

POSITION SCORE SHEET

Position: _____

Dept.: _____

- *Required Education*- Different position require different levels of formal education to successfully complete the job functions. The following scale was utilized for each position.

Rank

1. Position requires a high school education.
2. Position requires a high school education and additional certification.
3. Position requires two years of college, Associates Degree or equivalent.
4. Position requires four years of college, Baccalaureate Degree or equivalent.
5. Position requires a Master's Degree or higher level of education.

- *Required Experience*- Different positions require different levels of experience to be able to successfully complete the job functions. The following scale was utilized for each position.

Rank

1. Position requires one year or less of prior experience.
2. Position requires 1-2 years of prior experience.
3. Position requires 3-4 years of prior experience.
4. Position requires 5-6 years of prior experience.
5. Position requires more than 6 years of prior experience.

- *Supervision Exercised*- Some positions have supervisory responsibilities and authority. The following scale was utilized for each position.

Rank

1. Position is not supervisory.
2. Position is not normally supervisory but fills in on occasion.
3. First line supervisor.
4. Position is responsible for managing a department in the absence of the department head.
5. Department Head.

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- *Degree of Independent Judgment Required-* Different positions require different degrees of independent judgment. The following scale was utilized for each position.

Rank

1. Position works under direct supervision; work is performed according to established procedures and is reviewed in progress and upon completion.
2. Position works under direct supervision; work is performed according to established procedures; work is reviewed upon completion, occasionally exercises independent judgment.
3. Position works under general supervision; receives general assignments but frequently must exercise considerable judgment.
4. Position works under broad supervision of a Department Head, exercises considerable independence and judgment.
5. Position works under the broad supervision of the Board of Selectmen, exercises considerable independence and judgment.

Double Score for this category.

TOTAL SCORE: _____