UC SANTA BARBARA

Functional Competencies - Optional Job Builder resources

Identify the Functional/Technical competencies that a person must have in order to be successful in this role. These should not overlap with UC Core Competencies:
Analytical thinking, Business impact, Collaboration, Communication Skills, Company Knowledge, Functional Knowledge, Influence, Job Impact, Leadership Skills, Managing Change, Problem Solving, Strategic Responsibility

Completing this section in Job Builder will generate suggested interview questions associated with these Functional Competencies, which can be rated on a 1-5 scale if desired.

Functional Competencies	1. Entry	2. Novice	3. Mid	4. Experienced	5. Senior	6. Expert
Analytical Thinking	Uses basic logic and common sense to arrive at solutions	Practices investigative techniques to determine the best approach	Diagnoses issues using a systematic and methodical approach	Solves complex problems using a sequential system	Tackles critical large-scale issues using rational thinking and reasoning	Handles organizational concerns via advanced problem-solving techniques requiring logic, sequential reasoning, and a methodical approach
Business Impact	Role has impact on the department	Responsible for the team meeting goals and objectives	Department oversight including goal setting, budget management, and results	Sets goals for the function	Sets goals for the division and contributes to corporate strategic decisions	Sets strategy for the organization
Collaboration	Develops partnerships with internal team members	Creates internal alliances outside the immediate team or department	Maintains mutually beneficial partnerships with other functions	Strengthens alliances with other divisions to create opportunities internally and externally	Reinforces partnerships internally and externally that could lead to growth opportunities for the organization	Develops, maintains, and reinforces alliances internally and externally to create a mutual benefit
Communication Skills	Able to communicate well in straight-forward situations	Advanced communication skills involving complicated topics	Communicates using persuasion and authority	Advanced communication skills used to lead a team	Communicates a a high level and is able to negotiate on a broad spectrum of matters	Highly accomplished communicator who affects the overall company
Company Knowledge	Understands his/her own job and how the role interacts with	Understands how his/her role relates to others on the team and the role of the	Understands how his/her team contributes to the department to meet	Understands the role of the function and how it fits into meeting the goals of the	Understands how the functions integrate into the division and the strategic concept behind	Understands the overall strategic goals of the company and vast knowledge of the

	his/her team	team	the goals defined	division	the corporate goals	industry
Functional Knowledge	Knowledgeable about his/her specific job	Understands his/her discipline and good conceptualization of processes	Thorough understanding of his/her discipline and a rudimentary understanding of the other disciplines	Expertise in his/her discipline and understands these concepts in other disciplines	Wide range of understanding of multiple disciplines	Recognized expert in his/her field
Influence	Gains support for ideas within the team	Develops respect for ideas and proposals within the department	Seeks support for functional projects within and outside the function	Profits from garnering support for concepts and solutions from other functions	Takes advantage of wide-spread support within the division to elevate proposals and projects important to him/her	Achieves success using his/her ability to develop, maintain, and strengthen partnerships with others internally or externally
Job Impact	Immediate work team	Work team and other connected work teams	Department	Function	Division	Entire organization
Leadership Skills	Does not manage employees, but may mentor and/or train subordinates	Manages a team	Manages a department	Manages a function	Manages a division	Manages the entire organization
Managing Change	Implements changes provided by management	Helps others manage departmental changes	Initiates and implements departmental modifications	Initiates improves for the function	Sponsors transformation for the division	Demonstrates support for innovation and organizational changes needed to improve effectiveness and efficiency
Problem Solving	Completes routine and repetitive tasks where tasks are straightforward	Uses common sense to solve routine issues	Arrives at a conclusion based on previous experiences and good judgment	Assesses circumstances using experience and a variety of information gathered	Arrives at decision using analytical thought	Develops solutions to complicated issues using abstract thinking in new or complex situations
Strategic Responsibility	Not responsible for strategy	Contributes to strategy for his/her team	Sets or influences strategy for his/her department	Sets or influences strategy for his/her function	Sets or influences strategy for his/her division	Sets or influences strategy for the company