

CLASSIFIED STAFF JOB ANALYSIS QUESTIONNAIRE

All audits are based on the actual duties performed, level of responsibility, job knowledge, and skills required. Audits are not based on salary, desired position, length of employment, quality of work, personalities, or proposed work assignments.

Your cooperation and thoroughness in providing accurate information on this questionnaire is essential so that the position is properly evaluated and classified within the University's classification system.

Requests to audit a position from either the employee or immediate supervisor may not be submitted more than once a year.

Instructions

- Sections that you do not understand should be referred to the Office of Human Resources.
- Consider your normal day-to-day responsibilities. Base your responses on duties and responsibilities that are usually part of your position under typical conditions, not special projects or temporary assignments.
- When indicating the percentage of time you spend on each duty, keep in mind what is performed over a twelve-month period. The percentages you provide do not need to be exact but should reflect what, in your opinion, are the more time consuming part of the position.
- Describe your position as it actually is today, not as it might be in the future or as you think it should be.
- If a section does not apply to your position, mark it "N/A."
- A sample of job duties and responsibilities is provided below to give you an example of how position duties are written.
- Consider completing a draft of this form before completing the original. This will keep your question neat and easy to read. Job Analysis Questionnaires should be typed, or use the same format and key separately from the computer.

Processing the completed questionnaire

- Employee forwards completed questionnaire to immediate supervisor for completion of Section K. After the supervisor completes and signs Section K, return entire completed questionnaire to the Office of Human Resources.
- A staff member from the Office of Human Resources will review and research information contained in the questionnaire and contacts the employee's supervisor when the appropriate classification is determined. A current, updated position description is developed by HR and sent to the employee and their direct supervisor. If changes or modifications need to be made to the description, the employee, supervisor and HR staff member may meet to discuss before a recommendation is finalized. An on-site interview may also be conducted if HR determines there is a need, or if the employee requests the on-site interview.
- Audits that result in a reclassification will be effective at the beginning of the pay period following receipt of the Job Analysis Questionnaire in the Office of Human Resources.

Sample duties for illustrating completion of Section B

<u>% of Time</u>	<u>Frequency</u>	<u>Primary Duties, Tasks and Responsibilities</u>
15%	D	Coordinates daily workflow and sets up office procedures. Screens problems and obtains files to resolve in satisfactory manner.
15%	D/W	Maintains budgetary costs for assigned area, purchases supplies or equipment through purchasing department or directly from vendor.
10%	D/W	Gathers statistics, performs research, and writes reports.
5%	M	Updates manuals and notebooks.
5%	W	Composes answers to correspondence which involves forwarding or requested materials, signs correspondence.

CLASSIFIED STAFF JOB ANALYSIS QUESTIONNAIRE

Section A

Employee name _____

Present classification title _____

Area/department _____

Campus telephone number _____

Your immediate supervisor _____

Your supervisor's title _____

Position Summary (Briefly explain your positions primary function)

Section B

Duties, Tasks and Responsibilities (List and describe each duty you perform separately in order of importance. Under the “% of time” column, please indicate the approximate percentage of time spent (in increments of 5% or higher) you perform each duty based on an annual average. Percentage total for all duties should equal 100%. Indicate how often the duty is performed under the “Frequency” column (daily, weekly, monthly, semester, occasionally, annually).

Frequency Codes: D=Daily W=Weekly M=Monthly S=Semester A=Annually O=Occasionally

% of time Frequency Duties, Tasks and Responsibilities

Frequency Codes: D=Daily W=Weekly M=Monthly S=Semester A=Annually O=Occasionally

If there are additional duties, attach a separate sheet listing them.

Section C

Supervision (Indicate the amount of direction, continual checking, and review your supervisor gives you in doing your work. Check one statement that best describes your job.)

Work performed under close supervision with regular checking and review by supervisor; or duties are so routine that they require only simple, standard instructions without regular, on-site supervision.

Work performed without direct supervision under standard operating procedures; however, supervisor is close by to answer questions or handle problems.

Work performed under light supervision with only occasional general supervisory review; employee plays a fairly large role in setting objectives and organizing work.

Work performed independently with only general direction; supervisor does not usually check on activities and/or quality of work. Employee works from fairly broad procedures and participates heavily in setting work objectives.*

*Give an example:

Section D

Complexity of job (Indicate the variety and difficulty of the tasks necessary to do the work. Consider the amount of judgment and thought required as determined by the complexity of duties. Also consider whether policies and procedures are available to guide you in making decisions. Check one statement that best describes your job.)

Work consists of very routine tasks with little or no choice as to the procedures used in achieving results. Requires the use of little judgement in following routine instructions or procedures.

Work consists of fairly routine tasks with a few choices as to what procedures should be followed. Requires the use of some judgement in making minor decisions.

Work consists of somewhat difficult tasks with several choices as to what operations and processes will be followed. Requires the use of moderate judgement in applying policies and adapting standards to fit facts and conditions.

Work consists of difficult and complex tasks and requires the interpretation of technical and detailed guidelines. Requires the use of considerable judgement where answers and solutions can only be found after careful thought and analysis.

Section E

Supervision of others (Indicate the type of supervision you have over other employees. Consider the degree to which you are responsible for directing, instructing and reviewing the work of others. Check the one response that best describes your job.)

No responsibility for supervising others.

Involves instructing and checking the work of student employees.

Supervises student employees on a regular basis (e.g. hires, schedules time off, disciplines)

Involves occasional training and instructing temporary employees who work for a limited amount of time. Supervision is sporadic and will occur from time-to-time throughout the year as new projects are assigned.

Involves scheduling, direct supervision and evaluation of work as a first-line supervisor over regular University employees. Responsible for recommending such personnel actions such as hiring, firing, discipline and pay/classification changes for supervised employees.

Number of employees supervised (Indicate the number of employees you supervise for the category checked above, check only one.)

None 1-2 3-5 6 or more

List classification(s) of those you supervise:

_____	_____
_____	_____
_____	_____
_____	_____

Section F

Internal contacts (Indicate the people you work with inside the University and also the kind of discussions you have with these people to do your job. Check one statement that best describes the people you deal with most often.)

Contacts are mostly with supervisor and co-workers within your immediate work area. Consists mostly of answering simple questions and/or providing basic information; requires common courtesy (for example, moving furniture in response to a request).

Contacts are mostly with clerical, technical and/or non-hourly supervisory staff outside your immediate work area. Consists mostly of discussions about minor problems; requires thoughtfulness to get cooperation and approval of others (for example, coordinating activities and/or dealing with basic problems or complaints).

Contacts are mostly with lower-level administrative and/or supervisory staff and faculty outside your immediate work area. Consists mostly of discussions about sensitive work issues; requires thought, judgement, and close cooperation in dealing with serious complaints.

Contacts are mostly with upper-level professional/managerial staff and faculty outside your immediate area. Consists mostly of discussions about very sensitive and/or confidential work issues or somewhat complex projects.

With whom do you regularly communicate inside the University in order to perform your duties (for example, clerical staff, administrative staff, faculty)? What do you normally discuss with these individuals, and how often do you communicate (for example, daily, weekly)?

<u>Who</u>	<u>Communicate about what</u>	<u>How often</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section G

External contacts (Who do you typically communicate outside the University, if anyone? For example, sales representatives, University visitors, staff of other institutions, etc. and what do you communicate about.)

<u>Who</u>	<u>Communicate about what</u>	<u>How often</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section H

Machines and equipment used:

<u>Type</u>	<u>Operations performed</u>	<u>Annual % of time</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Section I

1. Do you implement procedures or develop forms or processes?

Not job-related Yes (please explain)

2. Is there a classification you would like Human Resources to research for you as it pertains to your position? If so, please list classification titles?

Section J

General comments (If necessary, add additional information that would help describe your position duties.)

A large, empty rectangular box with a black border, intended for providing general comments or additional information about position duties.

Please forward this completed questionnaire to your supervisor

Section K

Supervisory review/comments (This portion of the questionnaire is to be completed by the employee’s supervisor, that is, the person who is responsible for evaluation of the employee’s performance. Based on your understanding of the job as it currently exists, please review the employee’s responses and provide your comments in the spaces provided below. As a supervisor, it is important that you review this questionnaire and note any differences of opinion you may have. Remember that this questionnaire is intended solely for the purpose of accurately describing the position and **not** the person or his/her performance. The questionnaire is intended to analyze the position as it is currently done and **not** how it might be configured in the future. You should **not** change any of the employee’s responses. However, if you differ with the employee, state your response in the space provided below. If appropriate, the immediate supervisor may want to notify the area director/head that an audit is being processed. Attach additional information if necessary.

<u>Section/Question</u>	<u>Comments</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Is there a classification you would like Human Resources to research for you as it pertains to this position? If so, list classification titles:

Supervisor’s signature

Date

College/Divisional Budget Officer’s signature

Date

Dean/Provost or Divisional Vice President’s signature

Date