

Position Description Questionnaire

The statements in this position description are intended to describe the general nature and level of work being executed by employee(s) assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position or individuals.

Position Title:

Position Number:

Department:

Exempt or Non-Exempt:

Supervisor/Manager's Title:

Position Summary: In 3-4 sentences, briefly but specifically, summarize the primary purpose of the position.

Essential Functions: List essential functions of the position in the space provided below, indicating the most important first, and the approximate percentage of time spent on each function over the course of a year. Only list any duties or responsibilities that require 10% or more (equivalent to half of a day per week or 5 weeks per year) of the position's time.

You must enter a minimum of 6 essential functions (up to 8 essential functions). Please refer to "Defining Essential Functions" below:

Defining Essential Functions

1. Essential Functions are those major on-going responsibilities/end results that must be achieved in the position.
2. Definition of essential functions for ADA purposes: Basic/fundamental position duties that an employee must be able to perform, with or without reasonable accommodation.

A position function may be considered essential for any of several reasons, including but not limited to the following:

- a. The function may be essential because the reason the position exists is to perform that function;
- b. The function may be essential because of the limited number of employees available among whom the performance of that position function can be distributed; and/or
- c. The function may be highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.

Essential Function #1
Essential Function #2
Essential Function #3
Essential Function #4
Essential Function #5
Essential Function #6
Essential Function #7
Essential Function #8

Essential Functions: You must enter percentage of time spent on each essential function for at least 6 essential functions (up to 8 essential functions). Percentages must add up to 100%.

_____ Essential Function 1
_____ Essential Function 2
_____ Essential Function 3
_____ Essential Function 4
_____ Essential Function 5
_____ Essential Function 6
_____ Essential Function 7
_____ Essential Function 8

Other duties and responsibilities: List those duties and responsibilities which are not considered essential to the primary purpose of the position. Include those duties that are performed periodically or seasonally and those duties that are performed less regularly and indicate the frequency (annually, quarterly, monthly, or as needed).

Other duties as determined or assigned.

Supervisory Responsibilities: Indicate the type and scope of supervisory responsibilities of this position. Check only one box. Note: this refers to supervision of other college employees, and excludes student workers.

- ☐ Not responsible for supervising others.
- ☐ Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, but has no responsibility to hire, terminate, review performance or make pay decisions.
- ☐ Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. May offer recommendations for hiring, termination and pay adjustments, but does not have responsibility for making these decisions.
- ☐ Supervises work of others, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and position content.

Education: Indicate the minimum level of education generally necessary to effectively handle the position's essential functions. Check only one educational level per column.

	Required	Preferred
High school diploma or GED	<input type="checkbox"/>	<input type="checkbox"/>
Vocational or technical certificate/degree – Field of study:	<input type="checkbox"/>	<input type="checkbox"/>
Associate's degree – Field of study:	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor's degree – Field of study:	<input type="checkbox"/>	<input type="checkbox"/>
Master's degree – Field of study:	<input type="checkbox"/>	<input type="checkbox"/>
Doctoral degree – Field of study:	<input type="checkbox"/>	<input type="checkbox"/>

Check "Yes" if experience may substitute for some of the above education.

- ☐ Yes
- ☐ No

If experience may substitute for some of the above education, describe how:

Additional information (such as licensure, certifications, valid Driver's License, etc.):

Work Experience: Indicate the minimum level of work related experience required to effectively perform the position's responsibilities. This is not necessarily the same as the incumbent's experience. Check only one option.

- ☐ Less than 12 months
- ☐ 1-3 years
- ☐ 3-5 years
- ☐ 5 – 8 years
- ☐ More than 8 years

Independence of Action: Indicate the position's general degree of independence of action. Check only one option.

- ☐ Work is closely monitored by supervisor/manager; detailed instructions and procedures are generally provided.
- ☐ Work progress is monitored by supervisor/manager; incumbent follows precedents and procedures, and may set priorities and organizes work within general guidelines established by supervisor/manager.
- ☐ Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently; supervisor/manager is available to resolve problems.
- ☐ Results are defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Please provide a typical example to support your selection above:

Physical/Environmental Demands: Indicate the typical physical and/or environmental demands required to effectively handle the position responsibilities and their frequency. If the second option is selected, then fill out the physical requirement and work environment detail.

- ☐ Office environment / no specific or unusual physical or environmental demands.
- ☐ Specific physical requirements or environmental exposures.

Physical Requirements

Please check the level of frequency that best describes the physical demands that are required for you to perform your positions duties. Do not consider those parts of your position that, if you had a disability, a reasonable accommodation could be made.

For example: If you were in a wheelchair, but had to occasionally move a box of paper, it would be a reasonable accommodation to have someone else move it for you. In that case, you would not consider moving the box as a required part of your position.

	Not Required	Seldom	Often	Nearly Continuously
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Repetitive hand motion (such as typing)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing, listening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Talking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bending	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing stairs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing ladders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling, squatting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crouching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crawling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Balancing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reaching overhead	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pulling, pushing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shoveling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting – up to 10 pounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting – up to 20 pounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting – up to 30 pounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting – up to 50 pounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting – over 50 pounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Work Environment

This question describes your current working conditions. Check all the boxes that apply.

- ☐ Office Environment: Employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.
- ☐ Outdoor Environment: Employees work outdoors and may not be protected from weather conditions.
- ☐ Extreme Cold: Temperatures typically below 32 degrees for more than an hour.
- ☐ Extreme Heat: Temperatures above 100 degrees for more than an hour.
- ☐ Noise: There is sufficient noise to cause you to shout in order to be heard above the noise level.
- ☐ Vibration: Exposure to oscillating movements of extremities or whole body.
- ☐ Hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals.
- ☐ Oils: There is air or skin exposure to oils or other cutting fluids.
- ☐ Infectious Diseases: Employees are frequently exposed to contagious or infectious diseases.
- ☐ Exposure to Animals: Working in laboratories with animals.
- ☐ Atmospheric Conditions: Conditions that affect the respiratory system, such as fumes, odors, dusts, mists, gases, or poor ventilation.
- ☐ Close Quarters: Employees are frequently required to work in crawl spaces, shafts, man holes, sewage and water line pipes, and other areas that could cause claustrophobia.

Additional Information: Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the position.

To complete the form hit the forward ">>" button. To return to a previous page hit the back "<<" button.