



Leveling Criteria

Job Leveling Guide

Leveling Criteria	Definition
Education & Experience	Years of related experience and/or professional degree requirements that are necessary to fulfill job responsibilities.
Job Knowledge & Technical Competence	The knowledge and area of expertise required to perform the job successfully.
Decision Making & Impact	The ability to analyze situations and reach productive decisions while consulting with the appropriate parties, when necessary, to identify the key concerns and/or issues to be addressed to make the best decision at the Agency or State level. Also refers to the level of impact the decision(s) have to the team, department, areas, or the Agency or State's success and includes whether roles have Agency or State-wide decision-making authority and budgetary impact.
Complexity & Independent Judgement	The level of autonomy to make decisions , and the degree to which the individual needs to identify and create solutions and serve as a reliable resource for other employees regarding an area of expertise. Also refers to the depth of understanding needed to complete required job tasks, complexity of budgetary responsibilities, reliance on tools/resources, the nature of standardized and non-standardized work, and the nature of problem solving required.
Teamwork & Leadership	Responsibility for people development , including supervision, training, and performance management, to build and maintain effective working relationships with others inside and outside of the State and Agencies. The ability to collaborate with teammates, leaders, and external stakeholders to achieve goals and resolve conflicts.