

NON-EXEMPT POSITION FACTOR ANALYSIS

FACTOR	DEGREE				
	1	2	3	4	5
1. Knowledge	<input type="checkbox"/> High School education - no experience 20 points	<input type="checkbox"/> High School education - 0-2 mos. experience 36 points	<input type="checkbox"/> High School education - 3-12 mos. experience 63 points	<input type="checkbox"/> High School education - 1-3 yrs. experience 111 points	<input type="checkbox"/> More than 3 yrs. experience plus education beyond high school 200 points
2. Freedom of Action	<input type="checkbox"/> Routine and repetitive work 14 points	<input type="checkbox"/> Varied work with detailed instruction 25 points	<input type="checkbox"/> Some planning of own time 44 points	<input type="checkbox"/> Solves non-standard problems and performs with limited supervision 77 points	<input type="checkbox"/> Solves complex problems with minimum of direction 140 points
3. Accountability	<input type="checkbox"/> Negligible opportunity for error 18 points	<input type="checkbox"/> Probable errors confined to small phase of departmental activity 32 points	<input type="checkbox"/> Probable errors could be serious but generally confined to department 57 points	<input type="checkbox"/> Probable errors could result in significant internal impact or limited customer impact 101 points	<input type="checkbox"/> Probable errors could have serious effect on over-all operations or company reputation 180 points
4. Contacts	<input type="checkbox"/> Some contact of routine nature 15 points	<input type="checkbox"/> Regular contact on normal problems 26 points	<input type="checkbox"/> Varied contact of average difficulty 46 points	<input type="checkbox"/> Non-standard contact sometimes complex in nature 83 points	<input type="checkbox"/> Frequent, specialized contact involving complex issues 150 points
5. Physical Demands	<input type="checkbox"/> Normal expenditure of energy 9 points	<input type="checkbox"/> Some physical effort is required 16 points	<input type="checkbox"/> Moderate physical effort is required 28 points	<input type="checkbox"/> Moderately strenuous physical effort is required 50 points	<input type="checkbox"/> Strenuous physical effort is required 90 points
6. Complexity of Supervision	<input type="checkbox"/> Provides assistance to others 13 points	<input type="checkbox"/> Exercises immediate guidance, assigns and allocates work 23 points	<input type="checkbox"/> Supervises or assists, interprets directions, schedules and allocates work 41 points	<input type="checkbox"/> Supervises others, resolves routine problems 73 points	<input type="checkbox"/> Supervises others through one or more assistants 130 points
7. Research	<input type="checkbox"/> Compiles facts and figures 21 points	<input type="checkbox"/> Investigates and reviews current activities 20 points	<input type="checkbox"/> Investigates and reviews varied data requiring some interpretation 35 points	<input type="checkbox"/> Analyzes and interprets data to refine known practices 61 points	<input type="checkbox"/> Analyzes basic facts, evaluates data of current and long range problems 110 points

Position Title _____ Total Points _____
 Level _____ Date _____ No. _____

Note: The brief explanations for degrees are intended to serve as reminders only. The full explanation for each factor and degree appears in the Evaluation Plan. The Plan should be reviewed on questionable matters.