***Part 1 - Job Classification***

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| Date: |  |
| Analyzed by: |  |

**Position Information**

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| Agency Number: |  |
| Agency Name: |  |
| Position Number: |  |
| Budget Authorization Number: |  |

**Allocation Information**

Based on the analysis of the position description or other relevant documentation the agency has determined the following proposed classification to be the best fit for the assigned work.

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| Classification Number: |  |
| Classification Name: |  |

On the following two (2) pages, mark the distinguishing features that apply for the position in review. Provide a brief summary analysis of the key considerations in determining the classification chosen in the box provided.

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| *Classification Specifications should be referred to for more detailed information. All positions may not include all responsibilities and accountabilities. Examples are neither all inclusive nor restrictive.* | | |
| **Supervisor** | **Positions in these levels are responsible for an operating unit.**  *e.g. Hire, evaluate work, discipline employees, fire, respond to grievances* | |
| S1(78) | Operate within **well-defined** procedures and guidelines. |  |
|  | The scope and complexity of responsibilities is **well defined** and the incumbent has **minimal latitude** to change the scope of the objective. |  |
|  | The impact of **decision making is minimal** on the overall operation of the agency. |  |
|  | Supervise daily operational activities and the work of **vocational employees**. |  |
| S2(79) | Operate within **well-defined** procedures and guidelines. |  |
|  | The scope and complexity of responsibilities are **well-defined** and the incumbent has **minimal latitude** to change the scope of the objective. |  |
|  | Assigned the **review of necessary changes** to the defined procedures and recommend changes to managers. |  |
|  | The impact of **decision making is minimal** on the overall operation of the agency. |  |
|  | Supervise operational activities and the work of **vocational employees, vocational lead workers or lower-level supervisors.** |  |

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| Summary analysis: |

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| **Manager** | **Plan, direct and coordinate the operations of a program, division, department or operating unit.**  *e.g. Translate plans & policies into effective production, develop work procedures, develops budget requests, maintains inventory of equipment & supplies* | |
| M1(87) | Operate within **variable but defined** procedures or clearly defined policies. |  |
|  | The scope of duties include the **management of assigned resources** within **well-defined** operational objectives and goals. |  |
|  | Positions have **limited latitude** to change the scope of operations. |  |
|  | The **financial accountability is small** within the context of the agency. |  |
|  | Supervise **vocational, paraprofessional and lower-level professional employees**. |  |
| M2(88) | **Define operational objectives and goals** that align with policy, law and rule. |  |
|  | The scope of duties also include **recommendations and implementation** of changes to policy, law, and rule and the **management of assigned resources to re-define and meet** operational outcomes and goals. |  |
|  | The **financial accountability is moderate** within the context of the agency. |  |
|  | Supervise **mid-level professionals, supervisors or lower-level managers**. |  |
| M3(89) | **Define operational objectives and goals** that align with policy, law and rule. |  |
|  | The scope of duties include **effective recommendations and implementation** of changes to policy, law, and rule. |  |
|  | Resources managed typically represent a **considerable part of the agency’s** total operations. |  |
|  | **Integrate** objectives and goals with **peer management** levels **throughout the organization**. |  |
|  | The **financial accountability is considerable** within the context of the overall scope of the agency. |  |
|  | Supervision of **supervisors, lower-level managers or high-level professional staff.** |  |

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| Summary analysis: |

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| **Administrator** | **Bring about strategic change, both within and outside the organization, to meet organizational goals and customer expectations. Participate in the establishment of organizational vision and implement goals in a continuously changing environment.**  *E.g. Determines policy & priority, provides expert consultation to legislature & agency head; directs and approves budget requests* | |
| A1(97) | **Develop objectives, resources and organizational plans** for the effective delivery of services. |  |
|  | Plans are a **mix of tactical and strategic** requiring the integration of dissimilar functions. |  |
|  | The **financial accountability is considerable** within the context of the overall scope of the **state**. |  |
|  | Supervise **lower-level managers and supervisors representing multiple organizational units or functions.** |  |
| A2(98) | **Develop objectives, resources and organizational plans** for the effective delivery of services. |  |
|  | Plans are **strategic** requiring the **redesign and integration of dissimilar functions**. |  |
|  | The **financial accountability is considerable** within the context of the overall scope of the **state**. |  |
|  | Supervise **mid-level managers or lower-level administrators representing multiple divisions or organizational units.** |  |
| A3(99) | **Establish agency law, rule and policy.** |  |
|  | **Interface with legislative leadership and community stakeholders** is imperative to the success of the agency, funding and goals within the context of the overall scope of the state. |  |
|  | Supervise **upper-level managers and lower-level administrators representing a significant portion of the agency's functions**. |  |

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| Summary analysis: |

***Part 2 – FLSA Designation***

**For instruction on making this determination please see:** [**FLSA Guide and Worksheet**](http://www.oregon.gov/DAS/CHRO/pages/manual/pos/flsa_designation.aspx)

Based on the analysis of the position description or other relevant documentation the agency has determined the position to meet the following FLSA designation.

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| “X” the designation determined to be appropriate | |
|  | This position is Non-Exempt |
|  | This position is Exempt - Executive and Supervisory |
|  | This position is Exempt - Administrative |
|  | This positon is Exempt - Professional |
|  | This positon is Exempt - Computer |

Provide a brief summary analysis of the key considerations in determining the FLSA status of the position.

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***Part 3 – Service Type Designation***

**For instruction on making this determination please see:**

**Management Designation** [**Worksheet**](http://cms.oregon.egov.com/DAS/CHRO/Pages/classcomp.aspx#More_Publications_&_Forms)

Based on the analysis of the position description or other relevant documentation the agency has determined the position to meet the following Service Type designation.

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| “X” the designation determined to be appropriate | | |
|  | Management Service Supervisory (MMS) | |
|  | Management Service Non-Supervisory (MMN) | |
|  | Management Service Confidential (MMC) | |
|  | Executive Service Supervisory (MESN) | |
|  | Executive Service Non-Supervisory (MENN) | |
|  | Other: (Please identify representation code) |  |

Provide a brief summary analysis of the key considerations in determining the Service Type of the position.

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