## Purpose: The Position Description Questionnaire will be used by Workforce Planning to draft the position description on your behalf. This form should typically be used when creating a new position or restructuring a vacant position. If you prefer to draft your own position description, you do not need to complete this questionnaire.

## Position Information

|  |  |
| --- | --- |
| Existing Position  Position Number: | Create New Position |
| Expected Working Title: | |

## Position Summary

|  |
| --- |
| In one to three sentences, summarize the primary function(s) of this position. |

## Reporting Structure

|  |  |  |  |
| --- | --- | --- | --- |
| Appropriate Administrator | | Work Lead/Dept. Chair (if applicable) | |
| Name |  | Name |  |
| Position Number |  | Position Number |  |
| Title |  | Title |  |

## Essential Functions

|  |  |
| --- | --- |
| List the essential functions of this position in order of importance, including percentage of time spent on each on an annual basis. Percentages should add up to 100%. Please include tasks associated with each function. A sample is included on the first two lines. You may delete/override these. To insert additional rows, push the Tab key after completing the last row. | |
| Essential Functions and % of Time Annually | Tasks Associated with Essential Function |
| Data Analysis & Reporting/60% | * Design and modify, analyze results, distribute  Recommend and coordinate process improvements |
| Database Maintenance & Support/40% | Support and maintain internal Access databases, troubleshoot as necessary |
|  |  |
|  |  |
|  |  |
|  |  |

## Type of Supervision (Select One)

|  |
| --- |
| **Direct Supervision:** Work is performed according to detailed instructions and the supervision is available on short notice. The methods of work are well established and outlined. (Typical supervision for entry level, non-exempt positions.)  **General Supervision:** Objectives are set for position, but incumbent works independently referring to policies, practices and procedures. (Typical supervision for mid-level exempt or non-exempt positions.)  **Limited Supervision:** Incumbent proceeds on own initiative while complying with policies, practices and procedures described by the Supervisor. Incumbent seldom refers matters to supervisor except for clarification of policy. (Typical supervision for professional or advanced-level exempt positions.)  **General Direction:** Incumbent has broad responsibility for planning, organizing and prioritizing work. Active control by the manager is only exercised on longer term goals and policy issues. (Typical supervision for middle managers and high level professionals.)  **Administrative Direction:** Management decisions are comprehensive and the work function is broad. (Typical supervision for high level or executive management positions.) |

## Manage/Lead

|  |  |
| --- | --- |
| Does this position have management/work lead responsibilities?  Yes (If Yes, continue)  No (If No, move to section G)  What type of employees does this position manage/lead?  Student Assistants (If only student assistants, please move to section G)  Staff (If staff, continue)  Please list all non-student assistant employees managed/led. (To insert additional rows, press Tab in the last row.) | |
| **Position Number of Staff Employee** | **Classification and Working Title** |
|  |  |
|  |  |
|  |  |

## Specialized Knowledge, Skills, and Abilities

|  |
| --- |
| **Knowledge**: A body of information applied directly to the performance of a function gained from instruction or learned through experience.  **Skill**: A technical expertise or proficiency.  **Ability**: A mental or physical aptitude, capability, or competence.  List the specialized knowledge, skills, and/or abilities associated with performing the essential functions of this position. |

## Decision Making Authority

|  |
| --- |
| Provide examples of the decisions this position makes on its own (decisions that do not need further approval). Do the decisions impact the Department, College, Division, or Campus-Wide? |

## Problem Solving

|  |
| --- |
| Describe a few of the more challenging problems that this position would encounter. How much creativity, independent judgment, and specialized analysis is needed? Please explain the difficulty and indicate the consequences of these problems. |

## Accountability

|  |
| --- |
| Identify what kinds of errors could be made in the performance of the job which would negatively impact the Department, College, Division, or Campus. How much of the population would be affected? |

## Physical Demands and Work Environment

|  |
| --- |
| Describe the physical demands required of this position (e.g. lifting, sitting, standing) and the work environment (e.g. typical office environment, moderate noise level). |

## Qualifications

| **Minimum Qualifications:** Indicate what you believe the minimum qualifications for the position to be. | **Preferred Qualifications:** Indicate the preferred qualifications to be posted during recruitment. |
| --- | --- |
| Education: | Education: |
| Experience: | Experience: |

## Position Description Questionnaire Completed by:

|  |  |
| --- | --- |
| Name: | Title: |
| Date Completed: | |