

SECTION IDEFINITIONS

"Methods and Procedures" refers to any series of related activity, involving physical and/or mental activities, essential to the accomplishment of work assignments.

"Adaptation" refers to the adjustment of established methods and procedures within their intended purpose, to solve a specific problem. Such adaptation or change must, however, be significant. A minor change as, for example, a change in the sequence of tasks, would not be considered an "adaptation".

"Precedent" refers to the solution of a previous, similar problem that can be adapted or applied to the solution of a current problem.

"Under Supervision" refers to a situation where the employee works with a great amount of control from above. Assignments, objectives and the sequence of detailed steps in the performance of the work are prescribed. The employee is personally responsible for the accurate and proper application of steps after he is thoroughly familiar with the techniques of this job. Supervision does not imply that the employee works directly under someone's eye. Rather, it does imply that each stage of work is reviewed and checked. The employee is presumed to be able to recognize instances which are out of the ordinary. Consequent to this, he obtains further advice.

"Under General Supervision" refers to a situation where control over an employee from above is a general control, not intimately bearing upon the details of an employee's work. The employee is accountable for accomplishing prescribed objectives with freedom from control or oversight while work is in progress. The employee is expected to solve most problems of detail, except those of an unusual nature which come up in the course of his work. Work is reviewed on completion for adequacy and compliance with instructions.