COMPENSABLE FACTORS FOR CLUSTERS

1. **Experience Required:** This factor evaluates the time usually required for a person with a specified education or knowledge base to acquire the necessary ability to competently perform the major aspects of the job under normal circumstances.
2. **Job Complexity:** This factor evaluates the complexity of duties in terms of degree of independent action, the extent to which the duties are standardized, the exercise of judgment, the type of decisions the job requires and the exercise of discretion, resourcefulness, or creative effort in devising methods, procedures, products, applications, etc.
3. **Knowledge/Education Required:** This factor evaluates the job requirements in terms of the basic knowledge or education which an employee should have acquired to do the job competently. However and wherever acquired, whether in school, by independent study, or by on-the-job training.
4. **Type of Supervision Required:** This factor evaluates the extent and closeness of supervision required and received in which the immediate supervisor outlines the methods to be followed, the results to be obtained, the frequency with which work progress is checked, and the immediate availability of supervision.
5. **Interpersonal Demands:** This factor evaluates the responsibility for working with and through other people to get results.
6. **Effect of Work Errors:** This factor evaluates the responsibility for loss to the agency of any single error as a result of actions or decisions which involve items such as equipment, materials, human resources, contract agreements, cost estimates, pricing decisions, budgetary forecasts, purchase commitments, investments, client liability prescribed services, good will, etc.
7. **Fiscal Accountability:** This factor identifies the annual budgetary responsibility (capital and equipment) assigned by the agency for which a position is directly accountable.
8. **Accountability for Confidential Data:** This factor evaluates the integrity and discretion necessary to safeguard confidential data/information handled in the normal performance of duties.
9. **Mental/Visual/Physical Demands:** This factor evaluates the degree of coordination and dexterity of mind, eye and hand, as applied to job requirements which induce mental fatigue and/or visual strain. This also measures duration of time that mental and/or visual application is required, and the required intensity of such application. It relates to the quantity and concentration of mental application, not to the degree of intelligence or mental development.

10. **Accountability For Process/Equipment/Material:** This factor measures the accountability of preventing liability, damage or loss due to an operational mistake, carelessness in administering program services, negligent inspection, testing or behavioral observation, or from damage to physical facilities being installed, moved or maintained to the equipment, material or process used. Consider the probable amount of liability, damage or loss resulting from any one mishap *or* within any one administrative or operational activity, *or* within any one workday, *or* within one inspection period if less than one workday due to such direct causes as improper administration or operation. Do not merely use maximum and minimum, but an average based on normal expectations of probable occurrence of an incident.

Note: "Process/Equipment/Material" is defined as the administrative process for delivering program services, physical facilities or materials such as machines, tools, supplies, devices, apparatus or processes fabricated, installed, moved, maintained, inspected/tested or solutions used.

11. **Working Conditions:** This factor evaluates the conditions under which the job must be done and the extent to which the conditions make the job disagreeable, unpleasant, or threatening.
12. **Type of Supervision Exercised:** This factor evaluates the type of supervision exercised in terms of the level of the job in the agency.
13. **Number of Employees Directly Supervised:** This factor evaluates the scope and responsibility of supervision in terms of the total number of people directly supervised.
14. **Number of Employees Indirectly Responsible:** This factor evaluates the scope and responsibility of supervision in terms of the total number of people indirectly supervised.

Note: Indirectly refers to those employees under the supervision whereby the supervisor has indirect involvement and knowledge of the employee and their job, including supervisory capacity which has immediate impact on the continued employment, job duties, performance evaluation, and development of an employee. It does not refer to simply the signing of agency employment, evaluative, disciplinary, or developmental forms.