

**Factor**

One of the characteristics that is common to all jobs in an occupational group; it is capable of being defined and measured through the use of the Classification Standard for the group.

**Factor Comparison**

A quantitative method of evaluating jobs in a single organization by comparing the factors of a job with a range of like factors taken from key jobs and which have been assigned a monetary value.

**Factor Description**

A short paragraph under a factor heading which matches a factor in the Group Classification Standard used to rate the job. Each factor description should contain sufficient information to enable the Classification Committee to determine the correct factor point value.

**Grade Description**

A non-quantitative method of job evaluation in which the duties and demands of a whole job are compared with a range of whole job level determinants which specify the characteristic duties and demands of each level.

**Green Circle**

The classification conversion of a position resulting in a salary range higher than that already carried by the employee.

**Guidelines**

The regulations, policies, oral or written instructions, work methods, procedures, precedents, laws, professional standards, sources of information or other terms of reference management requires the employee to observe in performing his work assignment.

**Heterogeneous Group**

An occupational group comprising jobs or positions whose duties appear to be quite different but which can be evaluated with the same factors.

**Homogeneous Group**

An occupational group comprising jobs or positions whose duties are quite similar and which can be evaluated accurately and economically by the grade description method.

**Job**

One or more positions having almost identical major duties and responsibilities, e.g., an establishment may have ten positions for the one job of proofreader.

**Job Analysis**

The systematic collection, by questionnaire, interview (or a combination) of:

- the duties of the job
- the qualifications necessary to perform them
- the mental and physical requirements
- the hazards, if any.

This is followed by:

- an analysis of data
- the writing of precise, concise, factual descriptions of duties, qualifications, and other pertinent information in standard form.

The result should be a report consisting of:

- a complete and accurate identification of the job
- a complete and accurate description of the duties
- a careful assessment of the requirements made on the worker to do the job
- possible by-product data.

**Job Analysis Schedule (or Position)**

The document on which (in final form) all significant information concerning the job is recorded.