|  | Classification Factors Template for Staff (non-student)(ts) |
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| This template is intended for Job Builder action drafting **only**. All proposed job description actions must be entered in the Job Builder system ([**https://universityofcalifornia.marketpayjobs.com**](https://universityofcalifornia.marketpayjobs.com/)) for review and approval by HR Compensation. | |

| Classification Factors | |
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This section is required for new career job descriptions and reclassifications only.

| Freedom To Act |
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| Select a statement that describes the level of independence for this position. |
| * Work is closely managed and reviewed for accuracy and adequacy. Follows specific, outlined, and detailed directions. |
| * Work is accomplished with moderate supervision. Follows established and detailed directions. Work is reviewed for accuracy and overall adequacy. |
| * Work is accomplished with limited direction. Determines and develops approach to solutions. Work is evaluated upon completion to ensure objectives have been met. |
| * Work is accomplished without considerable direction. Exercises judgment in selecting methods, techniques, and evaluation criteria in obtaining results. Exerts significant latitude in determining objectives of assignment. Takes calculated risks with consultation from the expert. |
| * Works with minimal direction toward predetermined long-range goals. Acts independently to determine methods and procedures on new or special assignments. Determines and pursues courses of action essential in obtaining desired results. Takes calculated risks. |

| Problem Complexity and Problem Solving Timeframes |
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| Select a statement to describe how clearly a problem is defined when presented and how much additional effort is required to understand the nature of the problem. Additionally reflects typical timeframes associated with resolving problems encountered in the role. |
| * Provides resolution to problems that are readily identifiable with limited scope and are resolved in accordance with standard practices, procedures, applications, or routines. Problem/Task resolution timeframe: The majority of the tasks typically take one to two days to resolve. |
| * Provides resolution to an assortment of problems that are typically well defined, but some clarification or judgment is required to determine action, as additional information about the problem/task is discovered. Uses judgment within defined practices/procedures to determine appropriate action. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but the majority of tasks take up to several weeks to resolve. |
| * Provides resolution to a diverse range of recognizable complex problems. Analysis is required to identify root cause. Uses judgment within defined boundaries to develop alternate solutions, both long and short term. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically the majority of tasks take three to six months to resolve. |
| * Works on complex issues where analysis of situations or data requires in-depth evaluation of variable factors. Constructs and may pursue alternative paths towards a solution. Exercises judgment in selecting method, techniques and evaluation criteria for obtaining results consistent with broadly defined policies and practices. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically six to twelve months or more to resolve. |
| * Works on significant and unique issues where analysis of situations or data requires an evaluation of intangibles. Aware and responds to changing and interconnected variables. Exercises independent judgment in methods, techniques and evaluation criteria for obtaining results. Problem/Task resolution timeframe: Inclusive of shorter timeframes, but typically twelve months or more to resolve. |

| Impact |
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| Select a statement that describes the impact to the organization of contributions, decisions, recommendations or actions taken by the incumbent. |
| * Failure to accomplish results can normally be overcome without significant effect on the organization. |
| * Failure to achieve results or erroneous judgments may require the allocation of additional resources to correct and/or achieve goals. |
| * Failure to obtain results or erroneous judgments or recommendations would normally have serious results and may require substantial expenditure of resources to correct and/or achieve goals. |
| * Erroneous decisions or recommendations would normally result in the inability to reach crucial organizational objectives and may have prolonged effect, as well as result in the expenditure of substantial resources. |
| * Erroneous decisions or recommendations would normally result in failure to reach goals crucial to significant organizational objectives and would profoundly affect the image of the organization. |

| Contact with Others |
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| Select a statement that describes the level, structure (internal and/or external) and nature of interface the role processes. |
| * Contacts are primarily with direct supervisor and others in group or department to give and receive information. |
| * Contacts are primarily within the department or function with occasional cross-functional interfaces. Some limited external customer contact on routine matters. |
| * Contacts are frequently inter-organizational and outside customer/vendor interactions. Part of a team who represents the organization. Monitors activities and communicates information across the organization. |
| * Represents the organization as the primary contact. Interacts with management and senior value-chain partners on matters requiring coordination across organizational lines. Achievement of objectives requires the ability to influence others both internally and potentially externally. |
| * Acts as prime consultant on significant tasks that affect the organization’s long-term goals and objectives. Interacts with senior management and stakeholders both internally and externally on matters requiring coordination and decision-making across organizational lines. |

| Financial Responsibilities |
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| Complete this section if the position has any financial responsibility. |

| Financial Controls |
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| * This position has responsibility for setting up and maintaining financial control systems and standards for the department. |
| * This position has authority to approve small, moderate, or significant financial expenses. |
| * This position has authority to delegate staff roles and responsibilities in campus business and financial systems. |

| Budgetary Responsibilities (previous fiscal year) | | | |
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| Complete this section if the position is responsible for overseeing or managing the day-to-day financial operations of a unit, department, or division. | | | |
| Financial Category | Scope of Budgetary Responsibility | Approximate Annual Value | Other Information and Comments |
| * Total Permanent Operating Budget |  |  |  |
| * Total Annual Expenditures |  |  |  |
| * Recharge and Income Revenue |  |  |  |
| * Gift and Endowment Income |  |  |  |
| * Contract and Grant Funds Awarded |  |  |  |
| * Special Program Funding |  |  |  |
| * Faculty Start-Up Funding |  |  |  |
| * Other (please explain) |  |  |  |

| Contracts and Grants | | | |
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| Complete this section if the position is responsible for overseeing or administering Contracts and Grants. | | | |
| Type of Responsibility | Approximate Number | Approximate Annual Value | Other Information and Comments (i.e. Granting Agency name, complexity of grant) |
| * Proposals Prepared and Submitted |  |  |  |
| * Grants Awarded (Post-Award Admin: Set up, Manage, Close-out) |  |  |  |

| Other Financial Information |
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