

Skills Checklist

Check the statement in each section that best describes the characteristics associated with the position.

The point value assigned to each statement, designated within the parentheses, will be used in determining the job's grade level classification once the checklist is complete.

Decision-Making and Accountability

- Assigned tasks done as specified (1)
- Assigned tasks with minimal decisions (2.5)
- Some judgments made (4)
- Interpretations made (5.5)
- Responsible for work performed by others (7)

Confidentiality

- Does not work with any confidential information (1)
- Some work confidential (4)
- Handles confidential information much of the time (7)

Consequence of Error

- Easily correctable; limited to department (1)
- Correctable; impact reaches beyond work unit or department (4)
- Severe; correction difficult and/or impossible (7)

Knowledge and Experience

- No previous experience required (1)
- Easily acquired skills; minimal training (2.5)
- Previous skills required and training necessary (4)
- Complex; must have specialized skills; minimal training may be necessary (5.5)
- Complex; highly technical; must have specialized skills; no training necessary (7)

Nature of Work

- Being there; time to study (1)
- Routine tasks or duties (3)
- Beyond routine; must follow set, defined procedures (5)
- None of the above, work is more complex (7)

Supervision of Others

- Never (1)
- Sharing knowledge with co-workers; helping (2.5)
- Teaches tasks, procedures (4)
- Supervises others (5.5)
- Assigns tasks to others (7)

Supervision Required

- All/most work reviewed (1)
- Works independently less than 50% of time (3)
- Works independently more than 50% of time (5)
- Little or no supervision (7)

Scope of Work and Contact with Others

- Limited to co-workers (1)
- Reaches to other departments (3)
- Campus- or agency-wide (5)
- Beyond the campus or agency (7)

Calculating the Grade Level

Total the number of points in the parentheses for each box that you checked.

Divide this total by 8 for the number of characteristics taken into consideration.

The average you receive should fall into one of the following ranges, thus determining the job grade classification:

- 1.0 – 2.49 points is **Grade Level 1**
- 2.5 – 3.99 points is **Grade Level 2**
- 4.0 – 5.49 points is **Grade Level 3**
- 5.5 – 7.00 points is **Grade Level 4**

For student employment not meeting the above four pay grade classifications, contact the SEC.