

# UMATILLA-MORROW COUNTY HEAD START, INC.

## CLASSIFICATION STUDY

### Job Factor 1 -- *Mental Application*

This factor measures the degree of independent action involved, the judgment and planning required, the type of decisions made, and the creative effort or resourcefulness needed in the job. Consider the frequency, intensity, and continuity of mental application and the extent to which the duties are standardized. Give credit beyond the degree normally assigned when specific accountability for funds or materials is an important part of the job.

#### **Degree 1**

Minimum mental application. Performs detailed, simple, repetitive tasks or operations that involve practically no choices or decisions. Decisions required follow well-established precedents. (60)

#### **Degree 2**

Light mental application. Routine work for which the decisions required are limited to a few possibilities. Follows prescribed directions or standard practices using some thought in making minor operational changes. (180-100-130)

#### **Degree 3**

Moderate mental application. Work requires some discriminating thinking, since standard procedures do not always apply to all phases of the job. Judgment is required to reach decisions involving the use of various methods. Performs varied operations, selecting and combining steps included among standard procedures. (160-200-240)

#### **Degree 4**

Concentrated mental application. Close mental attention required for planning operations involving considerable detail, a high degree of coordination, and a variety of decisions. Often, only general Procedures or Policies are available for guidance. (280-340-400)

#### **Degree 5**

Concentrated and exacting mental application. Sustained periods of analytical thinking required in order to develop solutions to diversified, technical, or specialized problems. diversified, complex work requiring a high level of originality and judgment to devise new methods or procedures for carrying out assignments. (460-530-600)

### Job Factor 2 -- *Supervision exercised*

To what degree does the employee (1) assign tasks to others, (2) outline the methods others are to follow, (3) outline the work they are to accomplish, (4) check the progress and production of other employees, (5) outline procedures or policies, and (6) plan the work of others Consider the number of subordinates involved, their technical skills and the level at which they operate, and, in the case of functional supervision, the scope of the program being administered. (No supervision exercised = 0)

#### **Degree 1**

Working leader who performs essentially the same work as the group. Leads the group and sets the pace form accomplishing work load. Shows other employees how to perform tasks. (20)

## **Degree 2**

Supervises one or more workers, with full responsibility for their performance. Sets specific objectives; reassigns workers within unit and resolves minor personnel problems. Recommends changes in procedures, methods, and the work area management. (40-60-80)

## **Degree 3**

Supervises the work of more than one group of workers performing similar functions. Has general responsibility for the program their work accomplishes. Determines priorities of work to be done and maintains operational records. Correlates work with that of other sections. (100-120-140)

## **Degree 4**

Responsible for several groups or a major program. Determines overall priorities, responsible for meeting goals. Recommends changes in objectives. Establishes work standards. Reassigns objectives to correlate work among groups and sections. Directs the activities of an important area of the organization, establishing procedures and methods. (160-180-200)

## **Degree 5**

Directs and plans the work of an agency-wide, administrative function. Establishes standards of performance and policies of a general nature. Determines goals to be reached, leaving the specifics to subordinates. (240-270-300)

### *Job Factor 3 -- Knowledge and Training*

This factor describes the level of knowledge the job requires. The basic yardstick is the educational requirement of the job. Experience is weighed only as it can be related to educational equivalents.

## **Degree 1**

*Knowledge.* No specific knowledge is required to perform the assigned job tasks. However, ability to read, write, and perform simple mathematical computations may be required.

*Education.* Less than high school graduation. (60)

## **Degree 2**

*Knowledge.* Knowledge of arithmetic, spelling, grammar, or general high school subject matter is required. Knowledge of business mathematics, as might be used in stenography or double-entry bookkeeping; skill in use of office equipment, such as a calculator or keypunch machine; or skill in the use of equipment or written manual in doing precise work required.

*Education.* Four years of high school plus Specific course requirements. (80-100-120)

## **Degree 3**

*Knowledge.* Broad knowledge involving applied mathematics, advanced secretarial science, purchasing, commercial law, or tabulating methods. Interprets plans and performs work requiring training that is found at the journeyman level.

*Education.* The equivalent to four years of high school, plus two years of college for equivalent apprentice training) composed of applicable courses. (140-160-180)

#### **Degree 4**

*Knowledge.* Thorough knowledge of a technical field such as accounting, finance, business administration, economics, statistics, education or social sciences.

*Education.* The equivalent to four years of college or technical school.(210-240-270)

#### **Degree 5**

*Knowledge.* Intensive and thorough knowledge of a specialized field requiring independent research and creative work.

*Education.* Equivalent to a master's degree. (300-330-360)

#### **Degree 6**

*Knowledge.* Use of highly developed professional skills in the field of medicine, original research, education, engineering, business administration, or public administration.

*Education.* Equivalent to a doctoral degree. (390-430-470)

#### **Degree 7**

*Knowledge.* Administrative and post-doctorate specializations used in commissions, departments, and so on, serving large masses of the public or expending large amounts of public funds (\$10 million +) as might be encountered in fields such as education, medicine, public health and public welfare.

*Education:* Equivalent to education or comparable experience beyond the doctoral level.(510-550-600)

#### **Job Factor 4 - Responsibility for Contacts**

This factor refers to (1) the kinds of positions the employee must contact (2) the frequency and purpose of contact and (3) the extent to which persuasion toward a particular viewpoint is required. Factor evaluation requires the determination of what contacts are made how often and why as well as a determination of the qualitative and quantitative aspects of the information transmitted. Contacts with supervisors is not ordinarily considered under this factor.

#### **Degree 1**

Work involves few or no contacts except with immediate associates or workers or incidental contacts with the public. (30)

#### **Degree 2**

Work occasionally involves contacts with others beside immediate associates and/or outside contacts generally regarding routine matters. (40-60-80)

#### **Degree 3**

Work involves contact with other departments giving or obtaining information making reports or soliciting cooperation on joint projects. Included would be frequent contacts with other units departments or the public in the normal course of performing duties. (100-120-140)

## **Degree 4**

Work involves contacts requiring considerable discussion of problems material presentation obtaining cooperation as required in advanced supervisory jobs and contacts between departments. Includes some matter of policy; requires tact and persuasion obtaining assistance support and/or acceptance where improper handling may adversely affect operating results of the department and frictions with others (160-190-220)

## **Degree 5**

Work involves important contacts of such nature as to affect fundamental relationships with other major divisions agencies or the public. Persuasiveness is required to obtain indispensable support on the important or controversial phases of the program being administered. (240-270-300)

### *Job Factor 5 -- Physical Effort and Working Conditions*

This factor refers to the degree and continuity of muscular effort in fatigue-producing actions; unusual working positions, effort in lifting, carrying, pulling, or pushing, and monotonous and repetitive tasks. Consider the usual demand rather than the exception. If working conditions are of a difficult or hazardous nature, consider them under this category.

#### Definition of Terms

Light weight: up to 15 lbs.

Medium weight: 16 to 30 lbs.

Medium heavy weight: 31 to 75 lbs.

Heavy weight: 76 lbs. or more

## **Degree 1**

Light physical effort. Comfortable working positions, handling light weights. Intermittent sitting, standing, and walking. Pleasant working conditions. No health or accident hazards inherent in the work performed. (20)

## **Degree 2**

Moderate physical activity, required to push, pull, or lift medium weights. Uncomfortable working positions such as stooping, crouching, or bending. May have a few disagreeable elements, such as disagreeable appearance of workplace, poor ventilation, or uneven temperature. Hazards negligible. (30-40-50)

## **Degree 3**

Moderately heavy physical activity. Required to push, pull or lift medium weights. Difficult working positions. Must stand, walk, or sit uncomfortably for extended periods. Moderate exposure to disagreeable elements such as heat, cold, dampness, fumes, noise, dust, or grease. Exposure to health and occupational hazards. (70-80-90)

## **Degree 4**

Arduous physical work. Continuous work with medium heavy weights, and/or frequent pushing, pulling, or lifting of heavy weights. Continuous standing or walking. Continuous or intense exposure to disagreeable conditions. Exposed to outside weather conditions or moderate hazards most of the time. (110-130-150)

## **Degree 5**

Extremely arduous physical work. Continuous pushing, pulling, or lifting of heavy weights. Continuous

difficult working positions. Risk of bodily injury relatively great. Subject to year-round outside weather conditions or extreme hazards. (180-200-220)

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