Job Analysis Questionnaire

Unclassified Staff Positions

# Instructions

The purpose of this questionnaire is to gather information about your position, its responsibilities and required duties, as defined by supervisor/department, and educational/experience requirements. If there is no incumbent in the position, this questionnaire should be completed by the supervisor of the position.

1. Incumbent is defined as the employee currently in a position performing the required duties and responsibilities. If there is no incumbent in the position, it is vacant.
2. Please complete sections B through H.
3. Be objective and accurate in your answers.
4. Consider your normal day-to-day responsibilities. Any duties performed on a monthly or annual basis should be included and accurately represented in Section D.
5. Describe the position as it is being performed today, not as it might be in the future or as you think it should be.
6. Answer all questions completely. An explanation must accompany any question that is determined to be non-applicable.
7. Before forwarding the questionnaire to your supervisor:
8. Retain a copy of the completed questionnaire for your records
9. Date that you forwarded the completed questionnaire to your supervisor

# Position Identification

|  |
| --- |
| Incumbent Name:       Vacant:       |
| Job Title:       |
| Department:       |
| Supervisor’s Name:       |
| Supervisor’s Title:       |

|  |
| --- |
| To be filled in by HR  |
| Position #:       |
| Job Code #:       |
| Date Received:       |

# Summary Statement

Briefly describe the position’s primary purpose in two or three sentences.

# Essential Duties and Responsibilities

List the position’s essential or most important functions and responsibilities. List all important aspects of the position (including those performed daily, weekly, monthly, or annually) and any that occur on a cyclical basis. Indicate the approximate percentage of time spent performing each function on an annualized basis. For example, if you perform a duty full-time one month out of twelve, you spend approximately 8% (1/12) of your time on that function. Describe only those duties that occupy at least 5% of your time. Example duty statements are provided below.

|  |  |
| --- | --- |
| **Sample Essential Duties and Responsibilities** | **% of Time** |
| 1. Recruits prospective students from local area high schools.
 | 45% |
| 1. Counsels students and parents regarding the admissions process.
 | 25% |
| 1. Makes presentations to student groups.
 | 20% |
| 1. Maintains prospective student contact database.
 | 10% |
|  | **100%** |

|  |  |
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| Total of all percentages should equal 100% | **100%** |

# Decision Making and Consequence of Action

1. Describe two of the ***most important*** problems you encounter that you have to evaluate and solve when performing your job. Indicate how you evaluate/solve the problems as well as the guidance (e.g., instructions, procedures, precedents, policies, etc.) available to help you solve them.

**Problem #1:**

**How you evaluate/solve problem #1:**

**Help or guidance available:**

**Problem #2:**

**How you evaluate/solve problem #2:**

**Help or guidance available:**

1. Identify two types of decisions you ***routinely make without review or input from your supervisor***. Check the frequency (daily, weekly, monthly) that you make this decision (check one frequency per decision).

***Example:***

|  |  |  |  |
| --- | --- | --- | --- |
| I routinely decide which donors to contact for fund solicitation. | Daily[x]  | Weekly[ ]  | Monthly[ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| I routinely decide       | Daily[ ]  | Weekly[ ]  | Monthly[ ]  |
| I routinely decide       | Daily[ ]  | Weekly[ ]  | Monthly[ ]  |

1. Describe the types of consequences, positive and/or negative, that would result from decisions you make during the normal course of operations. Please describe a situation that is common rather than an event that would be unlikely to occur. When describing the situation, you should assume that any negative consequence is not due to negligence or sabotage.

1. Identify who the above consequences would impact (check all that apply).

[ ]  Students

[ ]  Faculty

[ ]  Staff

[ ]  Community

1. How do the actions of your position affect the College (check the most broad category that applies)?

[ ]  May affect a single work unit

[ ]  May affect a single department or program

[ ]  May affect more than one department, program, and/or school

[ ]  May affect a major division or broad range of departments and programs and/or have a moderate impact on students

[ ]  May affect multiple divisions or the entire College and/or have a major impact on students

# Communications and Contacts

1. With whom do you regularly (i.e., daily, weekly, monthly) communicate **inside** the College (i.e., faculty members, administrative/professional staff, managers, deans, etc.) in order to perform your duties? What do you typically communicate about with the individuals and how often? What is the method of communication (i.e., email, phone, in person)?

Please list contacts by title or job group rather than by employee name. Students are considered external and should be listed in your answer to Question 2 if applicable.

| **Contact Job Title/Group** | **Communicate About What** | **How Often** | **Method of Communication** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
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1. With whom do you regularly (i.e., daily, weekly, monthly) communicate **outside** the College (i.e., donors, alumni, prospective students/students/families, vendors, governmental agencies, etc.) in order to perform your duties? What do you typically communicate about with the individuals and how often? What is the method of communication (i.e., email, phone, in person)?

| **Contact Job Title/Group** | **Communicate About What** | **How Often** | **Method of Communication** |
| --- | --- | --- | --- |
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# Supervision and Reporting Relationships

1. Check the appropriate box that best describes your leadership responsibilities (check only one category).

[ ]  No responsibility for overseeing or supervising the work of others

[ ]  Responsible for supervising and monitoring the work of students and/or temporary workers; or occasional responsibility for overseeing the work of staff employees where guidance and direction is provided on project related tasks or special assignments from time to time

[ ]  Responsible for serving in a lead capacity over assigned staff employees which typically involves scheduling, assigning tasks, providing guidance, and monitoring work output

[ ]  Responsible for directly supervising staff employees which typically includes authority for evaluating performance, hiring, and disciplining or having strong input into such personnel actions

[ ]  Responsible for managing the operation of a unit, section, or major function. Typically directs the activities of supervisory personnel and oversees the work of others who do not directly report to the position (e.g., managers, assistant directors and associate directors are common positions that may fall at this level)

[ ]  Responsible for directing the operations of a department, school, or large complex program. Typically reports to the head of the division with all management and/or professional personnel normally reporting to this position, or through other personnel to this position, for operational coordination (e.g., directors/department heads and deans are common positions that may fall at this level)

1. If you lead or directly supervise student workers or staff, identify the nature of work performed by those you lead/supervise and their title:
2. In the organizational chart below, indicate the reporting lines by completing the boxes with the appropriate titles based on the key. Please include any vacant positions as they relate to your position. List job titles only, not employee names.

|  |  |  |  |
| --- | --- | --- | --- |
| **Key**A. Title of supervisor’s supervisorB. Supervisor’s titleC. This position’s titleD. Other titles that report to same supervisorE. Titles that report directly to this positionF. Titles that report indirectly to this position through other positions |  | **A.** |  |
|  |  |  |  |  |  |  |
|  |  | **B.** |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **D.** |  | **C.** |  | **D.** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **E.** |  | **E.** |  | **E.** |
|  |  |  |  |  |  |  |  |
| **F.** |  | **F.** |  | **F.** |

# Comments from Incumbent

Provide any other information that might be important in understanding your duties and responsibilities.

Typing your name below indicates that to your knowledge, the information you have provided is accurate pertaining to your current position.

**Incumbent’s Signature (please type name for signature):**       x

**Date:**

|  |
| --- |
| **Sections I-K should be completed by the incumbent’s supervisor.** |

# Autonomy

1. Check the box beside the statement that best captures the degree of independence under which this position operates.

[ ]  Under moderate supervision, performs recurring assignments by selecting appropriate standard procedures and using previous training. Employee refers problems to supervisor. Supervisor defines tasks, priorities, deadlines, and expectations. Work is reviewed regularly for progress towards completion of tasks.

[ ]  Under limited supervision, resolves problems and deviations according to established instructions, policies, previous training, and accepted practices. Employee may solve some unusual situations independently. Supervisor defines objectives, priorities, and deadlines. Work is reviewed periodically for completeness, soundness, and conformity to requirements.

[ ]  Under general supervision, identifies and resolves complex problems and issues. May deviate from traditional procedures in solving problems. Employee participates in setting work objectives and deadlines. Work is evaluated periodically for effectiveness in meeting objectives and short-term results but not on procedures used to accomplish results.

[ ]  Under broad administrative guidance, recommends goals and objectives for functional area(s). Employee designs and implements projects, programs, and studies for a major unit, section, or department. Objectives are mutually defined. Work is evaluated periodically for intermediate-term results.

[ ]  Under limited oversight, recommends policies and strategic goals, manages, and assumes risk for a major area. Has authority to alter business goals. Work is evaluated periodically for long-term results.

1. Provide optional comments, if desired, to clarify this position’s level of autonomy.

# Minimum Requirements

1. Indicate the minimum combination of education and experience that is required to satisfactorily perform the functions of the position. Indicate the minimum qualifications and not the preferred or desired qualifications. Qualifications should reflect those required by the job and not necessarily those possessed by the incumbent. Experience and education may be substituted for some jobs.

|  |  |
| --- | --- |
| **Level of Knowledge** | **Amount of Related Work Experience** |
| [ ]  High school diploma[ ]  Associate’s degree or up to 2 years of college or technical school[ ]  Bachelor’s degree (4 years)[ ]  Master’s degree or Bachelor’s degree (5 years) or advanced certification beyond Bachelor’s degree[ ]  Doctoral degree (Ph.D., J.D., Ed.D.) | [ ]  Less than one year[ ]  1 to 2 years[ ]  3 to 4 years[ ]  5 to 7 years[ ]  8 or more years |

1. If a degree is required (Associate through Doctoral), indicate the appropriate field(s) of study.

1. List type and amount of experience required (i.e., 2 years of event planning, 1 year of supervisory responsibility, 1 year of management responsibility).

1. If applicable, indicate any licenses, certifications, or registrations that are required to qualify for this position.

1. List any knowledge, skills or abilities that are important for this position as well as the type of experience, if any, that would be the most beneficial.

# Supervisor’s Comments

1. Review Sections B – H of the questionnaire completed by the incumbent. Provide any comments that would be helpful in understanding the position or any discrepancies that could not be resolved through discussion with the incumbent.
2. Do you consider this position to be comparable to other jobs in your area in terms of responsibility, complexity, impact, and skill? If yes, indicate the job(s).

[ ]  Yes [ ]  No

Typing your name below indicates that to your knowledge, the information provided is accurate pertaining to this position and **that you have discussed any areas where you have differences of opinion or understanding with the incumbent**.

**Supervisor’s Signature (please type name for signature):**       x

**Supervisor’s Title:**       X

**Date:**

|  |
| --- |
| **Section L should be completed by the individual designated for final review.** |

# L. Second Level Management’s Comments

1. Considering other jobs in the division, department, or unit, indicate any that are comparable to this position in complexity, responsibility, impact, and skill.

1. Provide any other comments that would be helpful in understanding this position.

Typing your name below indicates that to your knowledge, the information provided is accurate pertaining to this position and **that you have discussed any areas where you have differences of opinion or understanding with the incumbent**.

**Second Level Management’s Signature (please type name for signature):**       x

*If Vice President/President, review or signature is optional*

**Second Level Management’s Title:**       X

**Date:**