

UNT Staff Job Evaluation/Classification Form

A. Instructions - The purpose of this questionnaire is to gather information about a current or proposed position and its duties, responsibilities and education/experience requirements. This information will be used to ensure the position is properly evaluated and classified in the Staff Classification and Compensation program. Responses must accurately represent the way the position is currently or will be functioning.

B. Position Identification

	Date:
Proposed Job Title:	Working Job Title (if applicable):
Position #:	Job Code:
Employee Name (if applicable):	Empl ID:
Department:	Dept ID:
Supervisor's Name:	Supervisor's Job Title:
Completed by:	Phone #:

C. Summary Statement - Briefly describe the position's primary purpose or function in a few sentences

D. Essential Duties and Responsibilities - List the top five to seven essential duties and responsibilities of this role.

Duties and Responsibilities	% of time
	%
	%
	%
	%
	%
	%

E. Minimum Requirement and Qualifications

1. Define the minimum combination of education and experience that is needed by the employee to satisfactorily perform the functions of the position (not the education and experience that the current incumbent possesses). Indicate the minimum qualifications and not the preferred or desired qualifications. *If years of experience can be substituted for the level of education, a degree would not be a minimum qualification, but a preference.*
2. Educational equivalencies are as follows:
 Associates Degree = 2 years experience, Bachelor's Degree = 4 years experience, Master's Degree = 5 years experience, Ph.D, J.D, Ed.D = 6 years experience

Education experience required:

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F. Supervision Given and Received

Is managing people a primary focus of this position?

If yes, which positions does this role supervise?

What type of supervision does this role provide?

	Type	Supervision Given Description
<input type="checkbox"/>	None	Typically has no authority or responsibility for the supervision of staff. May supervise hourly or student employees.
<input type="checkbox"/>	Informal Guidance	Typically has no supervisory responsibility for staff but provides informal guidance and support to new team members, as well as on-the-job training on specific tasks required to perform job effectively and procedures to follow. May supervise hourly or student employees.
<input type="checkbox"/>	Team Leader	Typically acts as a lead, coordinating the work of others, but not a supervisor. Allocates work as a team leader, coordinates tasks for the team and may check on quality and work progress. May also act as a coach or mentor. May supervise hourly or student employees.
<input type="checkbox"/>	Project Team or Technical Advisor	Typically allocates/coordinates work within the team/project, or as a purely technical or professional role, the job has an advisory role and/or influence over the direction of a discipline, where it contributes to determining technical or professional developments. May supervise hourly or student employees.
<input type="checkbox"/>	Supervisor	Typically coordinates and supervises the daily activities of small team performing routine activities. Supervisory responsibilities in providing training for members of the team, monitoring the quantity and quality of work, coaching employees on performance and contributing to employee pay decisions and changes.
<input type="checkbox"/>	Full Supervisor	Typically coordinates and supervises the daily activities of team. The job has full supervisory responsibilities, contributing to the motivation/development of a team through professional leadership, including setting objectives, coaching employees in pursuit of those objectives, appraisal of performance, and determination of reward.
<input type="checkbox"/>	Manager	Typically manages professional employees and/or supervisors. The job has full management responsibility including the management of numerous teams of managers/professionals, planning for the teams' future needs and operations. There is financial accountability for independent budgets and management through subordinate managers of a sizeable team of professionals.
<input type="checkbox"/>	Senior Manager	Typically manages large teams of professionals and/or junior managers. The job has full management responsibility including the management of numerous teams of managers/professionals, planning for the teams' future needs and operations. There is financial accountability for independent budgets and management through subordinate managers of a sizeable team of professionals.
<input type="checkbox"/>	Division Leadership	The job has full management responsibility including the management of numerous teams of managers/professionals across the spectrum of different activities within a major function, planning for the teams' future needs and operations. There is financial accountability for independent budgets and management through subordinate managers of a sizeable team of professionals.

What type of supervision does the position receive?

	Type	Supervision Received Description
<input type="checkbox"/>	Direct Supervision	Work completed with little autonomy; works under either direct supervision or clearly defined procedures. Work is reviewed for completeness or accuracy, adequacy and adherence to instructions.
<input type="checkbox"/>	General Supervision	Work completed under general supervision. The supervisor provides assignments by indicating general objectives, limitations, quality and quantity expected, deadlines and priorities. Employee uses initiative in carrying out recurring assignments.
<input type="checkbox"/>	Limited Supervision	Work completed with a limited degree of supervision. Supervisor makes assignments by defining objectives, priorities and deadlines, and assists employee with unusual situations that do not have clear objectives. Employee plans and carries out assignments and resolves problems and deviations in accordance with instructions, policies and accepted practices.
<input type="checkbox"/>	General Direction	Work completed autonomously. Receives general direction working from established policies and procedures. Supervisor sets overall objectives and resources available, and provides consultation to employee to develop deadlines, projects and work to be completed. Employee plans and carries out assignments, resolves most conflicts, coordinates work with others, and interprets policy on own initiative. Employee keeps supervisor informed of progress, potential issues or far-reaching implications.
<input type="checkbox"/>	Minimal Guidance	Work completed independently with minimal guidance. Assignments are made in terms of broad practice, precedents, policies and goals. Work may be reviewed for fulfillment of department objectives, and conformance with policies and regulatory requirements.
<input type="checkbox"/>	Broad Administrative Guidance	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Employee has responsibility for planning, designing and implementing programs and projects, and sets goals for department. Review of work is generally limited to accomplishment of broad functional objectives, and conformance to policies and regulatory requirements.
<input type="checkbox"/>	Strategy Alignment	Receives only broad strategic guidance. Assignments are in terms of developing and achieving strategic goals and objectives, aligned with division and institution strategy. Review of work is limited to accomplishment of functional objectives and business plans for multiple units.