OWN WORK
(LATITUDE/SUPERVISION RECEIVED)**

This factor measures the amount of latitude exercised and the nature of supervision received in the job. Latitude includes independent judgment, discretion, decision-making and the like. The nature of supervision considers the frequency with which work is checked and the availability of the supervisor to provide direction.

Category	Description	Possible Score
1.	Close supervision; direction available <i>regularly</i> and work is checked on a <i>regular</i> basis.	2
2.	General supervision, with direction available <i>daily</i> . Work is checked soon after completion of work, before other processes are performed on results.	4
3.	General direction, with <i>periodic</i> checks on quality of work. Direction available upon request. Reporting is on exception basis or at end of projects.	7
4.	No regular supervision or check on work; direction available on request; work performed <u>independently</u> until end of projects, may be of extended duration.	10
5.	No <i>regular</i> supervision or check on methods used; monitored only on results of projects, which may be of extended duration and difficult for supervisor to evaluate for <u>technical</u> soundness.	15

H. RESPONSIBILITY FOR CONTACTS WITH OTHERS

Category	Description	Possible Score
1.	<i>Occasional</i> predominately institutional contacts involving providing/exchanging factual information.	3
2.	<i>Regular</i> predominately institutional contacts which are not controversial in nature and that are handled in accordance with established procedures.	7
3.	Responsibility for having <i>regular</i> contact with others* including other EOU departments which occasionally involve controversy, require diplomacy or relate to issues that are complex.	13
4.	Responsibility for having <i>regular</i> contact with others* including other EOU departments involving considerable complexity and that frequently involve controversy.	22
5.	Responsibility for having <i>regular</i> contact with others* including other EOU departments <i>requiring decisions</i> relative to working relationships <u>and</u> substantial controversy is involved which must be resolved by incumbent.	35

*(Suppliers, customers, outside agencies)

I. RESPONSIBILITY FOR ASSETS

This factor should consider actual responsibility, accountability and/or ownership for the level of assets listed. Willful misconduct is not a reason for higher accountability. It should consider the normal amount of risk associated with the assets.

Category	Description	Possible Score
1.	<i>Uses</i> tools and/or equipment on the job in multiple locations or has custody of small amounts of cash, OR <i>makes</i> recommendations for the expenditure of small amounts up to \$1000.	3
2.	<i>Has</i> custody of significant (\$1,000 to \$5,000) amounts of cash (e.g. cashiers), expensive tools/equipment OR <i>makes</i> recommendations for expending significant amounts of funds. Recommendations may be final or be subject to further review and approval.	6
3.	<i>Makes</i> recommendations for expending <i>large (over \$5,000)</i> amounts of organizational funds OR responsible for <i>very</i> expensive equipment. Recommendations are in final form or are based on research performed/ knowledge possessed by incumbents or personnel under their direction.	10

J. RESPONSIBILITY FOR CONFIDENTIAL/SENSITIVE INFORMATION

Confidential/sensitive information includes: payroll/ personnel records, student records, competitive pricing information, sensitive business plans/legal documents, counseling, medical records, grades, and/or Foundation donor records, where disclosure or misuse of information could result in *serious* consequences for the institution.

Category	Description	Possible Score
1.	<i>Occasional</i> access to and use of confidential/sensitive information is part of normal work routine.	2
2.	<i>Regular</i> access to and use of confidential/sensitive information is part of normal work routine.	4
3.	<i>Frequent</i> access to and use of confidential/sensitive information is an <i>integral</i> part of the job.	7
4.	<i>Continual</i> access to and use of information of a critical nature is an <i>integral</i> part of the job.	10

K. RESPONSIBILITY FOR THE WORK OF OTHERS

This factor includes responsibility for training others and for planning, assigning and checking their work as well as responsibility for direct supervision.

Category	Description	Possible Score
1.	No direct supervision.	0
2.	Coordination or direction of others.	4
3.	Supervisory direction/training to group of 1-5 employees performing routine work or technical/specialized work.	12
4.	Supervisory direction/training responsibility for 6-15 employees performing routine work OR technical/specialized work.	19
5.	Supervision to 15+ employees.	24
6.	Supervision of 1-5 students	6
7.	Supervision of 6-14 students.	9
8.	Supervision of 15+ students	12

L. RESPONSIBILITY FOR SAFETY OF OTHERS

Category	Description	Possible Score
1.	No significant responsibility for safety of others.	0
2.	Requires care while performing work, which could present a minor hazard to others.	5
3.	Requires attention to safeguarding others while performing work, which could result in injury to other workers or to the public.	10
4.	Requires <i>constant</i> close attention to how work is performed; carelessness could result in serious injury to others.	15
5.	Responsible for supervising the work of a unit involved in work which is hazardous to them or to the general public.	20

WORKING CONDITIONS

The two working conditions factors measure the extent to which the job is performed in an environment which includes adverse conditions and/or hazards. These include exposure to dust, dirt, heat, fumes, noise, vibration, wetness, hazardous materials, etc,. The factor ratings should consider the frequency and nature of adverse conditions and the frequency and nature of hazards to which the employee is exposed and which cannot reasonably be avoided when performing the job. When working conditions vary with the specific work assignments such as those found in maintenance jobs, the degree selected should represent a weighted average of all the conditions encountered.

M. ADVERSE WORKING CONDITIONS

Category	Description	Possible Score
1.	No significant adverse conditions.	0
2.	Somewhat disagreeable working conditions due to <i>occasional</i> exposure to one or more of the elements listed above. May be exposed to one element continuously or several elements <i>occasionally</i> , but usually not at the same time (i.e. jobs in shops with moderate noise, oil). The job involves regular travel.	3
3.	Disagreeable working conditions where several of the above elements are <i>frequently</i> present to the extent of being disagreeable (i.e., Maintenance/Crafts jobs).	6
4.	<i>Continuous</i> and intensive exposure to several extremely disagreeable elements. Working conditions particularly disagreeable (i.e., roofing work).	10

N. HAZARDOUS WORKING CONDITIONS

Category	Description	Possible Score
1.	No significant exposure to hazards.	0
2.	<i>Occasional</i> exposure to minor injury.	6
3.	<i>Frequent</i> exposure to minor injury OR <i>occasional</i> exposure to major injury.	12