

**APPENDIX A****Classification Terms**

1. **Administrative** - Work activities relating to the planning, organizing, directing, controlling, supervising and budgeting of institutional or unit operations, programs and missions.
2. **Administrative Support** - Work which supports or facilitates the service programs of the institution, also means work assisting an administrator through office management, clerical supervision, data collection and reporting, workflow tracking, and other duties related in scope and complexity.
3. **Business Necessity** - The reason or cause for any of a variety of personnel actions based on the condition of the institution, in whole or in part, or specific program components which may include, but is not limited to, lack of funds or work; abolishment of positions; material changes in mission, duties or reorganization; loss of budgeted, allocated, or available positions or funds.
4. **Class** - One or more positions sufficiently similar in duties, training, experience and responsibilities as determined by the specifications, that the same title, the same qualifications and the same pay grade and benefits may be equitably applied to each position in the class.
5. **Class Series** - A grouping of two or more classifications having similar kinds of work with ascending levels of difficulty and complexity.
6. **Class Specification** - The official description of a class of positions for the purpose of describing the nature of work, providing examples of the work performed and identifying the knowledge, skills, and abilities required, while stating the generally accepted minimum qualifications for employment.
7. **Clerical** - Typically involves established procedures, forms, and deadlines. May involve the processing of routine and non-routine information, operation of office machines, greeting customers/visitors or others to exchange information. May involve confidential contacts and information.
8. **Compensation Plan** - The official scale of pay rates, the compensation ranges assigned to each class of positions and the salary administration guidelines used in pay administration.
9. **Compensation Range** - The approved minimum, midpoint and maximum salary established for a class of positions.
10. **Examples of Work** - A part of the class specification describing duties and responsibilities typically assigned to positions in the class; generally listed in order of importance on the class specification with the most important duties listed first or those most representative of positions in the class. It is not necessary that any one position in the class include all of the examples of work listed and positions may include examples of work not listed on the classification specification.
11. **Incumbent** - An employee occupying a position.
12. **Job Audit** - A detailed examination/review of the duties and responsibilities assigned to a position to include reviewing current and previous position description forms, organizational charts, reporting relationships and organizational setting. Audits may

include a field audit where the human resources representative interviews the employee and the supervisor at the work site where the position is located.

- 13. Lead Work/Lead Worker** – This is a level of work at which an incumbent is assigned the ongoing responsibility of scheduling, guiding and reviewing the work of other co-workers while performing identical or similar kinds of work.
- 14. Manager/Managerial** – Oversees a formally designated organizational unit or program/project that requires extensive planning, organizing, and monitoring the work activities of subordinate staff, usually controls resources including staff, budget, equipment and all the means used to accomplish work within the assigned area of responsibility. These employees are held accountable for establishing and meeting the objectives and goals of the unit, program or project.
- 15. Market Rate** – A rate established to approximate the market midpoint compensation levels as compared to other public and private organizations. For purposes of this compensation model, the midpoints of the pay ranges were established at the market rate as defined above.
- 16. Paraprofessional** – Work typically involves some of the duties of a professional or a technician in a support role, which usually requires less formal training and/or experience normally required for status as a designated professional or technician. Usually requires an Associate degree or some business/vocational training.
- 17. Performance levels of Work:**
  - a. Entry-Level** – This level can be both in a training capacity or work of limited complexity relative to the work in the class series, with little or no latitude to vary methods or procedures. Work is usually performed under close supervision. Work is frequently of a basic and recurring nature.
  - b. Full-Performance Level** – This level can be characterized by the performance of a full range of duties and responsibilities. Incumbents at this level have latitude for independent judgment and may vary work methods or procedures, though usually within prescribed parameters. Work is usually performed under general supervision. Work is frequently varied and the incumbent is given the latitude to set priorities.
  - c. Advanced Level** – This level is assigned to duties and responsibilities which are complex, difficult and varied. Work requires the development and adoption of non-standard procedures and has more impact and consequence of error than the full-performance level. Work may be performed under limited supervision and direction. Incumbent possesses considerable latitude to accomplish tasks.
  - d. Master Level** – This level is typically reserved for employees serving as the final technical resource on complex technical and professional issues and may require national certification or advanced education.
- 18. Position** – An authorized and identified group of duties and responsibilities assigned by the proper authority requiring full-time or part-time employment of at least one person.
- 19. Position/Job Description Form** – The document prepared by the employing agency and, if applicable, the incumbent of the position, which describes the officially assigned duties, responsibilities, supervisory relationships and all other pertinent information relative to a position and is used to assign position classifications.

- 20. Program** – A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the institution is responsible. A unit can be a division, section or workgroup. Each program has an identifiable service or output and objectives to efficiently provide the service.
- 21. Project Coordination** – Continually and on a recurring basis, participating in and leading any and all tasks required for the completion of a planned undertaking. Coordination is accomplished by organizing, planning and directing the resources and efforts related to the project.
- 22. Span of Control** – Typically defined as the number of subordinate employees supervised or allocation of resources needed to complete a task, project or mission of the unit.
- 23. Supervisor** – Formally delegated responsibility for planning, assigning, reviewing and approving the work of employees, which includes disciplinary actions, approving leave requests, conducting performance appraisals, recommending salary actions and hiring and firing of employees.
- 24. Supervisory Control (Levels of):**
- a. Immediate or Close Supervision** – Work is well-structured and is performed using well established guidelines and procedures. Clear, specific, and detailed instructions guide the work activity. The employee has limited opportunity or authority to exercise discretion in work determinations; review occurs at the beginning, during and at the conclusion of work assignments.
  - b. General Supervision** – General guidelines/instructions are provided but the employee exercises some discretion in selecting methods of work and sources of information. Only unusual or unfamiliar situations are referred to the supervisor. Review typically occurs at the conclusion of assignments.
  - c. Limited Supervision** – Control of work is more by advisory guidance rather than established guidelines and procedures. Employee works from general goals where precedent is often absent. Review typically occurs periodically during the project life-cycle.
- 25. Technical** – Work requiring the practical application of scientific engineering, mathematical or design principles.
- 26. Trainee** – An entry-level position having a defined training period and a formal training program with established competencies to be acquired.
- 27. Unit** – A division, section, department or workgroup that contains staff.