
Job classification is a system for objectively and accurately defining and evaluating the duties, responsibilities, tasks, and authority of a job. Table 1 below outlines the job classifications for the Pierce Conservation District. Note that job classifications are not the same thing as a title (e.g., a team member may have a job classification of “Program Manager” and their title used for external purposes is “Farm Planner”). Also note that job classifications are not job descriptions. Each team member has an updated job description on file.

Table 1: Pierce CD Job Classifications Definitions

Specialist/Administrative Assistant:

- Non-exempt position
- Entry level
- Assistant to program staff
- Knotweed Techs
- Seasonal Field Techs
- Culvert Crew Techs

Program Coordinator (I, II, III):

- Non-exempt position
- Assist program staff as well as manage work on their own (within 1 yr)
- May supervise AmeriCorps Members, seasonal/temporary employees, interns and volunteers but not permanent District employees
- Ability to take ownership of the work

Program Manager (I, II, III):

- Non-exempt position
- Can coordinate work with external partners and individuals
- Organize ongoing programs and projects
- Supervise (1) one District permanent employee
- Strategize and/or implement projects or initiatives with external partners & individuals
- Typically has more experience and/or higher certifications in field of work

Program Director:

- Exempt position
- Supervises 2 or more District permanent employees
- Responsible for program vision, direction, implementation of strategic plan, budget

SPECIALIST/ADMINISTRATIVE ASSISTANT

| | Budget | Staffing | Autonomy/Direction Responsibilities | Experience |
|---|--------------------------------|--------------------------------------|--|---------------------------------|
| Admin/Specialist Entry Level (Non-Exempt) (Can be seasonal/temp) | No autonomous budget authority | Can supervise interns and volunteers | Works under the direction of Program Coordinators, Managers or Program Directors or the Senior Director/Executive Director | From entry level to experienced |

PROGRAM COORDINATOR (I,II,III)

| | Budget | Staffing | Autonomy/Direction Responsibilities | Experience (suggested guidelines) |
|--|---|---|--|--|
| Program Coord I (Non-Exempt) Coordinate the "How" (4 ranges) | Write and manage small grants (typically less than \$25,000), oversee project costs, participate in project budget development. | Can supervise interns and volunteers. | Develops, coordinates, and executes project and/or program deliverables. Keeps others informed of status and progress of deliverables. Work is tactical in nature. Low level autonomy or ability to change program vision, budget, or direction. More supervision & training required. | 1-4 years of experience |
| Program Coord II (Non-Exempt) Coordinate the "How" | Write and manage small grants (typically less than \$25,000), oversee project costs, participate in project budget development. | Can supervise seasonal/temp staff, AmeriCorps members, interns and volunteers and give evaluations to AmeriCorps members. | Develops, coordinates, and executes project and/or program deliverables. Keeps others informed of status of progress of deliverables. Work is tactical in nature. Limited autonomy or ability to change program vision, budget, or direction. | 3-6 years of experience |

| | Budget | Staffing | Autonomy/Direction Responsibilities | Experience (suggested guidelines) |
|--|--|---|--|--|
| Program Coord III (Non-Exempt) | Write and manage small grants (typically | Can supervise seasonal/temp staff, AmeriCorps | Develops, coordinates, and executes project and/or program | 5+ years of experience |

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| Coordinate the "How" | less than \$25,000), oversee project costs, participate in project budget development. | members, interns and volunteers and give evaluations to AmeriCorps members. | deliverables. Keeps others informed of status of progress of deliverables. Work is tactical in nature. Moderate autonomy or ability to change program vision, budget, or direction. Works with limited supervision and completely trained for position. | |
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PROGRAM MANAGER (I,II,III, Senior Program Manager)

| | Budget | Staffing | Autonomy/Direction Responsibilities | Experience (suggested guidelines) |
|---|---|--|---|--|
| Program Manager I (Non-Exempt) "How" (4 ranges) | Write & manage large grants (more than \$25,000), oversee project costs, participate in project budget development. | Can supervise seasonal/temporary employees, AmeriCorps members, interns, volunteers and give evaluations to those individuals. | Takes on more complicated planning and execution of program and project delivery, juggling multiple aspects to a program and/or project. Oversees processes and planning to completion. Work is more strategic in nature. Influences and implements program strategies under the guidance of the Program Director. Manages a program area with a fair amount of autonomy. | 1-4 years of experience |

| | Budget | Staffing | Autonomy/Direction Responsibilities | Experience (suggested guidelines) |
|--|---|---|--|---|
| Program Manager II (Non-Exempt) "How" | Write & manage large grants (more than \$25,000), oversee project costs, participate in project budget development. | Can supervise (1) FTE, seasonal/temporary employees, AmeriCorps members, interns, volunteers and give evaluations to those individuals. | Takes on more complicated planning and execution of program and project delivery to ensure Strategic Plan program goals are met, juggling multiple aspects to a program and/or project. Oversees processes and planning to completion. Work is more strategic in nature. Highly influences program strategies under the guidance of the Program Director. Manages a program area with a fair amount of autonomy. | 3-6 years of experience Intermediate level certification in the field of work. |
| | Budget | Staffing | Autonomy/Direction Responsibilities | Experience (suggested guidelines) |
| Program Manager III (Non-Exempt) "How" | Write & manage large grants (more than \$75,000), oversee project costs, participate in project budget development. | Can supervise (1) FTE, seasonal/temporary employees, AmeriCorps members, interns, volunteers and give evaluations to those individuals. | Takes on more complicated planning and execution of program and project delivery to ensure Strategic Plan program goals are met, juggling multiple aspects to a program and/or project. Oversees processes and planning to completion. Work is more strategic in nature. Develops program strategic goals in partnership with Program Director. Manages a program area with a fair amount of autonomy. | 5+ years of experience; advanced certification in field achieved. |
| Senior Program Manager (Non-Exempt) "How" | Write & manage large grants (more than \$150,000), oversee project | Can supervise (1) FTE, seasonal/temporary employees, AmeriCorps members, interns, | Takes on more complicated planning and execution of program and project delivery to ensure Strategic Plan program goals are met, juggling | 10+ years of experience; advanced certification in field achieved. |

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| | costs, lead project budget development. | volunteers and give evaluations to those individuals. | multiple aspects to a program and/or project. Oversees processes and planning to completion. Work is more strategic in nature. Develops program strategic goals in partnership with Program Director. Manages a program area with a fair amount of autonomy. Represents the District at coalitions/committees; holds institutional knowledge and relationships. | |
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PROGRAM DIRECTOR

| | Budget | Staffing | Autonomy/Direction Responsibilities | Experience |
|--|--|--|---|---|
| Program Director (Exempt) "Where & How" (2 ranges) | Responsible for Program Budget, fundraising, write & manage any size grant, oversee all program grants, and oversee project costs. Manage the program's budget development process and operating within approved budget during the year. Sign Contract Review forms. | Supervise 2 FTE's or more. Coach & support staff to succeed and meet work plan objectives. Oversee & manage hiring of FTE's, coach managers on evaluations of other staff. Approve and monitor work plans. Conduct performance evaluations of staff. | Meeting goals of the Strategic Plan; adaptively manage program to meet goals. Guide overall direction of the program. Develop program strategy. Delegate responsibilities Sets annual and 5-year goals for the program. Represents the District at coalitions/committees; holds institutional knowledge and relationships. Approve time off including comp time. Approve all overtime hours for non-exempt program staff. | Experience in leading people and teams; developing programs and managing projects; developing and managing budgets. |

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| | | | Sign timesheets & monthly expense sheets. | |
| Sr/Executive Director (Exempt) (2 ranges) | Approval all contracts and agreements Sign Contract Review forms Budget authority up to \$30,000 without Board approval Ultimate responsibility for operating within Board approved budget and supporting the leveraging of Rate revenues | Coach and support Program Directors Evaluate Program Directors' performance. Hiring/Firing authority | Signing of all contracts and agreements per Board policy. Spending authority up to \$30,000 prior to Board approval. Sign credit card reconciliations and checks for the organization. Ultimate responsibility for delegating responsibilities, ensuring appropriate staffing to meet goals, setting clear priorities for the organization. Sign timesheets & monthly expense sheets of Program direct reports. Report to the Board on progress and seek Board approval or guidance as needed | Experience in leading people and teams; setting a vision and aligning a team to meet the vision; developing programs and managing projects; developing and managing budgets. |