Table of Contents

Job Levels 3
Adding a job level 3
Using job levels 3

Job Levels

Job levels (also called career levels) are company-internal steps that show the scope of responsibility of a position, the complexity of the work and the skills expected. When the occupations have a level defined, you can compare wages by job family and by level and check whether the wages of employees at the same level are consistent with each other. Clear levels also help the employee understand what is needed to move to the next step.

You can find the job level register in the menu `Settings → Personnel Settings →` **`Job Levels`**.

Adding a job level

1. Click **Add new** in the register.
2. Fill in the fields.
3. Click **Save**.

Code - the code of the job level, for example SALES1 or L3.
Name - the name of the job level that Directo shows in options and reports, for example `Senior specialist`.
Description - what this level means, for example how independently the employee works, how broad the impact of their work is and what they are responsible for. The field is not mandatory, but it helps you select the correct level later.

Use consistent logic in the codes. If you want to compare the levels of different departments with each other, use universal codes (for example L1 – L5). If the levels differ by job family, add the job family abbreviation to the code (for example SALES1 – SALES5).

Using job levels

Occupation card - in the **Level** [CHECK: field name] field of the occupation card, select the job level that this occupation corresponds to. Define the level based on the responsibility of the occupation, not on the employee's length of service. Read more in the guide Occupations.

Wage Report (new) [CHECK: report name] - in the **Occupation** [CHECK: filter group name] filter group, you can use the **Level** filter to see the wages of the employees of one job level. Together with the **Job Family** filter, you can see, for example, the wages of all senior specialists in the sales job family.

Do not confuse the job level with the **Work level** column of the Employment Register occupation register, which opens when you double-click the **TÖR code** field on the occupation card. That is the level of the occupation classifier, and you do not define it yourself.

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Last update: **2026/11/27 19:33**