

# Skidmore College

## Compensable Factors For Administrative Professional (AP, Exempt) and Support Staff (SS, Non-Exempt) Positions

### ***Responsibility for Results***

Measures the extent to which the position is responsible for setting and achieving objectives as well as the impact those results have on the College. This factor encompasses problem-solving and decision-making responsibilities and focuses on the accountability for achieving results.

### ***Complexity***

Measures the extent to which varied functions; creativity, innovation and high-quality service are components of the job. This factor focuses on the impact that services provided within the scope of the job have on the overall performance of the College. The requirements of the *position*, not the incumbent are evaluated.

### ***Relationships***

Measures the complexity and diversity of interpersonal interactions necessary to perform the job effectively. Included in this factor is the extent to which *connections* with others need to be made and sustained. This factor focuses on the level of cooperation, teamwork and influence required in the job.

### ***Application of Knowledge***

Measures the extent to which knowledge and skills are applied in order to perform the job effectively. This factor encompasses the information essential to perform the job, whether acquired through formal education, experience, or self-learning. The focus is on the *minimum* level of knowledge and skill necessary for effective performance of the *basic* duties and responsibilities of the *position*, regardless of the qualifications of the incumbent.

### ***Environmental Elements (Support Staff & Non Exempt)***

Measures the extent of environmental influences in the effective performance of the job's duties and responsibilities. This factor focuses on elements such as mental and physical effort, interruptions, noise, hazard, travel, etc. that make the job difficult to perform under *normal* circumstances.

Or

### ***Resource Management (Administrative/Professional & Exempt)***

Measures the extent to which the position requires effective planning and utilization of human, fiscal, and other institutional resources. This factor focuses on the extent of control exercised as well as the size and/or value of resources managed.