

Eastern Oregon University

JOB EVALUATION PLAN

For

ADMINISTRATIVE

MANAGERIAL & PROFESSIONAL JOBS

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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. KNOWLEDGE

- A. Formal Education/Training
- B. Work Experience
- C. Mental Demands

II. OPERATING RESPONSIBILITY

- D. Complexity and Difficulty of Operating Decisions
- E. Impact of Operating Decisions on the Organization

III. ADMINISTRATIVE RESPONSIBILITY

- F. Difficulty and Complexity of Responsibilities for Work of Others
- G. Scope of Responsibility for Direct Supervision

IV. WORK ENVIRONMENT

- H. Adverse Working Conditions
- I. Hazardous Working Conditions

KNOWLEDGE

The first two evaluation factors measure: a) the minimum level of formal education/training; and, b) the work experience required in order to be proficient in the job.

The two factors should be considered together once the evaluations have been completed. 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. EDUCATION & TRAINING

Category	Description	Possible Score
1.	<u>Basic</u> skills, supplemented by specialized or technical knowledge; equivalent to 3-12 months of vocational/specialized training.	70
2.	<u>Extensive</u> technical/specialized knowledge; equivalent to an Associates degree or 2-3 years of vocational/ specialized training.	90
3.	<u>Broad</u> educational background including <u>advanced</u> verbal, writing and math skills; equivalent to a two to three-year degree in a specialized technical field.	125
4.	Extensive knowledge in a technical or <u>professional</u> field, equivalent to a four-year college degree (BA or BS)	165
5.	<u>Advanced</u> level of knowledge in a technical or professional field, equivalent to an <u>advanced</u> degree (MA/MLS/MS/MBA/CPA/Law).	210
6.	Doctorate degree.	270

B. PROFESSIONAL WORK EXPERIENCE REQUIRED RELEVANT TO POSITION

Category	Description	Possible Score
1.	One Year.	10
2.	Two Years.	30
3.	Three to Four Years.	60
4.	Five to Seven Years.	100
5.	Eight to Ten Years.	150
6.	Eleven or More Years.	210

C. MENTAL DEMANDS

This factor measures the extent to which original and independent thinking and resourcefulness are required in the job. This factor includes the ingenuity involved in negotiating/counseling with others as well as the creativity required to originate and develop new or improved methods, procedures, programs, plans and products. When rating the job, match it first to one of the seven levels; if the description matches the job, use the middle number for the level - if the job requires somewhat more than the description, use the larger number - if it requires somewhat less, use the smaller number.

Category	Description	Possible Score
1.	Required to develop improved methods and procedures and to use resourcefulness in applying knowledge.	60
2.		65
3.		70
4.	Originates new or improved methods and procedures, OR, requires <u>independent</u> thinking to improve the operations of own department/office.	80
5.		90
6.		100
7.	Originates or develops improved procedures, products or ideas when methods are not fully defined, OR, refines ideas of a complex nature, OR, requires <u>independent</u> thinking to accomplish <i>major</i> changes to operations of own department/office.	110
8.		130
9.		150
10.	Originates or develops <i>moderately</i> complex methods, procedures, products or ideas in new and undefined areas, OR, applies <u>independent</u> thinking to direct a <i>major</i> operation of a department/office.	170
11.		190
12.		210
13.	Originates or develops complex methods, procedures, products or ideas in new and undefined areas, OR, applies <u>independent</u> thinking to direct a department.	230
14.		255
15.		280
16.	Originates or develops <i>very</i> complex ideas/concepts in new and undefined areas, OR, applies <u>independent</u> thinking to direct a division that has <i>significant impact</i> on entire organization.	310
17.		340
18.		370

OPERATING RESPONSIBILITY

This factor measures the extent to which the job incumbent is responsible for the management of operations; consider: the difficulty and complexity of analytical ability, judgment and timeliness in making decisions/taking actions on policies, operating problems and operating decisions.

D. COMPLEXITY AND DIFFICULTY OF OPERATING DECISIONS

Category	Description	Possible Score
1.	Operating decisions made by interpreting specific guidelines or practices; may assist in formulating recommendations on difficult/important decisions.	85
2.	Operating decisions and actions are difficult and/or not fully prescribed; <i>regularly</i> develops solutions to problems using established principles.	125
3.	Operating decisions and actions are guided by established objectives, without prescribed guidelines and require resolution of complex problems using factual information/ management principles; decisions <u>impact</u> several related functions/work areas/offices.	150
4.	Operating decisions are complex and <u>impact</u> the operations of diverse functions/departments; analyses are relatively original and <i>considerable</i> latitude is exercised in reaching decisions.	180
5.	Operating decisions are final and impact the <u>entire organization</u> in the short-term; <i>regularly</i> makes recommendations on long-term, strategic issues facing the organization.	270

E. IMPACT OF OPERATING DECISIONS ON THE ORGANIZATION

This factor measures the extent to which the job incumbent is responsible for the management of operations. Consider the extent to which the accuracy, timeliness and adequacy of such decisions impact operations.

Category	Description	Possible Score
1.	<i>Moderate</i> costs/impact on own work area.	25
2.	<i>Considerable</i> costs/ <u>impact</u> on own work area	55
3.	<i>Major</i> impact to <u>efficiency/effectiveness</u> or operations of a <i>significant</i> office.	90
4.	<u>Impact</u> of operating decisions outside of immediate work area.	130
5.	<i>Major</i> <u>impact</u> on the <u>performance</u> of a department	150
6.	<i>Major</i> <u>impact</u> on the performance of a division that accounts for a <i>significant</i> portion of organizational performance.	180

ADMINISTRATIVE RESPONSIBILITY

The next two factors measure the extent to which the job incumbent is responsible for the work of others, in the form of direct supervision or as functional direction/technical advice, whether it be in instructional support, institutional support, or administrative support. These factors consider: f) the difficulty and complexity of the incumbent's responsibilities for the work of others, and g) the size of affected, as well as the variety of complexity of work performed by those directed.

F. DIFFICULTY AND COMPLEXITY OF RESPONSIBILITIES FOR WORK OF OTHERS

Category	Description	Possible Score
1.	No <i>significant</i> responsibility for directing others.	25
2.	Supervision is routine and activities of subordinates are covered by established policy/procedure with limited diversity in types of activities performed, OR, <i>occasional</i> functional guidance is provided in one specialized discipline, to a small work group.	40
3.	Supervision involves work that is technical and diverse in nature; subordinates may work on multiple shifts and in multiple locations and/or require close attention to how their work is integrated, OR, <i>regular</i> functional guidance is provided in a <u>complex discipline</u> to a diverse work group.	55
4.	Supervision may involve complex multi-shift or multi-location coordination and is of a work unit performing very complex technical work involving <i>significant</i> diversity or staffing and managing all personnel involving few levels of reporting and limited diversity, OR, <i>regular</i> functional guidance is provided in a <u>complex discipline</u> to all of a department.	75
5.	Responsible for staffing and managing personnel involving multiple levels of supervision and very technical and diverse work; OR, functional guidance in most facets of a very <u>complex discipline</u> is provided to a <i>significant</i> portion of the organization.	95
6.	Responsible for staffing and managing all personnel of a highly technical and complex section involving several levels of supervision and very diverse activities; OR, functional guidance in most facets of a very <u>complex discipline</u> is provided to the <i>entire</i> organization.	120

G. SCOPE OF RESPONSIBILITY FOR DIRECT SUPERVISION

NOTE: This sub-factor applies only to subordinate personnel who report to the job being rated (includes hire/fire authority, appraisal, etc.)

Category	Description	Possible Score
1.	No staff supervision.	0
2.	Coordination or direction of function of others. (If points awarded for supervision of students and/or employees, no points awarded for coordination.)	5
3.	Supervision of group of 1-5 employees.	15
4.	Supervision of 6-14 employees.	30
5.	Supervision of 15+ employees.	50
6.	<i>Supervision of</i> ; 25-50% or more of institute.	125
7.	Supervision of 50% or more of the total employment of the institute.	200
8.	Entire institute.	250
9.	Supervision of 1-5 student employees	7
10.	Supervision of 6-14 student employees	15
11.	Supervision of 15+ student employees.	25

WORK ENVIRONMENT

The next two factors measure the extent to which the job is performed in an environment that includes adverse conditions and/or hazards.

The two factors consider: 1) the frequency and nature of adverse conditions to which the employee is exposed and which cannot reasonably be avoided when performing the job, and 2) the frequency and nature of hazards to which the employee is exposed and which cannot reasonably be avoided when performing the job.

H. ADVERSE CONDITIONS

Category	Description	Possible Score
1.	<i>Occasional</i> exposure to <i>moderately</i> unpleasant conditions, including occasional travel.	10
2.	<i>Frequent</i> exposure to <i>moderately</i> unpleasant conditions or occasional exposure to <i>very</i> disagreeable conditions. <i>Frequent</i> travel.	25

I. HAZARDS

Category	Description	Possible Score
1.	<i>Occasional</i> exposure to minor injury.	15
2.	<i>Frequent</i> exposure to minor injury or <i>occasional</i> exposure to major injury.	40