

LCCSSA GRADE CLASSIFICATION MATRIX

Grade	Knowledge	Decision-making	Complexity	Supervision Received	Impact	Minimum Required Education	Minimum Required Experience
12	Entry level of competence	Make decisions solely in accordance with established policies and procedures.	Assignments generally include routine and recurring tasks that require consistency.	Work is directed by the supervisor following established procedures and methods.	Positions have limited influence on College operations, academic, expenses or budgetary outcomes.	High school diploma	1 year of directly related job experience
13	Entry-to-mid level of competence.	Make decisions that require occasional discretion or latitude within existing policies and procedures.	Assignments are structured and include mostly routine and recurring tasks, which may be specialized for assigned department.	Work is mostly directed from the supervisor with activities and methods well outlined in procedures.	Positions have little influence on College operations, academic, expenses or budgetary outcomes.	High school diploma	2 years of directly related job experience
14	Intermediate level of competence.	Often make decisions that require moderate discretion or latitude within existing policies and procedures.	Assignments include less frequent recurring and routine tasks and more new, varied or special assignments.	Work can be self-directed and self-initiated at times. Intermediate supervision exists to provide guidance for new work.	Positions may have a small to moderate influence on College operations, academic, expenses or budgetary outcomes.	High school diploma	3 years of directly related job experience

LCCSSA GRADE CLASSIFICATION MATRIX

Grade	Knowledge	Decision-making	Complexity	Supervision Received	Impact	Minimum Required Education	Minimum Required Experience
15	Advanced intermediate level of competence.	Often make decisions that require frequent discretion or latitude within existing policies and procedures, and could impact others' work or other departments' outcomes.	Assignments include some recurring tasks in addition to many new, varied or special assignments .	Work is mostly self-directed and self-initiated with activities and methods well outlined.	Positions have a moderate influence on College operations, academic, expenses or budgetary outcomes.	High school diploma OR Associate's degree OR Bachelor's degree	6 years of directly related job experience (w/ diploma) OR 4 years of directly related job experience (w/ AA) OR 2 years of directly related job experience (w/ BA)
16	Journey level of competence coming into the job.	Work regularly calls for decision making, problem solving, and/or recommendations within the scope of position responsibilities.	Assignments include some routine tasks and many varied or unrelated tasks that require independent judgment as to the approach or how to proceed. Position may require the ability to handle a large volume of tasks from multiple sources.	Work is self-directed although the supervisor outlines the overall objectives , and the employee keeps the supervisor informed of progress or any controversial issues.	Positions have a distinct impact on College operations, academic, revenue, expense or budgetary outcomes.	High school diploma, plus specialized training in the field Associate's degree or Two years of college coursework or specialized training in the field OR Bachelor's degree	7 years of directly related job experience (w/ diploma) 5 years of directly related job experience (w/ AA or 2 yrs coursework) OR 3 years of directly related job experience (w/ BA)

LCCSSA GRADE CLASSIFICATION MATRIX

Grade	Knowledge	Decision-making	Complexity	Supervision Received	Impact	Minimum Required Education	Minimum Required Experience
17	Requires highly specialized and/or technical skills, unique administrative program skills, and knowledge of specialized procedures or operations requiring additional extended training and experience in order to perform at an advanced journey level of competence coming into the job.	Work requires extensive decision-making that frequently has little precedent and requires interaction with others to solve problems or arrive at joint decisions.	Assignments include broad functions and processes within a specific administrative or technical field. Job duties and responsibilities are numerous, of high complexity and heavy mental demand .	Work is self-directed , and the supervisor provides broad direction regarding desired outcomes or missions.	Positions have a significant impact on College operations, academic, expense or budgetary outcomes.	Bachelor's degree in relevant discipline OR Specific academic or administrative specialties , or computer support, software or operating system certifications (defined by position)	4 years of directly related job experience (w/ BA) OR 8+ years of directly related job experience

LCCSSA GRADE CLASSIFICATION MATRIX

Grade	Knowledge	Decision-making	Complexity	Supervision Received	Impact	Minimum Required Education	Minimum Required Experience
18	Requires highly specialized and/or technical skills, unique administrative program skills, and knowledge of specialized procedures or operations requiring additional extended training and/or experience in order to perform at a mastery level of competence coming into the job.	Work requires extensive decision-making that mostly has little precedent and requires interaction with others to solve problems or arrive at joint decisions, or unilateral decisions about programs or program content.	Assignments include broad functions and processes within a specific administrative, academic , or technical field. Job duties and responsibilities are numerous and diverse , of high complexity and heavy mental demand.	Work is self-directed , and the supervisor provides very broad direction regarding desired outcomes or missions.	Positions have a significant impact on College operations, academic, expense or budgetary outcomes.	Bachelor's degree in relevant discipline OR Master's degree OR Specific academic or administrative specialties , or computer support, software or operating system certifications (defined by position)	6 years of directly related job experience (w/ BA) OR 4 years of directly related job experience (w/ MA) OR 8+ years of directly related job experience

LCCSSA GRADE CLASSIFICATION MATRIX

Grade	Knowledge	Decision-making	Complexity	Supervision Received	Impact	Minimum Required Education	Minimum Required Experience
19	Requires highly specialized and/or technical skills, unique administrative program skills, and knowledge of specialized procedures or operations requiring additional extended training and/or experience in order to perform at an advanced mastery level of competence coming into the job.	Work requires extensive decision-making that has little precedent and requires the ability to identify, investigate, and solve problems through interaction with others to and arrive at unilateral decisions affecting programs or program content.	Assignments include broad functions and processes within a specific administrative, academic, or technical field. Job duties and responsibilities are numerous and diverse, of high complexity and heavy mental demand.	Work is self-directed , and the supervisor provides only broad direction regarding desired outcomes or missions.	Positions have a significant impact on College operations, academic, expense or budgetary outcomes.	Bachelor's degree in relevant discipline OR Master's or other graduate degree OR Specific academic or administrative specialties , or computer support, software or operating system certifications (defined by position)	8 years of directly related job experience (w/ BA) OR 6 years of directly related job experience (w/ MA) OR 10+ years of directly related job experience