

**SKILL LEVEL ELEMENTS  
BUSINESS/FISCAL PAY PROGRAM**

<b>Skill Level 1</b>		<b>Skill Level 2</b>		<b>Skill Level 3</b>	
<b>Position Attributes</b>	<b>Know-How Attributes</b>	<b>Position Attributes</b>	<b>Know-How Attributes</b>	<b>Position Attributes</b>	<b>Know-How Attributes</b>
<ul style="list-style-type: none"> <li>• Are of minimal to moderate complexity</li> <li>• Demand limited fiscal, problem solving, training, and team coordination responsibilities; and</li> <li>• Have limited responsibility for interpretation and communication of information, ideas and instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• Must meet minimum qualifications of the band;</li> <li>• Typically have a basic knowledge of the assigned specialty area, including standard principles and terminology; and</li> <li>• Typically possess limited or no experience in assigned work areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Have the majority of the job functions in one or more area(s);</li> <li>• Demand multiple assignments;</li> <li>• Entail work assignments which may include team coordination, work lead and/or training functions;</li> <li>• Need minimal to moderate supervision; and</li> </ul> <p>Entail work assignments that are of moderate to high complexity and require: A wide range of problem solving; development of practical and thorough solutions; proactive efforts rather than reactive solutions; exploration and adaptation of changing financial systems; identification, evaluation and resolution of routine and non-routine problems; integration, coordination and interpretation of fiscal data.</p>	<ul style="list-style-type: none"> <li>• Must meet minimum qualification of the band;</li> <li>• Must possess the business/financial experience to be fully proficient in performing most or all work assignments; and</li> <li>• Must possess basic knowledge of the assigned specialty area, including general principles, theories and practice</li> </ul> <p>Note: Skill level 2 employees cannot <i>voluntarily</i> move back to a Skill Level 1 and remain in the same position. However, a Skill Level 2 employee may move <i>through competitive recruitment</i> from a Skill Level 2 position into a different Business/Fiscal band at Skill Level 1.</p>	<ul style="list-style-type: none"> <li>• Involve functions in which the majority of job assignments involve complex and exceptionally difficult problems;</li> <li>• Require advanced and comprehensive fiscal knowledge in one or more specialty areas;</li> <li>• Require anticipation of customer and system needs, along with formulation and implementation of plans to meet these needs;</li> <li>• Require development of solutions that combine information and ideas in new and unprecedented ways;</li> <li>• Entail work assignments that generally include team coordination, project planning, strategic planning, work lead or training functions; and</li> <li>• Involves working highly independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Understand problems from a broad, interactive perspective; and</li> <li>• Possess substantial knowledge of other specialties and ability to integrate this knowledge;</li> </ul> <p><b>Must also meet all the following conditions:</b></p> <ul style="list-style-type: none"> <li>• Possess an ability to function as either the financial expert in a single highly complex and integrated financial area, or as the financial expert in multiple complex financial areas.</li> <li>• Possess an underlying business/fiscal breadth of knowledge and applied ability such that they are capable of functioning at an expert level in a related area in a relatively short period of time.</li> <li>• May be viewed as an industry expert and role model to peers both within and external to the organization, based on certifications, awards, and other honors.</li> </ul>