

Position Classification Questionnaire New Position Request

INSTRUCTIONS FOR THE USE OF THIS FORM

Read these instructions carefully. The information provided on this form is important for accurate job analysis and evaluation of the new position within your department. The form contains two parts, one for the supervisor, and one for the Department Head/Elected Official.

PART 1 FOR THE SUPERVISOR'S USE

This section will be completed by the supervisor of the new position. Identify the duties for which the new position will be responsible.

Upon completion, date and sign the questionnaire and give it to your Elected Official/ Department Head.

PART 2 ELECTED OFFICIAL/DEPARTMENT HEAD'S USE

This section will be completed by the Elected Official/Department Head or his/her designated representative. Review the statements of the supervisor concerning the requested position. Identify any inaccuracies or information omitted.

Upon completion, date and sign the questionnaire and return it to Human Resources.

_Pulaski County
Job Analysis Questionnaire
New Position Request

Part 1 – STATEMENT OF THE POSITION SUPERVISOR

PROPOSED TITLE:

DIVISION/DEPARTMENT:

IMMEDIATE SUPERVISOR'S NAME & TITLE:

I. What circumstances have occurred that created a need for a new position?

II. BASIC FUNCTION: State in three or four lines the essential purpose of the new position. The basic function is that task of which the performance is the reason the position will exist.

IV. Describe the consequence of error in the performance of the job tasks in terms of lost time, monetary loss, damage or loss of property, possible physical injury, economic expenses, setbacks in goal attainment, etc.

V. **RESPONSIBILITY FOR FUNDS AND PROPERTY:** Describe the responsibility, if any, this position will have for County funds, supplies, equipment, or other property. Include the approximate value of funds or property for which the position will be responsible.

VI. What specific information, principles, theories, or concepts will the incumbent have to know to perform adequately in this position?

VII. PROBLEM SOLVING

1. Please check the statement that most closely describes this job.

Work is strictly repetitive and uses established processes, directions or a sequence of steps coupled with immediate supervision.

Activities and duties are repetitive and use a pre-determined set of processes or directions coupled with nearby supervision. Decisions are simple or patterned.

Work is moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns.

Work is moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Applies learned things in somewhat varied situations.

Activities and duties are directed. Supervisory and/or professional skills using structured practices and policies and directed as to the execution and review. Applies learned things in moderately varied situations where reasoning and decision-making are essential.

Activities are moderately directed and covered by wide-ranging policies and courses of action and generally directed as to execution and review. High level of analytical, interpretive, and/or constructive thinking in varied situations.

Activities are covered by expansive policies and objectives, and oversight as to execution and review. High level of analytical, interpretive, and/or constructive thinking in varied situations covering multiple areas of the County.

General Oversight. Activities are covered by general organizational philosophy and objectives. Solves problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Receives guidance from top executive officer.

Minimal Oversight. Activities are covered by general organizational philosophy and objectives. Solves problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Receives guidance from Elected Official or County Judge.

2. Give an example of the activities that will be performed that support your choice above – please be specific.

VIII. DECISION MAKING

1. Please check the statement that most closely describes this job.

- Performs work operations which permit frequent opportunity for decision-making of minor importance which would only affect the individual to a slight degree.
- Performs work operations which permit frequent opportunity for decision-making of minor importance which would affect the individual involved and other employees or citizens to a slight degree.
- Performs work operations which permit frequent opportunity for decision-making of minor importance AND major importance which would affect the work operations of a small organizational component and other employees or citizens to a moderate degree.
- Performs work operations which permit frequent opportunity for decision-making of minor importance AND major importance either of which would affect the work operations of a small organizational component and the organization's clientele.
- Performs work operations which permit frequent opportunity for decision-making of minor importance AND major importance either of which would affect the work operations of a medium organizational component and the organization's clientele.
- Performs work operations which permit frequent opportunity for decision-making of major importance either of which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organizational component and its clientele.
- Performs work operations which permit frequent opportunity for decision-making of the organization's final decision maker and authority which would have considerable effect on the final attainment of multiple major activities and projects of a large organizational component and its clientele.

2. Please provide specific examples of the types of problems the incumbent must solve on a continuing basis, and check the category that describes the degree of decision-making responsibility they will have in solving these problems.

Decision Making Responsibility (Check appropriate column)

Type of Problem (Be Specific)	A	B	C	D	E	F

- A = LITTLE OR NO RESPONSIBILITY
- B = PROVIDE INFORMATION
- C = MAKES RECOMMENDATIONS
- D = MAKES SOME DECISIONS
- E = MAKES MOST DECISIONS
- F = EVALUATE AND APPROVE DECISIONS

IX. REPORTING RELATIONSHIPS

What is the total number of personnel that the incumbent will supervise?

Directly _____ Indirectly _____ Total _____

1. List the title and number of positions reporting **directly** to this position.

2. List the title and number of positions that this position will supervise **indirectly** (supervising the supervisors of other employees).

3. What other jobs report to the immediate supervisor or manager of this position?
Please list name and/or title.

4. List the titles of any other managers/supervisors from whom the incumbent will receive work instructions.

X. SUPERVISION RECEIVED

1. Please check the statement that most closely describes the kind of supervision this position will receive.

- Decisions and actions regularly reviewed by supervisor or manager
- Decisions and actions periodically reviewed by supervisor or manager
- Receives general supervision enabling employee to proceed alone on routine work, referring questionable cases to supervisor.
- Receives general direction enabling employee to plan and arrange their own work, referring only unusual cases to supervisor.
- Under general direction working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.
- Under administrative direction, establishes own standard of performance. Virtually self-supervising. Reports to senior management.
- Self-directed to achieve organization goals. Reports to Elected Official.

2. Please provide an example of the type of decision or action referred to in #1 above.

3. How often and to what extent will this position meet, consult, or advise management, other departments, outside agencies and organizations, or the general public? Please list who, in what area, and the purpose of the contact, such as providing information or service, reviewing public requests, resolving problems, etc.

4. What type of technical advice/direction will this position provide?

XI. ENVIRONMENTAL/PHYSICAL ACTIVITY

1. Where is **most** of the work performed? 100% Indoors – Office Setting
 100% Indoors – Non-office setting
 100% Outdoors
 Combined indoors and outdoors setting

(Indicate % of time spent indoors and outdoors) _____
% In % Out

Please describe work performed outdoors:

2. What level of physical activity is **required** to complete this job? (Indicate percentage of time spent in each level of physical activity).

- Requires little physical (desk job)
 Requires some physical activity
 Requires significant amount of physical activity

Please specify type of physical activity

3. Which of the following is a **regular** part of this job (circle all that apply)?

Note: Be sure to include tasks that the incumbent will be required to perform, even if performed infrequently.

A. Lifting – without mechanical aids

What? _____

Generally what range of weight in pounds? _____

What % of the day? _____

B. Bending or kneeling

What? _____

What % of the day? _____

C. Climbing

Average # feet climbing? _____

What % of day climbing? _____

Ladder used % of time? _____

Frequently over and around equipment? _____

Sometimes over and around equipment? _____

D. Carrying

What? _____

What range in weight, generally? _____

What % of the day? _____

E. Crawling

What purpose? _____
How far, generally? _____
What % of the day? _____

F. Pushing

What? _____
What % of the day? _____
What range of weight, generally? _____

G. Pulling

What? _____
What % of the day? _____
What range of weight, generally? _____

H. Standing

What % of day? _____
What type of floors, generally? _____
At equipment? _____

I. Sitting

How long a period of time? _____
What % of the day? _____

J. Walking

How long a period of time? _____
What % of the day? _____

K. Traveling

Why? _____
How long a period of time? _____

L. Manual Dexterity Used

- Average
 - Frequent and difficult, precise – (describe) _____
- _____

M. Talking – Conveying detailed or important instructions or responses to other employees accurately.

- Little or no communication required
- Must be alert to sounds of equipment or fellow workers
- Frequent communication required

Why? _____

How often? _____

Is there any aspect of this job that makes this more difficult? If yes, explain _____

N. Hearing – This Job Requires:

- Receiving detailed information through oral communication;
- Making fine distinctions in sounds
Why? _____
How Often? _____

O. Vision – This Job Requires:

- Far vision acuity – clarity of vision at 20 feet or more
Why? _____
How Often? _____
- Near vision acuity – clarity of vision at 20 feet or less
Why? _____
How Often? _____
- Depth perception – three dimensional vision.
Ability to judge distance and space relationship so as to see objects where and as they actually are.
Why? _____
How often? _____
- Field vision – area that can be seen up and down or to right or left while eyes are fixed on a given point.
Why? _____
How often? _____
- Color vision – ability to identify and distinguish colors
Why? _____
How often? _____

P. Turning

- Torso
Why? _____
How often? _____
- Head & Neck
Why? _____
How often? _____

XII. WORKING CONDITIONS/HAZARDS

1. In this job, will there be exposure to loud or long noises and/or vibrations?

- Yes No

If yes, from what? _____
How long a period of time? _____

If yes, are ear plugs used or required on the job?

- Yes No

What % of the day? _____

2. Please check the statement that most closely describes this job.

- Mostly comfortable working conditions. Incumbent will only need to take a few precautions to make sure they and others stay healthy and safe.

- Often surrounded by dust, noise, fumes, very cold or very hot weather, poor lighting, etc. Keeping safe and healthy takes extra care.
- Usually surrounded by dust, noise, fumes, very cold or very hot weather, etc. for long periods of time. Incumbent must take many precautions to keep themselves and others healthy and safe.

3. Incumbent's working conditions are (check one):

- Are not very hazardous or dangerous
- Are sometimes hazardous or dangerous
- Are hazardous or dangerous much of the time and the chance of injury is often present.
- Are hazardous or dangerous each day, and the chance of injury is present each day.

4. Conditions of the air in which the incumbent will work (check one):

- Generally clean and pollution free
- Generally clear, with some dust and fumes

5. Regarding heat and/or cold temperatures, the working area is (check one):

- Indoors with temperature controls (heating and air conditioning)
- Outdoors with limited relief from the weather
- Indoors with relatively constant and acceptably comfortable temperatures in all seasons.
- Indoors with work area heated by equipment; conditions are very warm in summer months.
- Indoors with work area heated by equipment; conditions are very HOT in summer months (more than 25 degrees above outside temperature).

XIII. Machines and Equipment Used: List all machines, equipment, software, etc. used.

XIV: Position Requirements

1. Indicate the qualifications which you think should be required at entry in filling this position.

Minimum Qualifications:

General Education: _____

Special or Professional Education: _____

Experience: (Length in Years & Kind) _____

Licenses, Certificates, or Registrations: _____

Special Knowledge: (Abilities and skills) _____

2. What is the minimum level of reading, etc., needed to perform this job satisfactorily?

- No reading required
- Must be able to read and understand labels
- Must be able to comprehend moderately detailed operating instructions and safety procedures with limited explanation from supervisors or lead positions.
- Must be able to comprehend fairly intricate operating manuals, instructions, and safety procedures with limited explanation from supervisor Must be able to read and write proficiently.

XV. Please provide any other information which may help to fully understand this position.

SUPERVISOR'S SIGNATURE

DATE

PART 2 – STATEMENT OF ELECTED OFFICIAL/DEPARTMENT HEAD

1. After review of the above statements concerning duties and responsibilities required, indicate any inaccuracies or omissions.

SIGNATURE OF ELECTED OFFICIAL/DEPT. HEAD

DATE