



# NORTHEASTERN STATE UNIVERSITY

## POSITION DESCRIPTION QUESTIONNAIRE

DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

POSITION TITLE \_\_\_\_\_

SUPERVISOR'S TITLE \_\_\_\_\_

The purpose of this form is to aid in describing a position in terms of the duties, responsibilities and qualifications required. This form will be used to provide a factual, objective basis for uniform and equitable position relationships, and to evaluate the position for classification and pay grade assignment. Therefore, it is essential that complete and accurate information be provided regarding the position, with particular attention to duties, responsibilities, qualifications and supervisory controls.

***For new positions, the completed form should be evaluated by Human Resources prior to funding requests to ensure appropriate classification. A formal job description will be developed from the information provided on this form.***

### 1. MAJOR DUTIES

The "Major Duties" section of the job description answers the question, "What does the employee do in the position?" It should briefly describe the major duties performed in plain language and is best if active verbs are used.

Please follow the directions below to describe the major duties.

- List the major duties that performed. **NUMBER EACH MAJOR DUTY.** The duty considered most important should be listed first, followed by lower priority duties, until the least important duty is described.
- Estimate the percentage of time spent on each MAJOR DUTY.
- If duties of a supervisory nature are included, describe those duties specifically. Also list the positions supervised on question 11.
- For incidental or occasional duties explain how often they occur. ex: monthly, in emergencies

### Major Duties

Order of Performance	Work Performed (List Major Duties)	% of Time
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

1.2 a. Which duty or duties do you think are most difficult? (list the numbers)

b. What makes these duties difficult?

**2. KNOWLEDGE REQUIRED BY THE POSITION**

- a. List the knowledges and skills that are required to perform the duties listed in Item 1, for example: knowledge of accounting, skill in operating a computer, skill in operating a front-end loader, etc.

<b>Duty Number</b>	<b>Knowledges and Skills</b>

- b. What are the specific educational requirements of this position?
- c. What licenses or certificates are required to perform the work?
- d. What kind of experience or special training is needed to perform the work?
- e. How many years of the above experience are needed to perform the work?
- f. List all of the specialized tools, equipment and machines used while performing this work.
- g. Is the employee required to drive a vehicle or operate equipment provided by the organization once a week or more in the performance of major duties?

**3. SUPERVISORY CONTROLS**

- a. List the numbers of the duties (from Item 1) that are done repeatedly without receiving new instructions from the supervisor. These instructions will be referred to as standing or continuing instructions.

What is the nature of the standing or continuing instructions given regarding these tasks?  
(check one)

- The instructions are detailed, specific and cover all aspects of the work.
- The instructions are somewhat general; many aspects of the work are covered specifically, but I must also use some judgment.
- The instructions are general, requiring me to use judgment.
- The instructions are very general, requiring me to use much judgment.
- The instructions are in terms of goals and objectives.
- Other (describe fully) \_\_\_\_\_

- b. List the numbers of the duties (from Item 1) for which there are not standing or continuing instructions.

- c. How does the immediate supervisor review the work? (check all that apply)

- Reviews most or all of the work while it is being done.
- Spot-checks the work as it is being done.
- Reviews most or all of the completed work.
- Spot-checks the completed work.
- No specific "review" - work is performed independently.
- Other (describe fully) \_\_\_\_\_

- d. When the supervisor reviews the work, what is the purpose of the review? (check all that apply)

- Compliance with detailed and specific instructions.
- Compliance with established procedures.
- The accuracy of the work.
- The nature and propriety of the final results of the work.
- Other (describe fully) \_\_\_\_\_

**4. GUIDELINES**

- a. What written guidelines or procedures (e.g., laws, building codes, rules and regulations) are used in this job?**
- b. Do the guidelines used require interpretation or are they clear and specific?**
- c. Does this position have to determine which guideline to apply in a specific situation? If so when? Please give an example.**

**5. COMPLEXITY**

- a. Describe what makes this work routine, complicated, unusual or difficult to perform. What obstacles are present in the work itself that make it difficult to accomplish?**

**6. SCOPE AND EFFECT**

- a. What is the purpose of this assignment?**
- b. What is the effect of the work produced within the department?**
- c. What impact does this work have beyond the immediate department?**
- d. How does this work affect outside organizations?**
- e. What is the effect of errors made within the department? Within other departments?**
- f. Does this work affect the reliability, accuracy or dependability of other work processes? If so, how?**

**7. PERSONAL CONTACTS**

Describe the occupations of people with whom this position interacts in carrying out the work (e.g., co-workers, workers in related support units, recipients of direct services, members of the general public, or representatives of other organizations). Do not include contacts with supervisors since supervisory contacts are described under previous questions.

**8. PURPOSE OF CONTACTS**

Describe the purpose of the above contacts, for example: to give or exchange information; to resolve problems; to provide services; to motivate, influence, or interrogate persons; or to justify, defend, or negotiate matters, etc.

**9. PHYSICAL DEMANDS**

Describe the physical demands of this job by checking as many of the following that apply.

- Typically sitting at a desk or table
- Intermittently sitting, standing or stooping
- Typically standing or walking
- Typically bending, crouching or stooping
- Occasionally lifting light objects (less than 24 pounds)
- Frequently lifting light objects (less than 24 pounds)
- Occasionally lifting heavy objects (25 or more pounds)
- Frequently lifting heavy objects (25 or more pounds)
- Climbing ladders
- Using tools or equipment requiring a high degree of dexterity
- Distinguishing between shades of color
- Utilizing sense of smell
- Other (describe fully) \_\_\_\_\_

**10. WORK ENVIRONMENT**

Describe the normal or usual conditions where the work is performed by checking as many of the following that apply.

- Work is performed in an office, library or computer room.
- Work is performed in a stockroom or warehouse.
- Work is performed in a very noisy place.
- Work exposes me to much dust, dirt, grease, etc.
- Work exposes me to machinery with moving parts.
- Work exposes me to contagious or infectious diseases, or irritating chemicals.
- Work is performed outdoors and occasionally in cold or inclement weather.
- Work requires use of protective devices such as masks, goggles, gloves, etc.
- Other (describe fully) \_\_\_\_\_

**11. SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

**List the title(s) of all employees who are supervised by this position.**

**12. Provide any additional information about this position that you consider important, but which has not been previously mentioned.**