

***POSITION DESCRIPTION QUESTIONNAIRE***

***ADMINISTRATIVE EXEMPT***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **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)** | | | | | | | | | | | |  | | | | | |  | | | |

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| 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, determine 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 performing 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.)*

1. *Certification/Registration/Licensing: (Identify any special certifications or licensing, if any, required to qualify for this position.)*
2. *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.)*