

POSITION CLASSIFICATION PROCEDURE GUIDE

GLOSSARY OF TERMS

Coordinating – to work with others to arrange the work flow; to assist others in executing a complex task; to provide assistance in achieving a common effort.

Directing – to organize, lead, and regulate the activities of another to achieve organizational objectives; to move someone toward accomplishment of a task by providing guidance or direction; in control of another's activities; gives instruction to the performance of work.

Facilitating – to be the focal point of making things happen; arranging meetings or providing support to an action or process.

Leading – having a lead role to make things happen; ability to direct, control or command others; one in charge; one who has power, influence or status to direct the activities of others.

Supervising – to direct and watch over the performance of others; the authorized person to watch, approve and control another's performance; authority delegated by an organization to a person in control of the work activities and employee performance.

Supervisor – the person responsible for defining the work tasks, assessing work performance and making hiring and firing decisions. Supervisors are authorized in their job title or job description to direct the work of other employees on a lower classification. A person whose position's primary function is the utilization of the supervision process, with the authority to effectively recommend hire, promotion or termination, discipline employees, respond to grievances and prepare performance appraisals.

Manager - A person whose position's primary function is the utilization of the management process, and who normally achieves end results through subordinate supervisors.

Job Duty/Activity Definition

The Job Duty/Activity Definition component uses action verbs to provide a brief, one or two sentence description of the work. It identifies the general purpose and concept of the job. An effectively written Definition should answer the following questions:

- Performs what action? (verb)
- To whom or what? (object of verb)
- For what purpose? (output)
- Using what knowledge?

It utilizes a key word approach to identifying the extent of the limits on the authority of position in the class to act with total independence.

- Close Supervision: the work is normally reviewed in progress and upon completion of each assignment to ensure accuracy, timeliness, and conformance to established standards; most aspects of the work tasks are covered by detailed instructions or procedures.
- General Supervision: the work is normally reviewed upon completion, with occasional spot checks while in process, to ensure accuracy, timeliness, and conformance to established standards; major work tasks are covered by instructions or procedures and unusual situations are referred to a supervisor.
- Limited Supervision: the work is normally reviewed upon completion to ensure compliance with general organization/department goals, policies and procedures. Major work activities are covered by procedures or guidelines permitting flexibility in selecting methods to utilize and procedures to follow, determination of work priorities, and the planning and coordination of projects.
- General Direction: the major work activities are generally undefined except in terms of achieving overall organization/department goals. Specific policies, procedures and guidelines are virtually nonexistent except for executive directives and accepted professional standards.