

**JOB FACTORS AND ELEMENTS
USED IN SOME GROUP STANDARDS**

Clerical and Regulatory Group, Administrative Support Category

FACTOR	ELEMENT
Knowledge	Experience
Complexity	Education
Consequence of Error	Guidelines
Responsibility for Contacts	Variety
Supervision	Purpose of Contact
	Persons Contacted
	Frequency of Contacts
	Nature of Supervisory Responsibility
	Number of Employees Supervised

Administrative Services Group, Administrative and Foreign Service Category

FACTOR	ELEMENT
Knowledge	Education
Decision Making	Experience
Responsibility for Contacts	Continuing Study
Supervision	Scope for Decisions
	Impact of Decisions
	Nature of Contacts
	Persons Contracted
	Numbers Supervised
	Level of Employees Supervised

General Services Group, Operational Category

FACTOR	ELEMENT
Skill and Knowledge	Basic Knowledge
Effort	Comprehension and Judgment
Responsibility	Specific Vocational Training
Working Conditions	Mental Effort
	Physical Effort
	Resources or Services
	Safety of Others
	Environment
	Hazards

Electronics Group, Technical Category

FACTOR	ELEMENT
Skill and Knowledge	Scope for Initiative and Judgment
Technical Responsibility	Impact of Action Taken
Responsibility for Contacts	Purpose and Nature of Contacts
Conditions of Work	Persons Contacted
Supervision	Mental Effort
	Physical Effort
	Environment
	Nature of Supervisory Responsibility
	Number of Employees Supervised.