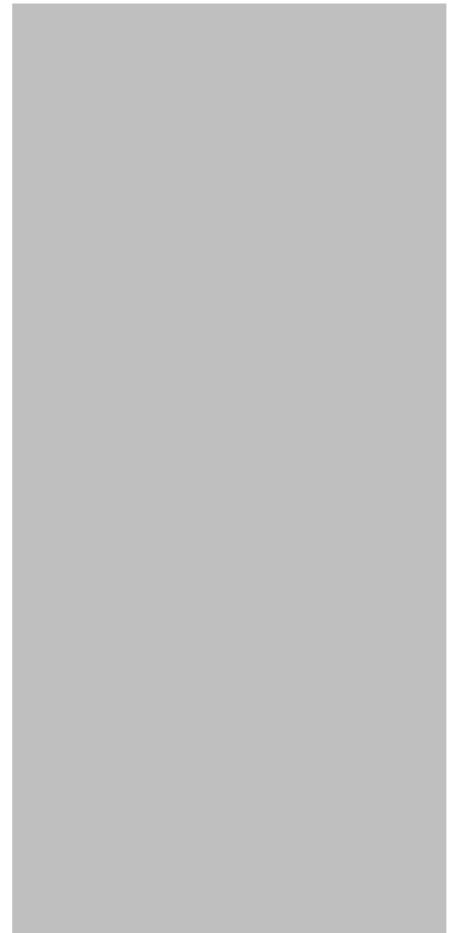
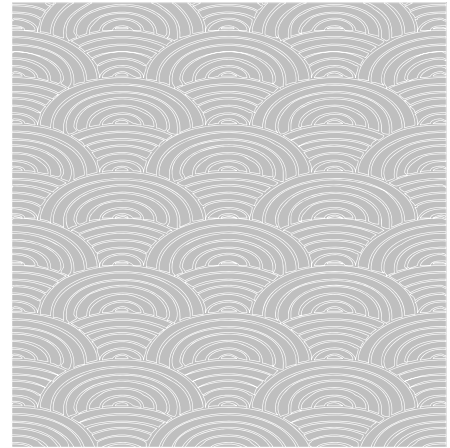


Lubbock County Classification Matrix FY2023



Clerical

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.

CL01	CL02	CL03	CL04
Entry level clerical work	Demonstrates proficiency in job related tasks.	Duties include experience and independent judgement on some job related task. May include supervision.	Office management and supervision. Includes Executive Assistant positions. Exempt

Work requiring advanced knowledge defined as predominantly intellectual in character. The advance knowledge must be acquired by a prolonged course of specialized intellectual instruction.

Professional

PR01	PR02	PR03	PR04
Meets the qualifications of the position. Often an entry level professional position.	Requires proficiency in position related tasks. Entry level Attorney.	Utilizes independent judgment and decision making with little oversight. May require a professional license.	Enjoys considerable work autonomy and may include supervision duties. May require a professional license.
PR05	PR06	PR07	
Enjoys considerable work autonomy with limited management duties. Licensed professional.	Experienced manager and a licensed professional. Advanced degree required.	Responsible for a division within the department. Licensed professional. Advanced degree required.	

Administrative

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or special phases of the County's operations.

AD01	AD02	AD03	AD04
Supervises the operation of a department and/or special phase of the County's operation.	First Assistant or senior management official in a department.	First Assistant or senior management official in a department who (manages a division within the department with more than 50 employees or is responsible for a highly technical function of the County).	Department Director

Occupations requiring a combination of basic scientific or technical knowledge which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

Technician

TE01	TE02	TE03	TE04
Meets the qualifications of the position.	Requires basic experience in job related tasks.	Intermediate level duties. May require advanced certification and/or education.	Requires job related experience. Has advanced technical skills. May require advanced certification and/or education.
TE05	TE06		
Requires proficiency in job related tasks and working supervisor. May require advanced certification and/or education.	Responsible for a division within the department. May require license, certification and/or education.		

Service Maintenance

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene, or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property. Workers in this group may operate machinery.

SM01	SM02	SM03	SM04
Performs duties such as maintenance, housekeeping and/or food service in facilities and/or grounds of the County.	Performs duties requiring basic knowledge of methods and procedures for equipment and mechanical devices of the trade.	Requires proficiency in job related tasks. May require a license. Duties may include supervision.	Manager of a division within a department.

Skilled Craft

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work, which is acquired through on-the-job training, experience or through apprenticeships or other formal training programs.

SC01	SC02	SC03	SC04
Meets the qualifications of the position.	Requires proficiency in job related tasks. May require a certification.	Intermediate level duties of the trade. May require position specific certification.	Duties include supervision and proficiency in job related tasks. May require certification or licensing.
SC05	SC06		
Specialist in their trade and includes supervision. May require master certification or licensing.	Manager of a division within a department.		

Protective Service

Occupations in which workers are entrusted with public safety, security, and protection from destructive forces.

PS01	PS02	PS03	PS04
Demonstrates ability and motivation to acquire the skills for the position.	Requires proficiency in job related tasks. May require a certification.	Requires proficiency in job related tasks. Has obtained a license or intermediate job certification.	Requires proficiency in job related tasks and may include supervision.
PS05	PS06	PS07	
Requires proficiency in job related tasks and may include supervision. Has obtained advanced job certification.	Second in command for a division within the department and/or shift.	Responsible for a division within the department and/or shift.	