

Jefferson Science Associates Technician/Drafter-Designer Classification Matrix

Category	T/D I	T/D II	T/D III
Responsibilities	<ul style="list-style-type: none"> Responsible for completing assigned tasks in a timely manner. Completes well defined tasks. Understands requirements and materials to complete assigned tasks. Regular supervision is required to monitor progress. 	<ul style="list-style-type: none"> Responsible for the organization and quality of their own work. Completes tasks of moderate complexity. Frequently assigned multiple tasks and accomplishes them simultaneously. Plans their own work for short term and intermediate assignments and can coordinate work with others in the group. Performs work with minimal supervision. Able to identify schedule conflicts within the group and provide solutions. 	<ul style="list-style-type: none"> Responsible for overall quality and schedule of their own work and those under their lead. Completes highly complex tasks. Normally responsible for the planning and completion of multiple tasks simultaneously. Works independently under general supervision. Able to coordinate work with others outside the group. Provides input to schedule development. Identifies conflicts and develops solutions.

Jefferson Science Associates

Technician/Drafter-Designer Classification Matrix

Category	T/D I	T/D II	T/D III
Job Knowledge	<ul style="list-style-type: none"> • Demonstrates basic skills, knowledge and ability in one technology trade or specialty. • May have basic skills, knowledge and ability in other technologies. • Limited judgment required to complete assignments. 	<ul style="list-style-type: none"> • Demonstrates intermediate skills, knowledge and ability in one technology trade or specialty. • Knowledge of theory, design, and techniques used at component level. • Basic skills, knowledge and ability in other technologies. • Demonstrates sound judgment in completing assignments. 	<ul style="list-style-type: none"> • Demonstrates high level skills, knowledge and ability in one technology trade or specialty. • Knowledge of theory, design, and techniques used at component and system levels. • Intermediate skills, knowledge and ability in other technologies. • Significant latitude in prioritizing and choosing work methods.
Recognition/Leadership	<ul style="list-style-type: none"> • Technical abilities/accomplishments recognized within the group. • No leadership requirements. 	<ul style="list-style-type: none"> • Technical abilities/accomplishments recognized within the group/department. • May lead others in completing tasks/projects with limited decision making authority using established guidelines. 	<ul style="list-style-type: none"> • Technical abilities/accomplishments recognized within the department/division. • Demonstrates supervisory and leadership skills by coordinating multiple tasks/projects or a team. • May lead others to complete projects and meet schedules. Frequently requires decision making to establish or modify guidelines.

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Category	T/D I	T/D II	T/D III
Communication/Interpersonal Skills	<ul style="list-style-type: none"> • Demonstrated ability to understand instructions, ask questions and report to supervisor clearly on problems, progress and status • Interacts with others in a way that promotes respect, encourages cooperation and contributes to excellent performance 	<ul style="list-style-type: none"> • Demonstrated ability to understand instructions, ask questions and report clearly on problems, progress and status. • Document work performed. • Able to develop clear instructions for those reporting to his/her lead. • Interacts with others in a way that promotes respect, encourages cooperation and contributes to excellent performance 	<ul style="list-style-type: none"> • Demonstrated ability to understand instructions, ask questions and report clearly on problems, progress and status. • Document work performed. • Able to develop clear instructions for those reporting to his/her lead. • Presents technical information to a broader audience, outside of group. • Interacts with others in a way that promotes respect, encourages cooperation and contributes to excellent performance
Impact of Contributions	<ul style="list-style-type: none"> • Provides support necessary to maintain team operability 	<ul style="list-style-type: none"> • Provides support necessary to maintain group level operability 	<ul style="list-style-type: none"> • Provides support necessary to maintain division level operability
Education	<ul style="list-style-type: none"> • AS degree or equivalent combination of education and experience 	<ul style="list-style-type: none"> • AS degree 	<ul style="list-style-type: none"> • AS degree
Experience		<ul style="list-style-type: none"> • 3 years relevant experience or equivalent combination of education and experience 	<ul style="list-style-type: none"> • 7 years relevant experience or equivalent combination of education and experience