1. **Instructions** - The purpose of this questionnaire is to gather information about a current or proposed position and its duties, responsibilities and education/experience requirements. This information will be used to ensure the position is properly evaluated and classified in the Staff Classification and Compensation program. Responses must accurately represent the way the position is currently or will be functioning.
2. **Position Identification**

|  |  |
| --- | --- |
|  | Date: |
| Proposed Job Title: | Working Job Title (if applicable): |
| Position #: | Job Code: |
| Employee Name (if applicable): | Empl ID: |
| Department: | Dept ID: |
| Supervisor’s Name: | Supervisor’s Job Title: |
| Completed by: | Phone #: |

1. **Summary Statement** - Briefly describe the position’s primary purpose or function in a few sentences
2. **Essential Duties and Responsibilities** - List the top five to seven essential duties and responsibilities of this role.

|  |  |
| --- | --- |
| Duties and Responsibilities | % of time |
|  | % |
|  | % |
|  | % |
|  | % |
|  | % |
|  | % |

1. **Minimum Requirement and Qualifications**
2. Define the minimum combination of education and experience that is needed by the employee to satisfactorily perform the functions of the position (not the education and experience that the current incumbent possesses). Indicate the minimum qualifications and not the preferred or desired qualifications. *If years of experience can be substituted for the level of education, a degree would not be a minimum qualification, but a preference.*
3. Educational equivalencies are as follows:

Associates Degree = 2 years experience, Bachelor’s Degree = 4 years experience, Master’s Degree = 5 years experience, Ph.D, J.D, Ed.D = 6 years experience

Education experience required:

1. **Supervision Given and Received**

Is managing people a primary focus of this position?

If yes, which positions does this role supervise?

**What type of supervision does this role provide?**

|  |  |  |
| --- | --- | --- |
|  | Type | Supervision Given Description |
|  | None | Typically has no authority or responsibility for the supervision of staff. May supervise hourly or student employees. |
|  | Informal Guidance | Typically has no supervisory responsibility for staff but provides informal guidance and support to new team members, as well as on-the-job training on specific tasks required to perform job effectively and procedures to follow. May supervise hourly or student employees. |
|  | Team Leader | Typically acts as a lead, coordinating the work of others, but not a supervisor. Allocates work as a team leader, coordinates tasks for the team and may check on quality and work progress. May also act as a coach or mentor. May supervise hourly or student employees. |
|  | Project Team or Technical Advisor | Typically allocates/coordinates work within the team/project, or as a purely technical or professional role, the job has an advisory role and/or influence over the direction of a discipline, where it contributes to determining technical or professional developments. May supervise hourly or student employees. |
|  | Supervisor | Typically coordinates and supervises the daily activities of small team performing routine activities. Supervisory responsibilities in providing training for members of the team, monitoring the quantity and quality of work, coaching employees on performance and contributing to employee pay decisions and changes. |
|  | Full Supervisor | Typically coordinates and supervises the daily activities of team. The job has full supervisory responsibilities, contributing to the motivation/development of a team through professional leadership, including setting objectives, coaching employees in pursuit of those objectives, appraisal of performance, and determination of reward. |
|  | Manager | Typically manages professional employees and/or supervisors. The job has full management responsibility including the management of numerous teams of managers/professionals, planning for the teams' future needs and operations. There is financial accountability for independent budgets and management through subordinate managers of a sizeable team of professionals. |
|  | Senior Manager | Typically manages large teams of professionals and/or junior managers. The job has full management responsibility including the management of numerous teams of managers/professionals, planning for the teams' future needs and operations. There is financial accountability for independent budgets and management through subordinate managers of a sizeable team of professionals. |
|  | Division Leadership | The job has full management responsibility including the management of numerous teams of managers/professionals across the spectrum of different activities within a major function, planning for the teams' future needs and operations. There is financial accountability for independent budgets and management through subordinate managers of a sizeable team of professionals. |

**What type of supervision does the position receive?**

|  |  |  |
| --- | --- | --- |
|  | Type | Supervision Received Description |
|  | Direct Supervision | Work completed with little autonomy; works under either direct supervision or clearly defined procedures. Work is reviewed for completeness or accuracy, adequacy and adherence to instructions. |
|  | General Supervision | Work completed under general supervision. The supervisor provides assignments by indicating general objectives, limitations, quality and quantity expected, deadlines and priorities. Employee uses initiative in carrying out recurring assignments. |
|  | Limited Supervision | Work completed with a limited degree of supervision. Supervisor makes assignments by defining objectives, priorities and deadlines, and assists employee with unusual situations that do not have clear objectives. Employee plans and carries out assignments and resolves problems and deviations in accordance with instructions, policies and accepted practices. |
|  | General Direction | Work completed autonomously. Receives general direction working from established policies and procedures. Supervisor sets overall objectives and resources available, and provides consultation to employee to develop deadlines, projects and work to be completed. Employee plans and carries out assignments, resolves most conflicts, coordinates work with others, and interprets policy on own initiative. Employee keeps supervisor informed of progress, potential issues or far-reaching implications. |
|  | Minimal Guidance | Work completed independently with minimal guidance. Assignments are made in terms of broad practice, precedents, policies and goals. Work may be reviewed for fulfillment of department objectives, and conformance with policies and regulatory requirements. |
|  | Broad Administrative Guidance | Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Employee has responsibility for planning, designing and implementing programs and projects, and sets goals for department. Review of work is generally limited to accomplishment of broad functional objectives, and conformance to policies and regulatory requirements. |
|  | Strategy Alignment | Receives only broad strategic guidance. Assignments are in terms of developing and achieving strategic goals and objectives, aligned with division and institution strategy. Review of work is limited to accomplishment of functional objectives and business plans for multiple units. |