

TITLE AND TOTAL COMPENSATION PROJECT

Defining Levels of Supervision as described in the Standard Job Description Library

Close (direct) – Work is checked often and reviewed for accuracy and adequacy often accepted after changes/edits/input. Executes day-to-day activities as directed by supervisor, or by specific procedures, schedules, and/or detailed directions.

Moderate – Work this is routine is generally accepted without change; unique responsibilities often require changes/edits/input before acceptance. Tasks are guided by specific procedures and detailed directions. Work is reviewed for accuracy and overall adequacy.

General- Executes routine and unique job responsibilities that are guided by defined outcomes and established standards. Routine responsibilities are completed independently and without supervisor review or approval. Unique responsibilities require specific context and/or explanation of outcome expectations but may require review and approval at the discretion of the supervisor.

Limited –Plans and arranges own work, refers only unusual cases to supervisors or others. Work product is likely accepted with no change whether unique or routine. Established policies/laws/guidelines govern what would be acceptable, and those under limited direction need no assistance in understanding the depth and breadth of work impacts, including project assignments.