



# POSITION DESCRIPTION AUDIT QUESTIONNAIRE

## PURPOSE AND INSTRUCTIONS

This position audit questionnaire is designed to collect detailed information about the duties and responsibilities of the job as it currently exists. Please provide information about the job itself, and not about your performance in the job. The collected job data will be used to help develop or revise job descriptions and to help evaluate the job for appropriate classification.

Answers to the questionnaire should be honest, complete, and accurate about the job responsibilities and duties that are regularly performed as part of your job. Please include duties related to special projects or temporary assignments *only if* these duties are required as a regular part of the job.

This questionnaire is designed to collect data about most jobs; however, some questions may not apply to the job being analyzed. If two answers seem to fit the situation, select the one that works best.

Please check the appropriate box and provide the requested information that best describes the current job. When completing these sections, please keep in mind the following:

- Select the most appropriate answer(s) for each question.
- Read each definition carefully before answering.
- Consider the job, **not** the employee.
- Answer should be based on the job as it currently exists.

**COMPLETION OF THIS FORM DOES NOT MEAN AUTOMATIC APPROVAL**

Please complete the following, if applicable:  New Position  Vacant Position  Occupied Position  
 Request for Job Evaluation  Request for Job Re-Evaluation

Requested Job Title: \_\_\_\_\_ Requested Pay Grade: \_\_\_\_\_

**A. EMPLOYEE DATA (PLEASE PRINT):**

Employee Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Date: \_\_\_\_\_  
 College/Division: \_\_\_\_\_ Department: \_\_\_\_\_  
 Location: \_\_\_\_\_ Source of Funds by Type (E&G, Auxiliary, Restricted, etc): \_\_\_\_\_  
 Ad loc Acct. No.: \_\_\_\_\_ Funding Acct. Number(s): \_\_\_\_\_  
 Funding Acct. Title(s): \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Title Code: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Employment Type: **SELECT ONE:** \_\_\_\_\_  
 If Employment Type above is Grant Funding, what is the duration (years): \_\_\_\_  
 Number of hours scheduled to work each week: \_\_\_\_  
 How long has employee been in the current position? \_\_\_\_ Years \_\_\_\_ Months  
 What is the employee's effective hire date with the University? \_\_\_\_\_

**B. PRIMARY PURPOSE OF POSITION**

Please briefly summarize the purpose of your position. (Limit summary to 1 to 2 sentences.)

\_\_\_\_\_



## POSITION DESCRIPTION AUDIT QUESTIONNAIRE

### C. *DUTIES AND RESPONSIBILITIES*

List, *in order of importance*, specific major duties and responsibilities and estimate the average percentage of time spent on each. If possible, use descriptive terms that relate to the objectives or end results of the job being performed, **not** the steps or tasks involved in performing the job duty or responsibility. (*Example: Prepares charts and diagrams to assist in problem analysis, and submits recommendations for solutions.*)

Each statement should be brief and concise, beginning with an action verb. Use a separate statement for each major duty or responsibility. **Duties or responsibilities that take less than 10% of the employee's time should not be shown as a separate statement but grouped with other duties.**

- (1) Ensure that a task is not a restatement or overlap of another statement.
- (2) Review the order of importance and percentage of time.
- (3) Walk through the process in performing the task and consider the tools and resources used, people involved, types of decisions, outcomes, etc.
- (4) Use the Essential Functions Checklist on the following page to determine if specific tasks are considered essential functions as defined under the Americans with Disabilities Act (ADA).

<b>MAJOR DUTIES &amp; RESPONSIBILITIES</b>			
	<b>List most important duties first</b>	<b>Essential Function</b>	<b>Percentage (%) of time</b>
1.		<input type="checkbox"/>	%
2 .		<input type="checkbox"/>	%
3 .		<input type="checkbox"/>	%
4 .		<input type="checkbox"/>	%
5 .		<input type="checkbox"/>	%
6 .		<input type="checkbox"/>	%
7 .		<input type="checkbox"/>	%
8 .		<input type="checkbox"/>	%
9 .		<input type="checkbox"/>	%
10.	<i>Perform other job-related duties as assigned.</i>	<input type="checkbox"/>	%



## POSITION DESCRIPTION AUDIT QUESTIONNAIRE

### Essential Functions Checklist

In determining essential functions, consider first the purpose of the job and the importance of the actual job duties and responsibilities in achieving this purpose. For the purpose of the Americans with Disabilities Act (ADA), major functions or duties that are designated as “essential functions” are those fundamental job duties that must be performed with or without reasonable accommodation. The term “reasonable accommodation” may include:

(A) making existing facilities used by employees readily accessible to and usable by individuals with disabilities; and

(B) job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

The EEOC Guidelines on the ADA list the following types of evidence to determine whether or not the function in question is essential:

1. The employer’s judgment as to which functions are essential
2. Written job descriptions prepared before advertising or interviewing applicants
3. The amount of time spent on the job performing the functions
4. The consequences of not requiring the incumbent to perform the function
5. The work experience of past incumbents in the job
6. The current work experience of incumbents in similar jobs
7. There are a limited number of other employees available to perform this function

Ask the following questions:

Does the job exist to do this function?

Would removing this function from the job fundamentally change the job?

Would there be significant consequences if this function is not performed?

Is special training or education required?

Is a license required?

Is this function highly specialized?

### ***D. EDUCATION***

Check the box which best indicates the **minimum** formal education requirements (**not the level of education the incumbent has, but the requirements for the job**).

***Minimum Requirements:*** SELECT ONE: \_\_\_\_\_

Is continuing education/professional development required in a field directly related to the incumbent’s job duties and responsibilities?

SELECT ONE: \_\_\_\_\_

*If yes, please describe below:*

\_\_\_\_\_





## POSITION DESCRIPTION AUDIT QUESTIONNAIRE

### ***H. LEADERSHIP/SUPERVISORY RESPONSIBILITIES***

What is the nature and degree of the direct supervisory responsibility in this job – based on actual duties?

**Definitions:**

<input type="checkbox"/> No supervisory responsibility	
<input type="checkbox"/> Work Leadership	<ul style="list-style-type: none"> <li>• Supervises students only</li> <li>• Provides guidance and leadership to employees and/or students for daily activities and assigned projects or tasks</li> <li>• Participates in evaluation of personnel performance (does not directly supervise)</li> <li>• May have project management responsibilities</li> </ul>
<input type="checkbox"/> Supervisor over a section of a department <input type="checkbox"/> Assistant Manager over supervisors of a small department	<ul style="list-style-type: none"> <li>• Supervises employees who generally perform the same work or similar work/tasks</li> <li>• May occasionally do the work of those supervised</li> <li>• Provides input for budget preparation</li> </ul>
<input type="checkbox"/> Manager of one department <input type="checkbox"/> Manager of more than one department	<ul style="list-style-type: none"> <li>• Provides first-line management to department</li> <li>• Allocates resources according to priorities and within budget parameters</li> <li>• Consults with Director on operational issues (including fiscal matters)</li> </ul>
<input type="checkbox"/> Assistant Director	<ul style="list-style-type: none"> <li>• Supervises managers of functional areas</li> <li>• Typically reports to a Director</li> <li>• Directs complex and varied work</li> <li>• Has major budget and expenditure authority</li> <li>• Develops and recommends policy for the department or program</li> </ul>
<input type="checkbox"/> Director of one department <input type="checkbox"/> Director of more than one department	<ul style="list-style-type: none"> <li>• Responsible for one or more departments or programs</li> <li>• Typically reports to a senior executive officer (e.g., VP)</li> <li>• Typically directs exempt/professional and/or non-exempt employees</li> <li>• Directs more complex and varied work</li> <li>• Has full budget responsibilities for respective department(s) or program(s)</li> <li>• Recommends and authorizes policy implementation for the department or program</li> </ul>

How many positions report directly to you?

Number of students \_\_\_\_\_ Number of employees \_\_\_\_\_

How many positions report indirectly to you?

Number of students \_\_\_\_\_ Number of employees \_\_\_\_\_

If you supervise others, please check the activities listed below that are a part of your supervisory responsibilities:

- |   |  |
|---|--|
| <input type="checkbox"/> Recruits, screens, and interviews candidates | <input type="checkbox"/> Recommends candidates for hire              |
| <input type="checkbox"/> Approves candidates for hire                 | <input type="checkbox"/> Assigns tasks or responsibilities to others |
| <input type="checkbox"/> Conducts training of others                  | <input type="checkbox"/> Monitors work performance                   |
| <input type="checkbox"/> Conducts performance appraisals              | <input type="checkbox"/> Administers disciplinary action             |
| <input type="checkbox"/> Recommends salary actions                    | <input type="checkbox"/> Approves salary actions                     |
| <input type="checkbox"/> Recommends termination of employees          | <input type="checkbox"/> Approves termination of employees           |



## POSITION DESCRIPTION AUDIT QUESTIONNAIRE

### I. *PERSONAL /ORGANIZATIONAL CONTACTS*

**Check applicable answer:**

<input type="checkbox"/>	Little or no contact with others. Purpose of contact is to provide and/or receive routine information or documents.
<input type="checkbox"/>	Some contact with others, including students, general public, visitors and University personnel. Purpose of contacts is to provide or obtain explanation or interpretation of information.
<input type="checkbox"/>	Regular contact with others, including students, general public, visitors and University personnel. Purpose of contacts is to explain, clarify or interpret information. May handle confidential information and some complex matters.
<input type="checkbox"/>	Regular and substantial contact with others. Contacts usually involve discussions related to policies and programs and may include proposal or grant writing, negotiation with vendors, solicitation of financial donations for the University, and the like. Handles sensitive, complex, and/or confidential information.
<input type="checkbox"/>	High-level contact with others in key positions. Contact usually involves several areas within the University and/or with community, government, business leaders, media and dignitaries. Typically handles highly sensitive and/or confidential information.

***If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside PVAMU. Do not list contacts with supervisors, co-workers, and subordinates within your department.***

Persons or Organizations	Purpose	How Often	Inside/Outside PVAMU
		<i>SELECT:</i>	<i>SELECT:</i>
		<i>SELECT:</i>	<i>SELECT:</i>
		<i>SELECT:</i>	<i>SELECT:</i>
		<i>SELECT:</i>	<i>SELECT:</i>
		<i>SELECT:</i>	<i>SELECT:</i>
		<i>SELECT:</i>	<i>SELECT:</i>
		<i>SELECT:</i>	<i>SELECT:</i>
		<i>SELECT:</i>	<i>SELECT:</i>
		<i>SELECT:</i>	<i>SELECT:</i>
		<i>SELECT:</i>	<i>SELECT:</i>

### J. *CUSTOMER SERVICE RELATIONSHIPS*

**Check applicable answer:**

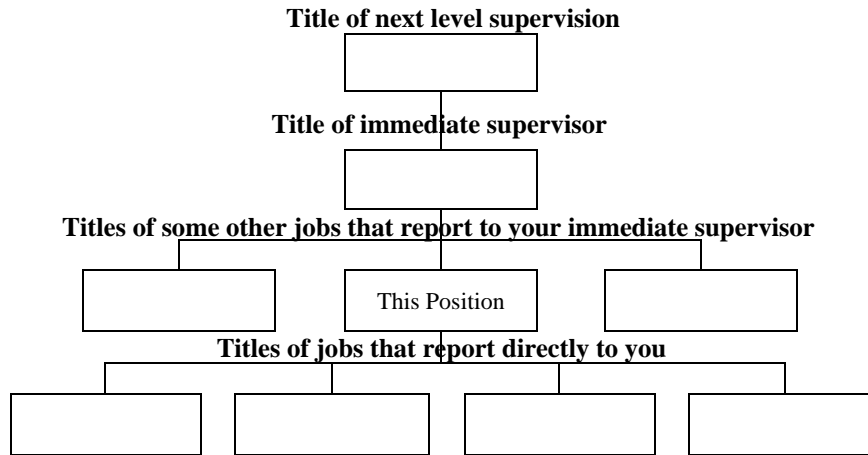
<input type="checkbox"/>	Requires normal courteous interaction and basic interpersonal skills and tact to communicate with others. Forwards complaints or non-routine inquiries or requests to someone else to handle.
<input type="checkbox"/>	Requires moderate interpersonal and communication skills to ensure that customer requests or needs are met. Acknowledges and clarifies customer inquiries, requests, or complaints to ensure that needs are identified, documented and addressed.
<input type="checkbox"/>	Assesses and diffuses problem situations and requires influencing others to reach consensus. Requires tact and diplomacy to handle difficult customer situations. Requires advanced interpersonal and communication skills to establish and maintain internal and external customer relationships. Explores alternatives and creative solutions to meeting the needs of the customer.
<input type="checkbox"/>	Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. May troubleshoot highly sensitive or confidential issues. Personally ensures problem resolution. Identifies barriers to effective customer service and sets customer service standards. Establishes a customer feedback system and holds self accountable for customer service excellence within the department.



## POSITION DESCRIPTION AUDIT QUESTIONNAIRE

### K. ORGANIZATIONAL CHART

Please complete the organizational chart below:



### L. WORK COMPLEXITY/BUDGET RESPONSIBILITY

Select the description that closely matches the level of variety, difficulty, and magnitude of tasks and responsibilities:

<input type="checkbox"/>	Tasks are highly interrelated and simple. Work consists of fairly standard procedures and tasks.
<input type="checkbox"/>	Tasks are multiple and focus more on single processes. Work is sometimes standardized and sometimes varied.
<input type="checkbox"/>	Tasks are multiple and diverse with some interrelationship across processes. Work requires the direct application of a variety of procedures, policies and/or precedents.
<input type="checkbox"/>	Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination.

*Describe the nature and variety of your most complex, yet typical, work process or responsibility.*

\_\_\_\_\_

*Does this position have responsibility for budget, revenues, and/or expenditures? SELECT ONE:*

*If yes, briefly describe the size of your budget, extent of your signature authority, and your involvement in the budget process.*

\_\_\_\_\_



## POSITION DESCRIPTION AUDIT QUESTIONNAIRE

### **M. INDEPENDENT JUDGMENT/PROBLEM SOLVING**

**Check applicable answer:**

<input type="checkbox"/>	Performs tasks and duties under direct supervision, using well-defined policies and procedures. Work is reviewed by supervisor. Limited opportunity exists for exercising independent judgment and decision making. Refers most problems to supervisor.
<input type="checkbox"/>	Performs tasks and duties under general supervision, using established procedures and innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies and practices. Refers unusual problems to supervisor.
<input type="checkbox"/>	Performs duties within scope of general University policies, procedures and objectives. Analyzes problems and performs needs assessments. Uses judgment in adapting broad guidelines to achieve desired result. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures and practices. Refers exceptions to policy and procedures to the supervisor.
<input type="checkbox"/>	Develops objectives and general policies and procedures for a specific program or functional area of responsibility within general scope of established operational goals and plans. Day-to-day work and decisions do not require direction or review by immediate supervisor. End results are reviewed by supervisor. Strategic issues are referred to supervisor.
<input type="checkbox"/>	Develops strategic direction, goals, plans and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.

### **N. IMPACT OF DECISIONS**

**Select the description that closely matches the magnitude of decision responsibilities:**

*Inside Department:*     **SELECT ONE:**

***Briefly describe examples of your typical and key decisions that have impact within the department:***

\_\_\_\_\_

*Outside Department:*     **SELECT ONE:**

***Briefly describe examples of your typical and key decisions that have impact outside the department:***

\_\_\_\_\_

*Outside University:*     **SELECT ONE:**

***Briefly describe examples of your typical and key decisions that have impact outside the University:***

\_\_\_\_\_



## POSITION DESCRIPTION AUDIT QUESTIONNAIRE

### **O. WORKING/ENVIRONMENTAL CONDITIONS**

**Check applicable answer:**

*Working Conditions:*

<input type="checkbox"/> Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.
<input type="checkbox"/> Work involves some exposure to moderate risk of accident and requires following basic safety precautions.
<input type="checkbox"/> Work involves frequent exposure to unpleasant elements, such as extreme temperatures, dirt, dust, fumes, smoke, loud noises, chemicals, etc.
<input type="checkbox"/> Work involves continuous exposure to hazardous substances, potentially dangerous situations, and unpleasant work conditions such as adverse weather conditions or extreme risk of accident or ill health.

***Briefly describe examples of your typical work environment:***

\_\_\_\_\_

*Physical Demand* (Select only ONE):

- Position requires light physical activity.
- Position requires occasional or frequent moderate physical activity.
- Position requires continuous moderate or occasional heavy physical activity.
- Position requires frequent to continuous heavy physical activity.

***Describe the most physically demanding activities of the position and the approximate percentage of the work hours involved in the activity:***

\_\_\_\_\_

*Working Schedule*

***Describe the regular/normal work hours and days assigned (i.e., hours, days, shift, rotating shift, etc.):***

\_\_\_\_\_

***Describe any work schedule that your position requires for work outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.). Include the frequency and total hours required per month:***

\_\_\_\_\_



## POSITION DESCRIPTION AUDIT QUESTIONNAIRE

### Travel

Do the duties described in this questionnaire, require travel outside the area? SELECT ONE: \_\_\_\_\_.  
If yes, please explain the purpose and the frequency of the travel:

\_\_\_\_\_

### Equipment

List the equipment you are required to operate to carry out the day-to-day duties of this position. Please indicate the amount of time spent during a working day using the equipment:

\_\_\_\_\_

### **P. FAIR LABOR STANDARDS ACT EXEMPTION**

For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed?

SELECT ONE: \_\_\_\_\_

Is the employee paid at least \$23,660 annually (\$455 weekly)? SELECT ONE: \_\_\_\_\_

If you answered **Yes** to both questions above, please: **(1)** check the appropriate category below (Executive, Administrative, Professional, Computer-Related, Outside Sales, and Highly Compensated); **AND (2)** check all boxes under the selected category that are applicable.

If you answered **No** to one or both of the questions above, please proceed to the next section.

- Executive (examples: chief executive officer, controller, vice president, director)**
- Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise.
  - Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees).
  - Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.
- Administrative (examples: manager, supervisor, administrator)**
- Primary duty consists of performing office or non-manual work directly related to the management or general business operations of the university or the university's customers.
  - Work includes the exercise of discretion and independent judgment with respect to matters of significance.



## POSITION DESCRIPTION AUDIT QUESTIONNAIRE

**Professional: Learned and Creative (examples: accountant, nurse, engineer, composer, singer, graphic designer)** Note: For teachers, licensed or certified practitioners of law and medicine, medical interns and residents covered under this exemption, the salary basis and salary requirements do **not** apply.

**Learned Professional**

- Primary duty consists of the performance of work that requires advanced knowledge (beyond high school) and that is predominantly intellectual in character and consistently includes the exercise of discretion and independent judgment.
- The advanced knowledge is in a field of science or learning.
- The advanced knowledge was acquired by a prolonged course of specialized intellectual instruction (position possesses the appropriate academic degree or has substantially the same knowledge level and performs substantially the same work as degreed employees but possesses advance knowledge only through a combination of work experience and intellectual instruction).

**Creative Professional**

- Primary duty consists of the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor as opposed to routine mental, manual, mechanical or physical work.

**Computer-Related (examples: network or database analyst, developer, programmer, software engineer)**

- Is paid at least \$23,660 annually (\$455 weekly) or \$27.63 per hour. (That is, this exemption does NOT have to meet the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed if paid at least \$27.63 on an hourly basis.)
- Primary duty consists of:
  - The application of system-analyst techniques and procedures, including consulting with users to determine hardware, software or systems functional specifications, OR
  - The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, OR
  - The design, documentation, testing, creation or modification of computer programs related to machine-operating systems, OR
  - A combination of these duties which requires the same level of skills.

**Outside Sales (examples: salespersons, contract negotiators)**

The salary basis and salary requirements do not apply for this category. That is, this category does **not** have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed, **and** this category does not have to be paid \$23,660 annually (\$455 weekly).

- Primary duty consists of making sales or obtaining orders for contracts for services or for the use of facilities for which consideration will be paid by the client or customer.
- Customarily and regularly is engaged away from the employer's place or places of business.



## POSITION DESCRIPTION AUDIT QUESTIONNAIRE

**Highly Compensated Employees**

*Professional or Administrative Duties*

- Is paid an annual total compensation of \$100,000 or more, which includes at least \$455 per week paid on a salary basis. The required total annual compensation of \$100,000 or more may consist of commissions, nondiscretionary bonuses and other nondiscretionary compensation earned during a 52-week period, but does not include credit for board or lodging, payments for medical or life insurance, or contributions to retirement plans or other fringe benefits.
- Primary duty consists of performing office, non-manual work. Note: No matter how highly paid, manual workers or other “blue-collar” workers, including non-management construction workers, who perform work involving repetitive operations with their hand, physical skills and energy are not eligible for this category.
- Customarily and regularly performs at least one of the exempt duties or responsibilities of the Executive, Professional or Administrative category.

**Please indicate who is completing this form by checking the appropriate box below:**

**Employee**     **Supervisor**

**If employee, please complete Section Q.**

**If supervisor, please complete Section R.**

***Q. GENERAL EMPLOYEE COMMENTS***

Because no single questionnaire can cover every part of a job, use this section to record any other information that you consider important in understanding the job.

\_\_\_\_\_

Comments about any compensation or classification issues related to your position:

\_\_\_\_\_

***R. IMMEDIATE SUPERVISOR'S COMMENT SECTION***

The supervisor is to provide comments based on the supervisor’s understanding of the job as it currently exists. The information provided by the employee is not to be changed. The employee's level of performance in the job is not a part of this review and is not to be considered.

Remarks about this position:

\_\_\_\_\_



## POSITION DESCRIPTION AUDIT QUESTIONNAIRE

Comments about any compensation or classification issues related to this position:

\_\_\_\_\_

### **S. SECURITY SENSITIVE POSITION DETERMINATION**

Does position handle currency? SELECT ONE: \_\_\_\_\_

Does position have access to a sensitive computerized database? SELECT ONE: \_\_\_\_\_

Does position have access to a master key? SELECT ONE: \_\_\_\_\_

Does position work in an area designated as security sensitive (i.e., Fiscal Office, University Police, Information Technology)? SELECT ONE: \_\_\_\_\_

If the answer to any of the above questions is “Yes”, the position is to be classified as security sensitive and the employee will be required to sign a Security Sensitive Position acknowledgment.

### **T. APPROVALS**

Employee Signature	Date	
Immediate Supervisor Signature	Title	Date
Dean, Dept. Head or Director Signature	Title	Date
Vice President Signature	Title	Date

**PLEASE FORWARD THE COMPLETED POSITION QUESTIONNAIRE, ALONG WITH A COPY OF A CURRENT ORGANIZATIONAL CHART, TO THE DIRECTOR OF HUMAN RESOURCES.**

### **U. HUMAN RESOURCES DEPARTMENT**

Approved Title:		Title Code:
FLSA Exemption Status:	Pay Grade:	EEO Code:
Human Resources Representative:		Date:
Human Resources Director:		Date: