

STAFF ADMINISTRATOR SKILLS/RESPONSIBILITIES LEVELING MATRIX

<u>Education and Relevant Experience</u>	<u>SA I</u>	<u>SA II</u>	<u>SA III</u>	<u>SSA</u>
<p>This factor assesses the education and years of experience, as well as the type and relevance of experience, required to perform the duties of the position adequately. Education and training may be substituted for years of experience. The factor also assesses the value of any specialized training, licensing, or certification to the requirements of the position.</p>	<p>Bachelor's plus two years experience or any equivalent combination.</p>	<p>Bachelor's plus 5 years experience or any equivalent combination</p>	<p>Bachelor's plus 10 years experience or any equivalent combination.</p>	<p>Bachelor's plus 15 years experience or any equivalent combination.</p>

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<u>Scope/Impact</u>	<u>SA I</u>	<u>SA II</u>	<u>SA III</u>	<u>SSA</u>
<p>This factor assesses the area and breadth covered by the work of the position, the level of responsibility, and the impact of responsiveness/timeliness, work quality and customer satisfaction on the mission/goal of the lab, department or unit. It also assesses the consequences and costs of poor judgment and errors in work content.</p>	<p>Limited responsibility within program area, follows established guidelines. Identifies a variety of conditions, problems, or questions. Consequences of errors have limited impact on the lab, with minimal cost to correct.</p>	<p>Decision making ability for program area. Responsible for assessing program effectiveness, analyzes a variety of unusual conditions, problems, or questions. Errors could have serious impact on projects or program area or the lab as a whole.</p>	<p>Plans and develops critical administrative programs. Work involves isolating and defining unknown conditions, resolving critical problems, and developing new programs and policy. Errors in the area of responsibility may have a substantial and far-reaching impact on the Lab's operations and ability to achieve its goals.</p>	<p>Provides strategic direction to administrative programs that have Lab-wide impact and assures that they support long-term objectives. Ultimate responsibility for developing new policy. Errors may result in critical legal liability and/or financial losses, and have a significant impact on the external credibility of Lab.</p>

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<u>Latitude</u>	<u>SA I</u>	<u>SA II</u>	<u>SA III</u>	<u>SSA</u>
<p>This factor assesses the independence of action an incumbent has in his/her area of responsibility as determined by the extent of delegated authority, the limitations on determining courses of action, the kind of supervision and specificity of direction received, the degree to which rules and standards guide work, and the leeway to act on one's own initiatives.</p>	<p>The supervisor makes assignments by defining objectives, priorities and deadlines and assists employees with unusual situations without clear precedent. Incumbent makes decisions on non-routine matters consistent with established policies and procedures. Works under general supervision.</p>	<p>The supervisor sets the overall objectives and resources available. The incumbent develops the deadlines, projects and work to be done. Incumbent makes decisions on a variety of matters consistent with established goals and objectives.</p>	<p>The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbent makes decisions and formulates direction on a variety of matters consistent with broad goals and long-term objectives.</p>	<p>The supervisor provides general direction in terms of the mission of the lab. Incumbent independently formulates direction that has significant impact on the success of the organization.</p>

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<u>Complexity</u>	<u>SA I</u>	<u>SA II</u>	<u>SA III</u>	<u>SSA</u>
<p>This factor assesses the variety/difficulty and general complexity of the duties of the position and the extent to which performance is governed by established practice, guidelines or precedent. It assesses the technical requirements of the job, the kinds of problems to be solved by the incumbent, the amount of knowledge, analysis, critical thinking and problem-solving ability needed, and the amount of judgment required.</p>	<p>Professional knowledge in one or more functional areas. General understanding of program area. The decision regarding what needs to be done depends upon analysis of the subject involved in each assignment, and the chosen course of action may have to be selected from many alternatives.</p>	<p>Fully competent in one or more functional areas; recognized knowledge resource in these areas. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach, and incomplete or conflicting data.</p>	<p>Expert in at least one major functional area with a broad understanding of entire program area, and the ability to integrate their program areas with the others they have interaction with. Work involves originating new techniques, establishing criteria or developing new information. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes. Decision-making requires dealing with conflicting information and lack of precedence.</p>	<p>The work consists of broad functions and processes of the professional area and the integration of the programs within the lab. Decisions regarding what needs to be done include largely undefined issues and elements requiring extensive probing and analysis to determine the nature and scope of the problems and range of solutions. Incumbent establishes creative solutions for unyielding problems.</p>

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<p style="text-align: center;"><u>Communication</u></p> <p>This factor assesses the extent of the incumbent's communications within and outside the organization; the type, level, and purpose of such communications; and the impact of those communications. It also assesses the incumbent's skill at effectively influencing, motivating, and convincing others in both oral and written communications.</p>	<p style="text-align: center;"><u>SA I</u></p> <p>Plan and coordinate work efforts, advise on non-routine matters. Obtains agreement on disputed matters. Typically, external contacts include professionals in other organizations, vendors, contractors etc.</p>	<p style="text-align: center;"><u>SA II</u></p> <p>Negotiate matters substantial to the lab. Convince and obtain agreement on contentious matters. Typically, external contacts include managers in other organizations, vendors, and contractors.</p>	<p style="text-align: center;"><u>SA III</u></p> <p>Negotiate matters highly significant to the lab. Obtain agreement/consensus on highly controversial and contentious issues. Typically, external contacts include officials in external agencies and organizations critical to the mission of the lab (SURA, DOE, DOL, IRS).</p>	<p style="text-align: center;"><u>SSA</u></p> <p>Negotiate broad, high impact issues for the lab. Obtain agreement/consensus on the most controversial issues. Typically, external contacts include high-level officials in organizations vital to the mission of the lab (SURA, DOE, Congress, State of Virginia).</p>

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<u>Management Responsibilities</u>	<u>SA I</u>	<u>SA II</u>	<u>SA III</u>	<u>SSA</u>
<p>This factor assesses the degree to which the incumbent manages resources (staff and budget), policies, and program areas. If the incumbent's job involves supervision, it assesses the extent of staff management skills required, ranging from coordination of group work activities to formal supervision, leadership, and mentoring. It may also address the extent of project management. It also includes the extent of the incumbent's involvement in policies governing the program area, ranging from following existing policies to developing new policies and programs.</p>	<p>Management: May supervise non-exempt staff. Directs the work of others within area of specialty.</p> <p>Project management: Coordinates projects with limited impact.</p>	<p>Management: May supervise lower level professionals and nonexempt staff. May manage functional area with lab-wide impact. Manages resources to accomplish goals within budgetary constraints.</p> <p>Project management: Manages complex projects with lab-wide impact.</p>	<p>Management: Manages functional area with critical lab-wide impact. May manage multiple functions. Manages people and other resources within functional area. May develop and manage budget.</p> <p>Project management: Manages large, multi-faceted projects with major lab-wide impact</p>	<p>Manages a large department with multiple functions that have broad lab-wide impact. Sets goals and objectives for the department assuring alignment with lab goals. Oversees the development of projects and programs to support lab's mission. Overall budgetary responsibility for department.</p>