Position Description Questionnaire (PDQ)

Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| HR USE ONLY | |
| HR Reviewed By: | **Date:** |

# SECTION I. POSITION INFORMATION:

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| --- | --- |
| Position Information | |
| **Reason for PDQ (Please check all that apply):** | Job Description Update  Classification Review  Other, please describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **This position description is being submitted by:** | Incumbent (Manager needs to review)  Manager/Supervisor |
| **Effective Date:** |  |
| **Department or College:** |  |
| **Division:** |  |
| **Work Location:** |  |
| **Employee Name:** |  |
| **Employee ID:** |  |
| **Position Control Number (PCN):** |  |
| **Current Job Title:** |  |
| **Proposed New Job Title (if applicable):** |  |
| **FLSA Status:**  *(Exempt or Non-exempt)* |  |
| **Full Time Equivalent (FTE):** |  |
| **Name and Job Title of Supervisor/Manager:** |  |

# SECTION II. SUMMARY AND PURPOSE OF POSITION:

State the overall summary and basic purpose of the position in one or two specific statements. Include a summary of the department/college. Attach an organization chart also of how this position fits into the department/college.

# SECTION III. MAJOR RESPONSIBILITIES:

Clearly list the major responsibilities/essential functions in descending order from the most important to the least important. Include if this position manages a budget and the total dollar amount of the budget.

Indicate approximate percentage of time spent in each (percentages should not be less than 5%). Essential Functions and Marginal Functions should have a combined total of 100%.

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| **Description of Responsibilities:** | **Essential or Marginal Function** | **(%) Percent of Time** |
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| **Total =100%** | |  |

# SECTION IV. CHANGES IN RESPONSIBILITES:

1. What overall percentage of changes occurred in the assigned duties and responsibilities since the position was filled or the last review? Be specific. If responsibilities have increased or decreased, which ones and in what way? What new duties were added and what did they replace?

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| **Changes in Responsibilities:** | **(%) Percent of Change** | **Date Changed** |
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1. *Did the new duties transfer from another employee? If so, which employee? If the added duties*

*replace other assignments, what will happen to the duties that were removed? (List other positions*

*affected and summarize impact, if applicable.)*

# SECTION V. WORK DIRECTION OVER OTHERS:

If this position leads (or manages/supervises if Supervisory/Managerial) other positions, then list the job titles. Indicate type of direction, whether direct (directly supervises the position and conducts performance evaluation, Supervisory/Managerial only) or indirect (acting in a lead capacity or assigning work). Also, attach an organization chart, if possible.

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| **Job Title** | **Type of work direction**  **(Direct or Indirect)** |
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# SECTION VI. MINIMUM QUALIFICATIONS:

1. *List education and years of experience required. If applicable, include necessary certificates and licenses (Driver’s License, professional license, etc.).*
2. *Skills, knowledge, and abilities required for this position.*

# SECTION VII. PREFERRED QUALIFICATIONS:

Attachment A

Complete for all positions

**To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.**

**Physical Summary:** Choose one description out of the categories below that best describes this position.

**Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

**Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

**Medium Work:** Job **i**nvolves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

**Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Use the codes below for each of the items which most accurately describes the extent of the specific activity performed in this position.**

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

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| **Physical Requirements of the Position** | | **Critical Thinking Requirements of the Position** | |
|  | Bending (neck) |  | Reading & Comprehending |
|  | Bending (waist) |  | Writing |
|  | Climbing |  | Performing Calculations |
|  | Crawling |  | Communicating Orally |
|  | Kneeling |  | Reasoning & Analyzing |
|  | Pushing/Pulling |  | Decision Making |
|  | Sitting |  | Other: |
|  | Squatting |  | Other: |
|  | Standing | **Environmental Working Conditions** | |
|  | Twisting (neck) |  | Exposure to variations in temperature/humidity |
|  | Twisting (waist) |  | Exposure to chemicals, gases, dust, or fumes |
|  | Walking |  | Operates machinery or drives motorized equipment |
|  | Handling Objects |  | Exposure to biohazards |
|  | Manual dexterity |  | Working in normal office environment |
|  | Reach above/below shoulder |  | Uses specialized equipment |
|  | Using foot controls |  | Other: |

# Attachment B

Complete for Supervisory/Managerial Positions Only

**Mental Effort:**

Enter frequency of occurrence for all applicable activities using the following key:

**1=Never Occurs 2=Seldom Occurs 3=Sometimes Occurs 4=Occurs Often 5=Almost Always Occurs**

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| **Planning** | | **Performance Evaluations** | | |
|  | Forecast |  | Determine Performance Standards | |
|  | Set Program Goals |  | Authorize/Approve Awards | |
|  | Determine Budget Allocations |  | Prepare Performance Evaluations | |
|  | Establish, Implement, Revise Policies |  | Observe/Follow-Up daily | |
|  |  |  | Correct Work/Behavior Problems | |
| **Organization** | | **Employee Relations** | | |
|  | Describe Relationships Between Functions |  | Initiate Corrective Action | |
|  | Define Department/Divisional Structure |  | Authorize Formal Discipline | |
|  | Establish Priorities to Meet Goals |  | Participate in Investigations and Complaints | |
|  | Schedule Work for Employees |  |  | |
|  | Implement procedures |  |  | |
|  | Determine work methods |  |  | |
|  | Balance multiple tasks/projects |  |  | |
| **Direction/Leadership/Supervision** | | **Other** | | |
|  | Educate |  |  | |
|  | Delegate |  |  | |
|  | Coordinate |  |  | |
|  | Coach/Train/Develop |  |  | |
|  | Recommend Formal Training |  |  | |
|  | Motivate |  |  | |
|  | Instruct/Demonstrate |  |  | |
|  | Schedule Staff/Readjust Schedule |  |  | |
| **Staffing** | |  |  |
|  | Define Roles |  |  | |
|  | Give Input to Position Descriptions |  |  | |
|  | Determine Selection Criteria |  |  | |
|  | Recruit/Interview/Select |  |  | |
|  | Orient Staff |  |  | |
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