

BOWLING GREEN STATE UNIVERSITY JOB ANALYSIS QUESTIONNAIRE

PURPOSE

The purpose of this questionnaire is to gather information about the job and its requirements. This information will be used to ensure that the job is properly valued in Bowling Green State University's Compensation Program.

Please take the time to complete this questionnaire as completely and accurately as possible. Before you begin to complete the questionnaire, please take a minute to review the following instructions.

INSTRUCTIONS

The questionnaire is divided into 13 sections. Administrative staff members should complete all sections, except for the last two sections, which are set aside for supervisors and managers. Before answering any questions, read all of the instructions carefully.

1. Look over the entire questionnaire to make sure you understand the questions. The questions are largely self-explanatory; however, if you have difficulties, please refer questions to your immediate supervisor.
2. The questionnaire asks you to describe the job in your own words and to provide responses, which accurately represent the way the job currently functions; don't understate or overstate your answers. To help you in this, keep these points in mind:
 - Consider the job's usual responsibilities. Do not dwell on limited, short-term tasks or future responsibilities.
 - Look at the "whole picture". Compare the job to others in your department and in the entire University.
 - Remember that you are considering the job and its requirements – not your own personal background or how you would like to see the job performed.
3. Answer all of the questions. Leave nothing blank. Please type, print or write legibly your responses using black ink.
4. A sample statement of job duties and responsibilities follows these instructions to provide you with an example of how duty statements are written.
5. After you have completed the questionnaire, sign and date it, and then give it to your supervisor for his/her review. Your supervisor and his/her supervisor will be reviewing each questionnaire separately and in relation to the questionnaires completed for other jobs they supervise. Your supervisor may wish to meet with you to discuss any differences in viewpoint.
6. Supervisors or managers should not change or erase the Administrative staff employee's responses; however, comments may be provided in the margins next to the employee's responses and initiated in colored pen or pencil. (Supervisors should use red ink; managers at the next level should use blue ink.)
7. Supervisors are strongly encouraged to meet with the Administrative staff employee after reviewing the questionnaire to mutually discuss the position and any differences of opinion, which may exist.

SAMPLE DUTIES FOR ILLUSTRATING COMPLETION OF SECTION II AND III

METEOROLOGIST

Position Summary: Analyzes and interprets meteorological data gathered by surface and upper air stations, satellites, and radar to prepare reports and forecasts for public and other users.

<u>(Essential/ Marginal)</u>	<u>% of Time</u>	<u>Duties and Responsibilities</u>
E	20%	Studies and interprets synoptic reports, maps, photographs, and prognostic charts to predict long and short-range weather conditions.
E	15%	Directs forecasting services at weather station, or at radio or television broadcasting facility.
E	15%	Operates computer graphic equipment to produce weather reports and maps for analysis, distribution to users, or for use in televised weather broadcast.
E	15%	Issues hurricane and other severe weather warnings.
E	10%	Broadcasts weather forecast over television or radio.
E	10%	Prepares special forecasts and briefings for particular audiences such as those involved in air and sea transportation, agriculture, fire prevention, air pollution control, and school groups.
E	10%	establishes and staffs weather observation stations.
M	<u>5%</u>	Conducts basic or applied research in meteorology.
	100%	

Bowling Green State University
JOB ANALYSIS QUESTIONNAIRE

Please refer to instructions before completing questionnaire. For new positions, the ADA survey describing the Physical and Environmental Job Requirements must also be completed.

I. GENERAL INFORMATION

Employee Name: _____ BGSU I.D. No: _____

Position Title: _____ Work Phone: _____

Division: _____ Department: _____

Supervisor's Name: _____

Supervisor's Title: _____

Length of Time in Current Position: _____ Years _____ Months

II. POSITION SUMMARY

In the space provided below, briefly explain one or two sentences the general purpose of your position.

III. DUTIES AND RESPONSIBILITIES

List in order of importance and explain the major duties and responsibilities of your position. Indicate whether each duty or responsibility is essential or marginal by noting the appropriate letter (E or M) next to each duty statement. Essential functions are job tasks that are fundamental to accomplishing the work. Marginal functions are those tasks that are performed either very infrequently or could be performed by others without altering the underlying reason the position exists. Indicate also the average percent of time spent performing each separate job duty. The percentages should total 100%. An example of a statement of duties and responsibilities is included with the questionnaire for your reference.

E/M	% of Time	Duties and Responsibilities

E/M

**% of
Time**

Duties and Responsibilities

100%

Total of all percentages should equal 100%

IV. KNOWLEDGE

1. List the specific degrees, technical training, or post-high school course work and the field of study, if any, required to qualify for this position.
2. What licenses or certificates, if any, are required to qualify for the position?
3. What other knowledge, skills, or abilities are required in order to perform the duties of this position?

V. EXPERIENCE

1. Please describe the least amount and type of work experience required, if any, for a person entering this position. Please consider only the position's minimum requirements and not your own qualifications.

Type of Entry
Experience Needed

Amount of Entry
Experience Necessary

2. After being hired or moving into this position, how much on-the-job training and experience is required for a new employee to learn all major duties and be able to do them well?

VI. COMPLEXITY AND CREATIVITY

This question addresses the degree of problem solving required, the type of problems encountered and how these problems are solved. It also addresses the degree of original thinking required to perform a job that is creative or artistic in nature.

In your response, please list two examples of the more difficult and complex tasks/projects/problems, which you have handled in the ***past twelve months***. Consider the amount of judgment and thought required and the availability of policies, procedures and standards to guide you in solving problems. Also consider the degree to which creative thinking is required to organize or develop new or improved methods, ideas, procedures or techniques.

Example 1

Example 2

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

VIII. INTERNAL AND EXTERNAL CONTACTS

These questions 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 the contact and level of interactions encountered on a regular, recurring and essential basis during operations.

1. With whom do you regularly communicate *inside the University* in order to perform your duties (e.g., faculty members, department heads, etc.)? What do you normally communicate about with these individuals? How often do you communicate (daily, weekly, monthly, etc.)? Please list only those contacts outside your immediate work area.

Who

What Do You Communicate About

How Often

Who

What Do You Communicate About

How Often

2. With whom do you typically communicate *outside the University*, if anyone (e.g., students, vendors or suppliers, government officials, etc.)? What do you normally communicate about? How often do you communicate (daily, weekly, monthly, etc.)?

Who

What Do You Communicate About

How Often

IX. LEADERSHIP

1. Is this position formally responsible in any way for the supervision of other University staff employees, student workers, temporaries and/or volunteers?

Yes No (If no, please skip to page 11)

2. How many students and/or temporary workers, if any, are regularly supervised?

3. How many staff employees, if any, are supervised:

Direct Reports:

*(Immediate subordinate, i.e., employees
that report directly to you)*

Total:

*(All subordinates, i.e., the total number of
employees under your line of authority)*

1. Briefly describe the nature and extent of your responsibilities for supervising other employees. Indicate the scope of your authority for training employees, coordinating work activities, hiring, conducting performance reviews, handling disciplinary actions, etc.

2. List the title(s) of staff employee(s) that this position directly supervises:

Job Title

of Employees

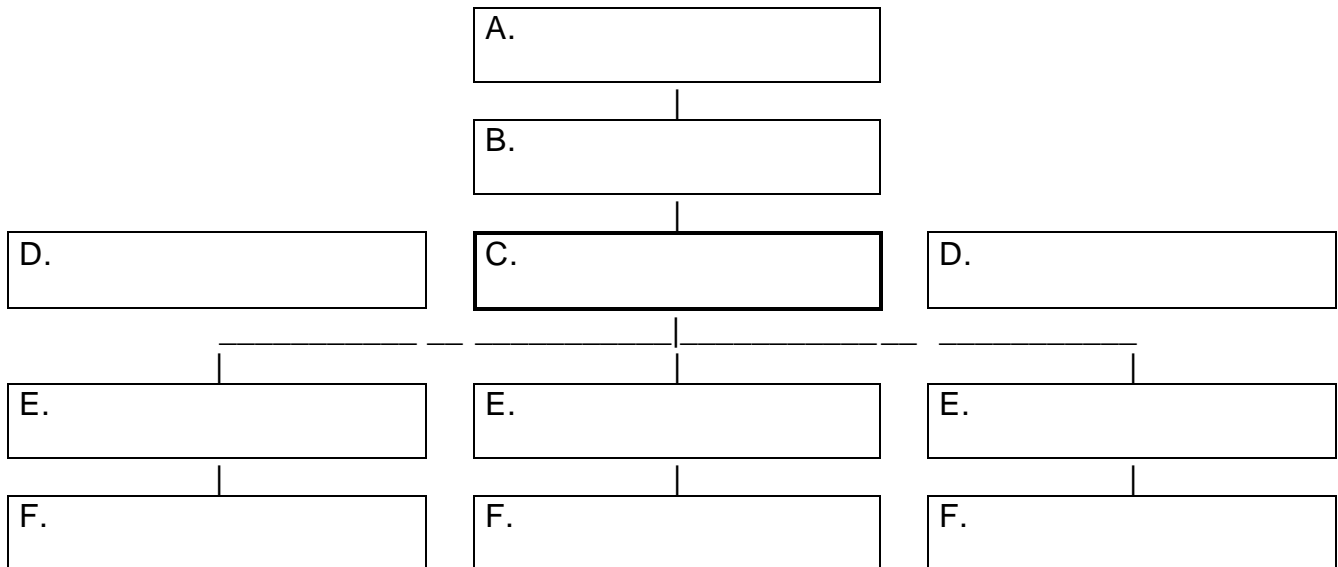
X. ORGANIZATIONAL REPORTING

1. In the organization diagram depicted below, please indicate the reporting lines by completing the boxes with the appropriate title(s). The boxes are labeled according to the following key:

- A. Job title of the person to whom your supervisor reports.
- B. Your supervisor's job title.
- C. Your job title.
- D. Examples of other equivalent job titles to your position, i.e., at the same level.
- E. Job titles which directly report to you (if applicable).
- F. Job titles, which indirectly report to you through other individuals you directly supervise (if applicable).

If you directly or indirectly supervise more positions than can be listed in boxes "E" and "F", please indicate those titles (*attach additional pages if necessary*).

[Note: If an Organizational chart of your area or department is available, the following diagram need not be completed. Simply attach the organizational chart of your area to this page and identify your position by highlighting or circling it.]



X. ORGANIZATIONAL REPORTING (cont'd)

2. This question addresses the degree to which your position has supervisory, lead, or management level responsibilities. Please check the title that best characterizes and describes your level of authority. Please check one box only.

Director

This level is involved in policy-making and is usually responsible for a major department or function of institutional operations. Additionally, this level has input into or participates in decisions of an institution-wide nature and collaborates with other management personnel on important matters affecting certain or many phases of overall operations. This level typically reports to the head of the division with all managers reporting to this position for operational coordination.

Manager

This level is responsible for the execution and interpretation of policies, and for the successful operation of an assigned unit, section or function. Positions at this level have a high degree of responsibility for individual initiative and judgment, acting under policies and directives of upper management. They generally have responsibility of recommending new and revised policies and for establishing objectives within their assigned area. Results are typically accomplished through lower levels of supervision. Generally this level is responsible for directing work of first-line supervisors.

Supervisor

This level is usually responsible to manager-level personnel for the execution of policies by rank-and-file employees, and for the attainment of objectives in assigned organizational units through practices and procedures approved and issued by upper management. It may include assistants to manager-level positions and staff functions of lesser nature than those in the upper two management groups. This level typically functions as a first-line supervisor over assigned staff and has significant input in determining personnel actions, e.g., hiring, disciplining and appraising work performance.

Lead/Coordinator

This level is typically responsible for leading, coordinating, and monitoring the work of other employees who perform the same type of work as this position. Lead supervision includes training, checking the work of others and ensuring supplies and materials are provided at the work site.

Non-supervisor

No formal responsibility for supervising other employees.

XI. EMPLOYEE GENERAL COMMENTS

Because no single questionnaire can cover every part of your position, can you think of any other information that would be important in understanding your position? If so, please give us your comments below.

Employee Signature

Date

XII. SUPERVISOR COMMENTS SECTION

This portion of the questionnaire is to be completed by the employee's immediate supervisor. As a supervisor, it is important that you review this questionnaire and note and initial any comments you may have next to the employee's responses preferably in red ink. The space provided below is for general remarks you may have.

Immediate Supervisor's Signature

Date

XIII. MANAGEMENT COMMENTS SECTION

This portion of the questionnaire is reserved for comments by a second level of management above the immediate supervisor who indirectly supervises this position. As a higher level of management over this position, it is important that you review this questionnaire and note and initial any comments you may have next to the employee's responses, preferably in blue ink. The space provided below is for general remarks you may have.

Second Level Supervisor's Signature

Date

**Bowling Green State University
Office of Human Resources**

PHYSICAL AND ENVIRONMENTAL JOB REQUIREMENTS ANALYSIS

Purpose of Questionnaire

This questionnaire has been designed to gather information about the essential physical and mental requirements of your position. The information will assist in determining if reasonable accommodations can be made for those with physical and/or mental disabilities. Your accurate and prompt response is appreciated.

Name _____ Department _____

Title/Classification _____

Communications

In what form are assignments given to you (e.g. penciled layout, rough drafts, oral, etc.)?

Checking Your Work

Explain in what way and how often your work is reviewed by your supervisor.

Physical Requirements

What percentage of time do you spend in the following working positions (estimate)?

_____ % Standing _____ % Sitting _____ % Walking

Please respond to the following by placing an "X" in the appropriate column. On the job, the employee lifts, pushes, pulls, or carries:

	Almost Never	Occasionally (Once Per Month)	Frequently (2-3 Times Per Week)	Daily
Up to 10 lbs.	_____	_____	_____	_____
11 to 24 lbs.	_____	_____	_____	_____
25 to 34 lbs.	_____	_____	_____	_____
35 to 50 lbs.	_____	_____	_____	_____
51 to 74 lbs.	_____	_____	_____	_____
75 to 100 lbs.	_____	_____	_____	_____
Over 100 lbs.	_____	_____	_____	_____

Examples of objects lifted, pushed, pulled or carried and approximate weights.

What percentage of the working day do you actually spend lifting and/or carrying this weight (estimate)?

Are there any special physical skills, hearing, speaking, eye-hand coordination, and manual dexterity skills required on your job (e.g., telephone, keyboarding)? Please explain in detail.

Cognitive or Mental Requirements

Does the job require any of the following on a daily basis? (Check and describe as applicable.)

- Reading Writing Simple Arithmetic
- Weighing and/or measuring
- Drawing conclusions from written or computer generated materials
- Analyzing data or report information
- Creating methodologies for accomplishing a goal
- Implementing recommendations by coordinating persons and/or other resources
- Developing plans, procedures, goals, strategies or processes based on data analysis or experience.
- Directing activities of others to accomplish a goal
- Evaluating performance of others

Working Environment

Describe any conditions present in the location and nature of your work, such as noise, heat, dust, fumes, etc.

What access is there to the work area? Stairs Elevator What floor is it on?

Describe the dangers or accident hazards present in your job.

I certify to the best of my knowledge that the information contained in this questionnaire is accurate and reflective of my job.

Signature of Employee

Date

THANK YOU FOR TAKING TIME TO COMPLETE THIS QUESTIONNAIRE.