

ANNEX IV.e - PAYGROUPS AND JOB SPECIFICATIONS

Paygroup	Indicative equivalent entry point monthly salaries Contract Agent staff * of the Agency	Job duties	Job family	Job type	Job title (examples)
Paygroup A (Paygroups 8 & 9 of the German Collective Pay Agreement**)	Function Group IV, Grade 13, Step 1	Highly specialised technical and advisory tasks performed under the supervision of EASA staff.	Enable Jobs with mixed expertise measuring the Agency's performance, supporting the definition of the Agency's direction, ensuring high standard of business implementation, and providing services, support and infrastructure; Deliver Jobs in domain of Aviation & related, delivering outputs in the core Agency expertise, representing the Agency, and carrying out the Agency's mandate.	Junior Professional Confirmed professional level. Works on varied and complex tasks and fulfils broad responsibilities, including project management. Is autonomous to select work methods and take decisions. Coaches und guides lower levels. May advise managers on specialised matter. Can assign tasks to lower levels.	Safety Data Analysis Officer Instructional Designer
Paygroup B (Paygroups 5,6 & 7 of the German Collective Pay Agreement**)	Function Group III, Grade 8, Step 1	Executive tasks and specialised assistance in the fields of Finance, HR, IT etc., as well as other equivalent technical and non-technical tasks, performed under the supervision of EASA staff.	Enable Jobs with mixed expertise measuring the Agency's performance, supporting the definition of the Agency's direction, ensuring high standard of business implementation, and providing services, support and infrastructure.	Specialised Assistant Professional level with a specialised background. Applies specialised knowledge to perform complex and non-routine tasks. Works under minimal supervision. Uses solid problem-solving skills and proposes decisions within the area of specialisation.	Safety Programmes Assistant HR Assistant Proofreading Assistant
Paygroup C (Corresponding to paygroups 3 & 4 of the German Collective Pay Agreement**)	Function Group II, Grade 4, Step 1	Clerical and secretarial tasks, office management and other equivalent tasks, performed under the supervision of EASA staff.	Enable Jobs with mixed expertise measuring the Agency's performance, supporting the definition of the Agency's direction, ensuring high standard of business implementation, and providing services, support and infrastructure.	Assistant Support level with growing responsibilities. Applies specialised skills to perform tasks of moderate and growing complexity, and to determine appropriate action. Works under close and diminishing supervision. Can guide and support entry level.	Secretary Administrative Assistant
Paygroup D (Paygroups 1 & 2 of the German Collective Pay Agreement**)	Function Group I,Grade 1, Step 1	Manual and administrative support service tasks, performed under the supervision of EASA staff.	Enable Jobs with mixed expertise measuring the Agency's performance, supporting the definition of the Agency's direction, ensuring high standard of business implementation, and providing services, support and infrastructure.	Support Assistant Entry Support level with limited or no prior experience. Works under immediate guidance and supervision. Performs standard and routine tasks using established methods. Makes judgements and decisions on routine matters of relatively small impact.	Mail Service Assistant Archiving Assistant

* According to the scale of basic salaries for contract agents provided for in Article 93 of the Conditions of Employment of Other Servants of the European Union from 1 July 2016: <http://www.easa.europa.eu/download/recruitment/EASA-Working-for-us.pdf>

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