

**City of Somerville, Massachusetts**  
**Proposed Classification Plan Characteristic Chart**  
**Non-Union Positions**

<b>I</b>	Under the <b>General Supervision of a department head or designee</b> : where employee is familiar with the work routine and uses initiative with carrying out recurring assignments independently in accordance with specific instructions. Assignments are governed by established rules, regulations, laws and/or standard operating procedures. <b>No regular level of supervisory accountability</b> . Regular access to some confidential information. The nature of the work and consequence of errors are confined to a single department. <b>Associate's degree</b> or equivalent journeyman's level of trade knowledge <b>and 1 year relevant prior job experience</b> . No advanced licensure or certification is required. <b>2nd level of accountability and judgment</b> : the employee is expected to recognize instances which are out of the ordinary and do not fall within existing instructions, established department operating procedures, policies, or laws/regulations; the employee is then required to seek further advice and/or instruction from supervisor.
<b>II</b>	Under the <b>General Direction of a department head or designee</b> : the employee has substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing work activities, including determining the work methods in accordance with standard operating practices and previous training. <b>No regular level of supervisory responsibility</b> . <b>Bachelor's degree</b> or a master craftsman level of trade knowledge; a minimum of <b>1-3 years years prior work experience</b> . <b>3rd level of accountability and judgment</b> : required to examine, analyze and evaluate facts and circumstances that may not be covered by established laws/regulations to determine appropriate actions to be taken.
<b>II S</b>	Under the <b>General Direction of a department head or designee</b> : the employee has substantial responsibility for determining the sequence and timing of actions as well as planning and organizing work. Assignments are not always governed by established rules, regulations, laws and/or standard operating procedures. No regular level of supervisory responsibility. Bachelor's degree or master craftsman knowledge level in professional field or trade; a minimum of 1-3 years relevant prior work experience. <b>Requires a specific degree or credential and/or duties have significant risk, scope, and responsibility</b> . Assignments may include studying trends in the field of application to the work performed, assessing the effectiveness of services and recommending improvements. 3rd level of accountability and judgment: required to examine, analyze and evaluate facts and circumstances that may not be covered by established laws/regulations to determine appropriate actions to be taken.
<b>III</b>	Under the <b>General Direction of a department head or designee</b> : duties demand a specialized level of knowledge equivalent to a <b>Bachelor's degree</b> or a Master Craftsman knowledge level in a professional field or trade; a minimum of <b>3-5 years prior work experience</b> . Consequences of errors like missed deadlines or poor judgment could have far reaching effects on the municipality's ability to deliver services and the public's confidence. <b>Work Leader level of supervisory responsibility</b> : leads or trains other workers in accomplishing assigned work and performs non-supervisory work that is usually of the same complexity as is done by the employee(s) being led. Consequences of errors like missed deadlines or poor judgment could result in excessive costs or delays of service. <b>4th level of accountability and judgment</b> : assignments may include studying trends in the field of application to the work performed, assessing the effectiveness of services and recommending improvements. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delays of service or legal repercussions to the municipality.

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<b>III S</b>	Under the <b>General Direction of a department head or designee</b> : duties demand a specialized level of knowledge equivalent to a Bachelor's degree or a Master Craftsman knowledge level in a professional field or trade; minimum of 3-5 years relevant prior work experience. <b>Requires a specific degree or credential and/or duties have significant risk, scope, and responsibility.</b> Consequences of errors like missed deadlines or poor judgment could have far reaching effects on the municipality's ability to deliver services and the public's confidence. <b>Work Leader level of supervisory responsibility</b> : leads or trains other workers in accomplishing assigned work and performs non-supervisory work that is usually of the same complexity as is done by the employee(s) being led. 4th level of accountability and judgment: assignments may include studying trends in the field of application to the work performed, assessing the effectiveness of services and recommending improvements. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delays of service or legal repercussions to the municipality.
<b>IV</b>	Under the <b>General Direction of a department head or designee</b> : responsible for the performance of a division of a City Department. Duties demand a level of knowledge equivalent to a <b>Bachelor's degree</b> or a master craftsman knowledge level in a professional field or trade; <b>5-7 years relevant prior work experience</b> . <b>5th level of accountability and judgment</b> : consequence of errors could jeopardize the performance of a division of a department. <b>Supervisor level of supervisory responsibility</b> : accountable for the quality and quantity of work done by subordinate department employees and assures accomplishment of assigned work in accordance with established departmental operating procedures/policies, laws and/or regulations.
<b>V</b>	Under the <b>Administrative Direction of the Mayor or a major department head</b> . <b>Bachelor's degree</b> or a Master Craftsman knowledge level in a professional field or trade; <b>7-10 years relevant prior work experience with at least 3 years in a supervisory capability</b> . <b>5th level of accountability and judgment</b> : department level responsibility for technical processes, service delivery, contribution to municipal wide plans and objectives, and fiscal responsibility for the department including buildings, equipment and staffing utilization. <b>Manager level of supervisory responsibility</b> ; accountable for the direction and success of all department programs and the performance of subordinate employees. Responsible for estimating the financial and staff resources required, allocating available funds and staff.
<b>V S</b>	Under the <b>Administrative Direction of the Mayor or a major department head</b> . Bachelor's degree or or a Master Craftsman knowledge level in a professional field or trade; <b>7-10 years of relevant prior work experience with at least 5 years in a supervisory capacity</b> . <b>Requires a specific degree or credential and/or duties have significant risk, scope, and responsibility</b> . 5th level of accountability and judgment: department level responsibility for technical processes, service delivery, contribution to municipal wide plans and objectives, and fiscal responsibility for the department including buildings, equipment and staffing utilization. <b>Manager level of supervisory responsibility</b> ; accountable for the direction and success of all department programs and the performance of subordinate employees. Consequence of errors could have continuing adverse effect on a department as well as the City.

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<b>VI</b>	<p>Under the <b>Administrative Direction of the Mayor</b>, the employee is accountable for a <b>major department of the City</b> with more than one functional or service area and at times is responsible for the City. Specialized master's degree or equivalent licensure: <b>more than 10 years relevant prior work experience with at least 5 years in a managerial capacity</b>. Consequences of errors could have a continuing adverse effect on a department as well as the municipality. <b>Manager level of supervisory responsibility</b>: accountable for the direction and success of all assigned department programs and the performance of subordinate employees. <b>6th level of accountability and judgment</b>: responsibilities include but are not limited to estimating the financial and staff resources required, allocating available funds and staff. Consequence of errors could have continuing adverse effect on assigned departments as well the City's ability to deliver services and the public's confidence.</p>
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