Job value factors are the criteria used to evaluate a position for comparison among positions and placement into a salary structure. Traditionally, in higher education, three broad factors are considered:

**Knowledge and Skills**

What is needed to effectively perform the duties of the position?

- Difficulty of tasks performed and problems encountered in the course of the work (complexity and problem-solving).
- The types of knowledge skills, abilities (KSA), level and type of education and amount and type of work experience needed to qualify for the position and the KSAs and competencies needed for full success.

**Scope of Responsibility**

What ability does this position have to make or control contributions?

- Scope – The variety of work assigned, the breadth of responsibility (e.g. work unit versus University-wide); the required degree of interaction across the University departments the diversity of deadlines and priorities governing the work.
- Management Responsibilities – Types and levels of positions managed; functions overseen; degree of management authority, complexity and diversity of work managed.
- Resource and Budget Accountability – Amount, kind, discretion on spending, and complexity as determined by the number of funding sources; the extent to which the employee has responsibility for resources, the type of responsibility, including human, financial, and information systems.

**Range of Impact**

How “big” is the function, department or process touched?

- Freedom to Act/Authority – Authority, autonomy, independence of action, level and types of decisions made and degree to which job tasks are dictated by policy, procedures, manuals, supervisors or department heads.
- Communications – Types of verbal and written communication; who is typically communicated with; what information is typically communicated and what is the method of delivery.
- Consequences of Error – The impact and consequences of errors made in the course of the work, relative to the magnitude – from those easily rectified to those that cause major unit disruption; also referred to as the level of “risk.”