

## Job Evaluation Rubric

This is a general guide of the typical education, experience, and work dimensions that are representative of job levels 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.

Grade	General Overview	Typical Education and Experience	Typical Knowledge	Example Responsibilities	Example Jobs	FLSA Status
1-5	<ul style="list-style-type: none"> <li>Duties are routine with little variation</li> <li>Follows standard procedures or manuals</li> <li>No decision making or policy interpretation</li> <li>May provide limited guidance lower level staff or students</li> <li>Works under direct supervision</li> </ul>	High School Diploma or equivalent required. No prior experience needed	Basic knowledge of processes for the assigned work may be required	<ul style="list-style-type: none"> <li>Greets visitors</li> <li>Checks identification</li> <li>Proofreads information</li> <li>Receives mail and shipments</li> </ul>	<ul style="list-style-type: none"> <li>Receptionist</li> <li>Shipping and Receiving Clerk</li> </ul>	Nonexempt
6	<ul style="list-style-type: none"> <li>Duties are procedure-driven but vary</li> <li>Recommends process and procedural improvements</li> <li>Relies on limited experience to plan and accomplish work</li> <li>Limited decision making and policy interpretation; decisions based on past practice</li> <li>May provide limited guidance to lower level staff or students</li> <li>Works under moderate supervision</li> </ul>	High School Diploma or equivalent required. No prior experience needed	Basic practical skills for completing work required	<ul style="list-style-type: none"> <li>Reviews content for edits and updates</li> <li>Maintains inventory and orders supplies</li> <li>Resolves payment &amp; delivery problems</li> <li>Processes transactions such as travel and parking reimbursements, and invoice payments.</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Assistant</li> <li>Financial Assistant</li> <li>Technical Assistant</li> </ul>	Nonexempt
7	<ul style="list-style-type: none"> <li>Duties are diversified but prescribed</li> <li>Work is more independent and includes handling multiple or competing priorities</li> <li>Position has ownership over a defined body of work requiring independent work and decision making within defined boundaries</li> <li>Implements and coordinates approved procedures</li> </ul>	Associates degree required with minimum of 2 years of related experience; or equivalence of college degree and no prior experience	Proficient skills in the application of processes for assigned work required	<ul style="list-style-type: none"> <li>Administers assessments</li> <li>Collects data</li> <li>Develops spreadsheets and tracking systems</li> <li>Manages records</li> <li>Prepares materials for meetings</li> <li>Reconciles accounts</li> </ul>	<ul style="list-style-type: none"> <li>Administrative Coordinator</li> <li>Laboratory Coordinator</li> <li>Research Assistant</li> <li>Research Technician</li> </ul>	Nonexempt

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8	<ul style="list-style-type: none"> <li>Job duties are diversified with some complexity</li> <li>Work includes ownership of a program or process, and scope of work is broad</li> <li>Position has ownership over a function or process requiring independent work and decision making within defined boundaries.</li> <li>Makes minor enhancement adjustments in procedures for routine and non-routine tasks that require some interpretation</li> <li>Delivers own work according to specific operational targets</li> <li>May provide limited guidance to lower level staff or students</li> <li>Works under limited supervision</li> </ul>	Associates degree with minimum of 3 years of related experience; or equivalence of college degree and minimum of 1 year of experience	Advanced skills and knowledge in the processes to complete work required	<ul style="list-style-type: none"> <li>Creates requests in Workday system, including requisitions and other transactions</li> <li>Develops promotional material (print, social media, and website)</li> <li>Performs data analysis and develops reports</li> <li>Coordinates large events</li> <li>Oversees lower level hiring for a large department</li> <li>Conducts experiments or analysis</li> <li>Drafts reports and scholarly papers</li> </ul>	<ul style="list-style-type: none"> <li>Research Assistant</li> <li>Administrative Coordinator</li> <li>Events Coordinator</li> <li>Financial Coordinator</li> <li>Program Coordinator</li> </ul>	Nonexempt
9	<ul style="list-style-type: none"> <li>High level individual contributor or manager of a program or area</li> <li>Job duties are functionally focused, diverse, and complex</li> <li>Makes decisions within specific goals</li> </ul>	Bachelor's degree plus a minimum of 2 years of related experience or equivalent combination of	Professional knowledge of practices and processes related to the job. Applied practical	<ul style="list-style-type: none"> <li>Writes news briefs, feature stories, and content for the website</li> <li>Manages an academic department or center</li> <li>Performs independent experiments</li> <li>Develops and revises protocols</li> </ul>	<ul style="list-style-type: none"> <li>Specialist</li> <li>Project Coordinator</li> <li>Analyst</li> <li>Senior Research Assistant</li> <li>Supervisor</li> </ul>	Exempt

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	<ul style="list-style-type: none"> <li>Identifies and resolves problems that may not have clearly prescribed solutions</li> <li>Leads initiatives (i.e., programs, projects, etc.)</li> <li>Independently performs or manages complex work requiring the use of independent judgment and discretion involving relatively significant matters</li> <li>Influences others to reach agreement, typically within own team</li> <li>Actions have minimal impact on work area</li> </ul>	education and experience	experience is required	<ul style="list-style-type: none"> <li>Manages program budget</li> <li>Advises and counsels others</li> </ul>		
Grade	General Overview	Typical Education and Experience	Typical Knowledge	Example Responsibilities	Example Jobs	FLSA Status
<b>10</b>	<ul style="list-style-type: none"> <li>Duties are of broad scope, diverse, and complex</li> <li>Makes decisions within functional or department guidelines to achieve team goals</li> <li>Makes recommendations and provides counsel/advice for decision makers</li> <li>Identifies problems and solutions for complex and ambiguous situations</li> <li>Manages significant projects and works across department/divisional lines</li> <li>Influences decisions and provides recommendations typically within own area.</li> <li>Actions have moderate impact on the work area</li> </ul>	Bachelor's degree plus a minimum of 3 years of related experience or equivalent combination of education and experience	Broad knowledge of practices and processes related to function. Applied practical experience is required	<ul style="list-style-type: none"> <li>Assists with direction and strategy of the operation</li> <li>Manages functional areas</li> <li>Partners with faculty to integrate instructional technologies</li> <li>Manages large events and programs</li> <li>Provides high-level budget and analysis</li> <li>Compiles and analyzes data using a variety of statistical applications</li> <li>Creates protocols for analysis for data-driven decisions</li> </ul>	<ul style="list-style-type: none"> <li>Program Manager</li> <li>Accountant</li> <li>Senior Analyst</li> <li>Research Associate</li> </ul>	Exempt
<b>11</b>	<ul style="list-style-type: none"> <li>Duties are broad scope and high complexity</li> <li>Makes decisions in ambiguous situations</li> </ul>	Bachelor's degree plus a minimum of	Full knowledge of practices and	<ul style="list-style-type: none"> <li>Oversees research and lab space operations</li> </ul>	<ul style="list-style-type: none"> <li>Lead Analyst</li> <li>Senior Research Associate</li> </ul>	Exempt

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	<ul style="list-style-type: none"> <li>• Conceptualizes, develops, and implements activities to achieve goals</li> <li>• Assists with developing strategic goals for area</li> <li>• Works cross-functionally across departments</li> <li>• Resolves wide range of complex issues in creative ways</li> <li>• Identifies key barriers/core problems and applies advanced knowledge to resolve</li> <li>• Decisions require adaptive thinking based on variability of situations</li> <li>• Has significant latitude for making decisions</li> <li>• Influences others to reach agreement, typically within a broad scope.</li> <li>• Actions have a moderate to large impact on the work area/department</li> </ul>	5 years of related experience	processes related to function	<ul style="list-style-type: none"> <li>• Provides advising to departments or others</li> <li>• Develops complex budgets in a large department</li> <li>• Plans, directs, coordinates, and leads activities for large complex or several projects</li> <li>• Accountable to ensure that goals, objectives, and all work is accomplished</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Biostatistician</li> <li>• Project Director</li> <li>• Assistant Director</li> </ul>	
Grade	General Overview	Typical Education and Experience	Typical Knowledge	Example Responsibilities	Example Jobs	FLSA Status
12	<ul style="list-style-type: none"> <li>• Duties are of broad scope and high complexity</li> <li>• Makes complex decisions to achieve department goals</li> <li>• Lead or Director level position with accountability for significant functional area or department</li> <li>• Provides input into development of strategic goals for department and exercises independent judgment in setting goals and priorities</li> <li>• Responsible for large function within a department/area or is a high-level technical specialist or senior individual contributor</li> </ul>	Bachelor's degree plus a minimum of 7 years of related experience	Advanced knowledge of professional discipline and broad understanding of other related disciplines required	<ul style="list-style-type: none"> <li>• Serves as department's strategic leader and primary lead on significant functional area</li> <li>• Creates and executes outreach strategies</li> <li>• Develops broad programs and accountable for program's success</li> <li>• Directs significant projects</li> <li>• Provides advice and counsels on significant university matters</li> </ul>	<ul style="list-style-type: none"> <li>• Research Project Director</li> <li>• Lead Data Scientist</li> <li>• Director</li> <li>• Assistant Dean</li> <li>• Associate Director</li> </ul>	Exempt

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	<ul style="list-style-type: none"> <li>• Influences others to reach agreement, typically within a broad scope that may cross departments.</li> <li>• University-wide perspective and decision making</li> <li>• Actions have a large impact on the work area/department</li> </ul>			<ul style="list-style-type: none"> <li>• Manages a team or multiple teams of professionals; typically supervises managers of people</li> </ul>		
<b>13</b>	<ul style="list-style-type: none"> <li>• Duties are multi-faceted with high complexity</li> <li>• Makes department level decisions that serve as precedent for future decisions</li> <li>• Develops and sets strategic goals for department</li> <li>• Evaluates and develops creative solutions to issues without prior precedent</li> <li>• Ensures solutions are consistent with organizational objectives, balancing multiple perspectives and future implications</li> <li>• Builds support for consensus through discussion and compromise involving cross-departmental stakeholders on matters that impact broadly across departments/university</li> <li>• Influences others to reach agreement, typically within a broad scope that may cross departments.</li> <li>• Actions have a significant impact on the department/university</li> </ul>	Bachelor's degree plus a minimum of 10 years of related experience	Expert knowledge of professional discipline and broad understanding of other related disciplines required	<ul style="list-style-type: none"> <li>• Develops, oversees, implements, and evaluates a wide range of policies and programs</li> <li>• Provides oversight of strategic planning and of the day-to-day operations of a department</li> <li>• Oversees implementation of university-wide projects and initiatives</li> <li>• Responsible for strategic planning, direction, and continued growth</li> </ul>	<ul style="list-style-type: none"> <li>• Lead Research Scientist</li> <li>• Psychiatrist</li> <li>• Associate Dean</li> <li>• Director</li> <li>• Senior Associate Dean</li> </ul>	Exempt