

Position Description Questionnaire Template

Position Tracking Information

Position Title (Working Title) _____ **Department** _____

Classification _____ **Level** _____

Supervisor/Manager's Title _____

Author of Position Description _____ **Date** _____

Attach additional documentation if necessary.

Position Summary: In 3 – 4 sentences, briefly but specifically, summarize the primary purpose of the position.

Primary Accountabilities: List up to six **primary accountabilities** of the position in the space provided below, indicating the **most important** first, and the approximate percentage of time spent on each function over the course of a year. **DO NOT** list any duties or responsibilities that require 5% or less of the position's time.

	%
	%
	%
	%
	%
	%

Position Description Questionnaire Template

People Management Responsibilities: Indicate the type and scope of supervisory responsibilities of this position. *Check only one box.*
NOTE: this refers to supervision of other University employees, and excludes student workers.

- Not responsible for supervising others.
- Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work. May make recommendations for hiring, termination, and pay decisions but has no formal responsibility.
- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. May offer recommendations for hiring, termination and pay adjustments, but does not have responsibility for making these decisions.
- Supervises work of others, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and position content.

Please provide additional relevant information (e.g., supervision of student workers, type of positions supervised, size of the unit, nature of the work environment):

Fiscal Responsibilities: Check the item(s) below which best describe the position's fiscal responsibilities if applicable.

Responsibility	N/A	Enter Amount	Planning	Preparation	Forecasting	Maintaining	Monitoring/ Reconciling
Budget:	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expenses	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising:	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing:	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: Work Comp/EDL Payroll	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Education: Indicate the minimum level of education generally necessary to effectively handle the position's essential functions. *Check only one educational level.*

Required	Preferred	Degree	Field of Study
<input type="checkbox"/>	<input type="checkbox"/>	High school diploma or GED	
<input type="checkbox"/>	<input type="checkbox"/>	Vocational or technical training	
<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree, or vocational or technical school degree	
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree	
<input type="checkbox"/>	<input type="checkbox"/>	Master's degree	
<input type="checkbox"/>	<input type="checkbox"/>	Doctoral degree	

Check here if experience may substitute for some of the above education and describe how.

Additional information (such as licensure, certifications, valid Driver's License, etc.):

Work Experience: Indicate the minimum level of work related experience required to effectively perform the position's responsibilities. This is not necessarily the same as the incumbent's experience. *Check only one box.*

- Less than 12 months 1 – 3 years 3 – 5 years 5 – 8 years More than 8 years Other

Management Experience: If this position has supervisory or managerial responsibilities, indicate the years of management experience required. This is not necessarily the same as the incumbent's experience. *Check only one box.*

- Less than 12 months 1 – 3 years 3 – 5 years 5 – 8 years More than 8 years Other

Position Description Questionnaire Template

Knowledge: Indicate the depth and breadth of knowledge within the position's field or specialty that is required to effectively perform the essential functions of this position. *Check only one box.*

- Specialized knowledge not required.
- Basic understanding of fundamental concepts, practices and procedures and ability to apply in varied situations.
- Working knowledge of concepts, practices and procedures and ability to use in varied situations.
- Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations.

Provide additional information if desired.

Collaboration/Service: Indicate the nature of collaboration and/or service to others required by the position and whether this occurs internally (with others at the University) or externally (with students, parents, donors, general public, vendors, media, other institutions, etc.) *Check all that apply.*

Internal	External	
<input type="checkbox"/>	<input type="checkbox"/>	Exchange of routine, factual information and/or answering routine questions.
<input type="checkbox"/>	<input type="checkbox"/>	Exchange detailed information or resolve varied problems.
<input type="checkbox"/>	<input type="checkbox"/>	Access to and/or works with sensitive and/or confidential information.
<input type="checkbox"/>	<input type="checkbox"/>	Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
<input type="checkbox"/>	<input type="checkbox"/>	Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
<input type="checkbox"/>	<input type="checkbox"/>	Resolve conflict, negotiate or collaborate on major projects.
<input type="checkbox"/>	<input type="checkbox"/>	Handle sensitive issues and facilitate collaboration at the highest level.
<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain relationships with key contacts to enhance work flow and work quality.

Provide additional information if desired.

Decision Making: Indicate the type of impact of the decisions typically made by this Position. *Check only one box.*

- Decisions generally affect own position or specific functional area. Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures.
- May contribute to business and operational decisions that affect the department. Decisions made address non-routine questions and situations, often requiring investigation and/or research of precedents. Uses patterns, trends, and precedents to analyze situations and determine appropriate course of action or approach to solving problems.
- Decisions have major implications on the strategy, operational and business decisions that affect the department. Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.
- Decisions and problems are complex and involve multiple constituencies, often with competing priorities. Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Provide additional information if desired.

Independence of Action: Indicate the position's general degree of independence of action. *Check only one box.*

- Work is closely monitored by supervisor/manager; detailed instructions and procedures are generally provided.
- Work progress is monitored by supervisor/manager; incumbent follows precedents and procedures, and may set priorities and organizes work within general guidelines established by supervisor/manager.
- Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently; supervisor/manager is available to resolve problems.
- Results are defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction

Provide additional information if desired.

Position Description Questionnaire Template

Physical/Environmental Demands: Indicate the typical physical and/or environmental demands required to effectively handle the Position responsibilities and their frequency.

- Office environment/no specific or unusual physical or environmental requirements .
 Describe any unusual situations.

		Often	Sometimes	Rarely
Physical Effort	Vision and hearing abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Heavy lifting, carrying, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Extensive standing, walking, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Conditions	Exposure to all weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exposure to hazardous materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information: Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the position.

The statements in this Position Description Questionnaire are intended to describe the roles, responsibilities and requirements of the position. The purpose is to evaluate the content of the position for the purposes of assigning to the Staff Classification Program. This is not necessarily an exhaustive list of all responsibilities and requirements of the position.

Please sign below.

Reviewed by Supervisor _____ **Date** _____

Reviewed by Incumbent _____ **Date** _____