

JOB CLASSIFICATION ASSESSMENT TOOL

(Optional, not required)

The Job Classification Assessment Tool will aid in the review of classifications within your agency to identify the position classifications that are eligible and ineligible for telecommuting. An eligible job classification is comprised of positions that have responsibilities that can be, at any given time, conducted from a remote location without negatively affecting service quality or organizational operations. This analysis is based on the work being done, not on the employee. The criteria outlined below should apply to all positions within the specific job classification.

This tool helps identify positions that may be eligible for telecommuting in your agency.

Step 1

Please read each of the following job characteristics and then rate each according to the current job requirements. If there is a **High** requirement, **Low** requirement, or **No** requirement for duties within the job classification, please mark an **X** in the appropriate column.

High ratings for items A – F and low ratings for items G – L tend to indicate that the job is compatible with the telecommuting program.

Job Requirements	High	Low	None
A. Ability to control and schedule work			
B. Clear and understandable work assignment objectives			
C. Ability to work autonomously			
D. Requirement to concentrate on work			
E. Amount of computer work			
F. Clear understanding of computer security requirements			
G. Amount of face-to-face contact			
H. Amount of telephone communications			
I. Amount of in-office reference material needed			
J. Amount of generally sensitive material / data			
K. Amount of HIPAA/confidential material work requirement <i>(Health Insurance Portability and Accountability Act which requires employers to physically separate and safeguard employees' "protected health information" received from a group health plan.)</i>			
L. Amount of tax information work			

Step 2

Additional questions to help determine eligibility of a job classification:

1. Can any of the job duties performed by this position be done anywhere other than the office?
2. Do the positions within this job classification require daily 100% on-site performance of work?
3. Do the positions within this job classification require extensive time in in-person meetings, working on agency property, face-to-face contact with supervisors, subordinates, other employees, clients or the public for the purposes of setting up meetings, onsite logistics and taking minutes or notes?

Examples of responsibilities that may be suitable for telecommuting (not a guarantee):

*accounting
analyzing data
auditing reports
calculating
programming
data entry
design work
drafting
editing*

*evaluations
graphics
work planning
preparing budgets
programming
monitoring contracts
project management
reading
report writing*

*research
software development
spreadsheet analysis
typing
word processing
web training
writing*

Step 3

Telecommuting may include any combination of time where employees work at an alternate location. *This combination can be anywhere from a few hours to full-time five days a week. How often do you believe the job classification lends itself to telecommuting?

- A. Once every week
- B. Two days a week
- C. Three or five days a week
- D. Five days a week
- E. Occasionally for special projects

*The ability for positions to telecommute will be re-evaluated as the details of who and how many people telecommute are worked out for agency staff. Responses to the assessment tool should not be construed as a guaranteed approval for a specific job classification to telecommute.

Step 4

Address any concerns that may come up as a result of the telecommuting assessment and review process. We have a unique opportunity to represent how telecommuting can become a best practice for efficiency and effectiveness in the workplace. However, in order to successfully implement, the state will need to be innovative, and introduce new ways for employees to connect and be open to embracing change. Here are some common objections you may find and some helpful responses.

The jobs here aren't designed for telecommuting.	How can job descriptions be designed so employees have enough independence to work remotely?
Telecommuting just doesn't mesh with our culture at this organization.	What are the ways in which our culture blocks flexibility and telecommuting, and how can we make it more accepting of different ways of working?
Employees need to have face time with the boss/senior leaders/clients to get ahead.	What suggestions do you have on how we deemphasize face time and centralized control towards measurable productivity and employee development?
We don't have the technology to telecommuting.	What technology, if any, is needed to support broad access to telecommuting?
Managers aren't prepared to lead remote employees and/ or teams.	How can managers be best prepared to lead remote employees and/or teams?
We need to have people here to collaborate and work together.	Are there times when employees are not collaborating that they could telecommute? Are there ways of collaborating we already use when employees are in different worksites/offices that we could use for telecommuters?
Things won't work if no one is ever in the same place.	There are many forms and degrees of telecommuting. Is there a level of telecommuting that you would be willing to try out for a limited time or perhaps a hybrid model?