



State of Oregon

Chief Human Resources Office

Classification Glossary of Terms

ADMINISTRATIVE: Descriptive of work relating to the implementation and execution of policies, rules, regulations, and laws concerning agency programs and operations. Work involves the exercise of analytical ability, research, judgment, accountability, and an in-depth knowledge of concepts and practices in the management of an agency program or operation.

ADMINISTRATOR: A position responsible for running a large division. Employees determine and formulate the policies and provide the overall direction of the agency within the guidelines set by legislation or a board of directors or similar governing body.

ADVISE: To recommend a course of action or officially offer an informed opinion based on specialized knowledge.

ALLOCATION: The assignment of a position in an existing and available classification. The process of deciding the classification that best depicts the work assigned to the position by matching the purpose, authority, duties, and responsibilities of a position to the general description, distinguishing features, and duties and responsibilities of a classification.

ANALYSIS: An examination of the nature of a problem, process, or situation, and its elements to determine its essential features and relationships.

ANALYZE: See analysis.

APPLY: To put to use; put into effect or operation.

APPRAISE: To give an expert judgement of worth or merit.

APPROVE: To accept as satisfactory; to exert final authority regarding commitment of resources or action.

ASSEMBLE: To collect or gather in a predetermined order from various, existing sources.

ASSIGN: To give responsibility for the accomplishment of tasks or duties to one or more employees.

ASSURE: To make certain of.

AUDIT: To officially examine with intent to verify; a methodical examination and review of the legality, accuracy or efficiency of procedures, operations, transactions, and expenditures.

AUTHORITY: The right or power to make decisions and ensure those decisions are carried out, without the need of approval from a superior.

CHECK: To verify; to compare with a source.

CLASSIFICATION: A concise statement that defines the nature, type, and level of work performed by a group of positions sufficiently alike in experience, skill, duties, authority, and responsibilities and to which the same schedule of pay may be equitably applied.

CLASSIFICATION SERIES: Two or more classifications sharing a common title which are similar as to type of work, but differ in scope, complexity, and levels of responsibility. Each job level within a classification series is indicated by a numerical indicator after the series title.

CLASSIFICATION SPECIFICATION: The official written source document describing a type and level of work based on similarity of duties and level of responsibility; having a common title and requiring the same knowledge and skills.

CLASSIFICATION PLAN: All classifications adopted by the CHRO, the classification specifications, and the procedures and policies for keeping the classifications current.

COMPARE: To examine the character or quality of things, processes, procedures, etc. to find similarities and differences.

COMPILE: To put together; to gather from other documents.

CONSULT: To provide technical or professional advice or information in defining, clarifying, and improving a program or operation.

COORDINATE: To regulate, adjust, or combine the actions of others to attain harmony, which generally includes tracking progress, checking results, and ensuring individuals or processes involved are working effectively and efficiently toward a common goal.

DESK AUDIT: An interview with an employee and supervisor to gather information about and verify duties, authority, and responsibilities of a position to decide the appropriateness or inappropriateness of the position's allocation.

DEVELOP: To create from an idea a product or plan designed to get a specified result.

DIRECT: To organize and oversee the activities and procedures of others to achieve program objectives and goals.

DIRECTLY RELATED: The body of work demonstrated in the work history matches the fundamental theory, methods and standards associated with the specific discipline of the subject position. The knowledge and skill acquired from the work history is exact by fully and directly participating in the work of the same occupational field.

DISCUSS: To exchange views for the purpose of arriving at a conclusion.

ENFORCE: To require by authority the observance of, or compliance with, laws, rules, orders, contracts, or agreements.

ENTRY LEVEL: The beginning level in a class series in which the employee comes to the job with the minimum qualifications but under-fills the first full working level.

EQUAL PAY ANALYSIS: An evaluation process to assess and address wage disparities among employees who perform work of a comparable character.

EVALUATE: To decide the significance or worth by careful appraisal and study.

FORMULATE: To spell out, formalize, or put into words a rough plan; to put into a systematized statement or expression.

FOUNDATIONALLY RELATED: See Progressively Related.

FULL PROFICIENCY LEVEL: Level of work that involves a variety of assignments that are typical of the field or profession. Incumbents perform the full range of assignments independently, using standard methods and techniques of the field. This work usually requires both knowledge and experience in the related job area as a minimum qualification for entry into the class.

IMPLEMENT: To carry out; to put into practice (e.g., policies and plans).

INDEPENDENTLY: A manner of performing and completing work without in-process review or assistance of a supervisor.

INSPECT: To examine carefully and critically; to compare critically to a standard, quality, or the like to identify discrepancies or deficiencies.

INTERNAL ASSESSMENT: An evaluation by an agency to determine the appropriate, equitable salary rate for the candidate or an employee, relative to the current workforce performing work of a comparable character based on a factor or a combination of the factors listed in ORS 652.220(2).

INTERPRET: To analyze and apply laws, rules, and policies to a given specific set of circumstances. The implication is that the application of the laws, rules, and policies is to specific circumstances where the application is not clear cut and requires an element of judgment.

INVESTIGATE: To make a methodical, searching inquiry into a situation to uncover the facts, includes documentation of steps taken.

JOB FAMILY: A group of job classifications related by the nature of the work performed. Classes have common vocations or professions requiring similar knowledge, skills, and accountabilities where a career progression exists.

JOURNEY LEVEL: See Full Proficiency Level.

KNOWLEDGE: The understanding of facts, ideas, or principles gained by experience, education, and training. The grasp of the occupational subject matter.

LEAD: A position temporarily assigned responsibilities beyond the base position, such as prioritizing and assigning tasks to effectively complete work, providing direction to workers concerning work procedures and performance standards, providing informal feedback of employee performance to supervisors, and reviewing the completeness, accuracy, quality and quantity of work. This work is not to be added to the position description and is established in an agreement form.

LINE FUNCTION: A function directly related with accomplishing an organization's primary purpose.

LINE POSITION: A position directly engaged in performing the work for which a unit is established, such as a social services specialist in Children Welfare services.

MANAGER: A person who organizes work or directs its completion, often through subordinate supervisors. One able to translate plans and policies into effective production, set forth the general policy for accomplishment, set-up the organization to do the work, and exercise financial controls. Located organizationally between the administrator and supervisor.

MEDIATE: To facilitate disagreements between parties and reconcile differences.

METHOD: A systematic technique or mode of inquiry employed by or proper to a particular discipline or art.

NEGOTIATE: To arrange for or bring about consensus through conference, discussion, persuasion, and compromise.

NON-STANDARD: Something for which no established procedure is regularly and readily applied; a task or situation not directly addressed by any guideline.

ORGANIZATION CHART: A chart showing the distribution of functions, workflow, and working relationships among the divisions, units, sections, or programs of an agency. Information includes name of agency, division, program, and unit, manager name, employee name, classification, class code, position number, and salary range.

PARAPROFESSIONAL: See Technical/Paraprofessional.

PERSUADE: To influence others to favor a product, service, or point of view.

PLAN: To identify the steps and courses of action necessary to reach objectives.

POLICIES: The guiding principles that interpret and direct how the requirements of statutes, administrative rules, contract provisions, or court actions are practiced.

PRINCIPLES AND PRACTICES: The fundamental theory, methods, and standards associated with a specific discipline.

PROCEDURE: A particular way of doing something or of acting. A series of steps followed in a regular, defined order.

PROCESS: A series of actions or operations leading to an end or product.

PROFESSIONAL: Descriptive of a field of activity, type of work or vocation that requires specialized knowledge typically acquired from college course work at the bachelor's degree level or beyond.

PROGRAM: An ongoing operation or function that encompasses the agency's mission, objectives, and goals and that has a clearly identifiable statutory and budget authority.

PROGRESSIVELY RELATED: Work experience that provides the foundational knowledge- and skill-base leading to advanced level and then expert level in the occupational field.

REPORT: A formal written or oral presentation of relevant facts and information resulting from a detailed analysis.

RESPONSIBLE: To be accountable for the successful completion of a work assignment.

REVIEW: To go over or critically examine; see INSPECT.

RULES AND REGULATIONS: Operational guidelines established to ensure the accomplishment of work according to applicable law(s).

SKILL: The use of one's knowledge to effectively and readily do either a mental or physical task or process.

STAFF: Positions outside the line function chain of command of an organization that has the responsibility of providing support to the organization's management or overseeing a support function. It is distinguished from a Line Position by the latter's direct engagement in performing the work for which a unit is established.

SUPERVISION, CLOSE: To give an employee a work assignment with the procedure, methodology and schedule for prescribed completion. Work may be reviewed while in process or at completion.

SUPERVISION, GENERAL: To give an employee an assignment with the end product and completion date specified. The employee is responsible for the procedure, methodology, and work schedule necessary to complete the assignment. Work review is upon completion. Interim review is generally in response to an encountered problem and initiated by the employee.

SUPERVISOR: Positions that are typically operationally focused. They coordinate and oversee the day-to-day operations of a department and assigned programs or projects, either directly or through assigned staff. They plan, assign, and review the work of others.

TECHNICAL/PARAPROFESSIONAL: Jobs that require specialized extensive practical knowledge gained through experience and/or specific formal or on-the-job training. Work is usually associated with or supportive to a professional function or occupation. The tasks, methods, procedures, and computations that are covered by established precedents or guidelines and often require a high degree of skill, care, and precision. Work in these occupations may involve substantial elements of the work of the professional or administrative field but requires less than full knowledge of the field involved.

TRAIN: To teach, demonstrate or guide others to bring them up to a predetermined standard.

VERIFY: Confirm or establish authenticity; to substantiate.

WORK OF COMPARABLE CHARACTER: Positions are compared classification to classification. The State defines this as the classification and consists of work that requires substantially similar knowledge, skill, effort, responsibility and working conditions in the performance of work, regardless of job description or job title.