

Factor 3 – Guidelines FL 3-1 25 pts.

Specific guidelines, precedents and other instructions are used to complete assignments. Deviations from these instructions must be authorized by the supervisor.

Factor 4 – Complexity FL 4-2 75 pts.

The work is a variety of related tasks with some limited divergence from set methodology. Actions taken, or recommendations made fall within areas with fairly well-defined choices, and are generally straightforward and factual.

Factor 5 – Scope and Effect FL 5-1 25 pts.

Tasks and assignments are basically developmental providing opportunity for routine and specific input to broader studies. This facilitates the work of others in the immediate unit, but has little impact beyond this unit.

Factors 6/7 – Personal Contacts/Purpose of Contacts Level 1.a. 30 pts.

Contacts are with employees and coworkers in the immediate and related organization units to obtain and provide factual information related to analyses and studies in which the incumbent participates.

Factor 8 – Physical Demands FL 8-1 5 pts.

The work is primarily sedentary, requiring no special physical demands.

Factor 9 – Work Environment FL 9-1 5 pts.

Work is performed in a typical office setting. Occasional travel by any means of government or public transportation may be required.

TOTAL = 940 pts.

IV. UNIQUE POSITION REQUIREMENTS *(For titling purposes the immediate supervisor is to mark the **one** description below which describes the position)*

___ The principal responsibilities of the incumbent are primarily concerned with analyzing, evaluating, and/or improving the efficiency of internal administrative operations, organizations, or management. *(Management Analyst)*

___ The principal responsibilities of the incumbent are primarily involved in planning, analyzing and/ or evaluating the effectiveness of line or operating programs. *(Program Analyst)*

___ The principal responsibilities of the incumbent involve a mix of the two functions referenced above,

where neither is predominant. (*Management and Program Analyst*)