## Managing Pay within Grade Tool

### Expanded Responsibilities Guidance

| □ Minimal or No Difference | • A change in how work is done of the tools used (e.g., automating manual processes, switching to different software package)  
• May require training to learn new software or methods, but it does not change the purpose of overall accountabilities of the job  
• Work remains in the same unit, with little or no changes to authority or budget controls  
• Additional steps or tasks that are similar to current responsibilities  
• Same types of decisions made, with the same consequence of errors  
• No additional risk |
| □ Slightly Noticeable Difference | • Additional competencies or skills are required to successfully perform the work (e.g. courses or training series, but not necessarily leading to a degree or certificate)  
• Additional supervision of employees performing similar work in the same unit  
• Slight addition to decision making responsibility, with increased consequence of error and risk  
• Broader scope of communication, perhaps outside of unit |
| □ Moderately Noticeable Difference | • Completion of specialized certification or licensure related to position responsibilities required  
• Draw on greater amount of professional experience that requires increased complexity of problems encountered in the course of work  
• Increase in breadth of responsibility (e.g. from Unit to University wide)  
• Expanded budget authority or resources  
• Additional supervision of employees performing different work, or in a different unit  
• Increased autonomy and independence in position  
• Accountable for communicating metrics and result to higher levels |
| □ Significantly Noticeable | • Completion of an advanced degree (Masters or higher); or extensive training course (e.g. FBI Academy or SPHR)  
• Responsibility for compliance and implementation of new State and/or Federal Regulations  
• Additional supervision or oversight of another unit  
• Significant increase of spending authority or discretion, or additional funding sources  
• Increased responsibility to set policy for unit, department, or university  
• Authority to grant exceptions to policy |

### Employee Contribution Guidance

| □ Entry Level Skills and Experience | • Meets minimum qualifications of job; however may be fairly new to job and field, has little or no direct, related prior experience  
• On steep learning curve, building both skills and knowledge as well as ability to handle job responsibilities |
| □ Intermediate Skills and Experience | • Performs (or has demonstrated capability to perform based on prior experience) some/most job responsibilities with increasing effectiveness  
• Possesses the basic knowledge and skill requirements, but may need to build experience |
<table>
<thead>
<tr>
<th>□</th>
<th>Advanced Skills and Experience</th>
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<tbody>
<tr>
<td>•</td>
<td>May still be learning some aspects of job or developing expertise to handle them more independently and effectively</td>
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<tr>
<td>•</td>
<td>Consistently exhibits many or most desired competencies to perform job successfully</td>
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</tbody>
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<table>
<thead>
<tr>
<th>□</th>
<th>Expert Skills and Experience</th>
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</thead>
<tbody>
<tr>
<td>•</td>
<td>Performs (or has demonstrated capability to perform based on prior experience) all aspects of job effectively and independently</td>
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<tr>
<td>•</td>
<td>Experienced in the job and possesses required knowledge and skills</td>
</tr>
<tr>
<td>•</td>
<td>Consistently exhibits desired competencies to perform job successfully</td>
</tr>
<tr>
<td>•</td>
<td>Seasoned and proficient professional</td>
</tr>
</tbody>
</table>

- **Position (Reclass)**
- **Person (Salary Adjustment)**
- **Added Responsibilities**