

JOB DESCRIPTION QUESTIONNAIRE

New Position

Update Existing Position

Full-Time

Part-Time

Position Title:

Unit/Department:

Reports To:

Title:

Date Prepared:

Prepared By:

Essential:

(see note)

Yes, this position is essential

No, this position is **not** essential



A. Summary:

Briefly state the *general* function of this job in 1-3 short sentences:

B. Essential Duties and Responsibilities:

List the duties and responsibilities of this position. Begin with those considered to be the most important and work down to those that are of lesser importance and indicate approximate percentage of time spent performing it. List no more than 10 primary duties. "Performs other duties as assigned" will be added. (Attach additional pages if needed)

C. Knowledge, Skills and Abilities:

Please list the Knowledge (body of information necessary for task performance), Skills (level of competency or proficiency needed for task performance) and Abilities (traits or capabilities necessary to perform the duties of the job). List no more than 10. (Attach additional pages if needed)

D. Supervision (if applicable):

Indicate the number of full time and part-time employees supervised by this position (excluding unpaid students, Interns or volunteers). Includes training, coaching, assigning work, or evaluating. If no employees are supervised, please skip this section.

Number of Employees Supervised:

Part-time Full-time

% of time Supervising (Explain)

Directly:

Indirectly:

Total:

E. Decision Making Authority:

Provide examples of decisions the position normally makes on its own and for what percentage of time? How much of the overall duties and responsibilities are critiqued, changed, or forwarded for further approval?

F. Budgetary or Property Responsibility (Includes Operating budget(s), other moneys, building(s), hard/software):
Provide \$ amount(s) and magnitude of management responsibilities for Campuses, College-wide, etc. (e.g., Does the position require bookkeeping or make decisions on how the budget(s) is allocated?)

G. Problem Solving:

Select a few of the more complex problems inherent in position which require creativity, independent judgment, and specialized analysis, and give a brief explanation of what is difficult?

H. Accountability:

Identify what kinds of errors could be made in the performance of the job which would negatively impact the College, Campus, or Program(s). And, how much of the population would be effected?

I. Work Environment and Physical Requirements:

Identify any environmental demands (i.e., noise level, working inside or outside weather conditions) and describe any physical demands to include lifting weight constraints, bending, stooping, reaching, visibility, etc. In addition, describe any hazards involved, or requirements for wearing personal protective equipment (PPE) for specific duties.

J. Minimum Education and Experience Requirements:

How much and what kind of experience and/or education and certifications would normally be required to perform the duties of this position? (example: AA degree and 2 years customer service experience) If applicable, do not consider the experience or education of the current or previous employee(s) as a basis. Additional preferences for higher degrees, certifications, or for specific experience are not placed on job descriptions, yet can be added to the job posting(s).

SIGNATURES:

Supervisor: _____
Print Name:

Date: _____

Dean/Department Head: _____
Print Name:

Date: _____

Vice Provost/Campus President: _____
Print Name:

Date: _____

Provost/Designee: _____
Print Name:

Date: _____

For Compensation Department Use Only			
Job Code:	_____		
FLSA Status:	_____	Non-Exempt	_____ Exempt
Approval Status:	_____	Approved	_____ Non Approved
Compensation Analyst Signature:	_____		Date: _____