**Position Description Questionnaire**

*(Please Type Or Print Clearly)*

|  |  |
| --- | --- |
| **Classification/Title** | **Your Name****Years in Current Position** |
| **Name of Supervisor/****Title** | **Department/Section Name** |
| **Your Signature** |  | **Date** |

**DESCRIBE THE ORGANIZATION STRUCTURE YOU WORK IN**

**Organizational Structure**: Complete all the appropriate boxes in the chart below using job titles only. Attach organization charts as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | Position Your Supervisor Reports to: |
|  |  |  |  |  |
|  | Other Reporting Relationships: |  | Your Supervisor’s Job Title: |
|  |  |  |  |  |
|  | Your Job Title: |  |  | Other Jobs Reporting to Your Supervisor: |
|  |  |  |  |  |
|  | Subordinate Job Titles: | # of Employees in Unit |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  | Check if you complete a performanceevaluation for all subordinates. 🞏 |
|  |  |  |  | Check if you always recommend hiring/termination of subordinate. 🞏 |
|  |  |  |  |  |
|  | **Total:** |  |  |  |

**Overall Purpose of your Job:** Describe the purpose of your job and the way your job

 contributes to achieving department objectives.

This section requires a brief, specific statement of why your position exists; what is the major end result. The purpose of this statement is to gauge the significance of your job from the overall organization’s viewpoint.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Major Accountabilities:** List statements describing the results of your job; how you accomplish

 the results; and how the results are reviewed.

Major accountabilities are one-sentence statements of the important functions necessary to accomplish the end result for which the job exists to achieve. Each statement should relate to an end result or objective which must be accomplished and against which some measurement of performance can be applied.

|  |  |  |
| --- | --- | --- |
| **% Time** | **Major Activity** |  **End Results Expected** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Working Relationships:**  Describe the routine contacts you need to have with other people

 INSIDE and OUTSIDE the organization.

List the individuals that you typically work with or contact both within and outside of your organization, other than your direct supervisors or subordinates. State the reason and the frequency of the contact. List the five most important contacts you need to get your job done.

|  |  |  |
| --- | --- | --- |
| **Contact** (*indicate if inside or outside*) | **Reason for Contact** | **Frequency of Contact**(*Daily, Weekly, Monthly*) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Freedom to Act:** Describe types of decisions you make, types of decisions referred to

 others, and how it is reviewed.

**Types of decisions you make without prior approval:** Describe any specific decision-making responsibilities you may have. In addition, indicate what actions you may take in order to facilitate the completion of your job.

|  |
| --- |
|  |
|  |
|  |

**Types of decisions referred to higher authority or that are controlled by policy**: Indicate who you receive work direction from (most likely your immediate manager), how that individual provides instructions to you (written procedures, verbal, other), who reviews and approves your work and who you would go to if you had a question.

|  |
| --- |
|  |
|  |
|  |
|  |

**Describe the way in which your work is assigned and reviewed, and the frequency and type of guidance provided by your Supervisor/Manager:** Describe in what format your Supervisor/Manager provides your assignments, how often and how you are reviewed and the type of guidance available from your Supervisor.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

**Major Challenges**: Describe two or three of the most difficult problems you face in doing

 your job and the means by which they are resolved.

In describing the nature and variety of your job’s problem solving complexity, no doubt you will relate back to items already noted in other sections. The purpose of this section is to distinguish between what is “typical” and what is “very challenging” as you solve job related problems.

|  |  |
| --- | --- |
| **Challenge** | **Approach/Solution** |
|  |  |
|  |  |
|  |  |
|  |  |

Does your job require you to persuade or convince people other than your supervisor or subordinates to accept your actions or recommendations? If so, give one or two typical examples.

|  |
| --- |
|  |
|  |
|  |
|  |

**Budget Responsibility**: Dollar amount of financial measures controlled or impacted upon

 by your job.

This section requires quantitative data that will help to provide some measure of the size or scope of the position. Data should be on an annual basis.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Operating Budget: | $ |  | for the year |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Cost of employees under your direction: | $ |  | for the year |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Capital expenditures that will be made in your department this year: |
|  | $ |  | for the year |  |

Please describe any other financial measures that will help us understand the impact of your job. For example, the value of purchases made by a purchasing manager, average monthly accounts receivable figures for the credit manager, etc.

|  |
| --- |
|  |
|  |
|  |
|  |

**Knowledge and Skills:** List the experience, education, knowledge and skills required for

 effective functioning in this job.

List the knowledge, skills, experience and licenses preferred or required to perform the job in a fully competent manner. Do not describe your personal education and/or training and/or job experiences unless they directly relate to the job. Do not overstate the job requirements.

**Minimum Education, Training and Experience to Qualify for the Position:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | List special technical, academic or other knowledge required as a minimum qualification in this job. |  | Describe how much and what type of additional work experience is required as a minimum for this job. |
| 1 |  | 1 |  |
| 2 |  | 2 |  |
| 3 |  | 3 |  |

**Preferred Skills, Knowledge and Experience:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Describe special technical, academic or other knowledge preferred in this job. |  | Describe how much and what type of additional work experience is preferred by someone in this job. |
| 1 |  | 1 |  |
| 2 |  | 2 |  |
| 3 |  | 3 |  |

Describe any license, registration, or certification required to perform this job.

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |

**Comments?** Please add any comments which may be helpful in understanding this job

 and how it functions.

|  |
| --- |
|  |
|  |
|  |

**Manager’s Comments:** Please carefully read the incumbent’s responses to this position

 description questionnaire and answer the questions below.

1. What do you consider the most important accountability of this job?

|  |
| --- |
|   |
|  |

2. What do you consider the most important qualifications of an employee in this job?

|  |
| --- |
|  |
|  |

3. Does this questionnaire describe the job appropriately at the fully effective level? (Circle One)

 **YES NO** If the answer is NO, describe where you would change the emphasis.

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |

**Supervisors: Please confirm that you read this questionnaire, and it is an accurate description of the position performed at a fully competent level.**

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_