# Student Employment Job Grade Classifications

<table>
<thead>
<tr>
<th>Grade</th>
<th>0/Entry</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skills/Knowledge</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>- Little to no prior knowledge required.</td>
<td>- Acquires job skills to perform routine tasks.</td>
<td>- Acquires job skills to perform routine tasks.</td>
<td>- Has learned the basic skills and routine tasks necessary.</td>
<td>- Possesses all basic and some advanced skills and knowledge.</td>
<td></td>
</tr>
<tr>
<td>- Acquires job skills to perform routine tasks.</td>
<td>- Acquires job skills to perform routine tasks.</td>
<td>- Beginning to learn advanced skills and gaining an understanding of the total process flow.</td>
<td>- Has a thorough understanding of the total process flow.</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>Duties and Tasks</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>- Be present, monitor facility.</td>
<td>- Simple and repetitive.</td>
<td>- Simple and repetitive.</td>
<td>- Varied but standardized; semi-routine in nature.</td>
<td>- Moderately complex in nature.</td>
<td></td>
</tr>
<tr>
<td>- Follows existing policies, practices and procedures.</td>
<td>- Follows existing policies, practices and procedures.</td>
<td>- Follows existing policies, practices and procedures.</td>
<td>- Ability to recognize deviation from accepted practice is required.</td>
<td>- Judgment and analysis are required in resolving problems and making recommendations.</td>
<td></td>
</tr>
<tr>
<td>- Refers questions and problems to higher levels; identifies and reports quality concerns.</td>
<td>- Refers questions and problems to higher levels; identifies and reports quality concerns.</td>
<td>- Refers questions and problems to higher levels; identifies and reports quality concerns.</td>
<td>- Judgment and analysis are sometimes required in resolving problems and making recommendations.</td>
<td>- Insures that all details of a task are accomplished properly.</td>
<td></td>
</tr>
<tr>
<td><strong>Personal Competencies</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Waits for instructions to perform tasks</td>
<td>- Hesitates to ask questions and seek direction.</td>
<td>- Willingly asks questions and seeks direction.</td>
<td>- Willingly shares skills and knowledge.</td>
<td>- Sets good examples for others; good role model.</td>
<td></td>
</tr>
<tr>
<td>- Does not interact with others from other work areas.</td>
<td>- Understands and meets quality standards.</td>
<td>- Works with others from other work areas.</td>
<td>- Effectively gives and receives feedback.</td>
<td>- Participates in continuous improvement efforts.</td>
<td></td>
</tr>
<tr>
<td>- Attempts to understand and meet quality standards.</td>
<td></td>
<td>- Understands and meets quality standards.</td>
<td>- Supports new ideas and helps to implement them.</td>
<td>- Considers the impact on the customer when making decisions.</td>
<td></td>
</tr>
<tr>
<td><strong>Supervision Given and Received</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Works under direct supervision. No decision making</td>
<td>- Works under direct supervision.</td>
<td>- Works under direct supervision.</td>
<td>- Receives general instructions on routine work, detailed instructions on new assignments.</td>
<td>- Works under minimum supervision.</td>
<td></td>
</tr>
<tr>
<td>- Follows detailed instructions and reports any deviation to lead/supervisor.</td>
<td>- Follows detailed instructions and reports any deviation to lead/supervisor.</td>
<td>- Follows detailed instructions and reports any deviation to lead/supervisor.</td>
<td>- Occasionally provides functional guidance to peers.</td>
<td>- Assignments are received in the form of results expected, due dates and general procedures to follow.</td>
<td></td>
</tr>
<tr>
<td><strong>Proficiency</strong></td>
<td>Acquires skill in operating standard office equipment.</td>
<td>Refines skills in operating standard office equipment.</td>
<td>Operates standard office equipment</td>
<td>Demonstrates proficiency with standard office equipment.</td>
<td>Demonstrates proficiency with standard office equipment.</td>
</tr>
</tbody>
</table>

## Salary Grade

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum</th>
<th>Target</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>$8.00</td>
<td>$9.25</td>
<td>$10.75</td>
</tr>
<tr>
<td>1</td>
<td>$9.50</td>
<td>$11.50</td>
<td>$13.25</td>
</tr>
<tr>
<td>2</td>
<td>$11.00</td>
<td>$13.25</td>
<td>$15.50</td>
</tr>
<tr>
<td>3</td>
<td>$12.00</td>
<td>$14.25</td>
<td>$16.75</td>
</tr>
<tr>
<td>4</td>
<td>$13.50</td>
<td>$16.25</td>
<td>$19.00</td>
</tr>
</tbody>
</table>

## Student Employment

2014-15 Pay Grade Ranges

- **0/Entry**
  - Little to no prior knowledge required.
  - Acquires job skills to perform routine tasks.
  - Be present, monitor facility.
  - Follows existing policies, practices and procedures.
  - Refers questions and problems to higher levels; identifies and reports quality concerns.
  - Acquires skill in operating standard office equipment.

- **1**
  - Some prior knowledge required.
  - Acquires job skills to perform routine tasks.
  - Simple and repetitive.
  - Follows existing policies, practices and procedures.
  - Refers questions and problems to higher levels; identifies and reports quality concerns.
  - Refines skills in operating standard office equipment.
  - Works under direct supervision. No decision making
  - Follows detailed instructions and reports any deviation to lead/supervisor.

- **2**
  - Applied basic skills and procedures appropriate for the position within assigned functional area.
  - Acquires job skills to perform routine tasks.
  - Simple and repetitive.
  - Follows existing policies, practices and procedures.
  - Refers questions and problems to higher levels; identifies and reports quality concerns.
  - Operates standard office equipment
  - Works under direct supervision.
  - Follows detailed instructions and reports any deviation to lead/supervisor.

- **3**
  - Has learned the basic skills and routine tasks necessary.
  - Beginning to learn advanced skills and gaining an understanding of the total process flow.
  - Simple and repetitive.
  - Follows existing policies, practices and procedures.
  - Refers questions and problems to higher levels; identifies and reports quality concerns.
  - Demonstrates proficiency with standard office equipment.
  - Works under minimum supervision.
  - Occasionally provides functional guidance to peers.

- **4**
  - Possesses all basic and some advanced skills and knowledge.
  - Has a thorough understanding of the total process flow.
  - Varied but standardized; semi-routine in nature.
  - Ability to recognize deviation from accepted practice is required.
  - Judgment and analysis are sometimes required in resolving problems and making recommendations.
  - Insures that all details of a task are accomplished properly.
  - Moderately complex in nature.
  - Judgment and analysis are required in resolving problems and making recommendations.
  - Sets good examples for others; good role model.
  - Participates in continuous improvement efforts.
  - Considers the impact on the customer when making decisions.
  - Uses judgment and tact.

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    - Acquires skill in operating standard office equipment.
  - **1**
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    - Acquires job skills to perform routine tasks.
    - Simple and repetitive.
    - Follows existing policies, practices and procedures.
    - Refers questions and problems to higher levels; identifies and reports quality concerns.
    - Refines skills in operating standard office equipment.
    - Works under direct supervision. No decision making
    - Follows detailed instructions and reports any deviation to lead/supervisor.
  - **2**
    - Applied basic skills and procedures appropriate for the position within assigned functional area.
    - Acquires job skills to perform routine tasks.
    - Simple and repetitive.
    - Follows existing policies, practices and procedures.
    - Refers questions and problems to higher levels; identifies and reports quality concerns.
    - Operates standard office equipment
    - Works under direct supervision.
    - Follows detailed instructions and reports any deviation to lead/supervisor.
  - **3**
    - Has learned the basic skills and routine tasks necessary.
    - Beginning to learn advanced skills and gaining an understanding of the total process flow.
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