GUIDELINES FOR USING FACTOR AND TASK MATRICES FOR CLASSIFICATION PURPOSES

- It is recognized that position descriptions frequently include a combination of functions and tasks that individually reflect different classification levels.

- Generally, the classification will be selected based on the level of the majority of essential functions and tasks.

- It is important to evaluate the entire position and not over-emphasize any single function or task.

- When determining the appropriate level for a position, consider those functions and tasks that are assigned on a permanent, on-going, and continuous basis.

- When positions involve assignments covering different occupational categories, each category should be evaluated separately and then the most appropriate classification and pay level can be determined which reflects the primary emphasis of the position on an overall basis.

- Some terms will be subject to interpretation. Where specific examples of tasks are listed to illustrate a term (i.e., complex, routine, etc.) they are provided as examples only and are not intended to be a comprehensive set of tasks performed at that given level.

- It is assumed that positions at higher levels in a series may be responsible for the functions and tasks performed at lower levels and therefore, the same language is not repeated at each subsequent level.

- A factor or task matrix is a tool to help guide the classification determination. The classifier’s analysis and evaluation is essential in determining the appropriate placement of the entire position.