



Office of Management and Enterprise Services

Position Description Questionnaire

The purpose of this questionnaire is to document the duties and responsibilities performed. Preparation of the questionnaire may be a collaborative effort between the supervisor and current incumbent, if applicable. The information provided on this form is the basis for determining an appropriate job title, salary and Fair Labor Standards Act exemption status. It is important to provide accurate and detailed information.

1 General Information			
Please Check One:	<input type="checkbox"/> New Description	<input type="checkbox"/> Description Update	FTE:
FLSA: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Position: <input type="checkbox"/> Regular <input type="checkbox"/> Temporary		Benefits Eligible: <input type="checkbox"/> Yes <input type="checkbox"/> No
Position Title:			Rate of Pay: \$
Division:	Location:	Department Number:	
Immediate Supervisor:			
Supervisor's Title:			Telephone Number:

2	Functional Statement - Briefly explain the primary purpose of the position to be reviewed. For Example: Electrical Trades Technician III - Installs, troubleshoots, services and repairs low-voltage electrical systems associated with interior distribution.

3	Essential Duties and Responsibilities
<ul style="list-style-type: none"> List the essential duties and responsibilities of the position in order of importance. Essential duties and responsibilities are those an individual in this position must be able to perform unaided or with the assistance of "reasonable accommodations." List one duty or responsibility in each space. Attach additional sheets if needed. Indicate the percentage of time devoted to each duty or responsibility during the course of the work year. Total percentage must equal 100%. 	



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Item	Description	%
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
		100%

4	Non-Essential Duties and Responsibilities - List any other duties and responsibilities performed that are secondary to the position, yet important to the assigned work area.
1	
2	
3	
4	

5	Certifications, Registrations or Licenses - Please list any certificates, registrations or licenses required as a prerequisite of employment. These requirements may be imposed by state, federal or recognized accrediting agency.
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6	Work Guidelines - Please list any specific laws, regulations, instructions or procedures that are required while performing this job. These requirements may be imposed by state, federal or recognized accrediting agency. Describe how these laws, regulations, instructions or procedures are used while performing this job.

7	Responsibility For The Work Of Others - Please select one statement that best describes the supervisory responsibilities of the position.
<input type="checkbox"/>	The position has no regularly assigned supervisory responsibilities.
<input type="checkbox"/>	The position serves as a team leader to others doing the same type of work. The position has limited responsibility for the team's work and the correct completion of aspects of their training. The position answers standardized procedural questions, reports problems and refers questions falling outside of standard procedures to the supervisor.
<input type="checkbox"/>	The position serves as supervisor of a small staff of one to five employees. Responsibility includes training, assigning/checking work as well as performing the same or related work.
<input type="checkbox"/>	The position spends the majority of time performing supervisory functions including planning, solving problems, directing subordinates, making decisions and interpreting policy. Responsibility includes hiring, firing, training, and evaluating employees.
Please list the job titles and number of employees supervised	

8	Education - Please check the minimum level of formal education required for this position.	
<input type="checkbox"/>	No Education requirements	
	High School diploma or GED	
<input type="checkbox"/>	Vocational, technical or business school training	Field:
	Some formal college training	Field:
	Associate degree	Field:
	Bachelor's degree	Field:
	Master's degree	Field:
<input type="checkbox"/>	Doctoral degree	Field:



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9	Experience - Please check the minimum amount and type of work experience required for this position. This amount of experience may not necessarily be the same amount brought to the position by the incumbent.	
<input type="checkbox"/>	None	
<input type="checkbox"/>	Less than six months	
<input type="checkbox"/>	Six to 11 months	
<input type="checkbox"/>	12 to 23 months	
<input type="checkbox"/>	24 to 35 months	
<input type="checkbox"/>	36 to 47 months	
<input type="checkbox"/>	48 months or greater	
<input type="checkbox"/>	_____ years of supervisory experience	
<input type="checkbox"/>	An equivalent combination of education and experience may be considered in lieu of a degree	

10	Other Requirements – Please list any other requirements for performing this job	
Work require travel: <input type="checkbox"/> No <input type="checkbox"/> Yes % of the work week will be spent in travel status		
Bilingual: <input type="checkbox"/> No <input type="checkbox"/> Yes Languages: _____		
Other: _____		

11	Physical Effort - Amount of physical exertion expended in handling materials, tools, operating machines or equipment. Identify tools, equipment, machinery, materials handled. Indicate % of work time involved.	
<input type="checkbox"/>	Using tools	Specify tools: _____ %
<input type="checkbox"/>	Using equipment/computers	Specify equipment: _____ %
<input type="checkbox"/>	Operating machinery	Specify machinery: _____ %
<input type="checkbox"/>	Walking	_____ %
<input type="checkbox"/>	Standing	_____ %
<input type="checkbox"/>	Driving	_____ %
<input type="checkbox"/>	Lifting	_____ % Pounds
<input type="checkbox"/>	Climbing	_____ %
<input type="checkbox"/>	Pulling	_____ % Pounds
<input type="checkbox"/>	Pushing	_____ % Pounds



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<input type="checkbox"/>	Sitting	%	
<input type="checkbox"/>	Working in confined space	%	
<input type="checkbox"/>	Operates no tools, machines or equipment. No significant lifting.		

12	Work Conditions - Degree of exposure to work conditions.					
Office environment	%	Water	%	Fumes	%	
Dirt	%	Noise	%	Smoke	%	
Heat	%	Vibration	%	Grease/Oil	%	
Heights	%	Dust/Shavings	%	Other:	%	