

**Prairie View A&M University  
POSITION DESCRIPTION QUESTIONNAIRE**

PIN: \_\_\_\_\_

**I. GENERAL INSTRUCTIONS:**

The Position Description is used to record the duties, responsibilities, qualifications sought, and fiscal impact of classified and non-classified staff positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for staff positions. To make the proper determinations, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

A. Member(s) of TAMU System:	B. Department or Division:
C. Member Adloc Account No.:	D. Source of Funds by Type (E&G, Auxiliary, Restricted, etc.):
E. Member Funding Account No.(s) & Account Title(s):	F. Status of Position: <input type="checkbox"/> Indefinite <input type="checkbox"/> Temporary <input type="checkbox"/> Duration of grant funding
G. Place of Work or Headquarters/Building Name and Room No.:	H. Employee's Name (leave blank if position is new or vacant):

**II. GENERAL INFORMATION:**

**A. This Position Description (check as appropriate)**

Establishes A New Position. Proposed Title \_\_\_\_\_ Title Code No. \_\_\_\_\_  
Proposed Pay Rate \_\_\_\_\_ Per \_\_\_\_\_

Changes A Budget Position. Present Title: \_\_\_\_\_ Title Code No. \_\_\_\_\_  
Proposed Title \_\_\_\_\_ Title Code No. \_\_\_\_\_  
Current Pay Range \_\_\_\_\_ Proposed Pay Range \_\_\_\_\_ Per \_\_\_\_\_

Updates Job Description. Title \_\_\_\_\_ Title Code No. \_\_\_\_\_

B. Payroll titles and number of employees supervised by this position. If no employees are supervised, write •None•:

C. Machines or equipment used by this position. Indicate hours during an average week that each piece of equipment is actually used. For most positions the combined total usage will seldom approach 40 hours:

Personal Computer	hrs.	Fax	hrs.	Office Equipment	hrs.
Telephone	hrs.	Typewriter	hrs.		hrs.

D. Qualifications required in filling a future vacancy in this position. Keep the position in mind rather than the current or potential occupant. Physical requirements should be indicated in Section V of this form.

	<u>Necessary Qualifications</u>	<u>Preferred Qualifications</u>
Education:		
Experience:		
Licenses, Certificates, Or Registration:		
Special Knowledge, Abilities, and Skills		
Other Requirements or Factors		

**Name, Title, and Office Telephone Number of Immediate Supervisor:**

**III. STATEMENT OF RESPONSIBILITY:**

**A. General Summary:** Please summarize in three or four sentences the general purpose, scope and responsibilities of this position:

**B. Specific Duties**

Please list in detail the duties assigned to this position and estimate the percent of time represented by each duty over a given period of time. These percentages should add up to 100.

WORK PERFORMED	Percent of Total Time

**IV. FAIR LABOR STANDARDS ACT EXEMPTION INFORMATION:**

A. The purpose of these questions is to determine if this position is exempt from the overtime pay provisions of the Fair Labor Standards Act (FLSA). Before proceeding, please familiarize yourself with the questions and the definitions and examples of the underlined terms listed below. Please respond to the following questions to the best of your knowledge, based on the duties performed. If possible, this section of the form should be completed by the employee and reviewed by the immediate supervisor. If the position is vacant, the immediate supervisor should complete the questions:

QUESTIONS	YES	NO	UNSURE	PERCENT OF TIME
1. Do the employee's <u>primary duties</u> consist of the <u>management</u> of a customarily recognized <u>department or subdivision</u> thereof?	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
2. Does the employee customarily and regularly direct the work of <u>two or more other employees</u> of the organization?	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
3. Does the employee perform responsible <u>office or non-manual work directly related to management policies or general business operations</u> of your employer?	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
4. Does the employee perform responsible work that is <u>directly related to the academic instruction or training</u> carried on in the administration of an educational establishment?	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
5. Does the employee customarily and regularly exercise <u>discretion and independent judgment</u> and have the authority to make important decisions?	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
6. Does the employee's work require knowledge of an advanced type in a <u>field of science or learning</u> , customarily acquired by a prolonged course of specialized intellectual instruction and study?	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____
7. Is the employee's <u>work original and creative in character in a recognized field of artistic endeavor</u> , the results of which depend primarily on his or her invention, imagination, or talent?	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____

B. Definitions/Examples: The following information contains excerpts and examples taken from U.S. Department of Labor regulations and does not contain the complete text.

<u>Term</u>	<u>Definition/Example</u>
<u>Primary Duty</u>	The amount of time spent in the performance of management duties is a useful guide for determining if the duty is primary. A rule of thumb is that primary duty means the major part or over 50 percent of the employee's time.
<u>Management</u>	Work such as the following is exempt: interviewing, selecting and training employees, adjusting pay and schedules appraising productivity, disciplining; determining techniques, tools, equipment, and materials to be used; etc.
<u>Department or Subdivision</u>	Intended to distinguished between a mere collection of workers assigned from time to time to a specific job and a unit with permanent status and function.
<u>Two or More Other Employees</u>	Must be at least two full-time regularly supervised employees or the equivalent number of part-time employees.
<u>Office or Non-Manual Work</u>	Must be office workers or non-manual workers which indicates <input type="checkbox"/> white collar <input type="checkbox"/> employees. If the work performed is office work, it is immaterial whether it is manual or non-manual in nature.
<u>Directly Related to Management Policies of General Business Operations</u>	Must consider the nature of the function of the agency. The employee must be in a strictly administrative function carrying out policies or general business duties and not merely carrying out the day-to-day operation.
<u>Discretion and Independent Judgment</u>	Involves the comparison and the evaluation of possible courses of conduct and acting or making a decision after the various possibilities are considered. This implies authority to make an independent choice, free from immediate direction of supervision and with respect to matters of significance. Merely applying knowledge in following prescribed procedures, determining which procedure to follow, or determining if standards are met is not exercising discretion and independent judgment.
<u>Field of Science or Learning</u>	In addition to law, theology and medicine, includes those professions that have a recognized status and which are based on the acquirement of professional knowledge through prolonged study: e.g., bachelor's degree in accounting, engineering, architecture, teaching, sciences, medical technology, etc.
<u>Work Original and Creative in Character in a Recognized Field of Artistic Endeavor</u>	Different from work produced by a person endowed with general manual or intellectual ability and training; including music, creative writing, the theater, and the plastic and graphic arts.

**VI. Security Sensitive Position Determination**

Yes

No

Does position handle currency?

Does position have access to a sensitive computerized database?

Does position have access to a master key?

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

If the answer to any of the above questions is yes, the position is to be classified as security sensitive and occupant must sign the following security sensitive acknowledgement.

**Security Sensitive Position Acknowledgement**

I understand that I occupy a security sensitive position and, in the course of a business day, may become privy to information of a sensitive, personal, or highly confidential nature. As such, I will not discuss such matters with or provide such information to other individuals, unless it is necessary in order to fulfill my job responsibilities.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**VII. APPROVALS**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisors Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Head of Department or Comparable Unit

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice President, Dean or Director

\_\_\_\_\_  
Title

**PLEASE FORWARD THE COMPLETED POSITION DESCRIPTION TO: Director of Human Resources**

**VIII. FLSA Determination (To Be Completed by Human Resource Department)**

Based on the information provided, this position has been determined to be:  FLSA Exempt  FLSA Non-Exempt

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date