

**Connecticut State University System
Position Evaluation Program
For Professional Positions**

Factor Definitions

Factor Point Values

I. KNOWLEDGE

This factor measures the total knowledge required to fulfill the position's duties and responsibilities in an acceptable manner. It includes the combined background obtained through education, training and experience, and the skills needed to apply this knowledge. Two dimensions are involved:

- the depth and breadth of knowledge or skill needed, whether acquired through formal education or experience
- experience in the position or related jobs normally required to permit effective application of knowledge or skill for acceptable job performance.

Depth and Breadth

<u>Level</u>	<u>Description</u>
3	Specialized office, business or technical skills or knowledge, normally equivalent to high school plus two years' additional schooling.
4	Knowledge of a specialized field, normally equivalent to four years of college.
5	Thorough knowledge of a specialized field, normally acquired through postgraduate study leading to a Master's Degree.
6	Extensive knowledge of a specialized field, normally acquired through postgraduate study leading to a Doctorate Degree.

Experience

<u>Level</u>	<u>Description</u>
A	Up to three months
B	Three months to one year
C	One to two years
D	Three to five years
E	Six to ten years
F	Over ten years

Point Values for Knowledge Factor

<u>Level</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
3	65	75	85	100	115	130
4	75	85	100	115	130	150
5	85	100	115	130	150	175
6	100	115	130	150	175	205

II. COMPLEXITY

This factor measures the mental skill and judgment required for effective performance in the position, including

- the variety of tasks and changing circumstances inherent in the position
- the extent to which established routines or procedures govern the work
- the analytical skills or judgment required

<u>Level</u>	<u>Description</u>	<u>Point Value</u>
1	Somewhat varied duties usually covered by established procedures, requiring occasional judgment or simple analysis to determine action to be taken.	60
2	Varied duties requiring occasional judgment or analysis to determine course of action.	75
3	Varied duties which regularly require judgment or analysis to determine course of action under general instructions.	95
4	Diversified duties requiring considerable judgment or involving some analysis in a specialized field.	120
5	Complex or specialized duties requiring independent Judgment.	155
6	Highly complex duties involving considerable analytical skill and imagination, or the interpretation of broad policies and their application.	200
7	Highly complex duties involving a variety of situations, requiring a high degree of analytical skill and imagination to develop solutions and determine actions.	250
8	Difficult and highly complex duties in new or changing situations, requiring the highest analytical skill and imagination to reach decisions.	325

III. IMPACT

This factor measures the effects on the University community of the actions and decisions for which the position is responsible. Two dimensions are involved:

- the relative scope of impact of actions or decisions.
- the extent to which actions or results are reviewed at higher levels and the effect of errors which might occur.

Scope of Impact

<u>Level</u>	<u>Description</u>
1	Impact confined to own unit or area of operation, with limited external effect.
2	Impact generally confined to own unit or area of operation, with some external effect.
3	Impact within a segment of a major area, with some effect on a significant sector of the University community.
4	Impact in a major area, with effect on a broad sector of the University community.
5	Impact on several major areas, with effect on most of the University community.

Review and Effect of Errors

<u>Level</u>	<u>Description</u>
A	Actions or decisions subject to direct supervision and review; errors readily detected.
B	Actions or decisions usually reviewed; errors usually detected.
C	Actions or decisions subject to periodic review; errors have moderate effect on people or fiscal affairs.
D	Actions and decisions subject to periodic review; errors can have significant effects on people or fiscal affairs.
E	Actions and decisions subject only to occasional review, in terms of attainment of objectives; errors can have major effects on people or fiscal affairs.
F	Actions and decisions, subject only to review; errors can have a critical effect on people or fiscal affairs.
G	Actions and decisions usually final, subject only to review by President and/or the Board of Trustees.

Point Value for Impact Factor

<u>Level</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
1	15	20	30	40	55	75	105
2	20	30	40	55	75	105	145
3	30	40	55	75	105	145	200
4	40	55	75	105	145	200	280
5	55	75	105	145	200	280	390

IV. SUPERVISION

This factor measures the position's responsibility for supervising, directing and coordinating the work of others. It considers

- the complexity of supervision, in terms of the variety of work performed by subordinates
- the scope of supervision, as indicated by the number of employees (in full-time equivalents) supervised directly and indirectly.

Complexity

<u>Level</u>	<u>Description</u>
1	No supervisory responsibility.
2	Supervision of others performing generally similar work of routine nature, where responsibility is normally limited to instruction and assignment of tasks.
3	Supervision of others generally performing work of limited complexity.
4	Supervision of others generally performing complex work, or of several units where work is of limited complexity.
5	Supervision of others performing highly complex or professional work or of several units where work is complex or unit activities vary widely.
6	Supervision of several units where work is highly complex or where units'

activities vary widely.

Scope

<u>Level</u>	<u>Description</u>
A	No employees.
B	One or two employees.
C	Three to five employees.
D	Six to ten employees.
E	Eleven to twenty employees.
F	Twenty-one to fifty employees.
G	Fifty-one to one hundred employees.
H	Over one hundred employees.

Point Value for Supervision Factor

<u>Level</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>
1	0	0	0	0	0	0	0	0
2	0	5	10	15	20	25	30	40
3	0	10	15	20	25	30	40	50
4	0	15	20	25	30	40	50	65
5	0	20	25	30	40	50	65	85
6	0	25	30	40	50	65	85	105

Total Point Ranges

Group	Grade	Minimum	Maximum	Midpoint	Point Range		
SUOAF Ranks:							
SUOAF - AFSCME	I	\$25,833	\$46,397	\$36,115	190	to	219
SUOAF - AFSCME	II	\$32,722	\$54,956	\$43,839	220	to	274
SUOAF - AFSCME	III	\$39,611	\$63,517	\$51,564	275	to	319
SUOAF - AFSCME	IV	\$46,499	\$72,076	\$59,288	320	to	369
SUOAF - AFSCME	V	\$53,388	\$80,637	\$67,013	370	to	439
SUOAF - AFSCME	VI	\$60,277	\$89,197	\$74,737	440	to	524
SUOAF - AFSCME	VII	\$67,166	\$97,757	\$82,462	525	to	640