

Administrative Job Placement Matrix

Dallas County Community Colleges

<p>Recommendation Form</p> <p>Position Title: _____</p> <p>Currently Occupied by: _____</p> <p>Employee ID Number: _____</p> <p>Location of Assignment: _____</p> <p>Placement Factor and Degree Summary</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 8%;">I</th> <th style="width: 8%;">II</th> <th style="width: 8%;">III</th> <th style="width: 8%;">IV</th> <th style="width: 8%;">V</th> </tr> </thead> <tbody> <tr> <td>Factor I - Decision Making</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Factor II - Complexity</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Factor III - Purpose of Contact</td> <td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Factor IV - Line/Staff Authority</td> <td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p>Administrative Range Recommended: _____</p> <p>_____ _____</p> <p>Supervisor Signature/Date: _____</p> <p>Other Location Reviews:</p> <p>Signature/Title/Date: _____</p> <p>Signature/Title/Date: _____</p> <p>President/Provost/Vice Chancellor Review and Approval</p> <p>Signature/Date: _____</p> <p>Adoption by District Human Resources</p> <p>Signature/Date: _____</p>		I	II	III	IV	V	Factor I - Decision Making						Factor II - Complexity						Factor III - Purpose of Contact						Factor IV - Line/Staff Authority						<p>Process and Guidelines</p> <p>Purpose: To place an administrative position in a salary range using specific classification criteria of decision-making, complexity, purpose of contact, and line/staff authority. This process replaces the previous job evaluation cycle which included questionnaires, interviews, and Hay Point evaluation performed by District Human Resources.</p> <p>Roles: President/Provost, Vice Chancellor or Chancellor must identify a position for assignment to the administrative schedule, using the following criteria:</p> <ul style="list-style-type: none"> ≡ the position is a critical entity required for effective location operation. ≡ the position requires advanced expertise, or a combination of special skills, which warrants protection of the District investment by a year-long contractual agreement. ≡ a position vacancy generally results in a state or nationally-based search with significant delays in key areas of assignment and at significant cost to the location and/or the District. <p>First level supervisors are the source of information and the providers of required documentation/form preparation.</p> <p>Other levels of administration involved will vary by location.</p> <p>District Human Resources is responsible for review of the final placement recommendation in order to maintain schedule viability and consistency.</p> <p>Form/Recommendation Preparation:</p> <ol style="list-style-type: none"> 1. Using the factor and degree definitions, a supervisor identifies the levels of action required for the position in question. 2. The degree selected for each factor is transferred to the recommendation form grid. 3. Generally, the administrative range placement will be tied to the degree with the highest number of ratings. The summary definitions of ranges on the administrative schedule are: <p>Range I These individuals are specialists and/or seasoned technicians. They provide consultative expertise. They may be supervisors in smaller or singular focused areas.</p> <p>Range II These individuals are directors or managers of major functions, or a combination of smaller, complex or diverse functions. They are responsible for significant budget development and monitoring, and provide supervision of diverse roles and resources.</p> <p>Range III These individuals are seasoned administrators with broad program responsibilities. They are responsible for prudent and consistent independent actions having extensive effects on location/area. They manage a variety of complex areas with generally related results.</p> <p>Range IV These individuals are senior administrators with specific expertise and broad program responsibilities. They are responsible for strategic planning and actions in moving the location/area agenda forward. They may be a vice president or other professional with critical technical skills in a single area.</p> <p>Range V These individuals are the highest level of executive assigned to a schedule. They serve in a role of critical importance to a President/Provost, Vice Chancellor or Chancellor. They are directly responsible for significant budget, operations, personnel and/or policy in broad application for a single location or District-wide function</p>
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