

PROFESSIONAL EMPLOYEE CHECKLIST

- 1. Describe in detail the employee's job duties.
- 2. Is the work predominately intellectual in nature, or are the duties performed routine, manual and/or mechanical? Explain and give examples.
- 3. Does the work involve the consistent exercise of discretion and independent judgment in its performance? Is this judgment consistently exercised, or is it sporadic?
- 4. Are the employee's duties of a type which cannot be performed by employees in other classifications?
- 5. Is the work of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time? Explain.
- 6. What education, training, experience and/or special knowledge is required? Is a specific state license required? Is a post-graduate degree required? Explain.
- 7. Is membership in a specific professional organization required?
- 8. Are other employees subject to the employee's professional direction?
- 9. Does the degree of supervision received differ from that of other employees?
- 10. Is the employee at issue working under close supervision of acknowledged professional employees in preparation for becoming a professional employee?

THIS CHECKLIST SHOULD BE USED IN CONJUNCTION WITH THE COMMUNITY OF INTEREST CHECKLIST (PERB-862).