

Evaluation Process

PERFORMANCE STANDARDS

Enrollee performance is evaluated against performance standards of the position description with emphasis placed on the quality and quantity of the SEE enrollee's tasks and responsibilities. The following are criteria for acceptable performance:

- a. Complete assignments on time.
- b. Display a thorough knowledge of purpose, goals, and objectives of the position and is guided by them in the conducting of his/her assignments.
- c. Demonstrates initiative.
- d. Maintain a good attendance and punctuality record.
- e. Effectively plan and organize work.
- f. Display a good understanding of the relationships within the workplace and with outside organizations.
- g. Set goals and strive to attain them.
- h. Continually work to develop greater proficiency in the position.
- i. Accept and carry out responsibilities.
- j. Accept supervision and direction of the NCBA Management Analyst and EPA Monitor, and strive to complete tasks well, with a minimum of supervision.
- k. Adapt to changes in the assignment schedule or environment.
- l. Help to motivate others.
- m. Communicate effectively and tactfully with other

members of the staff, fellow SEE enrollees, cooperating organizations, and the public.

- n. Display resourcefulness.
- o. Demonstrate a positive attitude with other members of staff and with the EPA monitor.
- p. Adhere to NCBA/SEE program policies and procedures as required

The above criteria are also to be included in the formal enrollee orientation process provided by the NCBA/SEE Management Analyst and the EPA Monitor.

The orientation will cover aspects of the position (based on the major critical elements listed in the approved Position Description) along with the purpose and objectives of the NCBA/SEE Program.

SEE TIER ASSIGNMENTS

Tier A: Administrative Support - \$15.00 to \$18.00 per hour

Assignments in this tier involve at least some degree of creative, analytical, evaluative, and interpretive work. Duties generally consist of activities that include responding, monitoring, tracking, organizing, developing, compiling, arranging, following up on, coordinating and reporting. Skills utilized to support/assist federal government workers do not require extensive experience or a degree. This tier includes administrative assignments that requires proficiency with Microsoft Office. Assignments in this tier generally support federal workers performing administrative, technical, and professional duties. These support functions generally require substantial knowledge of administrative/program rules, regulations, and procedures. This tier also includes technical assignments that require a higher degree of skill in the use of laboratory equipment and/or the application of a variety of laboratory processes/procedures. Typically, a combination of a high school diploma (or GED) and several years of on-the-job training and experience lead to a demonstrated ability to perform the duties of the assignment.

Tier B: Technical and Moderate Professional - \$18.01 to \$21.00 per hour

Assignments in this tier involve full performance of creative, analytical, evaluative, and interpretive work and may involve independent work. They require a range and depth of knowledge and judgment such as can be acquired only through familiarity with a recognized professional occupational field. Duties generally consist of activities that include researching, assessing, advising, recommending, proposing, developing strategies, evaluating, presenting, training, initiating, and responding. A substantial number of the assignment duties should fall within these types of activities. Skills utilized to support/assist federal government workers are typically acquired through completion of a full curriculum of a B.A./B.S. at a recognized college or university, several years of on-the-job training and experience, or a combination of the two.

Tier C: Independent Professional - \$21.01 to \$27.00 per hour

Assignments in this tier involve expert level performance that is highly creative or specialized, analytical, evaluative, and interpretive work with a high degree of independent initiative and judgment in assigned areas of responsibility. Duties include providing expert advice or recommendations regarding policy, science, or inspections with the highest level of professional expertise. A substantial number of the assignment duties should fall within these types of activities. Skills utilized to support/assist federal government workers in this tier are typically acquired through a minimum of 10 years of related on-the-job experience, an advanced degree at a recognized college or university, or a combination of the two.