



STATE OF COLORADO

CLASS SERIES DESCRIPTION

July 1, 2000

LTC OPERATIONS

D9D1TX TO D9D2XX

DESCRIPTION OF OCCUPATIONAL WORK

This class series uses two levels in the Labor, Trades, and Crafts Occupational (LTC) Group and describes administration work involving general oversight of the daily operations of a major segment of an organization involving a variety of LTC occupations. The primary purpose of the work is to plan, develop, evaluate, and control the human, fiscal, and physical resources and work processes of the LTC organization. This series does not include working supervisor levels described in other series in this occupational group.

INDEX: LTC Operations I class begins on this page and LTC Operations II class begins on page 3.

LTC OPERATIONS I

D9D1TX

CONCEPT OF CLASS

The concept of this class is the second-level supervisor of a multi-trade organization or program supervision of a major segment of an organization with a variety of occupations in LTC. This class describes work supervising, directing, and coordinating various trades positions performing construction and/or maintenance work in LTC operations. The work may involve consulting with agency staff, vendors, contractors, architects, and engineers involved with agency construction or maintenance projects.

Some positions are responsible for planning and directing the daily operations of a major segment of the organization which includes; recommending the budget and staffing patterns, authorizing and monitoring the expenditure of funds and the use of resources; developing inventory control systems, training programs, and equipment repair guidelines; purchasing equipment, parts, and tools; developing safety programs and processes to ensure compliance with department, state, and federal rules and regulations; planning the use, distribution, modification, and replacement of equipment and vehicles to meet needs; and supervising both shop and field maintenance personnel. It also may involve developing controlled or preventive maintenance and capital outlay projects, participating in contract

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preparation, providing technical cost estimates of time and material for a variety of projects, writing detailed equipment and material specifications, and functioning as liaison with outside entities.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the process level, as described here. Within limits set by professional standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional standards, and precedents in order to determine their relationship to the problem. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or system.

Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of appropriate concepts and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor, second or third-level supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions in a variety of LTC occupations. At least one of the subordinate positions must be at the fully-operational level or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

OR

The second-level supervisor must be accountable for multiple units through the direct supervision of at least two subordinate Unit Supervisors in LTC classes; and, have signature authority for actions and decisions that directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support

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recommended corrective and disciplinary actions, second-level signature on performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

OR

The third-level supervisor must be accountable for multiple units through the direct supervision of at least two subordinate second-level supervisors in LTC classes; and, have signature authority for actions and decisions that directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, second-level signature on performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

LTC OPERATIONS II

D9D2XX

CONCEPT OF CLASS

This class describes the program supervisor. Program supervisors manage the daily operation of a major segment of the organization that is designated as critical and essential to the agency. Positions determine the annual business plans that integrate with the agency's mission and goals, determine implementation policies and guidelines, develop budgets, establish staffing and directly control the work of others. Work involves directing the implementation of policies, rules, and regulations. Positions are involved in the preparation, presentation, and justification of budgets and policy determinations, implementation, and administration on matters of long-range planning, preventive maintenance, equipment replacement, and determining priorities for construction, repair, and/or remodeling projects. This class differs from the LTC Operations I on Decision Making and possibly Line/Staff Authority.

FACTORS

Allocation must be based on meeting all of the four factors as described below.

Decision Making -- The decisions regularly made are at the interpretive level, as described here. Within limits of the strategic master plan and allocated human and fiscal resources, choices involve determining tactical plans to achieve the objectives established by the higher management (strategic) level. This involves establishing what processes will be done, developing the budget, and developing the staffing patterns and work units in order to deploy staff. This level includes inventing and changing systems and guidelines that will be applied by others statewide. By nature, this is the first level where positions are not bound by processes and operations in their own programs as a framework for decision making and there are novel or unique situations that cause uncertainties that must be addressed at this level. Through deliberate analysis and experience with these unique situations, the manager or expert determines the systems, guidelines, and programs for the future.

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Complexity -- The nature of, and need for, analysis and judgment is formulative, as described here. Positions evaluate the relevance and importance of appropriate concepts and principles in order to tailor them to develop a different approach or tactical plan to fit specific circumstances. While general policy, precedent, or non-specific practices exist, they are inadequate so they are relevant only through approximation or analogy. In conjunction with theories, concepts, and principles, positions use judgment and resourcefulness in tailoring the existing guidelines so they can be applied to particular circumstances and to deal with emergencies.

Purpose of Contact -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of any of the following:

Detecting, discovering, exposing information, problems, violations or failures by interviewing or investigating where the issues or results of the contact are not known ahead of time.

Advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions or behaviors.

Line/Staff Authority -- The direct field of influence the work of a position has on the organization is as a unit supervisor, second or third-level supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

OR

The second-level supervisor must be accountable for multiple units through the direct supervision of at least two subordinate Unit Supervisors in LTC classes; and, have signature authority for actions and decisions that directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, second-level signature on performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

OR

The third-level supervisor manager must be accountable for multiple units through the direct supervision of at least two subordinate second-level supervisors; and, have signature authority for actions and decisions that directly impact pay, status, and tenure. Elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, second-level signature on performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

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ENTRANCE REQUIREMENTS

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

CLASS SERIES HISTORY

Effective 7/1/00 (DLF). Groundskeeper IV (D1E5), Printing Plant Supervisor III (D1K3), Heavy Equipment Shop Supervisor II (D3C3), and Housekeeping Supervisor III (D5C6) abolished as part of the LTC consolidation study. Draft published 3/31/99, proposed 5/24/99, and final 7/1/99.

Effective 7/1/99 (DLF). LTC consolidation study consolidated Groundskeeper IV (D1E5), Plant Maintenance Supervisor (D2N), Heavy Equipment Shop Supervisor II (D3C3), Housekeeping Supervisor III (D5C6) Printing Plant Supervisor III (D1K3), Physical Plant Manager I (D2K1), and Traffic Signal Electrician III (D2S3). Draft published 3/31/99 and proposed 5/24/99.

Effective 9/1/93 (LDS). Job Evaluation System Revision project. Published proposed various dates in 1993. Revised 9/1/88. Changed class code, title, relationship, nature of work, entrance requirements, and pay differential on Physical Plant Manager I (A4893X), and Physical Plant Manager II (A4894X).

Revised 9/1/88. Changed class code, title, nature of work, entrance requirements, and pay differential on Plant Maintenance Supervisor II (4886X).

Created 1/1/88. Assistant Physical Plant Manager I (A4888X), and Assistant Physical Plant Manager II (A4890X).

Created 12/1/86. Grounds Maintenance Supervisor III (A4010X).

Revised 12/1/86. Changed class code, title, nature of work, entrance requirements, and pay differential on Plant Maintenance Supervisor I (A4884X). Changed class code, nature of work, examples of work, knowledge, skills, and abilities, and entrance requirements for the Principal Automotive Shop Supervisor. Changed class code, nature of work, entrance requirements, and pay differential on Senior Traffic Signal Supervisor.

Revised 7/1/85. Changed class code and grade for Housekeeping Supervisor III (A9264); class title, grade, relationship, entrance requirements for Housekeeping Supervisor IV (A9266).

Revised 6/1/83. Changed entrance requirements on Printing Plant Manager (A2636X).

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Revised 7/1/82. Changed grade, relationship on Physical Plant Manager I (A4893X), and Physical Plant Manager II (A4894X).

Revised 7/1/81. Changed grade, relationship, nature of work, and entrance requirements on Printing Plant Manager (A2636X).

Revised 3/1/77. Changed entrance requirements for Housekeeping Supervisor IV (A9266). Created Housekeeping Supervisor III (A9264).

Revised 2/1/76. Changed entrance requirements for Housekeeping Supervisor IV (A9266).

Revised 3/1/77. Changed entrance requirements on Physical Plant Manager IV (A4896A).

Created 1/1/75. Plant Maintenance Supervisor I (A4884X), Principal Automotive Shop Supervisor (4578), Housekeeping Supervisor IV (A9266), Printing Plant Manager (A2636X), Plant Maintenance Supervisor II(4886X), Physical Plant Manager I(A4893X), Physical Plant Manager II(A4894X), and Traffic Signal Supervisor (A4587X).

SUMMARY OF FACTOR RATINGS

Class Level	Decision Making	Complexity	Purpose of Contact	Line/Staff Authority
LTC Operations I	Process	Formulative	Detect	Unit Supervisor, Manager, or Sr. Manager
LTC Operations II	Interpretive	Formulative	Detect, Advise	Unit Supervisor, Manager, or Sr. Manager