

Employer: Complete Section I through V on both sides of this form.
Submit this form to the Financial Aid Office for job level and wage
range determination

Section I: Employer Identification

Department/Agency: _____ Department Telephone # _____

Address/Building _____ **Email** _____ City/State/Zip Code: _____

Department Account # _____ - _____ - _____

Department's Student Employment Representative: Circle one Title:

Mr. Mrs. Ms. Dr. Rev. Sr. Name: _____ Telephone # _____

Signature: _____

Supervisor Circle one Title:

Mr. Mrs. Ms. Dr. Rev. Sr. Name: _____ Telephone #: _____

Signature: _____

Section II: Job Description - You may attach a separate sheet with tasks & skills

1. List **tasks** performed on this job:

2. List **skills** required performing this job.

3. Hours to be worked: # hrs/wk _____ Mornings _____ Afternoons _____ Evenings _____

4. Work Award Type: _____ Student Work Opportunity (SWO) _____ Federal Work Study(FWS) (must be bi-weekly payment)

5. Payment Option: _____ Biweekly payroll (If this is your choice skip to Section III) _____ Lump sum payment (must be SWO work award) (Complete #6 through 10)

6. Why is this payment requested as lump sum rather than biweekly payroll? _____

7. State amount of lump sum payment \$ _____ # of payments: _____ made when? _____ bi-weekly Or _____ Monthly

8. State number of hours work you expect employee will take to complete this job? _____

9. How many weeks will this employment period cover _____

10. How did you derive the amount to be paid for the job? _____

Section III: Work Category

Select the job category most appropriate for this job; enter your suggested job title to the right of the category selected.

___ Attendant/Labor _____

___ Clerical _____

___ Technical _____

___ Research _____

___ Administrative _____

Section IV Check One

FWS only - Is this job community service? Yes No

Both FWS and/or NON-FWS **Note: You** must be willing to hire students regardless of work program. You may not have a preference for FWS

Do you wish this position open for viewing? Yes NO

Section V: Skills Level Determination

Nature of Work

- "Being there", no/few other assignment to keep employee busy
- Routine tasks/duties
- Procedures established and well defined
- None of the above statements fit

Accountability

- For assigned tasks done as specified
- For interpretations made
- For Judgements made
- For work performed by others

Consequence of Error

- Limited to work unit
- Correctable, impact reaches beyond work unit
- Severe, correction difficult and/or impossible

Scope of Work

- Limited to work unit
- Reaches to other units departments work unit
- Campus wide
- Beyond Campus

Work is reviewed

- All (most) work reviewed
- Occasionally works independently (less than 50% of the time)
- Usually works independently (more than 50% of the time)
- Only when requested by worker or as part of general performance review

Specialized Knowledge/Experience

- None required
- Easily acquired and readily available
- More complex, smaller supply of employees with knowledge/experience/skill
- Complex, highly technical/skilled, rare supply

Supervisor (Lead Worker)

- Never
- Shares knowledge with fellow workers (helping)
- Teaches tasks, procedures
- Supervises others (assigning tasks)

Section VI: Financial Aid Office Determination: To be determined by Financial Aid Office

Job Title is _____

Job Level _____ Wage range: \$ _____ per hour to \$ _____ per hour

Lump Sum: \$ _____

Job File/Description # _____ Employer I.D. # _____ Supervisor/Representative I.D. # _____ Supervisor I.D. # _____

Approved by _____ Date: _____

Section VII: Key - Skills Level Determination

Nature of Work

- =1 "Being there", no/few other assignment to keep employee busy
- =1 Routine tasks/duties
- =2 Procedures established and well defined
- =3 None of the above statements fit

Accountability

- =1 For assigned tasks done as specified
- =2.5 For interpretations made
- =3.5 For Judgements made
- =5 For work performed by others

Consequence of Error

- =1.5 Limited to work unit
- =3 Correctable, impact reaches beyond work unit
- =5 Severe, correction difficult and/or impossible

Scope of Work

- =1.5 Limited to work unit
- =2 Reaches to other units departments work unit
- =2.5 Campus wide
- =3 Beyond Campus

Work is reviewed

- =1 All (most) work reviewed
- =2 Occasionally works independently (less than 50% of the time)
- =3 Usually works independently (more than 50% of the time)
- =4 Only when requested by worker or as part of general performance review

Specialized Knowledge/Experience

- =1 None required
- =3 Easily acquired and readily available
- =5 More complex, smaller supply of employees with knowledge/experience/skill
- =7 Complex, highly technical/skilled, rare supply

Supervisor (Lead Worker)

- =1 Never
- =2 Shares knowledge with fellow workers (helping)
- =3 Teaches tasks, procedures
- =4 Supervises others (assigning tasks)

Sample: 1+1+3+1.5+2+3+2 = 13.5 - 7 = 1.92 = Grade level 2

Job Level & Wage Assignment Chart

	Level I	Level II	Level III	Level IV
Average of Skills Values	1.00 - 1.79	1.80 - 2.79	2.80 - 3.78	3.79 - 4.79
Wage Range	\$5.15 - 6.10	\$5.50 - 6.30	\$5.70 - 6.50	\$5.90 - 7.40