

Exempt
Criteria Matrix
Updated July 2006

ADMINISTRATIVE

Job Family	Dimensions	Phase 1	Phase 2	Phase 3
<p>Performs operational and administrative duties that may include inputting and disseminating information, implementing and applying established policies, procedures and guidelines, preparing and drafting documentation, and may provide front-line support.</p> <p>Possesses knowledge of unit and university policies and procedures. May require extensive administration knowledge of the unit and university and have frequent communication both within and outside the unit.</p>	<p>Primary Purpose</p>	<ul style="list-style-type: none"> To participate in the smooth delivery of defined administrative services 	<ul style="list-style-type: none"> To participating in and coordinate the smooth delivery of a variety of administrative services 	<ul style="list-style-type: none"> To participate in, assist in planning, coordinating and monitoring the smooth delivery of diverse and complex administrative services
	<p>Nature of Work</p>	<ul style="list-style-type: none"> Routine duties, narrow scope. Low complexity Priorities and deadlines are influenced by others. 	<ul style="list-style-type: none"> Variety of duties Moderate complexity May have discretion in prioritizing tasks and solving problems outside of established policies and procedures. 	<ul style="list-style-type: none"> Broad and diverse duties. High complexity. Problems are complex, solutions require analysis and planning to resolve. Independent decision making regarding complex matters.
	<p>Accountability</p>	<ul style="list-style-type: none"> Apply administrative skills and knowledge to perform routine and defined scope of duties Decision making is exercised within established policies and procedures. Independently resolves routine problems 	<ul style="list-style-type: none"> Apply administrative skills and knowledge to perform a variety of duties. Discretion and decision making is exercised using established policies, procedures and guidelines as a framework. 	<ul style="list-style-type: none"> Apply administrative skills and knowledge to perform broad and complex duties. Discretion, problem solving and decision making is regularly exercised using established policies, procedures and guidelines as a framework.
	<p>Education / Experience</p>	<ul style="list-style-type: none"> Post secondary certificate or diploma Minimum of 1 year of applicable experience. 	<ul style="list-style-type: none"> Post secondary certificate or diploma Minimum of 3 years of applicable experience 	<ul style="list-style-type: none"> Post secondary certificate or diploma Minimum of 5 years of applicable experience.

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SPECIALIST / PROFESSIONAL

Job Family	Dimensions	Phase 1	Phase 2	Phase 3
<p>An identifiable professional career track or knowledge in a unique field or function. Utilizes specific education directly in the workplace, which is usually an administrative unit.</p> <p>Skilled in conducting analyses and interpretation of data and processes ranging in complexity; may apply complex procedures for financial documentation, systems applications, or information administration. May act as an internal consultant to managers and leaders where recommendation can influence organizational direction and performance.</p> <p>May provide some guidance or work direction to groups and / or projects.</p>	<p>Primary Purpose</p>	<ul style="list-style-type: none"> • To apply specialized skills and knowledge by coordinating, implementing and/or maintaining the operational activities required to meet the established goals and vision of the unit, program or project. 	<ul style="list-style-type: none"> • To apply specialized skills and knowledge by participating in determining how to achieve the established goals and vision of the unit, program or project. 	<ul style="list-style-type: none"> • To apply specialized skills and knowledge by actively planning and participating in determining the direction, goals and vision of the unit, program or project.
	<p>Nature of Work</p>	<ul style="list-style-type: none"> • Duties are varied • Moderate complexity • Operational focus, short term planning horizon 	<ul style="list-style-type: none"> • Broad range of duties • Above average complexity • Tactical focus, medium term planning horizon 	<ul style="list-style-type: none"> • Duties are broad and diverse • High complexity • Strategic focus, long term planning horizon
	<p>Accountability</p>	<ul style="list-style-type: none"> • Act in an advisory role by applying specialized skills and knowledge to a defined scope of duties. • Exercise independent decision making and judgement within a defined framework by using a specialized body of knowledge, and by interpreting and applying established policies and procedures • Apply specialized knowledge in providing research, analysis and support of initiatives. • Identify and apply discretion in determining exemptions from the established standards. 	<ul style="list-style-type: none"> • Act in an advisory role by applying broad specialized skills and knowledge to a broad range of diverse duties • Exercise independent decision making by using a specialized body of knowledge and by using established policies, procedures and guidelines as a framework • Involved in developing and reviewing policies and procedures • Apply specialized knowledge in providing broad research, analysis and support of initiatives. 	<ul style="list-style-type: none"> • Act in an advisory role by applying highly specialized skills and knowledge to a broad range of diverse and complex duties. • Discretion, problem solving and decision making is regularly exercised by using specialized body of knowledge and by using established policies, procedures and guidelines as a framework. • Develop initiatives to support the strategic direction. • Closely involved with senior administration with long range planning • Aware of evolving industry practice and policies and provide recommendations regarding impact or requirements for industry compliance for the unit or the university in general

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	Education/ Experience	<ul style="list-style-type: none"> • Undergraduate degree • Minimum of 3 years of applicable experience • Minimum professional qualifications for industry 	<ul style="list-style-type: none"> • Undergraduate degree • Minimum of 5 years of applicable experience • Professional qualifications associated with intermediate level of practice in the industry 	<ul style="list-style-type: none"> • Undergraduate degree • More than 8 years of applicable experience • Graduate degree may be an asset • Professional qualifications associated with advanced level of practice in the industry
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Leadership

Job Family	Dimensions	Phase 1	Phase 2	Phase 3
<p>Manages a unit, program or service, responsible for staff, budgets, facilities, and other resources. Provides leadership, advice and influences the course for the unit or function; develops and implements plans, programs or services.</p> <p>Allocates and schedules staff, recruits and develops human resources. Gets things done through others. Logistical and supervisory responsibility and accountability for resources (human, financial, physical). May provide supervision to work groups and teams.</p> <p>Has an understanding and knowledge of the unit operations and how they fit into those of other units. Draws on expertise of others and consults as appropriate.</p>	<p>Primary Purpose</p>	<ul style="list-style-type: none"> • To apply leadership skills and knowledge by participating in and coordinating the operational activities required to meet the established goals and vision of programs or services 	<ul style="list-style-type: none"> • To apply leadership skills and knowledge by participating in, coordinating, and assist in planning of the smooth delivery of a range of programs or services 	<ul style="list-style-type: none"> • To apply leadership skills and knowledge by planning and participating in the smooth delivery of broad programs or services.
	<p>Nature of Work</p>	<ul style="list-style-type: none"> • Defined range of responsibilities • Moderate complexity • operational focus, short term planning horizon 	<ul style="list-style-type: none"> • Broad range of responsibilities • Above average complexity • tactical focus, medium term planning horizon 	<ul style="list-style-type: none"> • Broad and diverse range of responsibilities. • High complexity • strategic focus, long term planning horizon
	<p>Accountability</p>	<ul style="list-style-type: none"> • Act independently in a leadership role by applying specialized skills and knowledge towards the operational leadership of programs or services. • Identify and initiate change to day to day operational procedures and processes • Interpret and apply established policies and procedures and adapt methods and practices to solve problems and achieve outcomes 	<ul style="list-style-type: none"> • Act independently in a leadership role by applying specialized skills and knowledge towards the leadership of broad programs or services. • Participate in development and leading of broad initiatives. • Exercises independent decision making and judgement within a broad framework using specialized body of knowledge. 	<ul style="list-style-type: none"> • Act independently in a leadership role by applying specialized skills and knowledge towards the leadership of broad and diverse programs or services. • Problems are complex, solutions require in-depth analysis and planning to resolve. • High level of expertise, influences and provides leadership • Identifies visionary opportunities • Closely involved with senior administration in determining and achieving the organization's long term planning • Participate in developing and leading broad and complex initiatives.

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	Education / Experience	<ul style="list-style-type: none">• university degree• a minimum of 5 years of applicable experience	<ul style="list-style-type: none">• university degree• a minimum of 7 years of applicable experience• a graduate degree in an applicable discipline may be an asset	<ul style="list-style-type: none">• university degree• a minimum of 10 years of applicable experience• a graduate degree in an applicable discipline may be an asset
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