# **Position Factor Listing**

# **Position Factors**

	<b>Experience Range - Years</b>				
<u>Education</u>	<u>Up to 3</u>	<u>4-</u>		<u>8+</u>	
A. High School	1	2		3	
B. A.A/Vocational training	1	2		3	
C. <b>B.S/B.A</b> .	1	2		3	
D. M.S/ M.A.	1	2		3	
E. MS+ (Sr. Mgmt.)	1	2		3	
2. <u>Human Relations Skills</u> : All interpersonal skills require	ed to produ	ace the d	esired o	end resul	lt
Required skill level	<u>*Organ</u>	ization (	zation Contact Level		
A. Moderately important; courtesy/tact	1	2	3	4	
B. Important; communicate ideas/lead team	1	2	3	4	
C. Very important; influencing others; supervise/manage		2	3	4	
<ul><li>D. Critical to end result; convincing others; lead/motivate</li><li>*Definitions</li></ul>	1 .de of imm	2 ediate w	3 orkgro	4 up	xtern
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### **Point Factor Listing**

Project Manager, Occupational Health/Environmental Control (Cont'd.) Point Range: 845 - 894

## 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. <u>Position Impact</u>: 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	5. Position Impact				
0			Freedom	1				
C2	C3	С	С	С				