

	Columbia Gorge Community College Human Resources Form	Approved: 02/05/2010	Revised:
		Position Analysis Questionnaire - Existing Position	

Date Received by HR: _____

Purpose and Instructions:

This position audit questionnaire is designed to collect detailed information about the duties and responsibilities of the job as it currently exists. Please provide information about the job itself, and not about the performance of the person in the job. The collected job data will be used to help develop or revise job descriptions and to help evaluate the job for appropriate classification.

Answers to the questionnaire should be honest, complete, and accurate about the job responsibilities and duties that are regularly performed as part of the job. Please include duties related to special projects or temporary assignments *only if* these duties are required as a regular part of the job.

This questionnaire is designed to collect data about most jobs; however, some questions may not apply to the job being analyzed. If two answers seem to fit the situation, select the one that works best.

Please check the appropriate box and provide the requested information that best describes the current job. When completing these sections, please keep in mind the following:

- Select the most appropriate answer(s) for each question.
- Read each definition carefully before answering.
- Consider the job, **not** the employee.
- Answer should be based on the job as it currently exists.

COMPLETION OF THIS FORM DOES NOT MEAN AUTOMATIC APPROVAL

Please complete the following, if applicable:

- Vacant Position Occupied Position
 Request for Adjusted Salary Request for Job Re-Evaluation

Requested Job Title: Requested Pay Grade:
 Requested Unit:

Current Position Title: Date Submitted:
 Department: Unit:
 Supervisor's Name: Title:

Supervisor Signature

Date

Department Chief Officer Signature

Date

I. Job Description: Does the current position have a job description? Yes No

If Yes: Please attach a copy of the current job description and complete this form.

If No: Please contact Human Resources and do not complete this form.

II. Essential Functions: List changes in the essential functions of this position.

Essential Function	Frequency
1. <input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="text"/>	<input type="text"/> % of time
2. <input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="text"/>	<input type="text"/> % of time
3. <input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="text"/>	<input type="text"/> % of time

4. <input type="checkbox"/> Add <input type="checkbox"/> Delete 	<input type="checkbox"/> % of time
5. <input type="checkbox"/> Add <input type="checkbox"/> Delete 	<input type="checkbox"/> % of time
6. <input type="checkbox"/> Add <input type="checkbox"/> Delete 	<input type="checkbox"/> % of time
7. <input type="checkbox"/> Add <input type="checkbox"/> Delete 	<input type="checkbox"/> % of time
8. <input type="checkbox"/> Add <input type="checkbox"/> Delete 	<input type="checkbox"/> % of time
9. <input type="checkbox"/> Add <input type="checkbox"/> Delete 	<input type="checkbox"/> % of time
10. <input type="checkbox"/> Add <input type="checkbox"/> Delete 	<input type="checkbox"/> % of time

III. Required Qualifications: Specify **changes** in minimum equivalency for education, experience, skills, and abilities. Please cite specific examples and justification for the change.

IV. Complexity/Creativity/Budget Responsibility: Indicate any changes in the limits and controls on the authority of the position regarding expenditure of funds, personnel decisions, changing policies and procedures along with the analytical, technical, and creative thinking necessary to guide actions. Only complete the justification section for proposed responsibilities.

Current Responsibility	Proposed Responsibility (complete justification)	
<input type="checkbox"/>	<input type="checkbox"/>	<p>Predominantly follows established procedures, practices, and policies; makes routine decisions with prescribed limits.</p> <p>Specific Example: <input type="text"/></p> <p>Justification for Change: <input type="text"/></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Typically adapts procedure to resolve unusual occurrences; being accountable for own work assignments, but not for a functional area or department.</p> <p>Specific Example: <input type="text"/></p> <p>Justification for Change: <input type="text"/></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Typically requires analytical skills to interpret policies, research and compare alternative solutions; occasionally develops practice, suggests policy changes; may have accountability for a functional area or department.</p> <p>Specific Example: <input type="text"/></p> <p>Justification for Change: <input type="text"/></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Frequently develops practices/policies, assists/influences decisions, addresses emerging organizational changes; may have accountability for two functional areas or departments.</p> <p>Specific Example: <input type="text"/></p> <p>Justification for Change: <input type="text"/></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Regularly develops policies, strategies and long-range plans to address organizational change; makes policy-setting decisions; may have accountability for three or more functional areas or departments.</p> <p>Specific Example: <input type="text"/></p> <p>Justification for Change: <input type="text"/></p>

Does this position currently have responsibility for budget, revenues, and/or expenditures?

Yes No

Will the new position have responsibility for budget, revenues, and/or expenditures?

Yes No

If yes, describe the size of the budget, extent of the signature authority, and the involvement in the budget process.

Select the description that closely matches the level of variety, difficulty, and magnitude of tasks and responsibilities. Only complete the justification for proposed responsibilities.

Current Responsibility	Proposed Responsibility (complete justification)	
<input type="checkbox"/>	<input type="checkbox"/>	Tasks are highly interrelated and simple. Work consists of fairly standard procedures and tasks. Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Tasks are multiple and focus more on single processes. Work is sometimes standardized and sometimes varied. Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Tasks are multiple and diverse with some interrelationship across processes. Work requires the direct application of a variety of procedures, policies and/or precedents. Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Specific Example: <input type="text"/> Justification for Change: <input type="text"/>

Describe the nature and variety of your most complex, yet typical, work process or responsibility.

V. Impact of Institutional Mission: Address changes to the scope of responsibility of the position and the relative magnitude and importance of actions or decisions made. Consider the degree of independence under which the position operates as reflected by the availability and frequency of supervision. Only complete the justification for revised items.

Original	Revised (Complete justification)	Direction Received
<input type="checkbox"/>	<input type="checkbox"/>	Structure tasks; requires following standardized instructions without continuous direct supervision Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Moderate supervision supervisor is available to answer questions or handle unusual situations Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Limited supervision work is checked largely for progress towards completion Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	General direction; work is evaluated on short to intermediate-term results but not on procedures used Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Policy direction only; work is checked on intermediate-term results Specific Example: <input type="text"/> Justification for Change: <input type="text"/>

<input type="checkbox"/>	<input type="checkbox"/>	No guidance; work review is based on long-term results or actions Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
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Original	Revised (Complete justification)	Magnitude of Impact
<input type="checkbox"/>	<input type="checkbox"/>	Very limited; impact only immediate group Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Limited; impact single department or program Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Moderate; impact more than one department or program Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Substantial; impact a major division or broad range of departments or programs Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Significant; impact more than one division or unit and/or entire college Specific Example: <input type="text"/> Justification for Change: <input type="text"/>

VI. Internal and External Contacts: Consider only changes in contacts that are on a regular, recurring, and essential basis. Only complete the justification for revised items.

Original	Revised (complete justification)	Level of Interaction
<input type="checkbox"/>	<input type="checkbox"/>	Limited to immediate group external contacts are negligible and non-essential Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Mainly with office/clerical/technical and/or lower-level of administrative/professional staff; external contacts are typically with general public, visitors and/or service representatives Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Usually with mid-level management and/or faculty; external contacts are usually with students, parents, alumni, government agency, and representatives Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Interact with upper-level management and/or faculty; external contacts are typically mid-level of representatives from government agencies or professional and non-routine/advising contacts with students Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Interact with senior officers/board members; external contacts with prominent representatives, community leaders, donors, and government officials Specific Example: <input type="text"/> Justification for Change: <input type="text"/>

Original	Revised (complete justification)	Nature of Contact
<input type="checkbox"/>	<input type="checkbox"/>	Receive/provide routine information; common courtesy and ordinary tact Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Explain or interpret guidelines or instructions or elicit opinions; moderate tact and cooperation required Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Provide detailed and somewhat complex/sensitive information contacts are non-routine and require discretion and thoughtful communication efforts Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Exchange of highly complex information; substantial sensitivity, discretion, and cooperation required; usually follow-up action is needed. Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Solve problems through discussion or persuasion; issues may have substantial impact on the college or may be controversial, which requires high level of tact and sensitivity Specific Example: <input type="text"/> Justification for Change: <input type="text"/>

VII. Direction Exercised: Indicate any changes to the extent of responsibility for the organization, selection, assignment, guidance, and review of other personnel. Only complete the justification for revised items.

Original	Revised (Complete justification)	
<input type="checkbox"/>	<input type="checkbox"/>	No authority or responsibility for the supervision of other employees Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Leading, coordinating, and monitoring work of other employees who perform same type of work as this position Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Responsible to director-level personnel for the execution of policies by rank-and-file employees; may include assistants to director level positions and staff functions with less responsibility than those in the upper two management groups Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Execution and interpretation of policies, and for successful operation of an assigned department generally responsible for directing the work of first-line supervisors or coordinators Specific Example: <input type="text"/> Justification for Change: <input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	Typically reports to the head of unit with all directors or department heads reporting to this position for operational coordination Specific Example: <input type="text"/> Justification for Change: <input type="text"/>

Enter the number of direct reports to the current position in the appropriate category:

Student and/or temporary employees:

Non-exempt staff:

Level C Management Staff:

Level D Management Staff:

Enter the number of indirect reports to the current position in the appropriate category:

Number of Students:

Number of Employees:

Enter the number of direct reports to the proposed position in the appropriate category:

Student and/or temporary employees:

Non-exempt staff:

Level C Management Staff:

Level D Management Staff:

Enter the number of indirect reports to the proposed position in the appropriate category:

Number of Students:

Number of Employees:

VIII. Leadership/Supervisory Responsibilities: Indicate any changes to the nature and degree of the direct supervisory responsibility in this job. Complete the justification only for revised items.

Original	Revised (complete justification)		
<input type="checkbox"/>	<input type="checkbox"/>	<p>No supervisory responsibility</p> <p>Specific Example: <input type="text"/></p> <p>Justification for Change: <input type="text"/></p>	
<input type="checkbox"/>	<input type="checkbox"/>	<p>Work Leadership</p> <p>Specific Example: <input type="text"/></p> <p>Justification for Change: <input type="text"/></p>	<ul style="list-style-type: none"> - Supervises students only - Provides guidance and leadership to employees and/or students for daily activities and assigned projects or tasks - Participates in evaluation of personnel performance (does not directly supervise) - May have project mgt. responsibilities

<input type="checkbox"/>	<input type="checkbox"/>	<p>Supervises/Manages/Coordinates a section of a department</p> <p>Assists with the supervision/management/coordination of a small department</p> <p>Specific Example: <input type="text"/></p> <p>Justification for Change: <input type="text"/></p>	<ul style="list-style-type: none"> - Supervises employees who generally perform the same work or similar work/tasks - May occasionally do the work of those supervised - Provides input for budget preparation
<input type="checkbox"/>	<input type="checkbox"/>	<p>Supervises/Manages/Coordinates one department</p> <p>Supervises/Manages/Coordinates more than one department</p> <p>Specific Example: <input type="text"/></p> <p>Justification for Change: <input type="text"/></p>	<ul style="list-style-type: none"> - Provides first-line management to department - Allocates resources according to priorities and within budget parameters - Consults with Director on operational issues (including fiscal matters) - Supervises managers of functional areas - Typically reports to a Director - Directs complex and varied work - Has major budget and expenditure authority - Develops and recommends policy for the department or program
<input type="checkbox"/>	<input type="checkbox"/>	<p>Directs one department</p> <p>Directs more than one department</p> <p>Specific Example: <input type="text"/></p>	<ul style="list-style-type: none"> - Responsible for one or more departments or programs - Typically reports to a senior executive officer (e.g., VP) - Typically directs exempt/professional and/or non-exempt employees

		Justification for Change:		<ul style="list-style-type: none"> - Directs more complex and varied work - Has full budget responsibilities for respective department(s) or program(s) - Recommends and authorizes policy implementation for the department or program
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If the revised position will supervise others, please check the activities listed below that are a part of the supervisory responsibilities:

- Recruits, screens, and interviews candidates
- Recommends candidates for hire
- Approves candidates for hire
- Assigns tasks or responsibilities to others
- Conducts training of others
- Monitors work performance
- Conducts performance appraisals
- Administers disciplinary action
- Recommends salary actions
- Approves salary actions
- Recommends termination of employees
- Approves termination of employees

IX. Independent Judgment/Problem Solving: Select any changes to the level of independent judgment exercised within the job duties.

Original	Revised	
<input type="checkbox"/>	<input type="checkbox"/>	Performs tasks and duties under direct supervision, using well-defined policies and procedures. Work is reviewed by supervisor. Limited opportunity exists for exercising independent judgment and decision making. Refers most problems to supervisor.

<input type="checkbox"/>	<input type="checkbox"/>	Performs tasks and duties under general supervision, using established procedures and innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies and practices. Refers unusual problems to supervisor.
<input type="checkbox"/>	<input type="checkbox"/>	Performs duties within scope of general College policies, procedures and objectives. Analyzes problems and performs needs assessments. Uses judgment in adapting broad guidelines to achieve desired result. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures and practices. Refers exceptions to policy and procedures to the supervisor.
<input type="checkbox"/>	<input type="checkbox"/>	Develops objectives and general policies and procedures for a specific program or functional area of responsibility within general scope of established operational goals and plans. Day-to-day work and decisions do not require direction or review by immediate supervisor. End results are reviewed by supervisor. Strategic issues are referred to supervisor.
<input type="checkbox"/>	<input type="checkbox"/>	Develops strategic direction, goals, plans and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.

X. Organizational Reporting: Complete the diagram depicted below by entering the appropriate title for each box.

Original

2nd level supervisor

1st level supervisor

Comparable positions

This position

Comparable position

Direct report position

Direct report position

Revised

2nd level supervisor

1st level supervisor

Comparable positions

This position

Comparable position

Direct report position

Direct report position

XI. Security Sensitive Position Determination: Select any changes in the security sensitivity of the positions.

Does the proposed position handle currency? Yes No

Does the proposed position have access to a sensitive computerized database? Yes No

Does the proposed position have access to a master key? Yes No

Does the proposed position work in an area designated as security sensitive (i.e., Business Office, Information Technology)? Yes No

If the answer to any of the above questions is “Yes”, the position is to be classified as security sensitive and the employee will be required to sign a Security Sensitive Position acknowledgment

XII. Physical Requirements and Working Conditions: Check only new or changed requirements.

<input type="checkbox"/> Lifting <input type="text"/> lbs.	<input type="checkbox"/> very frequently	<input type="checkbox"/> frequently	<input type="checkbox"/> some
<input type="checkbox"/> Carrying <input type="text"/> lbs.	<input type="checkbox"/> very frequently	<input type="checkbox"/> frequently	<input type="checkbox"/> some
<input type="checkbox"/> Bending	<input type="checkbox"/> very frequently	<input type="checkbox"/> frequently	<input type="checkbox"/> some
<input type="checkbox"/> Twisting	<input type="checkbox"/> very frequently	<input type="checkbox"/> frequently	<input type="checkbox"/> some
<input type="checkbox"/> Climbing	<input type="checkbox"/> very frequently	<input type="checkbox"/> frequently	<input type="checkbox"/> some
<input type="checkbox"/> Crawling	<input type="checkbox"/> very frequently	<input type="checkbox"/> frequently	<input type="checkbox"/> some
<input type="checkbox"/> Pushing	<input type="checkbox"/> very frequently	<input type="checkbox"/> frequently	<input type="checkbox"/> some
<input type="checkbox"/> Kneeling	<input type="checkbox"/> very frequently	<input type="checkbox"/> frequently	<input type="checkbox"/> some
<input type="checkbox"/> Stooping	<input type="checkbox"/> very frequently	<input type="checkbox"/> frequently	<input type="checkbox"/> some
<input type="checkbox"/> Reaching overhead	<input type="checkbox"/> very frequently	<input type="checkbox"/> frequently	<input type="checkbox"/> some
<input type="checkbox"/> Standing <input type="text"/> % of time	<input type="checkbox"/> Walking <input type="text"/> % of time		
<input type="checkbox"/> Sitting <input type="text"/> % of time	<input type="checkbox"/> Outside <input type="text"/> % of time		

<input type="checkbox"/> Shift work:	<input type="checkbox"/> weekends	<input type="checkbox"/> evenings	<input type="checkbox"/> weekends and evenings
<input type="checkbox"/> Travel/Mobility:			
<input type="checkbox"/> Between buildings	<input type="checkbox"/> very frequently	<input type="checkbox"/> frequently	<input type="checkbox"/> some
<input type="checkbox"/> Between campuses	<input type="checkbox"/> very frequently	<input type="checkbox"/> frequently	<input type="checkbox"/> some
<input type="checkbox"/> Out of town	<input type="checkbox"/> very frequently	<input type="checkbox"/> frequently	<input type="checkbox"/> some
<input type="checkbox"/> Humidity:			
	<input type="checkbox"/> normal range	<input type="checkbox"/> humid	<input type="checkbox"/> dry
<input type="checkbox"/> Temperature:			
	<input type="checkbox"/> normal	<input type="checkbox"/> extreme cold	<input type="checkbox"/> extreme heat
<input type="checkbox"/> Atmosphere:			
<input type="checkbox"/> fumes	<input type="checkbox"/> gas	<input type="checkbox"/> odors	<input type="checkbox"/> poor ventilation
<input type="checkbox"/> dust			
<input type="checkbox"/> Special Hazards:			
<input type="checkbox"/> chemical	<input type="checkbox"/> electrical	<input type="checkbox"/> mechanical	<input type="checkbox"/> explosive
<input type="checkbox"/> radiation			
<input type="checkbox"/> Other Requirements:			
<input type="checkbox"/> protective clothing	<input type="checkbox"/> special tool	<input type="checkbox"/> driver's license	

Additional Comments: