

STUDENT EMPLOYMENT JOB CLASSIFICATION

The Grade Level, which is determined for each student employment position, is based upon the individual skill level and the qualifications that are required for each position. GENERAL descriptions for each of the grade levels are as follows. Please consult the online Supervisor's Manual for a more detailed and up-to-date description of wage rates, promotion strategies and pay increase implementations. It is not appropriate to pay a student employee something less than a cumulative "A1" pay rate.

GRADE LEVEL "A"

Routine, repetitive duties involving few decisions. Ability to understand and follow written and verbal instructions; ability to operate basic equipment; requires no specialized knowledge to perform assigned tasks. Positions at this level receive close supervision.

GRADE LEVEL "B"

Performs a variety of routine duties. Requires application of clearly prescribed standard practices and the ability to work from detailed instructions. Ability to work with data, perform simple analysis and the exercise of some judgment. Errors can be easily and quickly detected and corrected. Previous training or work experience may be required. Positions at this level receive direct supervision.

GRADE LEVEL "C"

Performs a variety of duties. Requires the ability to plan and perform operations or to make analysis of facts to determine logical answers. Makes general decisions; uses critical thinking skills and job specific knowledge. Requires ability to perform basic office skills or use tools to resolve general problems of technical nature. May require completion of basic technical coursework, some specialized skills, or equivalent training or experience. Positions at this level require some direct supervision.

GRADE LEVEL "D"

Performs a wide variety of duties involving the use of initiative and judgment in solving problems not covered by instructions. Requires ability to research data and/or uses specialized knowledge to determine alternatives or make recommendations for aiding in solution to problems. May be responsible for passing information on to others or occasionally instructing other student employees with the details of a particular job. Requires completion of some specialized coursework or comparable training or experience. Students usually receive indirect supervision.

EXCEPTION LEVEL

Departments can pay a student employee something greater than a "D4" pay rate. A student employee in this role must have exceptional skills and qualities backed by a job description that would demand this type of pay rate. These pay rates are not subject to across-the-board increases when they occur. To move a person to this level should come with supervisor approval and the processing of an online transaction form through Human Resources. Supervisors will also have to fill out an online transaction form for any rate increase within this exception classification.