

Name (person completing JAQ) _____

Work Telephone Number _____ Date _____

NEW POSITION INFORMATION

Formal Job Title and Class Code _____

Functional Job Title (what will the job be called) _____

Name and Title of Supervisor _____

Department _____

Normal Work Hours _____ Work Location _____

PURPOSE

This Questionnaire will help the Office of Human Resources to obtain a detailed description of future duties and responsibilities. This information will be used as a part of the Position Classification Study that will make sure all jobs are properly classified.

INSTRUCTIONS

Read through the entire Questionnaire before answering any questions. It will make filling out the Questionnaire easier and faster.

- Some questions may not apply to the job. Write in an "N/A" or place a "O" in the response space for these questions. Do not just leave the question blank.
- Answer the questions as accurately as possible for the job. Do not overstate or understate your answers. Think of job duties over a period of time (e.g., 3 months, 6 months, 1 year) as you answer the questions. Since the position is a new position, think of the job duties after the position has been filled for a number of months.
- Write on the back of any page if you need more space.
- Make your answers short and clear. Use common words that can be understood by a person who may not work in your department.
- Please write or print clearly or type, if you prefer. The form is also available on disk.
- Sign your name and the date on the last page to show that you completed this Questionnaire and believe that it is an accurate description of your job.
- Pass the completed Questionnaire to your supervisor to look over, make comments on the last page, and sign. You are encouraged to discuss your answers with your supervisor.

1. **PURPOSE/OBJECTIVE OF JOB**

A. Summarize what your section does and how the job fits into that function.

B. Briefly describe or summarize the purpose of the job. What will be worked on, what will be produced, what service will be provided, and so on.

2. SPECIFIC JOB DUTIES

List the major duties of the position. Normally six to twelve major duties make up a job. These are the duties that will be performed on a regular basis. Begin with the most important duties and be sure to include those activities most descriptive of the job. On the right, indicate the usual amount of time expected to be spent on each duty.

<u>A. Work Performed Every or Almost Every Workday</u>	<u>Percentage of Time</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<u>B. Major Tasks Performed Periodically</u>	<u>Frequency/No. of Hrs.</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. WHAT, IN YOUR OPINION, WILL BE THE MOST DIFFICULT PART OF THE JOB?

4. WORK CONDITIONS
Briefly describe the work setting. Where will the new employee work? (For example: office, shop floor or out-of-doors.)
What will the work area be like? (For example: dirty, noisy or have poor lighting, etc.) Will there be any safety hazards?

5. INFORMATION

A. How much time will be spent gathering information from the sources listed below in order to perform the job?
(Answer in terms of hours per day.)

_____ 1. Written text materials (reports, memos, manuals, signs, books, computers, etc.)

_____ 2. Verbal instructions/information (from your supervisor, co-worker, faculty, etc.)

_____ 3. Quantitative materials (numbers taken from sources such as graphs, tables, specifications, accounts, etc.)

- _____ 4. Mechanical objects (looking at/reading dials, gauges, meters, machines, equipment, etc.)
- _____ 5. Graphics or pictures (reading graphs, charts, diagrams, pictures, etc.)
- _____ 6. Observation of other people (co-workers, public, students, etc.)
- _____ 7. Other ways to get information to do the job (please give examples.)

B. Describe what types of information will be the most important in performing the job (e.g., written procedures, work orders, verbal instructions, etc.) Give examples.

C. How will this information be used in the job? (For example: combine, analyze, compile, code, copy, etc.)

6. DECISION-MAKING AND PLANNING

A. To what extent does this position require one to make decisions in the absence of guidance or approval? *Check the statement that most closely describes this position.*

- 1. Work is performed under close supervision or by following specific and detailed instruction and/or procedures.
- 2. The position is performed in accordance with existing procedures and instructions. Set priorities, organize work, and occasionally deviate from established schedules or procedures to accomplish results.
- 3. Some work is performed by following existing procedures and instructions but other assignments are received.
- 4. Work typically involves projects and/or assignments wherein employee has considerable decision-making authority regarding procedures, plans and schedules.
- 5. Makes decisions within the context of approved goals and budgets. Has substantial latitude of independent action in establishing plans, policies and procedures within functional area.
- 6. Establishes goals, plans and policies for their own areas of responsibility subject to top management review. Has broad latitude for decision-making.

B. Will the job require someone to estimate anything, such as size, quantity, speed or time? If so, describe anything that will be estimated.

7. EDUCATION/TRAINING

What is the minimum level of education and/or training required for this position?

- 1. The ability to read, write and speak one language and to perform simple arithmetic calculations.
- 2. Graduation (or equivalent) from high school.

- 3. A high-school level of education plus specialized knowledge which can be acquired in high school or a year or less of specialized training (e.g., PC word processing, spreadsheets, etc.)
- 4. One to three years of post-high school training (e.g. associate's degree or specific trade license).
- 5. A bachelor's degree.
- 6. A year or two of post-bachelor's degree education or training (e.g., a master's degree).
- 7. Three or more years of post-bachelor's degree training (e.g., a Ph.D.).

Other training

Comments

8. EXPERIENCE REQUIRED

A. At a minimum, how much work experience would someone need in order to perform your position satisfactorily?

- Less than one year
- One to three years
- Three to five years
- Five to ten years
- More than 10 years experience

9. LICENSES/CERTIFICATES REQUIRED

List any professional licenses, special licenses or certificates needed to perform this job. Indicate by federal, state or local law or by employer.

Comments

10. HOW MUCH ON-THE-JOB TRAINING IS REQUIRED TO LEARN THIS JOB?

- None
- 1-2 weeks
- 2 weeks up to 1 month
- 1-3 months
- 3-6 months
- 6 months to 1 year
- 1-3 years
- More than 3 years

Describe the nature of the required training.

11. TECHNICAL WORK ACTIVITIES

A. If the job will involve any technical work, such as using special equipment or applying technical procedures, please describe.

B. List the tools and equipment (including measuring tools, technical equipment, vehicles or office equipment) that will be used or operated as a part of the job. Briefly describe any controls on the equipment (e.g., on/off switch, knobs requiring occasional settings, knobs requiring frequent settings, hand controls, foot controls, etc.)

Equipment Operated	Type of Control Used
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-----	-----
-----	-----
-----	-----
-----	-----
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C. If the maximum physical exertion is five pounds or less for this job, go to *Item 12, Body Positions/Postures*. If more than five pounds, what will be the heaviest weight that will be required to be lifted? _____

How frequently will someone lift this weight? _____

D. What physical abilities will someone need in order to do this work?

12. BODY POSITIONS/POSTURES

Approximately how much of the time per day will be spent (*answer in terms of hours per day*)

____ Sitting ____ Climbing (ladders, stools, etc.) ____ Standing ____ Kneeling/Stooping ____ Walking/Running

13. COMMUNICATION SKILLS REQUIRED

A. What level of communication skills does this position require? Consider listening, reading, speaking and writing skills. The communication may be in person, by telephone or through written documents.

- Basic. This position requires the ability to exchange information on factual matters, understand and give instructions, and perform other duties which require a basic level of listening, reading, speaking and writing skills.
- Moderate. This position requires greeting callers and visitors, answering factual questions from customers and others about the university and other activities requiring good listening skills and tact.
- Significant. This position requires drafting correspondence; proofreading correspondence for spelling, grammar and content errors; training or instructing employees in my own department; and/or other tasks requiring a significant level of communication skills.
- Substantial. This position requires ordering services or supplies from approved vendors, explaining university policies in difficult situations, writing and editing reports and technical documents, coordinating the work of others and/or other activities requiring a comparable level of communication skills.

- High. This position requires regularly negotiating major purchases or financial donations with companies or individuals, writing proposals, planning, supervising and appraising work of others, interpreting Florida Tech policies in situations requiring judgment and persuasion or other activities requiring a comparable level of communication skills.
- Very High. This position requires regularly writing and presenting management education programs, negotiating contractual relationships between Florida Tech and important companies or individuals and/or performing other duties requiring the highest level of communication skills.

B. Will someone train or instruct others? What method will be used (classroom training, on-the-job instructing, etc.)? Give examples.

How many people will be trained/instructed in the course of a year? _____

C. Will the new position require formally questioning people to gather information? Give examples.

14. CONFIDENTIALITY

Does the job require dealing with confidential information?

- None
- Handle confidential information
- Handle highly sensitive and/or confidential information.

Examples

15. CONTACT WITH PEOPLE

A. How much of the day will be spent in job-related contacts with people? _____

B. Typically workers come into contact with and deal with different kinds of people as they perform their jobs. List the kinds of people whom the employee would come into contact with by job title in order of amount of time spent with each of them.

For example, an administrative secretary may make the following list:

1. Faculty members
2. Own supervisor
3. Other secretaries
4. Students
5. General Public

16. SUPERVISION

A. Which of the following best describes this position’s responsibilities as a supervisor? To qualify as a supervisor, the worker must sign performance evaluations. If not, go to *Item 13, Work Direction*.

- Occasional direction of other employees.
- Regular direction without hire/fire authority.
- Primarily responsible for appraising staff, determining pay increases, and hiring/firing, or recommending pay increases, hire or fire.
- Develop policies and budgets for department employees.
- Develop and oversee university-wide goals, strategies and plans.

B. How many people will be directly supervised? _____

List job titles

How many of these supervise others? _____

How many people do they supervise? _____

List job titles

17. WORK DIRECTION

A. This question relates to lead worker duties. A lead worker must be appointed to monitor the work of one or more persons and be responsible for the work they perform.

Will this position be a lead worker? Yes No If “Yes,” how many people will be lead on a regular basis? _____

List job titles

B. Describe the kind of lead worker activities that will be performed (for example: performance review, work assignments, scheduling, training, quality control, etc.).

- C. Will someone coordinate or organize the work of others (without having direct lead worker responsibility)? If yes, please explain and give examples.

- D. Type of Work Direction Received

Describe the type of supervision or work direction that will be received. Describe how work will be assigned, reviewed, or scheduled and how closely will someone be supervised?

17. JOB DEMANDS

- A. Describe what might be frustrating about the job. Will there be events or circumstances beyond the employee's control that might get in the way of doing the job well or in a timely fashion? Describe these circumstances.

- B. Give some examples of job-related conflicts or hostile contacts with other people (students, co-workers, general public, etc.). These conflicts should include those which are caused by the job and do not include "person conflicts" with people the employee just might not get along with.

- C. What things (situations, changes, or conditions) will someone need to be especially alert to or aware of (e.g., alarms, monitors, emergencies, etc.)?

18. RESPONSIBILITIES

- A. In performing the job, will the person in this position be responsible for the safety of others? Describe the circumstances.

B. List any material or dollar resources that will controlled or monitored. Indicate the approximate value, size or quantity of each type of resource.

<u>Resources</u>	<u>Value/Size/ Quantity</u>	<u>Type of Control/ Monitoring</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

19. COMMENTS

Briefly provide any additional information about the job, job activities, responsibilities, work conditions, communication, contacts with people, supervision, or job demands not addressed in the above questions.

REVIEW/APPROVAL BY IMMEDIATE SUPERVISOR

A. Comments, exceptions or additions to any of the answers to the above questions. *(Write N/A if not applicable.)*

B. What do you consider the most important duties of this job? *Complete only if your answers would be different to previous answers to these questions in this questionnaire or if your answers would expand upon any previous answers.*

C. In your opinion, what are the levels of education and experience necessary for a person to have coming into this job? *Complete only if your answers would be different from previous answers to this question in the questionnaire, or if your answers would expand upon any previous answers.*

D. What are the skills, knowledge, abilities, or other characteristics that a new employee must bring to the job? *(Note that these should not include things learned early on the job.)* For example, does this job require special skills such as welding or use of hand tool; does the job require special knowledge such as the operation of heavy equipment or blueprint reading; does the job require special abilities such as being able to remember complex instructions or being able to see well at a distance?

Supervisor Signature and Title _____

Date _____

Provost/VP Signature _____

Date _____