

Guidelines for Job Evaluation

This is a broad guide of the education, experience, and work parameters that are representative of grades at Brown. Many factors influence the grade including, but not limited to, the organizational structure, scope of responsibilities, span of control, management responsibilities, and metrics of the position and organization. Compensation Services reviews finalized job descriptions to determine the grade of positions. Please consult with your HR Consultant, HR Business Partner, or Compensation Services for further information.

Grade	Work Parameters	Example of Responsibilities	FLSA Status	Education	Related Experience	Supervision	Examples
1-3	Job duties are repetitive tasks with little variation.	<ul style="list-style-type: none"> • Check identification • greet visitors 	Nonexempt	High school diploma or GED		Immediate supervision	<ul style="list-style-type: none"> • cashier • attendant
4-5	<ul style="list-style-type: none"> • Job duties are covered by standard procedures with limited variation. • Work is routine and instructions are usually detailed. • Problems solved by referring to past practices, looking up in an instruction or procedures manual, or referring to supervisor. • No decision making or policy interpretation. 	<ul style="list-style-type: none"> • Collect tickets • answer phones • sort mail 	Nonexempt	High school diploma or GED	Some prior related experience	Immediate supervision	<ul style="list-style-type: none"> • store clerk • lifeguard • office assistant • staff assistant
6	<ul style="list-style-type: none"> • Jobs are procedure driven, but work is more complex and varied. • Requires sufficient understanding of programs/operations to respond to issues covered by departmental procedure/practice. • Limited decision making and policy interpretation; decisions based on past practice. • Identify and recommend process and procedural improvements. • Anticipate needs. 	<ul style="list-style-type: none"> • prepare communications/correspondences • monitor budget • assist in planning events, programs and travel • update information on website • process financial transactions • provide general support to staff and faculty 	Nonexempt	Associate's degree or equivalent combination of experience and education	1-2 years of related experience	Immediate supervision	<ul style="list-style-type: none"> • administrative assistant • financial assistant • customer service assistant
				High school diploma or GED	3-5 years of related experience		
7	<ul style="list-style-type: none"> • Position has ownership over a defined function/program requiring more independent work and decision making within defined boundaries. • Work is diversified and has some complexity. • Implements and coordinates approved procedures or plans. • Work with others to get work accomplished. • Handle multiple/competing day to day priorities. 	<ul style="list-style-type: none"> • provide research support including conducting interviews and experiments following research protocol • provide executive level support to department head • audit data • provide customer service support • process and monitor financial transactions • assist with planning events • manage records: prepare materials for committees • develop spreadsheets and tracking mechanisms 	Nonexempt	Associate's degree or equivalent combination of experience and education	2-3 years of related experience	Immediate supervision	<ul style="list-style-type: none"> • administrative coordinator • event coordinator • financial coordinator • executive assistant
				Bachelor's degree in related science area			<ul style="list-style-type: none"> • research assistant

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8	<ul style="list-style-type: none"> Position has ownership over a program or process and may be the expert in the department on that process or program. Majority of the position is typically focused on one function. Scope of the programs/events/processes is significant. Develop and create in addition to implementing. Make decisions and use judgement based on somewhat diversified established procedures and standards. Work with broad policies requiring judgement. Work independently and proactively. 	<ul style="list-style-type: none"> develop promotional material (print, social media and website) perform data analysis and developing reports coordinate large department events oversee student hiring for a large department assist manager with problem-solving and developing solutions provide support to an executive 	Nonexempt	Bachelor's degree or equivalent combination of education and experience	1-2 years of related experience	Works more independently but still under supervision	<ul style="list-style-type: none"> academic program coordinator event coordinator executive assistant program coordinator assistant manager grants and contracts coordinator communications coordinator
				Associate's degree or equivalent combination of experience and education	3 years of experience		<ul style="list-style-type: none"> data coordinator program coordinator
		<ul style="list-style-type: none"> identify, recruit, schedule and interview study participants carry out scientific experiments and have some ability to deviate from protocols 		Bachelor's degree in related science area	1-2 years of related experience		<ul style="list-style-type: none"> research assistant
9	<ul style="list-style-type: none"> Position performs professional work requiring a bachelor's degree or equivalent. Work within broad policies. Use of judgment is required in making higher-level decisions and initiating creative work product. Work in group as a "lead". Has ownership of work and makes independent decisions. High level individual contributor or manager of a program or area, requiring getting work done through others. Independently perform or manage complex work requiring the use of judgement and discretion involving relatively significant matters. Sufficient depth and breadth of knowledge to manage other who perform varied tasks. May set own work priorities. 	<ul style="list-style-type: none"> run reports and provide analysis assist with establishing written policies procedures and protocols within the department supervise students write news briefs, feature stories, and spotlight pieces for the website manage an academic department or center 	Exempt	Bachelor's degree or equivalent combination of education and experience	3-5 years of related experience	<ul style="list-style-type: none"> works more independently but still under supervision still developing supervision on progress or results 	<ul style="list-style-type: none"> communication specialist center manager grant and contract specialist IT support consultant financial manager accountant admission officer program manager assistant coach academic department manager senior research assistant data or financial analyst
				Bachelor's degree or equivalent combination of education and experience	1-2 years of related experience ("E" position could be 0-1 years of experience where college contributes to knowledge)		<ul style="list-style-type: none"> programmer/analyst senior research assistant lab manager

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10	<ul style="list-style-type: none"> Position performs professional work where the "what" is stated but the incumbent determines the "how". Work independently, making higher level decisions, managing significant projects, working across department/divisional lines. Incumbent is seasoned individual contributor or supervises a team who require day to-day supervision. Situations and problems are diverse, interpret and apply precedents and standards to solve problems and use alternative approaches based on past experiences. Provide advice and counsel. Influence decisions and provide recommendations. 	<ul style="list-style-type: none"> assist the director in the direction and strategy of the operation fill in for the director in their absence partner with faculty to integrate instructional technologies into residential course curriculum direct supervision of support staff, manage large events and programs provide high-level budget and analysis support to an organizational area 	Exempt	Bachelor's degree or equivalent combination of education and experience	5-7 years experience ("E" position requiring knowledge of new technology could be 1-2 years where college contributes to knowledge)	Usually works with minimum supervision, conferring with superior on unusual matters	<ul style="list-style-type: none"> administrative manager system administrator financial manager senior developer assistant director instructional designer communication manager
				Bachelor's degree	3-5 years of related experience		<ul style="list-style-type: none"> assistant director in student services assistant coach accountant nurse lab manager program facilitator
				Master's degree	3-5 years of related experience		<ul style="list-style-type: none"> research associate librarian, counselor curricular manager staff scientist research program manager research program coordinator
11	<ul style="list-style-type: none"> Position typically reports to a Director. Manage professional level staff and gets work done through others, or are seasoned individual contributors. Accountable in overseeing an area that integrates functions across a group. Set strategic direction and goals. Work to broad goals for their area of responsibility. Responsible for leadership, development and execution. Decision require adaptive thinking based on variability of situations. Have significant latitude for making decisions for their operational or functional units. Significantly influence decisions and recommendations contribute significantly to decisions. 	<ul style="list-style-type: none"> oversee research and lab space; provide academic advising develop and manage a peer-to-peer advising network manage complex budgets in a large department, hire/fire authority over team members 	Exempt	<ul style="list-style-type: none"> Bachelor's degree required In certain circumstances a bachelor's degree or equivalent combination of education and experience may be appropriate based on the role 	5-7 years of related experience including significant experience at the professional level	Usually works with minimum supervision, typically after the fact review	<ul style="list-style-type: none"> manager finance partner assistant dean head coach lead developer or programmer assistant or associate director nurse practitioner research associate
				Master's degree	5 - 7 years related experience		

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12	<ul style="list-style-type: none"> • Director level position and have primary accountability of a significant functional area or department. • Seasoned professional. • Manages others who supervise staff. • Responsibility for university-wide functions, or is a very technical specialist or senior individual contributor. • Sets strategic direction and goals and determine own priorities. • University-wide perspective and decision making. 	<ul style="list-style-type: none"> • serve as the department's strategic leader and primary lead on a significant functional area • create and execute outreach strategies • oversee of significant budget • develop programs and policies • direct significant projects • provide advice and counsel on significant university matters • manage a team of professionals 	Exempt	<ul style="list-style-type: none"> • Bachelor's degree required • In certain circumstances a bachelor's degree or equivalent combination of education and experience may be appropriate based on the role 	8-12 years of related experience with significant experience at the management level		<ul style="list-style-type: none"> • director • design engineer • project engineer
				Master's degree	6-10 years of related experience		
13	<ul style="list-style-type: none"> • Director level position and has primary accountability of more than one functional area or department. • Very seasoned professional. • Give strategic guidance to the units under their control and integrates functional areas. • Challenges are different than those encountered in the past. • Develop unique solutions. 	<ul style="list-style-type: none"> • develop, oversee, implement and evaluate a wide range of policies and programs relating to functional area • provide oversight of strategic planning and of the day-to-day operations of a department • oversee implementation of university-wide projects and initiatives • manage a team of seasoned professionals 	Exempt	Bachelor's degree required	8-12 years of related experience with significant experience at the management level		<ul style="list-style-type: none"> • senior director • director • associate dean
				Master's degree	6-10 years of related experience		