

Job Analysis Questionnaire

Type of Request: Establish new position Reclassify existing position Other Date: _____

Proposed title: _____

Work currently performed by (name & title): _____

Department: _____ School, College, or Division: _____

Immediate supervisor of this position (name and title): _____

Instructions:

The purpose of the form is to collect information about the nature of the work performed by the individual in this particular position. The information will be used to assist in appropriately classifying the position. **Please feel free to attach any additional documentation that you believe will be beneficial in this process.**

I. FUNCTION AND ORGANIZATIONAL STRUCTURE

A. *If an existing position, briefly detail the reason for the request to reclassify the position.*

B. *Describe the general purpose of the position.*

C. *What types of choices does the incumbent make without involving the supervisor of the position?*

D. *What are the supervisory responsibilities of the incumbent in this position?*

E. *Attach an organizational chart for the unit. **Please note that this form will not be processed until an organizational chart has been received by the Department of Human Resources.***

II. DUTIES, TASKS, AND KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

This section is very important and will require careful thought. Describe the position in detail so that the information can be used to properly identify the duties and tasks performed by the incumbent; and the knowledge, skills and abilities (KSAs) that are necessary to perform in this position.

Definitions:

Duty - a distinct, major role or function assigned to position; represents a principle responsibility for the incumbent.

Task - a distinct, identifiable work activity that constitutes one of the logical and necessary steps in the performance of a duty. Knowledge- the subjects, topics, and items of information that a new employee should know at the time he or she is hired or moved into the job; knowledge represents bodies of information that are applied directly to the performance of work functions.

Skills - technical or manual proficiencies that are usually learned or acquired through training, skills should be measurable, and observable.

Abilities - the present demonstrable capacity to apply several knowledge and skills simultaneously in order to complete a task or perform an observable behavior; abilities may also relate to personal and social attributes which tend to be innate or acquired without formal instructions. An example is the ability to deal effectively with the public in giving and obtaining information.

Complete the following tables by listing the important duties and tasks of the position. The percentage of time dedicated to all tasks should equal 100%.

Example:

Duty Statement	Prepares and maintains all fiscal documents for the department.
Percentage of time dedicated to this duty:	35%
Associated task	Record and total requisition amounts in order to maintain a running balance of all expenditures.
Associated task	Compile and summarize various financial statements and reports.
Associated task	Reconcile purchase requisitions, cash advances, and reimbursements related to
Associated task	Monitor all departmental account balances.

Duty Statement 3:	
Percentage of time dedicated:	<i>The percentage of time dedicated to all tasks should equal 100%.</i>
Associated Task:	
Associated Task:	
Associated Task:	
Associated Task:	
Associated Task:	
Duty Statement 4:	
Percentage of time dedicated:	<i>The percentage of time dedicated to all tasks should equal 100%.</i>
Associated Task:	
Associated Task:	
Associated Task:	
Associated Task:	
Associated Task:	
Duty Statement 5:	
Percentage of time dedicated:	<i>The percentage of time dedicated to all tasks should equal 100%.</i>
Associated Task:	
Associated Task:	
Associated Task:	

Associated Task:	
Associated Task:	
Duty Statement 6:	
Percentage of time dedicated:	<i>The percentage of time dedicated to all tasks should equal 100%.</i>
Associated Task:	
Associated Task:	
Associated Task:	
Associated Task:	
Associated Task:	
Duty Statement 7:	
Percentage of time dedicated:	<i>The percentage of time dedicated to all tasks should equal 100%.</i>
Associated Task:	
Associated Task:	
Associated Task:	
Associated Task:	
Associated Task:	
Duty Statement 8:	
Percentage of time dedicated:	<i>The percentage of time dedicated to all tasks should equal 100%.</i>
Associated Task:	

Associated Task:	
Associated Task:	
Associated Task:	
Associated Task:	

A. *Identify the Knowledge, Skills, and Abilities (KSAs) that are necessary to perform in this position (Examples: Knowledge of accounting sufficient to enter journal entries into an accounts receivable book; skill in operating an electronic calculator; ability to record and total numerical figures with a minimal number of errors):*

IV SIGNATURES

Academic Departments Approval	
_____ Supervisor/Manager of Position	_____ Date
_____ Chair	_____ Date
_____ Dean	_____ Date
_____ Provost	_____ Date

All Other Departments Approval	
_____ Supervisor/Manager of Position	_____ Date
_____ Department Head	_____ Date
_____ Vice Chancellor or Chancellor	_____ Date