

State of Michigan  
Civil Service Commission  
**OFFICE OF CLASSIFICATIONS, SELECTIONS, AND COMPENSATION**  
400 South Pine Street, PO Box 30002  
Lansing, Michigan 48909

## INFORMATION TECHNOLOGY POSITION EVALUATION WORKSHEET

### INSTRUCTIONS FOR APPOINTING AUTHORITIES

Complete this worksheet when submitting a position action request to Civil Service. Attach it to the Position Action Request (Form CS-129) and the Position Description (Form CS-214) for the position being evaluated.

<b>DEPARTMENT (HRMN Process Level)</b>	<b>POSITION CODE</b>	<b>EMPLOYEE I.D. NUMBER</b>
<b>BUREAU/DIVISION</b>	<b>EMPLOYEE'S NAME</b>	
<b>EMPLOYEE'S CURRENT CLASSIFICATION (HRMN Position Description)</b>	<b>RECOMMENDED CLASSIFICATION (HRMN Position Description)</b>	
<b>IMMEDIATE SUPERVISOR'S NAME</b>	<b>IMMEDIATE SUPERVISOR'S CLASSIFICATION &amp; LEVEL (HRMN Position Description)</b>	
<b>SECOND-LINE SUPERVISOR'S NAME</b>	<b>SECOND-LINE SUPERVISOR'S CLASSIFICATION &amp; LEVEL (HRMN Position Description)</b>	

Description of Work Unit (for Managers) or Specialty Area (for Specialists)

Additional Comments

\_\_\_\_\_  
Signature of Appointing Authority

\_\_\_\_\_  
Date

**SCORING AND EVALUATION**

**Instructions:** (1) Review each factor below, (2) determine the appropriate element for each, and (3) place a check in the box to indicate whether Element A or Element B is the appropriate element. If Element A is checked under the majority of factors, then the position is recommended for allocation at the 14 level. If Element B is checked under the majority of factors, then the position is recommended for allocation at the 15 level.

**MANAGERIAL FACTORS**

**ELEMENT A**

**ELEMENT B**

**DIRECTION RECEIVED**

Position is under the direction of a manager.

Position is under the direction of a departmental Chief Information Officer (CIO) or a division director or above.

**SCOPE**

Employees in work unit perform a narrow and focused range of functions, supporting few departmental programs.

Employees in the work unit perform a broad and diverse range of functions, supporting multiple departmental programs.

**COMPLEXITY**

Work unit supports departmental service or program areas requiring interaction with a few distinct functional areas involving routine interaction of services and technical disciplines.

Work unit supports departmental service or program areas requiring interaction with multiple functional areas involving complex interaction of services and technical disciplines.

**IMPACT**

Work unit has direct impact on or supports a narrow mission within an overall departmental mission.

Work unit has direct impact on or supports a major program area critical to a departmental mission or supports the overall departmental mission.

**LEVEL OF SUPERVISION EXERCISED**

Position functions as a first-line manager.

Position functions as a second- or third-line manager.

**SPECIALIST FACTORS**

**ELEMENT A**

**ELEMENT B**

**DIRECTION RECEIVED**

Position is under the direction of a manager.

Position is under the direction of a departmental CIO or a division director or above.

**SCOPE**

Single or relatively narrow specialty area.

Multiple or a very broad specialty area.

**COMPLEXITY**

Specialty area is standard in nature, with a limited number of variables.

Specialty area is highly complex in nature, with a very large number of variables.

**IMPACT**

Specialty area has direct impact on or supports a narrow mission within an overall departmental mission.

Specialty area has direct impact on or supports a major program area critical to a departmental mission or supports the overall departmental mission.

**SPECIALIST RESPONSIBILITY/ACCOUNTABILITY**

Responsible for planning, organizing, consulting, and advising to achieve objectives and goals.

Responsible for planning, organizing, consulting, and advising to achieve objectives and goals; and position ensures that proper methods, procedures, or processes are maintained.