



## PAY PLAN POLICY

### APPENDIX A

#### DIVISION OF PERSONNEL TERMS

1. **Administrative.** - Work activities relating to a principal mission or program of an agency or subcomponent thereof that supports that agency's mission or program. This involves analyzing, evaluating, modifying, and/or developing programs, policies, and procedures that facilitate the work of agencies' objectives while applying relevant analysis, theory, and principles.
2. **Administrative Support.** - Support services such as personnel, budget, purchasing, data processing which support or facilitate the service programs of the agency, also means work assisting an administrator through office management, clerical supervision, data collection and reporting, workflow/project tracking, etc.
3. **Class Series.** - A grouping of two or more classes having the same kind of work, with ascending levels of difficulty and complexity.
4. **Clerical.** - Typically involves a variety of office duties involving established procedures, forms and deadlines. Includes processing of routine and non-routine information and documentation, operation of computers, office equipment and various software, greeting customers/visitors or others to exchange information, handling general emails and other correspondence and routing questions received from email and other correspondence, the organization's website and/or social media platform to the appropriate person. May involve handling money and/or negotiables requiring basic math skills. May involve limited routine data entry. May involve confidential contacts/information.
5. **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 the examples of work listed and positions may include examples of work not listed on the class specification.
6. **Expert.** - Recognized expert by peer group or professional society certification.
7. **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 personnel analyst interviews the employee and the supervisor at the work site where the position is located.
8. **Lead Work/Lead Worker.** - This is a level of work at which an incumbent is assigned the ongoing responsibility of scheduling and/or reviewing the work of other co-workers and guiding and training them while performing identical or similar kinds of work.
9. **Manager/Managerial.** - Oversees a formally designated organization unit or program that requires extensive planning, organizing and monitoring of work activities of subordinate staff, controlling



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resources including staff, budget, equipment, and all the means used to accomplish work within the assigned area of responsibility. Employee is held accountable for establishing and meeting the objectives and goals of the unit or program.

10. Paraprofessional. - Typically performs 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 a professional or technical status. Usually requires an Associate degree, or business/vocational training.

11. Performance Levels. -

- 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 relative to the work in the class series. Incumbent has some latitude for independent judgment and may vary work methods and procedures, but usually within prescribed parameters. Work is usually performed under general supervision. Work is frequently of some variety and incumbent may set priorities.
- c. Advanced Level. - This level is assigned to duties and responsibilities which are complex, difficult and varied, relative to the work in the class series. 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 or under limited direction. Incumbent possesses considerable latitude to accomplish tasks; may include lead worker duties.
- d. Expert Level. - This level is typically reserved for recognized professional classes (i.e. accountant, engineer, etc.) serving as final technical resource on complex technical and professional issues, may require national certification.

12. Position. - An authorized and identified group of duties and responsibilities assigned by the proper authority requiring the full-time or part-time employment of at least one person.

13. Position Description Form. - The document prepared by the incumbent, if applicable, the position supervisor or the employing agency and approved by the appointing authority, which describes the officially assigned duties, responsibilities, supervisory relationships and other pertinent information relative to a position. This document is the basic source of official information in position allocation. Position description forms shall be prescribed by the Director.

14. Professional. - Work which requires the application of theories, principles and methods typically acquired through completion of a Bachelor's degree or higher or comparable experience; requires the consistent exercise of discretion and judgment in the research, analysis, interpretation and application of acquired theories, principles and methods to work product.



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15. **Program.** - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the agency is responsible. A unit can be a division, a section or a workgroup. Each program has an identifiable service or output and objectives to effectively provide the service.
16. **Project Coordinator.** - Continually and on a recurring basis, participating in and leading any and all daily tasks required for the completion of a planned undertaking. Coordination is accomplished by organizing, planning and directing the resources and efforts of the group assigned to the project until its completion.
17. **Seasonal Employment.** - Employment exempt from the classified service in state forests, parks and recreational areas for less than 1,733 hours per calendar year.
18. **Span of Control.** - The number of subordinate employees supervised. Span of control is established at two (2) or more full-time employees or three (3) or more .83 full-time equivalent Seasonal employees.
19. **Supervisor.** - Formally delegated responsibility for planning, assigning, reviewing and approving the work of two (2) or more full-time employees or three (3) or more .83 full-time equivalent Seasonal employees which includes initiating disciplinary actions, approving leave requests, conducting performance evaluations and recommending salary increases.
20. **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; 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 employee exercises some discretion in selecting method of work and sources of information; only unusual or unfamiliar situations are referred to 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 are absent; review occurs periodically during project cycle.
21. **Technical.** - Work requiring the practical application of scientific, engineering, mathematical, or design principles.
22. **Trainee.** - An entry-level position having a defined training period and a formal training program with established competencies to be acquired.
23. **Unit.** - A division, a section or a workgroup that contains staff.