

## JOB STEP ATTRIBUTE RATINGS DEFINITIONS

The following tables correspond to the definitions of the scales that will be used to rate the job steps. *Please familiarize yourself with these definitions.*

The **Difficulty** factor refers to the time, effort, and assistance required to gain job step performance proficiency. The breakdown of the scale is as follows:

<b>Level 3</b>	<i>Very Difficult:</i> The ability to perform the job step gets better with practice, but the job step does not get easier. The job step has unique activities. The job step has a lot of concurrent activities
<b>Level 2</b>	<i>Moderately Difficult:</i> The job step requires considerable concentration effort. The job step requires considerable decision-making. The job step requires outside assistance or expertise.
<b>Level 1</b>	<i>Not Difficult:</i> The job step gets easier with practice. The job step requires some concentrated practice. The job step requires some decision-making

The **Importance** factor refers to how important or critical the job step is to overall job performance or the organization's mission or operational requirements.

<b>Level 3</b>	<i>Critical:</i> The cost of job step failure is very high (i.e. safety, injury, loss of life, etc.) Job step failure may lead to failure to accomplish job or mission. Poor job step performance will cause unacceptable high damage (manpower, money, time, etc.). Job step failure will cripple performance or job steps by others.
<b>Level 2</b>	<i>Very Important:</i> Job step failure will hamper accomplishment of job or mission. Poor performance will cause damage (money, manpower, time, etc), but will not cripple operations.
<b>Level 1</b>	<i>Important:</i> No real harm done due to poor performance. Job or mission is not significantly affected by poor performance. Other operations are affected but not significantly.

The **Frequency** factor refers to how often the job step is performed.

<b>Level 3</b>	<i>Very Frequent:</i> Job step is performed daily or several times a day.
<b>Level 2</b>	<i>Moderately Frequent:</i> Job step is performed at least once a week.
<b>Level 1</b>	<i>Infrequent:</i> Job step is performed less than once a week.