



Position Number _____ Campus _____

Employee Name (if filled) _____

Current Title (if filled) _____

Job Analysis Questionnaire (JAQ)

Reason for Request	<input type="checkbox"/> Reclassify Vacant Position
	<input type="checkbox"/> New Position to be established
	<input type="checkbox"/> HR Maintenance Review

POSITION INFORMATION:

Regular, Full Time Regular, Part-Time - % of Contract: _____

Converting a RPT to a RFT Position

Department Name: _____

Position's supervisor name: _____

Proposed current or new title (if applicable): _____

Campus Human Resources Director Signature

OFFICE OF THE PRESIDENT HUMAN RESOURCES USE ONLY:

Final Title: _____ Job Code: _____

New Existing Pay Grade: _____ FLSA Status: Exempt Non-Exempt

Previous Incumbent Name: _____

Date Processed in PHRST: _____

Collegewide Recruitment and Classification Manager's Initials: _____

**ESTABLISH/RECLASSIFY
JAQ OVERVIEW**

This questionnaire is used to describe the specific job duties and minimum requirements for the **current** position—not the job as it used to be, or as it may be in the future.

SECTION I: JOB SUMMARY AND ANALYSIS

JOB PURPOSE:

Write a brief paragraph describing why the job exists. (Example: To provide full performance administrative support in support of a campus department).

PRINCIPAL ACCOUNTABILITIES:

List in order of priority, the major activities, objectives or functions necessary to achieve the job's end results (this is a good faith estimate). Try to group similar or related activities together. Grouped, related duties that comprise the bulk of the job or that a person spends the bulk of his/her time on would receive higher percentages. Duties that are cyclical, such as yearly items, could be grouped together at 5% of the total job, for example. The percentages of time spent on these accountabilities should add up to 100%.

PRINCIPAL ACCOUNTABILITY 1

% OF TIME: _____

PRINCIPAL ACCOUNTABILITY 2

% OF TIME: _____

PRINCIPAL ACCOUNTABILITY 3

% OF TIME: _____

PRINCIPAL ACCOUNTABILITY 4

% OF TIME: _____

PRINCIPAL ACCOUNTABILITY 5

% OF TIME: _____

PRINCIPAL ACCOUNTABILITY 6

% OF TIME: _____

PRINCIPAL ACCOUNTABILITY 7

% OF TIME: _____

ADDITIONAL INFORMATION IF NEEDED

KNOWLEDGE, SKILLS, AND ABILITIES:

Describe the knowledge, skills, and abilities required for the job. This section identifies the unique knowledge, skills, and abilities that are specifically required to perform the job's objectives and achieve the desired end results. (Example: 1. Knowledge of spreadsheet software. 2. Skill in recording and compiling data accurately). **This should describe what is required to perform the job, not an incumbent's personal background or qualifications.**

DECISION MAKING:

What is the extent of judgment used to carry out job duties? Please give examples of the types of decisions that this position makes versus what must be taken to this position's supervisor to decide.

LEVEL OF INDEPENDENCE:

What is the extent of supervision and direction given to this position?

SELECT ONE THAT MOST CLOSELY FITS:

- Close supervision with detailed instructions and work reviewed on an ongoing basis. Problems referred to supervisor.
- Immediate supervision with review at regular intervals. Questions referred to supervisor.
- General supervision where deadlines are established and where work is reviewed by results obtained.
- Administrative direction where assignments are based on broadly defined functional objectives and directly accountable for results.
- Strategic direction from a vice president with a broadly defined mission and accountable for planning and implementing objectives.

MANAGEMENT OF PEOPLE:

What is the extent of direction this position provides to others?

SELECT ONE THAT MOST CLOSELY FITS:

- No supervisory responsibility.
- Occasionally supervising part-time employees or student workers.
- No employees report to me on a permanent basis, but my job requires either the technical leadership of a work team or the leadership of a work unit (I serve as a lead worker).
- No employees report to me on a permanent basis, but I am accountable for ongoing project management and special assignments in term of quality, cost, time-frame, and personnel.
- I directly supervise the work activities of others and make recommendations concerning selection, disciplinary action and termination. I conduct and sign off on performance evaluations.
- I am accountable for the management of others, through a subordinate supervisor, including selection, recommending termination, performance evaluation, and professional development.

COMPLETE IF APPLICABLE:

Number of employees directly supervised_____ (meaning this position will sign off on performance evaluations)

Number of employees indirectly supervised_____

Position supervises highly technical areas: Yes No

Does this position have signature authority for purchase approvals? Yes No

Is the position responsible for developing, controlling, and implementing a department budget? Yes No

If yes, amount: \$_____

IMPACT:

What is the level of effect this position has on end results for an activity, program, or department?

SELECT ONE THAT MOST CLOSELY FITS:

- Activities impact outcome of assigned tasks. Errors are detected by immediate supervisor.
- Activities impact end results of related assignments. Errors detected in succeeding operations.
- Activities impact unit or program within a department. Errors may not be readily apparent.
- Activities impact the direction of a department. Errors not readily apparent.
- Activities impact the direction of more than one department. Errors could result in significant costs.
- Activities impact institutional policies and long-range plans in one or more major College areas.

CONTACTS:

What is the nature, frequency, and level of contact required of this position in carrying out job duties?

SELECT ONE THAT MOST CLOSELY FITS:

- Requires very little contact with others outside own work area.
- Requires some contact within or outside the College to give or obtain information.
- Requires frequent contact with students, faculty, staff, and general public. Advises other of options, interprets procedures, and resolves problems.
- Requires a high level of contact with high level administrators, and government officials to negotiate or persuade outcomes of considerable consequence.
- Requires a high level of contact within the College and with outside organization to address issues affecting the strategic objectives of the College.

CONFIDENTIALITY:

What is the level of access this position has involving confidential data?

SELECT ONE THAT MOST CLOSELY FITS:

- Little or none
- Department-level. i.e. student data, employee data
- Full and complete access to division-level reports
- Collegewide level access

VISUAL EFFORT:

What is the extent of visual effort and concentration required in carrying out job duties?

SELECT ONE THAT MOST CLOSELY FITS:

- Average visual effort with infrequent exposure to visually demanding work.
- Above average visual effort with frequent exposure to visually demanding work involving detailed work.
- High level of visual effort with continuous exposure to highly detailed work requiring substantial concentration.

PHYSICAL EFFORT:

What is the extent of physical effort required in carrying out job duties?

SELECT ONE THAT MOST CLOSELY FITS:

- Average physical effort with some handling of light weights such as supplies or materials on an infrequent basis. (10 - 15 lbs.)
- Occasionally an above average amount of physical effort including constant standing, lifting, and carrying light to moderately heavy materials, or equipment. (15 - 50 lbs.)
- High level of physical effort such as pushing, pulling, bending, lifting, and carrying heavy objects (over 50 lbs.)

PROBLEM SOLVING:

Which one statement most accurately describes this position's freedom to consider alternatives when addressing issues or problems?

SELECT ONE THAT MOST CLOSELY FITS:

- I follow detailed task lists or instructions from my supervisor or lead worker to get my work done. I refer problems immediately to my supervisor or others.
- I follow detailed standard procedures or instructions from my supervisor to get my work done. Occasionally, I change the work procedures or the order of the tasks (for example, filing records, sorting mail, cleaning floors).
- I follow standard work routines and well-understood tasks. Problems are alike from day-to-day. When problems arise, I can often respond by changing the order in which the tasks are done (for example, typing, record keeping, supply delivery, telephone operation, technical assistance on a help desk).
- Due to changing work situations, I solve problems by considering different options with the guidance of my supervisor or within well-defined principles and procedures. I often consider the most appropriate procedure of example to follow (for example, counseling clients on a program services option, or investigating, and interpreting State and Federal laws in response to a complaint and recommending an appropriate course of action).
- I solve problems by considering many different principles, procedures and standards. Because of changing priorities and work situations, I may consider which among several procedures to follow, and in what order to achieve the proper results (for example, administering College support services, or how to organize campus training sessions).
- I solve problems by considering courses of action within the framework of existing policies, principles, and standards. I know what needs to be accomplished, but must decide how to accomplish it. I may consider whether new methods need to be developed to achieve the proper results (for example, reengineering the way work is done and organized to improve the delivery of College services).
- I solve problems by considering the courses of action within broad campus or College policies and immediate objectives. I may determine that new College policies are needed. Although general goals are in place, I must set the plan and determine the priorities and processes to achieve campus or College objectives (for example, considering efficient organization of the largest Divisions in the campus/College; developing new principles and practices affecting services to students and the public).

WRITTEN COMMUNICATION:

Which one statement best describes the written communication activities required in this job?

SELECT ONE THAT MOST CLOSELY FITS:

- Checking, marking, or otherwise indicating choices on documents.
- Completing standard forms (hardcopy or on computer).
- Preparing letters, documents or reports from instructions or examples.
- Organizing information provided by others into letters, memos and reports (for example, preparing the minutes of a meeting, customizing or personalizing standard reports,) or composing memos, correspondence and reports related to practical or recurring issues.
- Composing letters, memos, reports, and documents related to unique or non-recurring issues that may involve converting specialized terminology and expressions into a general business or non-technical format.
- Composing correspondence, reports, articles, presentations, or other materials, communicating ideas or concepts related to complex or controversial issues. This may involve converting complex concepts into general business or non-technical language.
- Authoring articles, writing speeches, developing presentations, or other materials that seek to directly influence an audience and achieve a specific result.

SECTION II: SIGNATURES:

SUPERVISOR:

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS QUESTIONNAIRE IS ACCURATE AND COMPLETE:

SUPERVISOR SIGNATURE

DATE

DEAN/DIRECTOR AND VICE PRESIDENT:

TO THE BEST OF MY KNOWLEDGE, THE INFORMATION IS ACCURATE AND COMPLETE. IF ADDITIONAL INFORMATION SHOULD BE CONSIDERED IN THE CLASSIFICATION OF THIS POSITION, COMMENTS NEED TO BE ATTACHED.

DEAN/DIRECTOR/OTHER ADMINISTRATOR SIGNATURE

DATE

VICE PRESIDENT SIGNATURE

DATE

OOTP MATRIX VICE PRESIDENT SIGNATURE

DATE

VICE PRESIDENT FOR FINANCE

DATE

VICE PRESIDENT FOR HUMAN RESOURCES AND EQUITY, DIVERSITY & INCLUSION

DATE

PLEASE ATTACH AN ORGANIZATIONAL CHART IF AVAILABLE