

July 18, 1968

GRADING FACTORS

	<u>Weighting %</u>
1. Education	10 *
2. Experience	20
3. Initiative	15
4. Physical Effort	10
5. Concentration	15 *
6. Responsibility for Materials & Equipment	10 *
7. Responsibility for Reports & Records	5
8. Working Conditions	10
9. Unavoidable Hazards	<u>5</u>
	100%

* The factors Education, Concentration, and Responsibility for Materials & Equipment increase by degree increments of 10 points, 15 points, and 10 points respectively. At degree 7 the weighting changes.

1. EDUCATION

Appraises the extent of educational background required by the average person working on the job, to perform the job satisfactorily.

<u>Degree</u>		<u>Points</u>
1	Ability to read and write (minimum). Read signs, simple instructions.	10
2	Grammar school education (thru sixth grade). Use of arithmetic, weighing and recording weights, measuring.	20
3	One year of high school, trade school or equivalent. Knowledge on the order of understanding simple ratios and percentages.	30
4	Two years of high school, trade school or equivalent. Knowledge on the order of understanding ratios and percentages.	40
5	Four years of high school, trade school or equivalent. Involves training of others in process details and operation, and embraces such knowledge as understanding of diagrams, charts, formulas and tables; somewhat complicated drawings, shop arithmetic and ordinary shop mathematics.	50
6	Technical knowledge requiring training beyond that specified in the fifth degree comparable to that required for regular journeyman craftsmen and exceptional production operations.	60
7	Specialized higher training involving technical theory such as for licensed journeymen and complicated integrated production operations.	70

7/18/68

2. EXPERIENCE

Appraises the length of time required for the average person, with the education specified, to be able to perform the job satisfactorily.

<u>Degree</u>		<u>Points</u>
1	Up to one month	20
2	One month to three months	40
3	Three months to six months	60
4	Six months to one year	80
5	One year to two years	100
6	Two years to four years	120

RSV0025746

7/18/68

3. INITIATIVE

Appraises the nature and extent of the independent decisions and/or action required of the employee working on the job.

<u>Degree</u>		<u>Points</u>
1	Elementary job. The employee receives detailed instructions and is expected to perform the job as indicated.	15
2	Repetitive job. Requires close following of instructions and procedures. Some few very simple minor decisions may be made, if the decisions follow established precedent.	30
3	Requires the more frequent making of simple decisions, but only when definite, clear-cut precedents are available.	45
4	In addition to making frequent simple decisions, the job requires occasional decisions or action following only general procedures in the absence of clear-cut precedents.	60
5	Difficult and complex type of job. Requires making decisions where only general procedures are available.	75
6	Extremely difficult and complex type of job. Requires independent and original action to achieve the desired results.	90

RSV0025747

7/18/68

4. PHYSICAL EFFORT

Appraises the physical effort required of the average person to perform the job satisfactorily. Consider weight handled, frequency of handling and work position -- i.e., standing, sitting, bending.

<u>Degree</u>		<u>Points</u>
1	Very light physical effort required.	10
2	Light physical effort required. Works regularly with light-weight objects. Comfortable work position.	20
3	Repetitive continuous physical activity required. Average-weight objects handled.	30
4	Moderately heavy physical activity. Medium-weight objects handled. May occasionally do heavy lifting, pushing or pulling (not to exceed 20 percent of the job cycle).	40
5	Heavy physical work. Heavy lifting, pushing or pulling required (not to exceed 50 percent of the job cycle).	50
6	Extremely heavy physical work or a very difficult work position required.	60

7/18/68

5. CONCENTRATION

Appraises the degree and amount of concentration required to perform the job satisfactorily. Consider the mental aspects of planning and organization relative to job complexity, plus the amount of attention required.

<u>Degree</u>		<u>Points</u>
1	Routine and simple job requiring a minimum of concentration. Job is largely automatic in nature.	15
2	Repetitive job requiring simple concentration but no real planning or organization. Little attention is required.	30
3	Repetitive job requiring occasional planning, organization and attentiveness.	45
4	Fairly diversified job requiring planning and organization in addition to alertness.	60
5	Diversified job requiring considerable concentration.	75
6	Diversified and complex job requiring sustained concentration with advance planning and organization.	90
7	Highly diversified and complex job requiring highest level of continual concentration with superior advance planning and organization.	105

7/18/68

6. RESPONSIBILITY FOR MATERIALS & EQUIPMENT

Appraises the degree of responsibility for preventing damage to materials and equipment. Also, consider the possibility of salvage or repair.

<u>Degree</u>		<u>Points</u>
1	Damage would be trivial or negligible.	10
2	Damage of a minor nature - easily repaired or rectified, causing no appreciable loss of materials and no production delay.	20
3	Damage causing no production delay, but resulting in minor expenditures for materials or reprocessing or mechanical parts or repairs.	30
4	Damage causing minor production delay and resulting in minor expenditures for materials or reprocessing or mechanical parts or repairs.	40
5	Damage to equipment causing moderate production delay and/or resulting in moderate expenditures for materials or repairs to equipment.	50
6	Damage which would be costly and/or result in serious production delay.	60
7	Damage causing serious production delays of a plant-wide nature and/or result in major expenditures for repair or equipment.	70

7/18/68

7. RESPONSIBILITY FOR REPORTS AND RECORDS

Appraises the responsibility for preparing or maintaining reports and records. The amount of creative effort required and the number and complexity of the reports or records should be considered.

<u>Degree</u>		<u>Points</u>
1	Little or no responsibility for reports or records.	5
2	Routine simple reports, such as daily time card including time, operation, job performed and department charged.	10
3	Reports involving accounting of materials handled or used on job, including entries in department log books, commenting on job performed, or status of unfinished work.	15
4	Reports involving accounting of materials handled plus additional reports such as inspection analysis on materials. Up to 25% of his time spent on reports or records.	20
5	Maintenance of reports or records requiring 25% to 50% of the time.	25
6	Maintenance of reports or records requiring 50% to 100% of the time.	30

7/18/68

8. WORKING CONDITIONS

Appraises the physical surroundings in which the job must be performed. Consider the extent of heat, cold, wet, dampness, darkness, glaring light, dirt, fumes, noise.

<u>Degree</u>		<u>Points</u>
1	Good shop conditions.	10
2	Occasional exposure to slightly disagreeable conditions or outside weather conditions, not continuous.	20
3	Continuous exposure to slight dust, dirt, water, noise, fumes or process heat.	30
4	Continuous exposure to considerable dust, dirt, water, noise, fumes or process heat or frequently to outside weather conditions, or intermittent exposure to some very disagreeable conditions.	40
5	Continuous exposure to some very disagreeable condition or a combination of less disagreeable conditions producing the same result.	50
6	Exceptionally disagreeable conditions such as exposure to concentrated airborne dirt and dust continuously.	60

7/18/68

9. UNAVOIDABLE HAZARDS

Appraises the accident or health hazards that exist even though safety devices or procedures may have been installed. Consider the degree of exposure to health or occupational hazards or the type and extent of the injuries the employee is most likely to receive.

<u>Degree</u>		<u>Points</u>
1	No health or accident hazards exist.	5
2	If injured, employee is likely to receive scratches or minor bruises. No health hazards exist.	10
3	If injured, employee is likely to receive such injuries as cuts, bruises, minor eye injuries or burns. Health hazards negligible.	15
4	If injured, employee is likely to receive such injuries as severe cuts, bruises, fractures. Some exposure to minor health hazards.	20
5	If injured, employee is likely to receive a more serious injury, such as loss of fingers, serious burns or hernia. Some exposure to more serious health hazards, including occupational diseases.	25
6	If injured, employee is likely to receive a serious injury such as loss of a leg or arm. Exposure to very serious health hazards or including occupational disease.	30

RSV0025753

7/18/68

JOB LEVELS
(All Occupations)

<u>LEVEL</u>	<u>POINT RANGE</u>
1	0-149
2	150-174
3	175-199
4	200-224
5	225-249
6	250-274
7	275-299
8	300-324
9	325-349
10	350-374
11	375-399
12	400-424
13	425-449
14	450-474
15	475-499
16	500-524
17	525-549
18	550-574
19	575-599
20	600-624
21	625 +