

## Jefferson Science Associates Technician/Drafter-Designer Classification Matrix

Category	T/D I	T/D II	T/D III
Responsibilities	<ul style="list-style-type: none"> <li>• Responsible for completing assigned tasks in a timely manner.</li> <li>• Completes well defined tasks.</li> <li>• Understands requirements and materials to complete assigned tasks.</li> <li>• Regular supervision is required to monitor progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the organization and quality of their own work.</li> <li>• Completes tasks of moderate complexity.</li> <li>• Frequently assigned multiple tasks and accomplishes them simultaneously.</li> <li>• Plans their own work for short term and intermediate assignments and can coordinate work with others in the group.</li> <li>• Performs work with minimal supervision.</li> <li>• Able to identify schedule conflicts within the group and provide solutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for overall quality and schedule of their own work and those under their lead.</li> <li>• Completes highly complex tasks.</li> <li>• Normally responsible for the planning and completion of multiple tasks simultaneously.</li> <li>• Works independently under general supervision.</li> <li>• Able to coordinate work with others outside the group.</li> <li>• Provides input to schedule development. Identifies conflicts and develops solutions.</li> </ul>

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Category	T/D I	T/D II	T/D III
Job Knowledge	<ul style="list-style-type: none"> <li>• Demonstrates basic skills, knowledge and ability in one technology trade or specialty.</li> <li>• May have basic skills, knowledge and ability in other technologies.</li> <li>• Limited judgment required to complete assignments.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates intermediate skills, knowledge and ability in one technology trade or specialty.</li> <li>• Knowledge of theory, design, and techniques used at component level.</li> <li>• Basic skills, knowledge and ability in other technologies.</li> <li>• Demonstrates sound judgment in completing assignments.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates high level skills, knowledge and ability in one technology trade or specialty.</li> <li>• Knowledge of theory, design, and techniques used at component and system levels.</li> <li>• Intermediate skills, knowledge and ability in other technologies.</li> <li>• Significant latitude in prioritizing and choosing work methods.</li> </ul>
Recognition/Leadership	<ul style="list-style-type: none"> <li>• Technical abilities/accomplishments recognized within the group.</li> <li>• No leadership requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Technical abilities/accomplishments recognized within the group/department.</li> <li>• May lead others in completing tasks/projects with limited decision making authority using established guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Technical abilities/accomplishments recognized within the department/division.</li> <li>• Demonstrates supervisory and leadership skills by coordinating multiple tasks/projects or a team.</li> <li>• May lead others to complete projects and meet schedules. Frequently requires decision making to establish or modify guidelines.</li> </ul>

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Communication/Interpersonal Skills	<ul style="list-style-type: none"> <li>• Demonstrated ability to understand instructions, ask questions and report to supervisor clearly on problems, progress and status</li> <li>• Interacts with others in a way that promotes respect, encourages cooperation and contributes to excellent performance</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated ability to understand instructions, ask questions and report clearly on problems, progress and status.</li> <li>• Document work performed.</li> <li>• Able to develop clear instructions for those reporting to his/her lead.</li> <li>• Interacts with others in a way that promotes respect, encourages cooperation and contributes to excellent performance</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrated ability to understand instructions, ask questions and report clearly on problems, progress and status.</li> <li>• Document work performed.</li> <li>• Able to develop clear instructions for those reporting to his/her lead.</li> <li>• Presents technical information to a broader audience, outside of group.</li> <li>• Interacts with others in a way that promotes respect, encourages cooperation and contributes to excellent performance</li> </ul>
Impact of Contributions	<ul style="list-style-type: none"> <li>• Provides support necessary to maintain team operability</li> </ul>	<ul style="list-style-type: none"> <li>• Provides support necessary to maintain group level operability</li> </ul>	<ul style="list-style-type: none"> <li>• Provides support necessary to maintain division level operability</li> </ul>
Minimum Education & Experience	<ul style="list-style-type: none"> <li>• AS degree or High School Graduate with 3 years relevant experience or equivalent combination of education and experience</li> </ul>	<ul style="list-style-type: none"> <li>• AS degree plus 3 years experience or High School Graduate with 6 years relevant experience or equivalent combination of education and experience</li> </ul>	<ul style="list-style-type: none"> <li>• AS degree plus 7 years experience or High School Graduate with 10 years relevant experience or equivalent combination of education and experience</li> </ul>