

****Job Discretion Program Notation Example:****
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[Job Title]: [Job Discretion Level]

1. **\*\*Objective:\*\***

- To define the level of discretion afforded to employees in the [Job Title] position.

2. **\*\*Discretion Levels:\*\***

- Level 1: Low Discretion

- Description: Limited decision-making authority, tasks assigned with strict guidelines.

- Examples: [Example task], [Example task]

- Level 2: Moderate Discretion

- Description: Some decision-making authority within defined parameters.

- Examples: [Example task], [Example task]

- Level 3: High Discretion

- Description: Significant autonomy in decision-making and task execution.

- Examples: [Example task], [Example task]

3. **\*\*Responsibilities:\*\***

- [List specific responsibilities according to discretion level]

4. **\*\*Reporting Structure:\*\***

- [Outline the reporting chain or supervision requirements]

5. **\*\*Training and Development:\*\***

- [Outline training required for each discretion level]

6. **\*\*Evaluation Criteria:\*\***

- [Describe how discretion and performance will be evaluated]

7. **\*\*Review Cycle:\*\***

- [Define when and how often the job discretion will be reviewed]

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