



## NON-EXEMPT INDIVIDUAL CONTRIBUTOR CAREER LEVEL GUIDE (NIC)

Guiding Principle: Positions must meet all criteria of a level to be slotted in that level

DIMENSION / LEVEL	NIC 1	NIC 2	NIC 3
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Requires knowledge of process for the assigned work.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Requires practical working knowledge of a technical or specialty area</li> <li>▪ Requires ability to readily learn and apply new information/concepts in area of practice</li> </ul>	<ul style="list-style-type: none"> <li>▪ Requires advanced knowledge of tasks and responsibilities. Effectively applies skills in accomplishing tasks</li> <li>▪ Requires advanced working knowledge of technical/specialized tasks and responsibilities. Effectively applies technical skills and knowledge in accomplishing tasks.</li> </ul>
<b>PROBLEM COMPLEXITY</b>	<ul style="list-style-type: none"> <li>▪ Problems and questions are typically routine</li> <li>▪ Clearly prescribed rules, past practices, or instruction are utilized to direct work</li> <li>▪ Advice and guidance is made available on non-routine or problem areas from supervisor or more senior support roles. Deviations from the norm are cleared by the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Problems are moderately complex and require ability to identify causes, analyze data and resolve issues</li> <li>▪ Overly complex, unusual problems referred to supervisor for guidance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complex problems require advanced skills to resolve independently</li> <li>▪ May modify processes to resolve situations</li> <li>▪ May apply a wide variety of complex laws, regulations, or technical procedures to a variety of potentially complex problems</li> </ul>
<b>AUTONOMY AND RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>▪ Under general supervision, exercises limited latitude/independent judgment.</li> <li>▪ Work typically involves detailed checks or close review of output by a senior co-worker and/or supervisor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Under general supervision, exercises judgment in accordance with policies, procedures, techniques</li> <li>▪ Work may involve regular review of output by a senior coworker or supervisor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Under limited supervision, relies on experience and exercises independent judgment to determine best approach to achieve desired outcomes. Course of action is often determined by interpreting procedures and policies</li> <li>▪ Work typically involves periodic review of output by a supervisor or direct “customers” of the process</li> </ul>
<b>ORGANIZATIONAL SCOPE AND IMPACT</b>	<ul style="list-style-type: none"> <li>▪ Requires standard skills while developing some specialized skills; can perform standard tasks within the function; some</li> </ul>	<ul style="list-style-type: none"> <li>▪ Role has greater responsibility to perform all of the standard work within the function and technical or specialty area; moderate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Senior roles highly experienced in area of responsibility</li> <li>▪ Performs <i>all</i> of the standard and specialized aspects of the</li> </ul>



	<p>impact at the department level.</p>	<p>to substantial impact to the department</p> <ul style="list-style-type: none"> <li>Functions may include activities with significant personal risk or impact, such as law enforcement or healthcare matters, management of research.</li> </ul>	<p>function; consistent substantial impact to the department</p> <ul style="list-style-type: none"> <li>Functions may include activities with significant personal risk or impact, such as law enforcement or healthcare matters, management of research.</li> </ul>
<p><b>INFLUENCING AND PEOPLE LEADERSHIP</b></p>	<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>Limited; may train entry level co-workers and provide general guidance/direction</li> </ul>	<ul style="list-style-type: none"> <li>Provides guidance/ direction, training, and technical assistance to junior level support or nonexempt personnel</li> <li>Contributes to employees' professional development, but does not have hiring or firing authority</li> </ul>
<p><b>TYPICAL EDUCATIONAL PREPARATION</b></p>	<ul style="list-style-type: none"> <li>HS diploma/GED required; Associates/Bachelors degree may be required in some positions</li> </ul>	<ul style="list-style-type: none"> <li>HS diploma/ GED required</li> <li>Associated/Bachelors degree or other technical or specialized skill training/ certification may be required in some positions</li> </ul>	<ul style="list-style-type: none"> <li>HS diploma/ GED required</li> <li>Associated/Bachelors degree or other technical or specialized skill training/ certification may be required in some positions</li> </ul>