

Business Administrator Position Comparison Worksheet

Employee Name / Department:

Position Comparison	Assign Value*	Position #1	Score	Position #2	Score	Position #3	Score
Title Reviewing							
Areas of Responsibility							
Work Complexity							
Budget & Financial							
Clinical Services							
Communication & Outreach							
Facilities & Safety							
Faculty Support							
Grants & Contracts							
Human Resources							
IT Services							
Regulatory Compliance							
Strategic Planning							
Student Support]							
Supervises							
Supervision							
Expected Range of Finance Scope- Revenue (= Higher of \$ Budget or \$ Revenue + \$ Grants)							
Grants/Contracts/Clinical Trials #							
Supervision							
Faculty							
# of Fellows							
# of Residents							
# of Direct Reports							
# of Students							
# of Student Applicants							
# of Graduate Students							
Total Employees in Department(s)							
Specialty							
# of Cost Centers							
# of Foundation Accounts							
# of Multiple Locations							
# of Multiple Departments							
# of Multiple Programs W/I Dept							
Additional Facility Relationships							
Overall score							

Title Recommending:

For Position Number: _____

Reviewed By : _____

Date: _____

The highest scoring position is the correct position for the candidate.

Example

PCQ Example from Dept

Position Comparison (Value Assigned)	Financial Mgr	Administrative Services Mgr	Score	Operations Mgr	Score	Business Administrator	Score
Expected Range of Finance Scope- Revenue (= Higher of \$ Budget or \$ Revenue + \$ Grants) (10)	\$10 M	\$5-15 M	10	\$5-15 M	10	\$7 M or More	10
Grants/Contracts/Clinical Trials # (9)	20	15 or Less		40 or Less	9		
Supervision (7)	Yes	Most Likely, Not Always	7	Yes	7		
Faculty (5)	50	120 or Less		30 or Less	5		
# of Direct Reports (8)	12	15 or Less	8	15 or Less	8		
# of Fellows (3)	20			25 or Less	3		
# of Residents (4)	20			20 or Less	4		
# of Graduate Students (2)	20			50 or Less	2		
Total Employees in Department(s) (6)	75	150 or Less	6	100 or Less	6		
Specialty (1)	Finance	Budgeting and finance	1	Business Management; Basic Science Dept; Construction, Transplant Services, Biochemistry , Pharmacology & Toxicology, Physiology & Biophysics, Instructional Development, Clinical Engineering		SCTRC, Nursing Recruitment	
			32		54		10