

POSITION ANALYSIS/DESCRIPTION QUESTIONNAIRE

Purpose: *This questionnaire is designed as a tool for analyzing technical positions and developing position descriptions that provide information essential for classification and level determination.*

IDENTIFYING INFORMATION:

Incumbent Name: _____ Department: _____ Date: _____
Position Title: _____ Current Classification: _____
Time in Current Class: _____ Supervisor's Name and Title: _____
Please Check One: New Position _____ or Old Position _____ Time Base: _____

SECTION I - POSITION SUMMARY

In one or two sentences, please describe the primary purpose of the position.

SECTION II - KEY ACCOUNTABILITIES

Please describe the key accountabilities for the position. These are the essential end results or outcomes expected of the position. Examples include: ensuring the effective and reliable operation of assigned systems, ensuring quality and timely systems analysis and programming, ensuring user satisfaction, ensuring optimal use of resources, and working as an effective project team member.

SECTION III - POSITION RESPONSIBILITIES & KNOWLEDGE AND SKILLS

Please describe the main work activities involved in the position and the associated knowledge, skills and abilities required to successfully perform each work function. Try to focus on four to six major areas of responsibility and note specific tasks and work activities associated within each area. In addition, note the percentage of time spent in each responsibility area keeping in mind a broad perspective of time, such as the last 12 months, rather than just the last month. For example:

<u>Responsibilities and Examples of Work Activities</u>	<u>Knowledge, Skills and Abilities</u>	<u>% of Time</u>
1. Develop and maintain applications code for system enhancements which most effectively meet user needs and optimize resources. Work with users to test and debug enhancements. Develop user friendly documentation to support modifications.	Ability to use applications software, data structures, utilities and communication interfaces including: SQL COBOL, IBM JCL, MVS and TSO. Ability to perform interactive debugging and test and analyze system failures.	25%

Responsibilities and Examples of Work Activities	Knowledge, Skills and Abilities	% of Time
1. _____	_____	_____
_____	_____	_____
2. _____	_____	_____
_____	_____	_____
3. _____	_____	_____
_____	_____	_____
4. _____	_____	_____
_____	_____	_____
5. _____	_____	_____
_____	_____	_____
6. _____	_____	_____
_____	_____	_____
7. _____	_____	_____
_____	_____	_____
8. _____	_____	_____
_____	_____	_____

Minor and Occasional Duties

Please note any additional duties that are not a primary function of the job or are performed on an infrequent basis.

SECTION IV - PROJECT COORDINATION/LEAD RESPONSIBILITIES

Please describe the project coordination and/or lead responsibilities. Please be sure to include the nature and duration of any assigned projects and/or the extent of lead responsibilities including the number and type of positions for which lead direction is provided.

SECTION V - CONTACTS

Please list the contacts regularly made within and outside of the department and campus.

Contact Type and Frequency	Nature and Purpose of Contact
1. _____	_____
_____	_____
2. _____	_____
_____	_____
3. _____	_____
_____	_____
4. _____	_____
_____	_____
5. _____	_____
_____	_____

SECTION VI - COMPUTER AND SOFTWARE USAGE

Please note the type of computer or technology systems regularly used to perform work and the associated operating systems, software and applications used. Also note the purpose of this work and the results achieved.

Computer/Systems Type	Software/Applications Used	Purpose and Results Achieved
1. _____ _____	_____	_____
2. _____ _____	_____	_____
3. _____ _____	_____	_____
4. _____ _____	_____	_____
5. _____ _____	_____	_____
6. _____ _____	_____	_____

SECTION VII - ADDITIONAL KNOWLEDGE, SKILL & EXPERIENCE

Please note any additional knowledge, skills, experience, certificates or education you important to this position.

SECTION VIII - SPECIAL WORKING CONDITIONS

Please describe the physical requirements of the job and the usual work environment. Please note any unusual conditions.

SIGNATURES:

Signature indicates that questionnaire provides an accurate and correct statement of responsibilities and requirements of the position.

Incumbent _____ *Date*

Immediate Supervisor _____ *Date*

Administrator _____ *Date*