

## Point Factor Listing

Chief Talent Development Officer  
Point Range: 1340 – and above

### Position Factors

**1. Knowledge:** Combined required **minimum education/experience for competent performance**

| <u>Education</u>           | <u>Experience Range - Years</u> |            |           |
|----------------------------|---------------------------------|------------|-----------|
|                            | <u>Up to 3</u>                  | <u>4-7</u> | <u>8+</u> |
| A. High School             | 1                               | 2          | 3         |
| B. A.A/Vocational training | 1                               | 2          | 3         |
| C. B.S/B.A.                | 1                               | 2          | 3         |
| D. <b>M.S/ M.A.</b>        | 1                               | 2          | <b>3</b>  |
| E. MS+ (Sr. Mgmt.)         | 1                               | 2          | 3         |

**2. Human Relations Skills:** All interpersonal skills required to produce the desired end result

| <u>Required skill level</u>                                    | <u>*Organization Contact Level</u> |   |   |          |
|----------------------------------------------------------------|------------------------------------|---|---|----------|
| A. Moderately important; courtesy/ tact                        | 1                                  | 2 | 3 | 4        |
| B. Important; communicate ideas/lead team                      | 1                                  | 2 | 3 | 4        |
| C. <b>Very important; influencing others; supervise/manage</b> | 1                                  | 2 | 3 | <b>4</b> |
| D. Critical to end result; convincing others; lead/ motivate   | 1                                  | 2 | 3 | 4        |

**\*Definitions**

**1** - Immediate workgroup

**2** - Outside of immediate workgroup

**3** - Assistant/ Associate/ Deputy Superintendents    **4** - Superintendent, School Board; critical external parties

**3. Problem Solving:** Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. **Establish policies based on goals/strategies**

## Position Factor Listing

Chief Talent Development Officer  
Point Range: 1340 – and above

**4. Decision Making Freedom:** Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. **Regular independent action; follows broad policies**

**5. Position Impact:** Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. **Authoritative to unit/substantial to District**

### Position Analysis Criteria

| 1. Knowledge | 2. Human Relations Skills | 3. Problem Solving | 4. Decision Making Freedom | 5. Position Impact |
|--------------|---------------------------|--------------------|----------------------------|--------------------|
| D3           | C4                        | E                  | E                          | E                  |