



**Factor 1 – Education**

This factor is used to measure the amount of formal academic, technical or vocational education required to undertake the duties of the position; the following characteristics of the work are to be considered in selecting a degree:

- The specialized knowledge necessary for a comprehensive understanding of the work elements involved
- The minimum formal academic, technical or vocational education necessary to perform the work

<b>Degree</b>	<b>Degree Definition</b>
<b>1</b>	Required education level is completion of some secondary school (Grade 10) or equivalent
<b>2</b>	Required education level is completion of some secondary school (Grade 10) or equivalent plus specific academic, vocational or technical training of up to one year in duration
<b>3</b>	Required education level is completion of secondary school (Grade 12) or equivalent
<b>4</b>	Required education level is completion of secondary school (Grade 12) or equivalent plus up to and including one year post-secondary training
<b>5</b>	Required education level is completion of secondary school (Grade 12) or equivalent and graduation from a two year community college program or equivalent
<b>6</b>	Required education level is completion of secondary school (Grade 12) or equivalent and graduation from a three year university or community college program or equivalent
<b>7</b>	Required education level is graduation from a four year university program or equivalent
<b>8</b>	Required education level is graduation from a five year university program or equivalent



**Factor 2 – Experience**

This factor is used to measure the amount of work experience required to undertake the duties of the position; the following characteristics of the work are to be considered in selecting a degree:

- The application of techniques and procedures that must be learned
- The minimum amount of practical experience in any related work or work in a lesser position required to adequately perform the job
- The period of training or adjustment on the job itself

<b>Degree</b>	<b>Degree Definition</b>
<b>1</b>	Up to and including 6 months
<b>2</b>	Over 6 months and up to and including 1 year
<b>3</b>	Over 1 year and up to and including 2 years
<b>4</b>	Over 2 years and up to and including 4 years
<b>5</b>	Over 4 years and up to and including 6 years
<b>6</b>	Over 6 years and up to and including 8 years
<b>7</b>	Over 8 years

**Factor 3 – Judgment**

This factor measures the requirement of the position to exercise judgment; consider the following characteristics of the work in selecting a degree:

- Limiting effects of supervisor’s instructions and work checks
- Requirement to work to detailed and established procedures, standards, practices and precedents
- The latitude allowed for decision-making

<b>Degree</b>	<b>Degree Definition</b>
<b>1</b>	<ul style="list-style-type: none"> <li>• Assignments are clearly defined</li> <li>• Little or no latitude exists for exercising judgment</li> <li>• Most problems are referred to supervisor</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• Assignments are covered by well-defined methods and procedures</li> <li>• Some latitude exists for exercising judgment within established guidelines</li> <li>• Most unusual problems are referred to the supervisor</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• While assignments are covered by established methods and procedures, some initiative is required in adapting these guidelines to obtain the desired end result</li> <li>• The exercise of judgment is a normal requirement, but is restrained by departmental objectives</li> <li>• Direction is sought when apparent solutions to problems are not within the intent of established practices</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>• Assignments frequently involve modifying established methods or procedures or devising new courses of action within the intent of existing policies or legislation</li> <li>• The exercise of judgment is extensive and is complicated by the need to consult and/or coordinate action plans</li> <li>• While difficult problems may be discussed with supervisor, solutions are not normally expected during such discussions</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>• Assignments involve development of solutions to diverse and inter-related problems often having conflicting requirements</li> <li>• The exercise of judgment is extensive and involves complex, far-reaching, and/or sensitive issues</li> <li>• Consultation with a supervisor concerning difficult problems is not normally expected</li> </ul>

**Factor 4 – Consequence of Errors in Judgment**

This factor is used to measure the consequence of making errors; the following characteristics of the work are to be considered in selecting a degree:

- The consequence on the organization of making errors in the decision-making process

<b>Degree</b>	<b>Degree Definition</b>
<b>1</b>	Incorrect or inappropriate recommendations/decisions/actions have little effect on service to the public/students/staff and/or financial costs
<b>2</b>	Incorrect or inappropriate recommendations/decisions/actions have limited consequences on the department such as limited effect on service to the public/students/staff or limited financial costs
<b>3</b>	Incorrect or inappropriate recommendations/decisions/actions have obvious consequences or adverse effects on service to student/staff and public relations, reduced service to the public, financial costs, and requires intervention by supervisory staff to deal with the repercussions
<b>4</b>	Incorrect or inappropriate recommendations/decisions/actions have serious, usually short-term consequences; reduced or impaired service to the public/students/staff; negative media reaction, significant financial costs; and requires senior staff to deal with the repercussions

**Factor 5 – Financial Responsibility**

This factor is used to measure the responsibility or accountability for financial reasons; the following characteristics of the work are to be considered in selecting a degree:

- The responsibility for financial processing and
- The responsibility for activities that result in making financial commitments

<b>Degree</b>	<b>Degree Definition</b>
<b>1</b>	Little or no responsibility for handling or processing cash and other financial instruments
<b>2</b>	Responsibility for handling or processing cash, and other financial instruments
<b>3</b>	Responsibility for authorizing expenditures or recoveries in accordance with detailed written procedures
<b>4</b>	Responsibility for activities which result in financial commitments made in the absence of detailed written procedures

**Factor 6 – Supervision**

This factor measures the continuing responsibility that the incumbent assumes for the supervision and direction of staff; consider the following characteristics of the work in selecting a degree:

- The nature of supervision given, that is either direct, indirect or functional
- The number of employees supervised

Do not consider occasional supervision, such as that performed during the absence of the supervisor on annual vacation or sick leave.

<b>Degree</b>	<b>Nature of Supervision</b> <i>(based on degree and number of FTEs supervised A=0, B=1-4, C=5-8, D=9-12, E=13+)</i>
<b>1</b>	The work does not have the requirement to exercise supervision; occasionally may explain work procedures to new or inexperienced employees.
<b>2</b>	Although formal supervisory responsibilities are not part of the job, the job may involve coordinating and scheduling the day-to-day work of other workers in the department, monitoring output and task delegation  Employee oversees the tasks and assignments of other workers performing similar duties with responsibilities such as scheduling and assigning work, training staff, providing direction, checking work in progress and upon completion; this level does not include responsibility for personal matters such as hiring, promoting, or appraising the work of others
<b>3</b>	The work involves supervisory duties such as scheduling and assigning work, providing advice and direction, making short-term adjustments to staffing allocations, and establishing work standards and monitoring work quality and quantity standards; this level has input into decision making for all or some personnel matters such as making hiring or promotion recommendations, and appraising the work of others
<b>4</b>	The work involves supervisory duties such as scheduling and assigning work, providing advice and direction, making short-term adjustments to staffing allocations, and establishing work standards and monitoring work quality and quantity standards; personnel responsibilities include appraising the work of employees and recommending for hiring and promoting

**Factor 7 – Contacts**

This factor is used to measure the responsibility for effective handling of personal contacts with other staff, students, members of other organizations and the general public; consideration should be given to the nature and purpose of such contacts; the following characteristics of the work are to be considered in selecting a degree:

- The purpose of the contact
- The extent to which tact, persuasiveness and negotiating skills are required

Degree		Purpose of Contact <i>(select from 1-3 and 1-D i.e. 1B or 3D)</i>			
		A	B	C	D
1	Contacts require courtesy	Purpose is to exchange/ discuss information in accordance with current policies and technical practices	Purpose is to clarify/ exchange and discuss information of a detailed or specialized nature (requiring specialized knowledge)	Purpose is to gain cooperation; coordinate activities or programs: mitigate high tension or emotional situations	Purpose is to obtain funding: initiate major programs and policies; negotiate major contracts; handle major sensitive issues
2	Contacts require tact and discretion				
3	Contacts require human relations and communication skills				

**Factor 8 – Physical Demands**

This factor refers to the physical fatigue that results from performing the duties of the job; the following characteristics of the work are to be considered in selecting a degree:

- The frequency of performing tasks that cause fatigue
- The requirements to assume an uncomfortable or awkward posture
- The requirement to lift, push or pull objects

Degree	Degree Definition
1	The work involves occasional light physical activity
2	The work involves frequent light physical activity <b>or</b> occasional moderate physical activity
3	The work involves almost continuous light physical activity <b>or</b> frequent moderate physical activity <b>or</b> occasional heavy physical activity
4	The work involves almost continuous moderate physical activity <b>or</b> frequent heavy physical activity
5	The work involves almost continuous heavy physical activity

**Factor 9 – Sensory Demand**

This factor refers to the sensory fatigue that results from performing the duties of the job; the following characteristics of the work are to be considered in selecting a degree:

- The frequency of performing tasks that cause sensory fatigue
- The length of time spent on tasks that cause sensory fatigue

<b>Degree</b>	<b>Degree Definition</b>
<b>1</b>	The work involves occasional short periods of concentration which result in only normal sensory concentration
<b>2</b>	The work involves frequent short, or occasional intermediate periods of sensory concentration
<b>3</b>	The work involves almost continuous short <b>or</b> frequent intermediate or occasional lengthy periods of sensory concentration
<b>4</b>	The work involves almost continuous intermediate <b>or</b> frequent lengthy periods of sensory concentration
<b>5</b>	The work involves almost continuous lengthy periods of sensory concentration

**Factor 10 – Working Conditions**

This factor is used to measure the frequency of exposure to undesirable or disagreeable working conditions under which the work is performed; the following characteristics of the work are to be considered in selecting a degree:

- Exposure to such unpleasant or disagreeable conditions as dirt, dust, temperature extremes, fumes, chemicals, obnoxious odours, noise, vibration, inclement weather, pressure, deadlines, poor lighting, interruptions, requirement to be “on call”
- Exposure to hazards which present a risk to health or personal safety

<b>Degree</b>	<b>Degree Definition</b>
<b>1</b>	The work is performed in an environment with almost no exposure to disagreeable conditions and/or hazards
<b>2</b>	The work is performed in an environment with occasional exposure to minor disagreeable conditions and/or hazards
<b>3</b>	The work is performed in an environment with frequent exposure to minor <b>or</b> occasional exposure to major disagreeable conditions and/or hazards
<b>4</b>	The work is performed in an environment with almost continuous exposure to minor <b>or</b> frequent exposure to major disagreeable conditions and/or hazards
<b>5</b>	The work is performed in an environment with almost continuous exposure to major disagreeable conditions and/or hazards