

Career Roadmap is an initiative that will create a comprehensive job family model and pay structure to ensure equitable and consistent compensation practices. An important step of this project is determining the appropriate staff classification.

This assessment is an optional tool for managers to determine where a position currently held by their direct report fits into the new job family model. Please collaborate with your direct reports as you work to determine the content and requirements of a position. For more information about Career Roadmap please visit hr.osu.edu/career-roadmap.

SECTION 1: COMPLETED BY THE EMPLOYEE

Name of Employee	
Employee Job Title/Working Title	
Ohio State University ID #	Today's Date
# of Faculty/Staff Employees that Report to this Position?	# of Student Employees that Report to this Position?

1. Summary Statement

Briefly summarize the job's overarching purpose and role in no more than four sentences.

2. Discipline

When describing this position to other people, what discipline do you most commonly associate it with e.g. Information Technology, Health Care Administration, Finance, etc. List just one.

3. Major Position Accountabilities

List up to five primary accountabilities of the position, indicating the most important first. This is intended to provide a broad overview of the tasks that are performed on a regular basis. Please indicate what percent of time is spent on each task. The sum of column three must add to 100 percent. Please do not list any tasks that require 10% or less of the position's time.

Accountability/Task	Brief Description	Percent of Time
1.		
2.		
3.		
4.		
5.		
Must add up to:		100%

4. *Autonomy*

Describe the routine challenges you face in your position and how do you solve them? What is the most unique challenge you have encountered?

Describe the routine and non-routine decisions you must make in your position? How do you make them and who is involved? Who is impacted by the decision?

5. *Interaction*

Describe your interactions with subordinates, peers, managers or external contacts. What type of information is exchanged, how often and in what setting(s)?

SECTION 2: COMPLETED BY THE MANAGER

Name of Manager	
Manager Job Title/Working Title	
Ohio State University ID #	Today's Date

For each of the criteria below, check the statement that best matches the requirement for the individual to successfully perform the tasks listed in Section 1. Please consider the criteria that would be relevant to the position when recruiting.

KNOWLEDGE: Indicate the depth and breadth of knowledge that is required to successfully perform the tasks described above. Check only one.

- Specialized knowledge is not required and can be learned on the job.
- Basic knowledge of processes, utilizing general industry knowledge and professional experience is required.
- Broad knowledge of processes and/or tools is required.
- Advanced or comprehensive knowledge of processes and/or tools is required.

COMPLEXITY: Indicate the complexity of the tasks performed. Check only one.

- Assigned tasks generally follow a set of defined procedures and fully rely on guidance and training from a supervisor or more experienced colleagues.



- Assigned tasks are moderately complex and rely on some guidance and training from a supervisor or more experienced colleagues.
- Assigned tasks are very complex and rely on limited guidance and training from a supervisor or more experienced colleagues.
- Assigned tasks are highly complex and rely on minimal guidance and training from a supervisor or more experienced colleagues.

AUTONOMY PROBLEM SOLVING: Indicate the level of problem solving required by this position.
Check only one.

- Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures.
- Problems are non-routine questions and situations. Problems are solved through research and investigation of precedents and use patterns, trends and precedents to determine the appropriate course of action.
- Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills and general precedents and practices.
- Problems are highly varied, complex and often non-recurring. Problems require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

AUTONOMY DECISION MAKING: Indicate the impact of the decisions typically made by this position.
Check only one.

- Decisions generally affect own position or specific functional area.
- Decisions affect the business and operations of the department.
- Decisions have major implications on the strategy, operations and business of the department.
- Decisions are complex and involve multiple constituencies, often with competing priorities.

AUTONOMY INDEPENDENCE Indicate the position's general degree of independent action. Check only one.

- Work is closely monitored by supervisor/manager with detailed instructions and procedures provided.
- Work progress is monitored by supervisor/manager, following defined procedures and precedents. May set own priorities and organize work within general guidelines established by supervisor/manager.
- Results are defined, and existing practices are used as guidelines to determine specific work methods. Individual carries out work activities independently. Supervisor/manager is available to resolve problems.
- Results are defined. May set own goals and determine how to accomplish results with few or no guidelines to follow, although precedents may exist. Supervisor/manager provides broad guidance and overall direction.

INTERACTION: Indicate the nature of collaboration and interaction to others required by the position.
Check only one.

- Typically interacts with immediate supervisor and work team or customers on routine matters. Work is closely monitored by supervisor/manager with detailed instructions and procedures provided.



- Typically interacts with immediate supervisor and work team on routine matters and may also occasionally interact with other teams, departments or customers. Work progress is monitored by supervisor/manager, following defined procedures and precedents. May set own priorities and organize work within general guidelines established by supervisor/manager. Effectively communicates more complicated information.
- Routinely interacts with members of immediate work team and other teams. Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently. Supervisor/manager is available to resolve problems. Uses diplomacy and tact to convey sensitive information.
- Results are defined. May set own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist. Supervisor/manager provides broad guidance and overall direction. Uses diplomacy and tact to convey sensitive information, uses negotiation and persuasion to accomplish objectives.

PEOPLE MANAGEMENT: Indicate the type and scope of supervisory responsibilities of this position. This refers to the supervision of other university employees and excludes student workers. Check only one.

- Not responsible for supervising others.
- Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work. May make recommendations for hiring, termination and pay decisions but has no formal responsibility.
- Supervises the work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. May offer recommendations for hiring, termination and pay adjustments but does not have responsibility for these decisions.
- Supervises the work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. Is responsible for hiring, terminating, pay adjustments, training and developing, reviewing performance and administering corrective action. Plans organizational structure and position content.

EDUCATION: Check the statement that best matches the requirement for the individual to successfully perform the tasks listed in Section 1. Please consider the criteria that would be relevant to the position when recruiting.

- High school diploma/GED
- Vocational or technical training
- Associate degree
- Bachelor's degree
- Master's degree
- Doctoral degree
- No minimum education is required

LICENSURE: List any licensure or certification that are required.

- Driver's license
- Commercial driver's license
- Other, Specify _____
- No licensure is required



WORK EXPERIENCE: Indicate the minimum years of work related experience required to effectively perform the position's responsibilities. Check only one.

- Less than 12 months
- 1-2 years
- 3-5 years
- 6-8 years
- More than 8 years
- Other

MANAGEMENT EXPERIENCE: If this position currently has supervisory or managerial responsibilities, indicate the years of management experience required. Check only one.

- Not applicable
- Less than 12 months
- 1-2 years
- 3-5 years
- 6-8 years
- More than 8 years
- Other

SECTION 3: COMPLETED BY THE MANAGER

In order to complete this section, you will want to review the list of functions and subfunctions located at hr.osu.edu/career-roadmap/career-framework. Job Function is a broad category of work with similar characteristics or pre-requisite skills such as Communications and Marketing, Information Technology, etc. Subfunction is a unique occupation within a function for example within Information Technology, Application Development would be a subfunction. Using the information collected above, choose the function and sub-function that you believe mostly closely aligns with this position.

Function
Sub-Function