**Staff Administrator II**

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| Name | Current Classification | Proposed Classification |
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| Complete this form with relevant career information and current responsibilities/scope along with relevant examples of how each area of the Skills Matrix for the proposed classification is being met. Criteria from the appropriate Skills Matrix is listed in the below table – complete each box with explanation and examples of how the employee is satisfying this criteria. |

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| **Education and Relevant Experience:**   * Bachelor’s plus 5 years’ experience or any equivalent combination. |
| **Scope/Impact:**   * 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. |
| **Latitude:**   * 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. |
| **Complexity:**   * 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. |
| **Communication**:   * Negotiate matters substantial to the lab. Convince and obtain agreement on contentious matters. Typically, external contacts include managers in other organizations, vendors, and contractors. |
| **Management Responsibilities:**   * 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. Project management: Manages complex projects with lab-wide impact. |

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| Submitted by | Date (mm/dd/yy) | Div/Dept. Head Concurrence | Date (mm/dd/yy) |
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