



POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

Instructions for Completion

PURPOSE

The purpose of this questionnaire is to assist you in preparing a full and complete picture of your position for the consultants to use in updating job descriptions and conducting a compensation review.

You are in the best position to know exactly what you do, how you do it and what you need to know to perform the work. Although your manager will review and comment on your completed questionnaire, *it will not be changed by your manager*. The consultants will read what you write.

Achieving accurate results from this classification and compensation analysis depends on having thorough, accurate information on each studied position. We need your assistance to accomplish this. Please give each section of the questionnaire careful thought. If you are unclear about how to answer a particular question, contact your supervisor/manager or Jennifer Baughn in Human Resources.

Submit your completed questionnaire electronically to your immediate supervisor/manager by **September 29, 2023**.

GENERAL INSTRUCTIONS

Read over the entire questionnaire before you begin. Take time to think about the role you play in overseeing staff, directing/delivering services, producing work outputs and contributing to the performance results of your work unit, department or the College as a whole. Think about the really important things you do and what it takes to do them at the expected level of quality and efficiency. Then, complete each section.

While the consultants have worked with a number of community colleges, complete the questionnaire as if you were describing your position to someone who knows little about what you do. Describe your *current* duties and responsibilities and the results you are responsible for producing. If PDQ sections or certain types of information do not apply to your work, simply indicate N/A.

Be as specific and precise as possible. Avoid abbreviations or acronyms if possible. Otherwise, please explain what they mean.

Use the *Additional Information* section to add any other important information needed to provide a full and complete description of your position. This includes any anticipated changes as a result of the new ERP system. The electronic PDQ will expand to accommodate everything you write.

Thank you for your time and effort.



COMPLETING PAGE 1 OF THE PDQ

Background Information

Complete the background information. Your workdays and hours and phone number will be important to the consultants for scheduling an interview and if they need to follow up with additional questions.

Supervision Exercised

Provide information on the number and types of employees you supervise.

Job Purpose

Provide a *short description* of the work you do and why it is important to the department/college. The full details of your job will be described on page 2 of the PDQ. This section should include a description of your organizational team and department, its role, who it serves, what services your team provides and the results of your work.

COMPLETING PAGE 2 OF THE PDQ

On page 2, you are asked to describe details of all the important aspects of your position. Refer to the instructions and explanations below for each of the columns as you complete the questionnaire.

Position functions and responsibilities; % of time; frequency

1. List job functions and responsibilities. Describe the tasks you perform to fulfill each responsibility.
2. List one responsibility or task in each space.
3. Try to begin each responsibility or task statement with an action word, such as *analyze, operate, train, maintain, coordinate, research, review*, etc. Be as precise as possible in the action words you select so that you accurately convey what you actually do in your work. For example, use *conduct research, evaluate options* and *formulate recommendations* rather than *prepare reports*, since the word *prepare* can have many different meanings.
4. From your *total* work effort, provide the *approximate* percentage of time *annually* you spend on each function/responsibility.
5. Indicate the frequency with which you perform each function. Use the following:

d = daily	y = annually
w = weekly	p = only periodically
m = monthly	

6. If you need more space to list your responsibilities and tasks, the electronic PDQ will automatically expand to add more rows, or you may add additional sheets of paper.

Knowledge, skills and abilities needed; special licenses or certificates

1. Describe the most important knowledge, skills and abilities needed to perform each responsibility or task in a fully competent manner (after a reasonable period of orientation to the job). These knowledge, skills and abilities may be obtained in a variety of ways. Be sure to include knowledge of laws, codes, procedures or rules you must apply in your work.

Examples:

Knowledge of federal, state and local laws and regulations applicable to admission and records functions for a community college.

Methods and materials used in controlling pests and weeds.

Business software, including word processing, accounting and spreadsheet programs.

2. List any special licenses or certifications required for job performance.

Equipment/technology or materials used

List any equipment, special tools, computer hardware/software or other technology you must use to carry out each of the functions or responsibilities you describe. It is not necessary to list basic office equipment.

COMPLETING PAGE 3 OF THE PDQ

Problem Solving and Decision Making

In this section, you are asked to provide information on the problem solving and decision making required of your job.

In thinking about your job's problem-solving environment, consider the following:

- What are the most typical problems you must analyze and solve in carrying out your responsibilities?
- What resources are available to you, such as manuals, rules and regulations, principles, policies and precedents to aid you in problem diagnosis and resolution?
- How often do problem-resolution situations require the development of new or modified approaches, policies, methods and practices?
- In what ways are your methods or solutions reviewed, and by whom?

In thinking about your job's decision making, consider the following:

- What authority limits are established for your independent decision making on technical, operational, policy and administrative matters? Within these authority limits, what types of reviews are made regarding your decisions?
- Who reviews your *recommendations* for action, and what is the nature of the review?
- What types of decisions do you make, make and report, recommend or review and approve?

Provide examples of problem-solving situations and types of decisions for which you are accountable *that are most representative of your day-to-day responsibilities*. Provide any additional examples you wish regarding problems or decisions that, though occurring less frequently, are essential to carrying out your major job functions.