This document answers three fundamental questions regarding the Oregon Management Classification System:

What is Classification?

Classification is a process by which jobs of a common nature with similar duties and responsibilities are grouped together. Classification is based upon the objective elements of a position such as: size, scope and complexity of the operations overseen; type and number of employees supervised; financial accountability; decision making authority; and knowledge and experience. Classification descriptions are written to show an overview of the scope of work that is generally performed within each level of management classification. Classification descriptions are not written as position descriptions which are written for specific jobs and give detail about how tasks are performed, expected outcomes, working conditions and tools utilized.

After a comprehensive review of management position description questionnaires (PDQ’s) in December, 2013 and January, 2014, eight (8) distinct levels of supervisory managerial work were indicated: three levels of Administrators that focus on setting goals, three levels of Managers that focus on setting resources, and two levels of Supervisors that focus on assigning work. Work was compared to market data across the nation and twenty-three occupational groups were formed. Management classification descriptions are being developed appropriately according to needs within the occupational groups and associated job families. Having occupationally specific management classifications will make it so that applicants can easily identify positions of their interest; internal employees can easily see their career ladder; and market comparisons can be made to identify appropriate pay.

What distinguishes one supervisory management classification from another?

Size, Scope and Complexity of Operations: The extent to which operations responsible for are similar or diverse in function; the impact of the operations are unit, division, department, agency or state wide; and the extent to which the operations are strategic or tactical.

Type and Number of Employees: The number of employees supervised; the range of classifications supervised; and the mix of vocational, paraprofessional, professional, and managerial employees managed.

Definitions:

Vocational: Perform standardized work with an understanding of general work routines.

Para-Professional: Work requires specialized skills obtained through job experience, certificate program or a series of courses in an educational field in preparation for professional level work.
**Lower Level Professional**: Work requires understanding of the theoretical principles behind the work being performed.

**Mid-Level Professional**: Work requires comprehensive understanding and experience in the profession.

**High Level Professional**: Leader with expertise and authoritative knowledge in a complex profession.

**Lower-Level Managers**: Management classifications below the considered Management Classification.

**Financial Accountability**: The size of the operational and non-operational budget. Financial impact of recommendations and decisions.

**Decision Making Authority**: The extent to which decisions are made within law, policies, rules and procedures. The degree of the decisions related to determining and managing resources. The types of decisions made and the type and frequency of decisions referred to others.

**Knowledge and Experience**: The degree of technical or professional knowledge, combined with relevant experience, required to perform the job to at a fully competent level.

*(Further understanding of these distinguishing features can be found in the “Supervisory Management Allocation Tool”)*

**How are Qualification Standards established and applied:**

The qualification standards for supervisory management positions have been established through an analysis of what the market for comparable work supports. Further, Oregon Administrative Rules, Division 40, 105-040-0010, states classification descriptions will include minimum qualifications.

As an employer, the state values the various ways an applicant can gain qualifying experience or education. As such, qualification standards have been established and identify the minimum combined education and experience for each classification level. Each qualification standard includes the option for an equivalent number of years of experience or an equivalent combination of education or experience. This means the stated qualification standards are only one way (the least of the combined education and experience) by which an applicant can qualify. This is consistent with the current recruitment practice.

Equivalencies for qualification standards are stated within The Department of Administrative Services Recruitment Manual published in April, 2009. The equivalencies allow for many different ways to qualify for a classification. When the management classification specifications are implemented, there will be a link at the bottom of each qualification standard section to the equivalency guide. This will identify the many ways an applicant may qualify for a position.
For example, Manager 2 outlines a Bachelor’s degree and 4-6 years of relevant experience. Utilizing equivalencies, a candidate will also qualify in the following scenarios:

<table>
<thead>
<tr>
<th>Education</th>
<th>Experience</th>
<th>Total Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7 Years of Relevant Experience</td>
<td>= 7 years</td>
</tr>
<tr>
<td>45-48 Quarter Hours+</td>
<td>6 Years of Relevant Experience</td>
<td>= 7 years</td>
</tr>
<tr>
<td>96 Quarter Hours    +</td>
<td>5 Years of Relevant Experience</td>
<td>= 7 years</td>
</tr>
<tr>
<td>Bachelor’s Degree   +</td>
<td>4 Years of Relevant Experience</td>
<td>= 7 years</td>
</tr>
<tr>
<td>Master’s Degree     +</td>
<td>3 Years of Relevant Experience</td>
<td>= 7 years</td>
</tr>
<tr>
<td>Doctorate           +</td>
<td>2 Years of Relevant Experience</td>
<td>= 7 years</td>
</tr>
</tbody>
</table>

**Licenses Certifications and Registrations:**
If the management work defined legally requires a certification, license or registration, this will be noted in the qualification standards. Agencies will continue to be able to request preferred certificates, knowledge and experience that will assist individuals to be successful for the specific position under recruitment. This will not change the qualification standards and will continue to be a secondary step in the screening process.