



POSITION DESCRIPTION QUESTIONNAIRE

This questionnaire collects information about *a job* and allows you to describe it accurately. The information you provide will enable us to prepare a job description.

Please carefully follow the directions provided below and in each section.

GENERAL INSTRUCTIONS

1. Keep in mind this questionnaire *focuses on the job, not* individual performance, personal background, skills or abilities.
2. Describe the position in terms of *current duties, responsibilities and required competencies*. Do not describe the job as you would like it to be or think it should be.
3. Answer each question accurately. Do not overstate or understate the responsibilities of the job.
4. Consider the *typical* job duties and responsibilities over an *entire year*, not extreme or unusual tasks that are rarely performed.
5. The questionnaire was designed to cover all jobs. Therefore, a few questions may not apply to this job. If they do not apply, leave them blank.
6. Complete and forward the questionnaire to Human Resources.

New Job
 Revised Job

Last Name:	First Name:
Position Title:	
Department:	
Immediate Supervisor's Name:	
Immediate Supervisor's Job Title:	
Date:	

Scope of Management

Number of employees that directly report to this position: _____

II. Job Factors

Following are questions on job factors that can be used to describe jobs within the University. For each factor there are a number of alternatives from which to choose. For example, the "Education" factor includes a high school degree, an associates degree, etc. For each factor, please identify the one alternative that best describes the **minimum requirements** necessary for performing this job effectively.

A. Intellectual Capital

This factor measures the **minimum** combination of formal education and job-related experience required to do this job (i.e., the entry level requirements for new hires). Job related experience refers to experience gained either inside or outside the organization.

Job Factor 1

Education:

- Less than high school diploma – Ability to follow verbal instructions
- High school diploma or GED – Ability to read, write, perform basic arithmetic and follow verbal and written instructions
- High school/GED - With additional specialized or technical training courses (e.g. maintenance, general repair, and bookkeeping)
- Associate's Degree/ Vocational school training in a professional, specialized, trades or general field
- Baccalaureate Degree – Knowledge of specialized principles or techniques normally obtained through a four-year college/university academic program or an equivalent in-depth specialized training program directly related to the type of work being performed.
- Advanced Degree – Formal advanced post-graduate education or training in a recognized field of specialization directly related to the type of work being performed.
- Doctorate

Job Factor 2

Experience:

- Limited: 0-1 year
- Moderate: 1-3 years
- Considerable: 3-7 years
- Extensive: 7-10 years
- Comprehensive: 10 + years

B. Complexity/Consequence of Error

These factors measure the *mental* effort related to the overall complexity of the position with respect to policies and procedures, the nature of the tasks performed, and the level of analytical ability required. For each factor, please select the one alternative that best describes the **minimum requirements** necessary for performing this job effectively.

Job Factor 3

Complexity

- Work consists of a few repetitive and routine tasks, processes or following standard policies and procedures. Little, if any, independent judgment is required, and the job receives frequent, ongoing supervision.
- Moderately complex procedures and tasks. Independent judgment is required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis.
- Work is substantially complex and varied and requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select and apply the most appropriate of available guidelines and procedures as well as interpret precedents.
- Work is basically non-standardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required to devise new methods to situations where previously accepted methods have proven inadequate.
- Work is broad in scope covering several departments within the organization. Policy, procedures and precedent are created and/or approved by this position.

Job Factor 4

Consequence of Error

- Errors can be readily detected, usually by the employee and, if made, would result in minor clerical expense for correction.
- Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of organization activities.
- Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost computation, overpayment or improper utilization of labor, materials and equipment. Effect usually confined to the organization itself.
- Errors are difficult to discover, normally involve decisions not subject to detailed review, such as recommending unsuitable equipment resulting in excessive costs or inadequate production.
- Errors may cause large expenditures for equipment, materials or products, or loss of important customer accounts. Duties may involve the dissemination of data upon which top management bases important decisions.
- Errors may cause a continuous adverse influence on future operations of the business, in matters involving customer commitments, organization liability for products, etc, and other matters, which may appreciably affect future operating costs and/or profits.

C. Decision Making/Impact

These factors measure the kinds of decisions made by position and the impact those decisions have on the organization. For each factor, please identify the one alternative that best describes the **minimum requirements** necessary for performing this job effectively.

Job Factor 5

Decision Making:

- Routine Decisions - Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own departmental area. Specific job activities and results are typically reviewed closely.
- Routine/Non-Routine Decisions - Decisions are made on both routine and non-routine matters with some latitude, but are still subject to approval.
- Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect the department or other departments within the organization. May also review decisions made by other individuals on more routine matters.
- Greater latitude and discretion is warranted in making decisions, which affect principal areas of the organization as well as customers/constituents. Reviews and approves decisions and/or recommendations that could affect the entire organization.

Job Factor 6

Impact:

- Minimal or no impact on University-wide operations.
- Minor Impact - Minor impact on University-wide operations, causing some improvements or efficiencies.
- Moderate Impact - Causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing for financial gain or expense with short-term impact.
- Considerable Impact - Causing risks or improvements to relationships, significant efficiencies or delays in operations, and/or significant financial gains or expenses.
- Major Impact - Causing major losses, critical delays, severe financial expense or substantial improvements, efficiencies or achievements with long-term impact.

III. Essential Skills

The purpose of this section is to identify and capture the essential skills **required** for this position. From the list below, please identify which essential skills apply to this job.

- Computer Experience (Macintosh and/or PC)
- Spreadsheet/Database Applications (i.e. Microsoft Excel, Access, FileMaker)
- Word Processing Applications (i.e. Microsoft Word, Word Perfect)
- Publishing Applications (i.e. Page Maker)
- Presentation Software (i.e. PowerPoint)
- Web Development Applications (i.e. Visual Page, FrontPage)
- Computer Programming (i.e. COBOL, VMS, FOCUS, C++)
- Advanced Computer Programming (i.e. Applescript, PERL, JAVA, HTML)
- Remote Network Management Software (i.e. SNMP)
- Network Connections (i.e. Ethernet/AppleTalk)
- Protocols (i.e. TCP/IP, AppleTalk, LAT, Windows NT, DECnet)
- Microsoft Certified Systems Engineer (MCSE)
- Certified Network Engineer (CNE)
- Insurance Designation(s)
- Certified Public Accountant (CPA)
- 3rd Class Engineers License
- State Driver's License
- Commercial Driver's License (CDL)
- Pesticide Applicators Certification
- Language Skills
- Other _____

IV. Working Conditions & Physical Effort

The purpose of this section is to identify and capture the working conditions and physical efforts required for this position. For each working condition, please identify the alternative that applies to this job. If any do not apply, please check the “seldom or never” column.

	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift object weighing up to 20 pounds.					
2. Lift objects weighing 21 to 50 pounds.					
3. Lift object weighing 51 to 100 pounds.					
4. Lift objects weighing more than 100 pounds.					
5. Carry objects weighing up to 20 pounds.					
6. Carry objects weighing 21 to 50 pounds.					
7. Carry objects weighing 51 to 100 pounds.					
8. Carry objects weighing 100 pounds or more.					
9. Standing up to two hours at a time.					
10. Standing for more than two hours at a time.					
11. Twisting or turning head or back.					
12. Stooping, bending, kneeling, or crawling.					
13. Ability to reach and grasp objects.					
14. Manual dexterity or fine motor skills.					
15. Color vision - the ability to identify and distinguish colors.					
16. Ability to communicate orally.					
17. Ability to hear.					
18. Pushing or pulling carts or other such objects.					
19. Proofreading and checking documents for accuracy.					
20. Using a keyboard to enter and transform words or data.					
21. Using a video display terminal.					
22. Working in a normal office environment with few physical discomforts.					
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation or the like.					
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions.					
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls.					
26. Operating automobile or van.					
27. Operating heavy equipment.					
28. Extreme temperatures, such as cold or heat.					
29. Hazards such as mechanical, electrical, burns/explosives, unprotected heights, or moving objects.					
30. Other physical ability or hazard exposure required by the job. Explain:					