Department of Transformation and Shared Services
Office of Personnel Management

Position Classification Questionnaire

General Information

Business Area: _____ Agency: _____

Preparer's Name: _____ Date: _____

Position Number: _____ Class Code: _____ Grade: _____

Job Title: _____

Incumbent's Name: _____

Supervisor: _____

Reason why position is being submitted for evaluation (cirlce one):

New Job/Title Significant Change in Duties or Responsibilities

If there has been a significant change in duties or responsibilities, please describe in detail the changes and attach any other documents that illustrate your explanation:

Job Duties and Conditions

List up to 10 primary job duties this position performs or is expected to perform, in order of importance. Include the frequency of occurrence (daily, weekly, monthly, etc.) and percentage of time dedicated to each duty. **DO NOT** use acronyms or abbreviations.

JOB DUTY	FREQUENCY	% TIME

Check one (1) of the following that best describes the overall working hours associated with this position. "Overtime" in this section means instances where an employee works more than 40 hours per week, regardless of actual overtime eligibility.

☐	Works regular shifts, daily and weekly; rare instances of overtime required.
☐	Some irregularities in hours because of overtime requirements, infrequent weekends and/or shift rotation, travel, etc.
☐	Considerable irregularity of hours because of frequent overtime, frequent weekends, shift rotation, on-call availability, or travel.
☐	Frequently requires highly irregular and unpredictable or particularly long work hours, such as attendance and participation at evening and/or weekend meetings, covering more than a single shift, extended travel, etc.

Check one (1) box that best describes the risk of negative consequences resulting from the actions of an incumbent in this position:

☐	**Low Risk**—although job may have some variety of tasks, work assignments use standard procedures and are generally basic and routine. Assignments are generally closely monitored. Makes minor decisions.
☐	**Medium Risk**—job has somewhat complex tasks requiring the regular use of professional judgment. Supervision is general and may be infrequent.
☐	**High Risk**—Job has very complex tasks requiring high level of professional judgment. Makes decisions carrying high degree of responsibility where there may be little or no precedent; acts independently with little oversight.

Check one (1) type of environmental condition to which the person occupying this position would normally be exposed:

☐	**Normal office working conditions** with no major sources of discomfort. Very low risk of minor physical injury.
☐	**Fair working conditions** with routine discomforts. Position may require occasional work in the elements, moderate exposure to heat cold, moisture/wetness, soiled materials, or light chemical substances/cleaning solutions. Moderate risk of minor physical injury, relatively low risk of significant physical injury.
☐	**Difficult working conditions** with frequent exposure to undesirable or hazardous working conditions. Position requires routine exposure to the elements regardless of conditions, dangerous chemical substances, or other inherently dangerous conditions. Substantial risk of significant physical injury.

Does a person occupying this position have fiscal responsibilities? Yes ☐ No ☐

In dollars, how large is the budget for which this position is responsible?

If yes, please describe the fiscal responsibilities this person has, such as managing a budget, filling out purchase requisitions, approving transactions, maintaining employee salaries, etc.:

Supervision and Oversight

Check one (1) of the following leadership responsibilities a person occupying this position has:

☐	Does not supervise other staff.
☐	Leads peers on a regular basis but is not the direct supervisor. May help direct, schedule, or monitor staff, but does not hire, fire, or evaluate other employees.
☐	Is the front-line supervisor over two or more full-time employees. Hires, fires, and evaluates subordinates.
☐	Is the manager of a unit, section, or major function and typically also supervises personnel who are front-line supervisors or persons having professional-level responsibilities.
☐	Is the director of a division, department, or large program and typically supervises management personnel and indirectly supervises subordinate staff under this position's line of authority.

If you indicated that this position supervises other employees, how many direct reports does this person have?	
If you indicated that this position supervises other employees, how many indirect reports does this person have?	

Please list the class code, title, and number of employees for each classification supervised by the person in this position. If necessary, attach additional sheets.

CLASS CODE	TITLE	GRADE	# OF EMPLOYEES

How many supervisors does the person in this position supervise? If none, enter 0.	
If you answered with a number other than 0 to the question above, for which divisions/sections/offices is this person responsible?	

Check one (1) of the following statements that best describes this position:

☐	Receives clear and specific instructions and/or follows standardized instructions or procedures without ongoing supervision. Work is checked for accuracy, adequacy, and adherence to instructions. Consults with supervisor on matters not covered by the original instructions or guidelines.
☐	Receives moderate to limited supervision working from objectives set by supervisor. Organizes and carries out most assignments in accordance with standard practices, instructions, or previous training. Makes minor decisions routinely; may handle some unusual situations independently.
☐	Receives general direction working from established policies and objectives. Plans and carries out assignments and resolves most conflicts that arise. Exercises judgment in the analysis of facts or conditions regarding individual issues. Completed work is checked only to determine compatibility with other work or effectiveness in meeting agency objectives.
☐	Receives only broad administrative guidance. Assignments are in terms of setting objectives within strategic planning goals. Has responsibility for planning, designing, and implementing programs, projects, or studies and sets goals for major unit. Acts independently; approval from higher authority is conceptual with generally little reference to detail.

Education, Experience, and Skills

Check one (1) of the following educational levels which best describes the minimum required—**regardless of the preferred level or the current incumbent's level**—to be able to perform this job at a basic level of performance:

☐	**High School or Equivalent**—requires enough basic education to understand and follow standard practices and instructions. May require some specialized courses, certifications, or licenses of limited scope.
☐	**Associate's Degree or Skilled Trade Certificate**—requires knowledge of a specialized field or trade. Additional training equal to two (2) years of college, technical school, business school, or skilled trades training. May require licensing or certification.
☐	**Bachelor's Degree or Equivalent**—requires professional level knowledge in a specialized or technical field such as those for which bachelor's degrees or IT certifications are commonly awarded. Additional training equal to successful completion of four (4) years of college or study.
☐	**Master's Degree**—requires advanced knowledge and skills and expertise in a specific field. Requires the ability to understand and apply principles and practices of field or more than one (1) field. Requires one (1) to two (2) years' work in an accredited graduate school leading to degree. Recognized as subject matter expert.
☐	**Doctoral Degree**—requires highly advanced knowledge and skills and mastery of a specific field. Ph.D., J.D., M.D., Ed.D. or similar doctoral level degree normally requiring at least three (3) years of work in an accredited graduate school leading to degree. Often must possess license and pass professional examination in order to practice in field.

Is a license required in order to perform this job? If so, what license is required? **DO NOT INCLUDE DRIVERS LICENSES OR NOTARIES PUBLIC.**

Check the level of experience necessary—**regardless of the preferred level or the current incumbent's level of experience**—at the time of hire in order to perform this job at a basic level of performance.

☐	Less than a year
☐	1 to 2 years
☐	3 to 5 years
☐	5 to 7 years
☐	8 or more years

If this position normally supervises other employees, check the level of supervisory experience necessary— **regardless of the preferred level or the current incumbent's level of experience** —at the time of hire in order to perform this job at a basic level of performance:

☐	Less than a year
☐	1 to 2 years
☐	3 to 5 years
☐	5 to 7 years
☐	8 or more years

Check one (1) of the following that best describes the physical effort required for this position:

☐	**Light**—physical effort normally found in clerical or office work. Work is primarily sedentary; however, occasional handling of objects up to 10 lbs. and occasional walking and standing is required.
☐	**Moderate**—physical effort represented by frequent handling of objects and/or materials of moderate weight (10-20 lbs.) and/or frequent use of light hand tools. May require walking or standing much of the time.
☐	**Substantial**—physical effort represented by frequent handling of object and/or materials of substantial weight (20-50 lbs.) and/or frequent use of medium hand or power tools. In addition to considerable walking or standing, may require climbing and working from ladders or working in awkward positions.
☐	**Strenuous**—Physical effort represented by frequent handling of heavy objects (50+ lbs.) and/or materials and work and/or frequent use of heavy hand tools. Work is often exposed to elements or in non-climate controlled conditions.

Please list any other knowledge, abilities, or skills necessary to perform the duties of this position. Examples include: computer skills, communication skills, organizational skills, etc. **DO NOT** copy from another job description.

Please include any other information that may aid in the preparation of an accurate description of this position.

Approvals

SUPERVISOR REVIEW
I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: _____

Title: _____

Date: _____

Signature: _____

AGENCY HR ADMINISTRATOR REVIEW
I have reviewed this document and the information contained herein is true and accurate to the best of my knowledge.

Name: _____

Title: _____

Date: _____

Signature: _____