

SAEOP AND PARAPROFESSIONAL JOB MEASUREMENT SYSTEM

	Weight	Level						
FACTOR	%	1	2	3	4	5	6	7
Knowledge & Skills	25	305	360	425	500	590	690	815
Decisions & Results	20	245	290	340	400	470	555	
Complexity	15	185	215	255	300	350		
Supervision	10	125	145	170	200	235	275	
Contacts	15	185	215	255	300	350		
Planning & Organization	10	125	145	170	200			
Working Conditions	5	60	70	85	100			

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Knowledge & Skills

Every job demands a level of knowledge and/or skills in order to fulfill job requirements. Knowledge and skills may be practical, technical, or experiential and may be obtained through any combination of education, experience or training. Knowledge/skills may range from familiarity with facts, methods and procedures, to manual skills, to knowledge or organization and supervision, to fields of study, or to management ability.

FACTOR	1	2	3	4	5	6	7
POINTS	350	360	425	500	590	690	815
Knowledge & Skills	Knowledge/basic skills associated with a single task and simple instructions.	Knowledge of standardized multiple tasks carried out within clearly defined procedures including use of simple tools and equipment.	Knowledge of complex work processes involving a recognized functional area, a specialized area or a vocational area.	Full working knowledge/expertise in a functional area, a specialized area or a vocational area.	Full working knowledge/expertise in a specialized area or recognized discipline including basic understanding or the principles and theory.	A thorough knowledge of both theoretical and practical application of a specialized area or recognized discipline.	Broad expertise requiring the interpretation of advanced principles, techniques or theory.

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Decisions & Results

This factor measures the extent to which a job is responsible for decisions made and actions taken and the results of those decisions and actions.

FACTOR	1	2	3	4	5	6
POINTS	245	290	340	400	470	555
Decisions & Results	Decisions are dictated by prescribed instructions and impact only own work area.	Decisions are controlled by established work routines and may impact the accuracy, reliability or success of results/activities outside work area.	Decisions are directed by practices and procedures and the work usually impacts the immediate work area.	Decisions are guided by objectives within resource constraints. Impact usually involves the design or outcome of systems, products, programs, service quality, etc.	Decisions are typically subject to constraints of broad practice and procedures and/or direction from those responsible for implementing organizational policy. A large degree of independence is often afforded to positions at this level. Impact is usually at the program or site level.	Decisions are subject to broad functional policies and goals and typically impact district-wide programs, activities and efforts.

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Complexity

Every job presents problems to be solved. Problems may require varying levels of analysis, independent thought, creativity, resourcefulness or judgment. This factor measures the complexity of thinking, creativity, conceptualization and problem-solving demanded by the job.

FACTOR	1	2	3	4	5
POINTS	185	215	255	300	350
Complexity	Work situations are routine and regularly recurring, requiring attention and concentration but little or no discretion, consideration and/or planning.	These jobs are confronted with multiple choice situations and solutions. Work situations require limited consideration and interpretation of information to choose the most effective responses.	Varied situations requiring search for solutions; significant interpretation and evaluation is required to successfully recognize and define problems and alternative solutions.	The situation to be resolved includes circumstances, facts and issues that are often different from those encountered in the past. Problems are multi-dimensional: trade-offs and risks must be considered. The incumbent must consider various possible alternatives and consequences before selecting a solution.	Problems are very complex, abstract and long-term in nature. There is a continual requirement for innovative thought. The situations faced have little or no precedent to guide the problem solving process.

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Supervision

This factor appraises the nature and extent of supervisory/management responsibility for the work product(s) of others (other employees volunteers or students).

FACTOR	1	2	3	4	5	6
POINTS	125	145	170	200	235	275
Supervision	Responsible for own work.	Provides guidance or instruction or others involved in focused activities, programs (either in groups or individually) or specific tasks.	Assigns, leads and schedules the work of others and/or provides input into the evaluation of others' work.	Plans, oversees, monitors, reviews and/or evaluates the work of others that require little day-to-day supervision. May make recommendations on selection and termination.	Manages related, multiple activities through subordinates, including evaluation, selection and termination.	Manages multiple, diverse activities through subordinates, including evaluation, selection and termination.

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Contacts

This factor measures the requirements for active, interpersonal contact which characterize a job. The extent to which the position interacts with students, parents, other employees, or people outside the District and the nature of that interaction are the focus of this factor. Contacts may range from those contacts characterized by the exchange of information to those contacts which demand the highest level of interpersonal skills.

FACTOR	1	2	3	4	5
POINTS	185	215	255	300	350
Contacts	Basic communication skills and courtesy are required to exchange routine information or provide routine assistance.	Communication skills are required to exchange and explain information or technical concepts with others.	Communication skills are required to communicate concepts and ideas to individuals and groups. Understanding and influencing people are important considerations in performing the job. Sensitivity of others' point of view is often required to influence behavior or turn a situation around.	Communication skills are required to motivate, persuade and/or lead others decision or action.	Communication skills are required to build trust, inspire action, create understanding and cooperation. There may often be a need to defend, justify, negotiate or settle conflicts or issues among diverse groups in contexts where resulting actions may have significant impact within the organization.

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Planning & Organization

This factor measures the requirements of the job to plan and organize projects, programs or activities, including organizing the various elements, tracking progress, assisting in individual stages, and integrating activities or functions.

FACTOR	1	2	3	4
POINTS	125	145	170	200
Planning & Organization	Requires basic planning or organizing of own work or activity.	Requires planning, organizing, and coordinating own work with the work of another(s) in order to successfully accomplish job responsibilities. This planning and coordinating may include arranging completion dates, sharing information, merging products or efforts, scheduling meetings, etc.	Requires planning of own and others' work, integration of individual efforts, and monitoring and scheduling of efforts to ensure the successful completion of an activity or project. This could involve initiating project-related activities, tracking progress and ensuring the successful completion of tasks by others.	Requires extensive planning and organization of various elements, including planning of goals and objectives, timelines, allocating resources, tracking progress, carrying out activities and coordinating efforts.

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Working Conditions

This factor measures those requirements of a job related to conditions in which the job is performed. It is understood that the incumbent is reasonably suited to the job, that all appropriate efforts to minimize adverse conditions have been undertaken, and that the conditions considered are inherent in the position.

Elements considered:

Physical Effort (lifting, moving, pushing, etc.)
 Work Environment (noise, temperature, interruptions, etc.)
 Emotional Content of Contacts
 Level of Sensory Attention

Variables:

Frequency
 Intensity
 Duration
 Degree of Control

FACTOR	1	2	3	4
POINTS	60	70	85	100
Working Conditions	Minimal amounts of working conditions.	Moderate amounts of working conditions.	Considerable amounts of working conditions.	Extreme amounts of working conditions.