

Procedures for Completing the PDQ

The Position Description Questionnaire (PDQ) provides information and gives a factual, precise, and clear delineation of information about the position. Although the completion of the PDQ should be a cooperative effort between the incumbent and supervisor, the incumbent is in a position to develop the most accurate and complete description. Therefore, the incumbent should complete the Questionnaire and provide it to the supervisor to review for uniformity of format, completeness, and simply stated duties and responsibilities.

When completing each section of the PDQ, it is helpful if you can imagine that the position is vacant and you have been asked to identify the position's basic requirements. The purpose of the questionnaire is to collect objective information on position requirements, which may be different from your personal skills and qualifications. Do not describe the position based on what you think the position "should be". Try not to overstate or understate your responses.

When listing the primary responsibilities and duties of the position, think of these in terms of the end results the job is responsible for. Avoid listing the detailed tasks or activities performed to accomplish the end result. For example, "word processes documents from drafts" is a statement of *what* is done. "Organizes document, brings up software, enters document, prints and proofs document" are all statements of *how* it is done.

Each responsibility statement should begin with an action verb. Most jobs will have four to six primary job responsibilities. If there are more than that, check to be sure you are listing primary responsibilities and not individual tasks. You may find it easier to first list the detailed tasks or activities performed and then group similar or related tasks together into overall responsibilities.

Procedures:

1. Refer to the Human Resources web site at www.unco.edu/hr. Click on **UNC HR Forms**; then click on **Faculty Administrative/Exempt**; then click on **Professional Administrative Staff/Position Description Questionnaire**.
2. Review the entire Position Description Questionnaire prior to completing. This will allow you the opportunity to sort your thoughts and determine tasks vs. responsibilities. In addition, review University and department mission statements, previous PDQ and job description (if available), and the MBO goals and objectives for the current year.
3. Compile tasks or activities and responsibilities that you perform. Determine whether you can group several tasks or activities into a specific responsibility or function. Determine where the responsibility fits best, i.e. which factor in the questionnaire is most appropriate.
4. The PDQ is interactive. Begin completing the necessary information. Make sure to address the clarifying questions associated with each factor to the best of your ability.
5. Once completed, sign and date under "Prepared By:" and submit the PDQ and a copy of your current MBO goals and objectives to your Supervisor for review and signature.
6. The supervisor reviews the PDQ to determine completeness and accuracy. If there are questions, the supervisor reviews the PDQ with the administrator. The supervisor may make revisions to the PDQ as needed.
7. Once the supervisor approves and signs the PDQ, it is forwarded, along with the MBO goals and objectives, to the appropriate Vice President for review, approval, and signature.
8. If the position is new, the President must review and approve the PDQ prior to beginning the recruitment process.
9. Once all signatures have been secured, the PDQ and MBO goals and objectives are forwarded to Human Resources for review and band placement within the Administrative Classification System.
10. Human Resources will notify the Vice President, supervisor, and administrator by letter of the results



**POSITION DESCRIPTION QUESTIONNAIRE
ADMINISTRATIVE EXEMPT**

1. POSITION IDENTIFICATION **POSITION #:** _____

University Title: _____

Department: _____ **Account #:** _____

Division: _____

Location: _____

Position Is: ___ Regular ___ Temporary ___ Full-Time ___ Part-Time ___ FTE

Position Description Questionnaire is: ___ New ___ Revised

Incumbent: _____ **Phone:** _____

Position Reports To: _____

Title: _____ **Phone:** _____

Prepared By: _____ **Date:** _____

Supervisor Approval: _____ **Date:** _____

Dean/Director Approval: _____ **Date:** _____

Vice President Approval: _____ **Date:** _____

President Approval: _____ **Date:** _____
(Required on new position)

FOR HUMAN RESOURCES USE ONLY			
Reviewed By: _____	Date:	_____	
BAND: ___ Executive ___ Senior Management	___ Department Director		
___ Professional/Technical	___ Academic/Administrative Specialist		

II. POSITION SUMMARY

(State the significance/general purpose of this position. Explain why this position exists.)

III. DUTIES AND RESPONSIBILITIES

(List in order of importance and explain the major duties and responsibilities of the position. Indicate the average percentage of time spent performing each separate job duty. The percentages should total 100%. Indicate if the duty is an essential function of the job.)

IV. COMPLEXITY AND CREATIVITY

(In this section describe the degree of problem solving required, the types of problems encountered, and how these problems are solved. Also address the degree of original thinking required to perform a job that is creative or artistic in nature. Please give one or two examples of the more difficult and complex task/projects/problems that are required to be handled. Consider the amount of independent judgment and thought required and the availability of policies, procedures, and standards that give guidance in solving problems. Also indicate whether internal or external directives influence the situation and identify the source(s).):

V. IMPACT ON INSTITUTIONAL MISSION

1. Positive Impact: *(Describe the positive impact this position has on operations in the area of involvement and/or the University when it is being performed well.)*

2. Negative Consequences: *(Describe the types of negative consequences for work in the area or for the University that might result from an error made by someone in this position who does not possess good job knowledge or use sound judgment.)*

3. Guidance and Review: (Describe the type of guidance and review given to this position by the supervisor and how often (e.g., daily, weekly, monthly) that guidance and review occurs – for example, supervisor checks work daily, supervisor spot-checks work only occasionally (monthly), supervisor set goals for the employee and reviews progress quarterly, etc.)

4. Department Policies and Procedures: (Describe the departmental policies and procedures or procedures or formalized regulations which guide the actions in this position, e.g., policies for handling an overdue account or dealing with a student's complaint.)

VI. INTERNAL AND EXTERNAL CONTACT

(Address the responsibility for working with or through other people inside and outside the University to get results. Consideration should be given to the nature of contact and level of interaction encountered on a regular, recurring, and essential basis during operations):

1. Inside the University: (Identify with whom you regularly communicate inside the University in order to perform duties, e.g., clerical workers, department heads, etc. Describe what you normally communicate about with these individuals and how often.)

2. Outside the University: (Identify with whom you typically communicate outside the University. If anyone, e.g., the public, vendors or suppliers, government officials, etc. Describe what you normally communicate about and how often, e.g., daily, weekly, monthly, quarterly, etc.)

VII. FISCAL ACCOUNTABILITY

(Describe responsibility for financial resources, e.g., budget development and oversight, purchasing, contract negotiation, etc. Indicate size of budget for operating expenses, salaries (if applicable), and overall budget. Indicate the type and frequency of decisions regarding budget responsibility):

VIII. DIRECTION EXERCISED

(Describe the formal responsibility for the supervision of other University staff employees, student workers, temporaries, and/or volunteers. If you do not supervise, please state this fact and go to next section):

1. Other Administrators: (Identify how many, if any, you supervise directly and indirectly. Indicate titles, headcount, and FTE.)

2. Classified Staff: (Identify how many, if any, you supervise directly and indirectly. Indicate classification titles, headcount, and FTE.)

3. Student Workers: (Identify how many, if any, you supervise directly or indirectly. Indicate total hours per week per student you spend supervising.)

4. Nature and Extent of Supervisory Responsibility: (Briefly describe the nature and extent of responsibility for supervising other employees. Indicate the scope of authority for hiring, training, coordinating work activities, conducting performance reviews, handling disciplinary actions, determining salary increases, etc.)

IX. PHYSICAL DEMANDS

(Describe the physical demands of the position as measured by the adequacy, temperature extremes and variations, noise pollution, exposure to fumes, chemicals, radiation, contagious diseases, heights and/or related hazardous conditions. Explain the working conditions of the position including any unpleasant features like heat, cold, high levels of noise, prolonged or near-continuous use of a computer display/terminal, exposure to chemical substances, contagious diseases, etc.)

X. WORKING CONDITIONS

(Describe the physical demands of the position as measured by the adequacy, temperature extremes and variations, noise pollution, exposure to fumes, chemicals, radiation, contagious diseases, heights and/or related hazardous conditions. Explain the working conditions of the position including any unpleasant features like heat, cold, high levels of noise, prolonged or near-continuous use of a computer display terminal, exposure to chemical substances, contagious diseases, etc.)

XI. POSITION SPECIFICATIONS

(Requirements listed in this section constitute the basis for recruitment):

1. Education: (List the specific degrees, vocational or technical training, or post-high school coursework and the field of study, if any, required to perform the duties assigned to the position. Also, state if equivalent experience in lieu of the educational requirement is an option. If so, indicate the specific amount of additional years of experience acceptable and the type of applicable experience.)

2. Experience: (Describe the least amount, i.e., years/months, and type of work experience required, if any, for a person entering this position. Please consider only the position's minimum requirements and not necessarily the incumbent's qualifications. Also, describe how much on-the-job training and experience is/would be required for a new employee to learn all major duties and be capable of performing them well.)

3. Certification/Registration/Licensing: (Identify any special certifications or licensing, if any, required to qualify for this position.)

4. Ability: (Describe other knowledge, skills, or abilities (e.g., computer skills, mechanical aptitude, research, etc.) required in order to perform the duties assigned.)

5. Special Considerations: (Provide other information unique to this position not identified elsewhere.)

XII. ORGANIZATION CHART

(Please provide an organization chart for this position including classification title, position number, employee name, and FTE for each position that is supervised by this position. In addition, include an organization chart for the division that includes this position.)