



Position Description Questionnaire

PURPOSE AND INSTRUCTIONS

The purpose of this Questionnaire is to obtain information about a position based on a review of job duties and responsibilities for ease of classification/reclassification.

Please complete this questionnaire as completely and accurately as you can. Base your answers on what is normal to the position, not special projects or temporary assignment duties, unless those tasks are a regular aspect of the position. When answering the questions, imagine you are describing the position to a neighbor, friend or to someone just hired for the position.

Is this a current position? Yes No

Position Title: _____ Division or College: _____

State Title: _____ Department: _____

Reports To: _____

GENERAL PURPOSE OF POSITION

Briefly indicate the general purpose of the position (or why this job exists). This statement should be a general summary of the responsibilities listed in the next section.

SUMMARY OF RESPONSIBILITIES/DUTIES

Describe specific job responsibilities/duties, listing the most important first. Use a separate statement for each responsibility. Most positions can be described in 6-8 major responsibility areas. Combine minor or occasional duties in one last statement. Give a best estimate of average percentage overall each responsibility encompasses; however, do not include duties which occupy 5% or less time unless it is an essential part of the job. Each statement should be brief and concise, beginning with an action verb. The box below shows an example.

| Secretarial Assistant | | Percent (%) of Time |
|------------------------------|--|----------------------------|
| --EXAMPLE-- | | |
| 1. | Performs a variety of correspondence duties including preparing standard letters, reports and forms. | 25% |
| 2. | Composes letters, emails and memos as directed. | 25% |
| 3. | Maintains departmental files; ensures that all records are updated and modified as necessary. | 20% |
| 4. | Answers the telephone and greets visitors. | 20% |
| 5. | Makes travel arrangements. | 10% |
| | | 100% |

LIST MOST IMPORTANT DUTIES FIRST

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Percent (%)
of Time

100%

EDUCATION

Check the box that best indicates the **minimum** training/education requirements of this position. (Not the incumbent's education, but the requirements for the job).

Minimum Requirement

- | | | | |
|--------------------------|-------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | Bachelor's Degree | <input type="checkbox"/> | High School Diploma or GED |
| <input type="checkbox"/> | Master's Degree | <input type="checkbox"/> | Some College/Associate Degree |
| <input type="checkbox"/> | Doctorate Degree | <input type="checkbox"/> | Vocational/Technical/Business School |

EXPERIENCE

Please indicate the specific job experience needed. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Check the box which best indicates the **minimum** amount of experience described above.

- | | | | |
|--------------------------|--------------------|--------------------------|--------------|
| <input type="checkbox"/> | Less than 6 months | <input type="checkbox"/> | 3 to 5 years |
| <input type="checkbox"/> | 6 months to 1 year | <input type="checkbox"/> | 5 to 7 years |
| <input type="checkbox"/> | 1 to 3 years | <input type="checkbox"/> | 7+ years |

TYPE OF SKILLS AND/OR LICENSING/CERTIFICATION REQUIRED

Please indicate all specific skills and/or licensing/certification required (not preferred) to do this job. For example, spreadsheet software proficiency may be a requirement for a secretarial job; journey license may be required for an electrician.

SUPERVISORY RESPONSIBILITIES

Check **one** answer.

- No** Supervisory responsibility.
- Of one or more student employees.
- Over a section/unit of a department.
- Over supervisors or a small department.
- One department.

- More than one department.
- Over subordinates of a single department.
- Over subordinates of multiple departments.

Indicate the total number of positions that report **DIRECTLY** to this position (excluding student employees):

- None 1 2-3 4-6 7 or more

Indicate the total number of employees **INDIRECTLY** supervised:

- None 1-5 6-10 11-20 21-50 51-100 100 +

Does this position indirectly oversee additional positions?

- Yes No

Additional Comments:

Please return this questionnaire to Human Resources.