

DICTIONARY OF TERMS

<u>SUPERVISION RECEIVED</u>	<u>DIFFICULTY OF WORK PERFORMED</u>	<u>INITIATIVE AND INDEPENDENT JUDGEMENT</u>
<p>(PRESCRIBED) Immediate Supervision - employee has no authority to select alternative methods or to render independent judgments of any consequence; each task is performed according to detailed written or oral instructions. Assignments are normally of short duration and when completed are usually reviewed for accuracy, adherence to instructions and established regulations, and employee's performance.</p>	<p>(STRICT ROUTINE) Simple rules and detailed instructions.</p>	<p>(PRESCRIBED) Limited - employee has limited choices as to the method used in accomplishing work; errors may be easily detected and result in minimal amounts of confusion.</p>
<p>(CONTROLLED) Close Supervision - employee usually receives some instructions concerning the details of the assignments, but is free to develop work sequences within established procedures, methods and policies. New, unusual, or complex work situations are usually referred to a supervisor for advice.</p>	<p>(ROUTINE) Routine Difficulty - Employee usually works from detailed instructions, performing either repetitive or trainee assignments. Difficulty is normally limited to accuracy, speed and receptiveness to training.</p>	<p>(CONTROLLED) Some - employee is allowed some choice as to the type of methods used to accomplish work and is required to make minor decisions. Errors are usually confined to department and/or a single activity.</p>
<p>(STANDARDIZED) General Supervision - employee usually receives an outline of the work to be performed and is generally free to develop work sequences and methods within the scope of the established procedures. Employee is often physically removed from a supervisor and subject to only periodic supervisory reviews. Work is periodically reviewed for progress and conformance with established policies and procedures.</p>	<p>(SEMI-ROUTINE) Average Difficulty - employee is confronted with a variety of duties which require different methods of solution and place a correspondingly higher demand upon resourcefulness and concentration. Inspectional, skilled trades, and beginning level professionals usually perform work of "average" difficulty.</p>	<p>(STANDARDIZED) Reasonable - employee performs within limits of standard practice, analyzing facts and determining action to be taken. Errors may be costly to the organization in time, confusion, waste or damaged equipment.</p>
<p>(GENERALLY REGULATED) General Direction - employee receives a broad outline of work to be performed. Assignments are planned and completed with little supervision, and reports are made to a supervisor, usually by means of occasional conferences for the purpose of discussing work progress or new problems which require advice.</p>	<p>(STANDARDIZED) More than average difficulty - employee must exercise a greater degree of concentration than average and must take into consideration a variety of factors. Supervisors of small groups of inspectional workers, skilled trades, and professional level workers may be in this category.</p>	<p>(GENERALLY REGULATED) Considerable - employee independently performs duties, receiving only general instructions as to goals, and determines procedures and practices to be followed. Errors could harm outside relationships.</p>

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(DIRECTED) Administrative Direction - employee receives broad program guidance and is free to plan, develop and organize all phases of work necessary for its completion. Generally, employees can develop and utilize any procedures and methods which do not conflict with major policies. Supervision is received generally through staff conferences and a review of progress reports.

(CLEARLY DEFINED) Considerable difficulty - employee performs duties which require a high degree of concentration because of the many factors which must be considered and weighed before a decision can be reached; usually positions requiring planning, developing and coordinating programs, and directing large groups of people would fall into this category.

(DIRECTED) Extensive - employee makes decisions for which there may be no precedent. Errors could mean a loss of major proportions to the organization and could possible influence future operations adversely.

(BROADLY DEFINED) Unusual difficulty - employee must exercise considerable managerial, administrative or scientific skill, often involving several unrelated activities. Frequent decisions, deadline compliance, and negotiations with other high-level officials are often involved. In addition, planning, organizing, developing and coordinating large-scale work projects which require high degrees of concentration, analytical ability and specialized combinations of expertise are involved.

KNOWLEDGE: Cognitive components acquired and retained through study or experience.

(SOME KNOWLEDGE) sufficient familiarity with the subject to know elementary principles and terminology, to allow performance in a limited range of work situations and to understand the more basic problems encountered.

(WORKING KNOWLEDGE) familiarity with the general type of work involved to be able to proceed within normal work situations, after sufficient familiarization on the job, and with little direct supervision.

(CONSIDERABLE KNOWLEDGE) sufficient knowledge of the subject to be able to work effectively with little supervision in normal work situations, some of which are broad in scope or have deviations or irregularities.

(EXTENSIVE KNOWLEDGE) advanced knowledge of the subject field which permits solving unusual problems, advising on complex technical questions, and planning methods for difficult work situations.

SKILLS: An art, trade or technique particularly one requiring the use of the hands or body.
ABILITIES: The mental or physical capacity to do something, and usually implies doing it well.