

**University of Nebraska
NU Values
Zone Placement Matrix**

ZONE	KNOWLEDGE, SKILLS AND ABILITIES	PROBLEM SOLVING & DECISION MAKING	INTERACTIONS	NATURE OF SUPERVISION		IMPACT
				Received	Exercised	
ASSISTANT	<p>Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools.</p> <p>Requires the ability to understand and apply basic job skills, knowledge of several work routines and the ability to apply such routines with minimal interpretation. May possess knowledge of other, related work activities within own functional area. May require the operation of routine equipment/tools.</p>	<p>Decisions/problem resolutions are repetitive and simple. Typically standard operating policies and procedures/practices exist. Tasks are clear and gathering/reviewing information from several sources. Simple analysis of facts determines course of action to be taken within the limits of standard operating policies and procedures/practices. Tasks are varied and may cross several disciplines.</p>	<p>Regular contact involves receiving and/or referring inquiries as well as giving or obtaining routine information on a regular basis. Requires the use of common business courtesies, tact, discretion and some persuasion to maintain cooperative associations.</p>	<p>Supervised by procedures or by supervisor through periodic monitoring of progress and performance. May have latitude to determine sequence of own work tasks to meet established objectives.</p>	<p>May provide incidental guidance to others.</p> <p>Provides functional supervision that is usually limited to assigning/reviewing work or may serve as work team leader.</p>	<p>Actions and decisions in this job are limited to the scope of the job, which primarily affect the immediate work group.</p> <p>Actions and decisions in this job have an impact which affects the immediate work group and also extends beyond the immediate functional area. Errors reflect unfavorably on the individual and the functional area.</p>
		OR	<p>Decisions/problem resolutions require interpretation, discretion and judgment based on precedent or standard operating policies and procedures. Tasks are diversified and may require some creativity in dealing with unprecedented activities.</p>	<p>General direction by supervisor through check on completed tasks. Establishes own work schedule to achieve program objectives. Makes recommendations to superior regarding efficient functioning of program.</p>	<p>Serves as work team leader. Distributes, schedules, and monitors the progress or work tasks of the program or project. May be involved in the recommendation of personnel actions to manager.</p>	
	<p>Requires the ability to utilize advanced information within a specialization. Within specialization,</p>					