

## **Classification Rating Guide**

### **A. DUTIES**

This factor is concerned with the general nature of tasks assigned. The range is from duties performed in entrance-level jobs to those carried out at an advanced level. Select the point that fits your job most appropriately. Carefully consider the relationship that your duties have to those of other engineers/geoscientists inside and outside your organization. If you cannot decide between two adjoining points, use the half point between.

<u>Description</u>	<u>Points</u>
Receives training in various phases of office, plant, field, or laboratory engineering/geoscience work as classroom instruction or "on-the-job" assignments. May prepare plans, make calculations, and develop costs and bills of material in accordance with established codes, standards, drawings, or other specifications. May carry out routine technical surveys or inspections and prepare reports.	10
.....	15
This level is normally regarded as a continuing portion as professionals training and development. Receives assignments of limited scope and complexity, usually minor phases of broader assignments. Uses a variety of standard engineering/geoscience methods and techniques in solving problems. Assists more senior professionals in carrying out technical tasks requiring adherence to prescribed testing, analysis, design, or other methods.	20
.....	30
This is typically regarded as a fully qualified professional level. Carries out varied assignments requiring general familiarity with a broad field of engineering and knowledge of reciprocal effects of the work upon other fields. Solves problems by use of combinations of standard procedures, modifications of established techniques, or methods developed in previous assignments. Participates in planning to achieve prescribed objectives.	40
.....	55
This is the first level of direct and sustained supervision of other professionals. It is also the first level of full specialization. Requires application of mature professional knowledge in planning and conducting generally difficult or involved projects having scope for independent accomplishment. In solving problems, modifies established guides, devises new approaches, applies existing criteria in new ways, and draws conclusions from comparative situations.	70
.....	90
Participates in short-range and sometimes long-term planning. Makes independent decisions on work methods and procedures within an over-all program. Devises practical and economical solutions to problems. May supervise large groups containing both professional and non-professional staff. Or may exercise authority over a small group of highly qualified professional personnel engaged in complex technical applications. Or, as a specialist, may engage in research or other advanced technical studies calling for approaches that are ingenious, creative, and novel. Applies knowledge usually of more than one general field of engineering/geoscience or the specialized knowledge of a limited field or phase of engineering/geoscience.	110
.....	130
Normally directs an engineering/geoscience function involving several professional and other groups engaged in inter-related responsibilities. Or, as a specialist, has achieved recognition as an authority in an engineering/geoscience field of major importance to the organization. Conceives programs and problems to be investigated. Participates in discussions to determine basic operating policies, devises ways of reaching program objectives in the most economical manner, and meets unusual conditions affecting work progress.	150
.....	175
Directs the technical and administrative activities of a major division in a very large organization or all activities of a smaller organization. Determines policies, sees that projects and programs are carried to a conclusion, approves major expenditures of money, handles major contacts, and effects co-ordination on a broad scale. Or, as a senior specialist and widely recognized engineering/geoscience authority, conceives and carries out programs of great significance to the organization.	200
.....	225
Is accountable, as the chief executive of a very large organization, to a board of directors for the management of all technical and administrative activities to realize the objectives of the enterprise.	250

## B. EDUCATION

Under this factor, rate your highest or nearest equivalent university qualification in an engineering/geoscience discipline.

<u>Description</u>	<u>Points</u>
Bachelor's Degree or academically qualified for registration	65
.....	72
Master's Degree	80
.....	90
Doctorate Degree	100

## C. EXPERIENCE

Under this factor, rate the number of years in which you have been engaged in full-time, permanent engineering/geoscience work and/or in work wherein an engineering/geoscience background has been a distinct asset. Take your count to the nearest whole or half year.

<u>Years</u>	<u>Points</u>	<u>Years</u>	<u>Points</u>	<u>Years</u>	<u>Points</u>	<u>Years</u>	<u>Points</u>
<1	25	3	45	7-8	70	15-17	113
1	30	4	50	9-10	80	18-20	125
1½	35	5	55	11-12	90	21-24	138
2	40	6	60	13-14	100	≥25	150

## D. RECOMMENDATIONS, DECISIONS, AND COMMITMENTS

Under this factor, select the point that fits your job most appropriately. If you cannot decide between two adjoining points, use the half point between.

<u>Description</u>	<u>Points</u>
Makes technical decisions of a routine nature with ample precedent or clearly defined procedures as guides.	20
.....	30
Makes recommendations that are limited to problem solutions rather than end results. Makes decision that usually fall within established guidelines.	40
.....	50
Makes independent studies, analyses, and interpretations where technical subject matter, usually of limited scope, is involved. Normally refers difficult, complex, or unusual matters or decisions to more senior authority.	55
.....	63
Makes recommendations arising from work assignments that are reviewed for soundness of judgment but are usually accepted as technically accurate and feasible. Makes decisions on assignments in hand other than those having a major bearing on the course or cost of the work.	70
.....	80
Makes responsible decisions, not usually subject to technical review, on all matters assigned, subject to established operating policies and financial controls. Takes action to expedite the successful accomplishment of projects or programs assigned.	90
.....	105
Makes responsible technical and/or administrative decisions pertaining to functions assigned, including the expending of money and the implementation of major programs, subject only to over-all policies, budgets, and other financial controls. May participate in the formulation of corporate policies and long-term plans for the organization as a whole.	120
.....	135
Deals with major problems and makes the final technical and administrative policy decisions for a small or medium-sized organization. In a very large organization, makes the principal technical and administrative decisions bearing upon the activities of a major decision. Work carries responsibility for actions taken, though these may be guided by policy of a board of directors or other superior authority.	150
.....	175
Isolates and analyzes major over-all problems and makes the associated final decisions for a very large organization. Requires sound, mature judgment to conceive and apply broad policies which may affect other companies in the area of operation or field of industry.	200

## **E. SUPERVISION RECEIVED**

This factor is concerned with the degree to which independent action is required or permitted. This will be limited by the amount of direction received from superiors or provided through standard-practice instructions, policies, precedents, or practice. Select the point that fits your job most appropriately. If you cannot decide between two adjoining points, use the half point between.

<u>Description</u>	<u>Points</u>
Works under close supervision or completely detailed instructions. Work is reviewed for accuracy, adequacy, and conformance with prescribed procedures.	5
.....	15
Receives oral or written instructions as to methods and procedures to be followed in work assignments. Results are usually reviewed in detail and technical guidance is normally present to deal with problems and difficulties.	30
.....	35
Works under general supervision although amount of supervision received may vary with the assignment. Technical guidance is normally available to review work programs and advise on unusual features.	40
.....	45
Works in terms of specific objectives, relative priorities, and defined critical areas relating to work of other units. Makes decisions when general instructions, established methods, and clearly defined precedents indicate action to be taken, but refers unusual problems to supervisor.	50
.....	55
Works on programs or towards objectives to be accomplished. Results are reviewed for soundness of approach and general effectiveness. Makes decisions and takes action in the application of operating policies and of standards widely accepted within the profession.	60
.....	70
Works independently on broad, general assignments, with responsibility for the planning, direction, and conduct of all associated activities, limited only by policy and established financial controls. Takes action without reference to superiors, except where problems of policy change are involved.	80
.....	90
Operates as an executive at divisional level in a very large organization or as the chief executive in a smaller organization. Makes most technical and administrative decisions on his own rather than by reference to superiors.	100
.....	113
Determine the policies, plans, and programs through which the technical and administrative operations of a very large organization are directed and controlled, subject only to the approval of a board of directors.	125

#### F. LEADERSHIP AUTHORITY AND/OR SUPERVISION EXERCISED

This factor is concerned with the character of the supervisory responsibility. This may be direct (line) or indirect (staff). Select the point that fits your job most appropriately. If you cannot decide between two adjoining points, use the half point between.

<u>Description</u>	<u>Points</u>
Has no supervisory role.	0
.....	2
May assign and check work of one or two non-professional persons. Responsibility is limited to provision of occasional work direction.	5
.....	8
May give work direction to one or more technologists or helpers assigned to work on a short-term project, with no continuing supervisory responsibility.	10
.....	12
Usually responsible for the work of one or more full-time non-professional assistants. May give work direction to professionals of less standing assigned to work on a common project. Supervision of professionals is not usually a regular or continuing responsibility. May have a liaison responsibility with field crews on the interpretation of plans and specifications.	15
.....	18
Usually responsible for supervising the work of one or more junior professionals as well as other categories of staff. Assigns and outlines work; advises on technical problems; reviews work for accuracy and adequacy. Supervision may call for recommendations concerning selection, training, rating, and discipline of staff. May give technical direction to contractors employed on small projects and approve their finished work.	20
.....	30
Co-ordinates work programs and directs use of materials, equipment, and personnel, both professional and non-professional. Plans assignments, outlines methods of approach, and deals with difficult features. Normally makes recommendations on the selection, training, discipline, termination, and remuneration of staff. May give technical direction to contractors on major projects and approve their finished work. For staff positions, acts as advisor and assistant to the chief executive or in a very large organization, to an executive at divisional level.	40
.....	50
Supervises and directs the work of two or more major functions in an organization. Sets up standards of performance, co-ordinates operations, counsels assistants on unusual problems, evaluates performance, and sees that policies and programs are carried out. For staff positions, acts as advisor or consultant to the chief executive of a very large organization.	60
.....	75
Co-ordinates activities of the personnel in a major division in a very large organization or all personnel in a smaller organization. Develops long-term programs and objectives, shapes and interprets policy, and effects co-ordination on a broad scale.	90
.....	120
Functions as the chief executive officer of a very large organization, having final responsibility for direction of all personnel subject only to approvals of a board of directors. Effects co-ordination through contacts with senior executive officers who operate with a good measure of independence, through use of control devices of complex sorts, and through activities of personal staff assistants.	150

#### G. SUPERVISION SCOPE

Employees Supervised	0	1	2-3	4-7	8-13	14-20	21-30	31-40	41-50	51-75	76-100
Points	0	3	5	8	10	15	20	25	30	35	40
Employees Supervised	101-200	201-400	401-750	751-1200	1201-2000	over 2000					
Points	45	50	55	60	65	70					

## H. USE OF PROFESSIONAL SEAL

This factor measures the professional responsibility attached to your use of the seal.

<u>Description</u>	<u>Points</u>	<u>Description</u>	<u>Points</u>
Never used or not applicable	0	Frequently used	20
.....	5	.....	25
Occasionally used	10	Regularly used	30
.....	15		

## I. JOB ENVIRONMENT

Under this factor, select the point that describes most closely the conditions under which your work is normally carried out.

<u>Description</u>	<u>Points</u>
Office and comparable conditions.	0
.....	1
Best shop, plant, or laboratory conditions. Little exposure to dirt, heat, noise, fumes, or other disagreeable factors.	3
.....	4
Average shop, plant, or laboratory conditions. Would cover positions that are generally conducted under clean and pleasant conditions, but with some exposure to noise, severe weather, dust, wet, fumes, or other disagreeable factors.	5
.....	8
Conditions that are especially dirty, oily, noisy, or otherwise disagreeable, would cover positions involving continuous outside work in all weathers.	10
.....	15
Conditions involving continuous exposure to heat and fumes, cold and wet, or to combinations of other disagreeable factors, but where continuous attention to work is possible.	20

## J. ABSENCE FROM BASE OF OPERATIONS

<u>Description</u>	<u>Points</u>
Seldom absent.	0
.....	2
Occasionally absent, perhaps a day a week on average.	5
.....	8
Frequently absent, commonly for a couple of days a week, sometimes longer, with considerable travel.	10
.....	12
Absent more than 50 per cent of the time, sometimes including weekends, with much travel.	15
.....	18
Absent for long periods from base of operations and/or travel on an almost continuous basis.	20

## K. ACCIDENT AND HEALTH HAZARDS

Hazard Level	Level of Exposure		
	Limited	Occasional	Frequent
	Points	Points	Points
Low	0	5	10
	2	8	12
Moderate	5	10	15
	8	12	18
High	10	15	20