

The Job Profile Competencies are broad behaviors associated with the role. Select the Competency statements that characterize the job's role.

Decision Making

What is the impact of the decisions typically made by this job? Select one.

- Decisions generally affect their own job or specific functional area.
- Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department.
- Decisions have major implications on the management and operations of an area within a department. Job may contribute to important strategy, operational and business decisions that affect the department.
- Decisions have significant, broad implications for the management and operations of a division. Job contributes to decisions on the overall strategy and direction of the organization.

Problem Solving

What is the nature of problems regularly encountered by this job? *Select one.*

- Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures.
- Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.
- Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Independence of Action

What is the job's general degree of independence of action? *Select one.*

- Work is closely monitored by a supervisor/manager; detailed instructions and procedures are generally provided.
- Work progress is monitored by a supervisor/manager; incumbent follows precedents and procedures and may set priorities and within general guidelines established by supervisor/manager.
- Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently; supervisor/manager is available to resolve problems.
- Results are NOT defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; a supervisor/manager provides broad guidance and overall direction.

Communication and Collaboration

Select the statement(s) that best describe(s) the type of contacts, interactions, or sharing of information that the job has on a regular basis, and/or that are required in this job. *Select all statements that apply.*

- Contacts and information sharing are primarily within the job's working group, department, and/or campus.
- Contacts and information sharing are external to the job's department, but internal to the campus/campuses (i.e., other departments/campuses, central administration/services such as the Human Resources, Payroll, Finance, Facilities, Mail Services, Student Services, etc.)
- Contacts and information sharing are internal/external to the College, for the primary reason of scheduling, coordinating services, collaborating, etc.
- Contacts and information sharing are external to the College, for the primary reason of conducting business relevant to the scope of the job (i.e., outreach, engaging external organizations, compliance, etc.)