

FACTOR	DESCRIPTION
Responsibility	This factor refers to the degree of independent action, the extent to which the duties are circumscribed by standard practice, the exercise of judgment, the amount of resourcefulness and planning required, and their original application.
Knowledge	Refers to the basic knowledge and education required to perform the job. It may have been acquired, essential as background or training preliminary to performing the job. This factor is expressed in terms of formal educational equivalents.
Education and Experience	Refers to the education, training, and/or licensure or certification that is required to perform the essential duties effectively
Autonomy	Refers to the amount of autonomy the job has in terms of the degree of direction or guidance provided by the immediate supervisor in outlining the methods or procedures to be followed or the results to be attained.
Communications and Contacts	Refers to the employee's communication with other persons, both within and outside the university
Confidentiality	Refers to the employee's access to and use of confidential information.
Consequence of Errors	Refers to how mistakes or errors are caught and the possible impact of a mistake or error.
Supervisory Responsibility	Refers to the type of supervisory responsibility the employee has.
Number of Employees Supervised	Refers to the number of University Work Force employees, OPS or student assistants the employee supervises.
Physical Requirements	Refers to the physical requirements of the employee's job.
Work Demand Responsibility	Refers to impact of deadlines on your daily work.