	Columbia Gorge Community College Human Resources Form	Proposed:	Revised:
		Position Analysis Questionnaire for a New Position	

Date Received by HR: _____

Position Title:

Date Submitted:

Department:

Unit:

Supervisor's Name:

Title:

Supervisor Signature

Date

Department Chief Signature

Date

I. Position Summary: Basic purpose statement – Why does this position exist?

II. Essential Functions: List the essential functions of this position indicating the approximate percentage of time spent on each function over the course of the year – What does this position achieve?

1.	<input type="text"/>	<input type="text"/> % of time
2.	<input type="text"/>	<input type="text"/> % of time
3.	<input type="text"/>	<input type="text"/> % of time
4.	<input type="text"/>	<input type="text"/> % of time

5.	<input type="text"/>	<input type="text"/> % of time
6.	<input type="text"/>	<input type="text"/> % of time
7.	<input type="text"/>	<input type="text"/> % of time
8.	<input type="text"/>	<input type="text"/> % of time
9.	<input type="text"/>	<input type="text"/> % of time
10.	<input type="text"/>	<input type="text"/> % of time
11.	Other duties as assigned	<input type="text"/> % of time
Total:		100% of time

III. Required qualifications: Specify required minimum equivalency for education, experience, skills, and abilities.

<p>Minimum education equivalency:</p> <p><input type="checkbox"/> High school diploma</p> <p><input type="checkbox"/> Training 6 months to 1 year, technical trade – no degree</p> <p><input type="checkbox"/> Associates Degree in <input type="text"/></p> <p><input type="checkbox"/> Bachelor's Degree in <input type="text"/></p> <p><input type="checkbox"/> Training beyond Bachelor's, less than Master's in <input type="text"/></p> <p><input type="checkbox"/> Master's Degree in <input type="text"/></p> <p><input type="checkbox"/> Other degree/license <input type="text"/></p> <p><input type="checkbox"/> Certification <input type="text"/></p>	<p>Minimum job-related experience:</p> <p><input type="checkbox"/> Less than 6 months</p> <p><input type="checkbox"/> 6 months up to 1 year</p> <p><input type="checkbox"/> 1 year up to 2 years</p> <p><input type="checkbox"/> 2 years up to 4 years</p> <p><input type="checkbox"/> 4 years up to 6 years</p> <p><input type="checkbox"/> more than 6 years</p> <p>Type of experience: <input type="text"/></p>
--	--

Other Knowledge, skills, and abilities:	<input style="width: 100%;" type="text"/>

IV. Fair Labor Standards Act Exemption

For this position, does the employee regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed? Yes No

Is the employee paid at least \$23,660 annually (\$455 weekly)? Yes No

If you answered **Yes** to both questions above, please:

1. Check the appropriate category below (Executive, Administrative, Professional, Computer-Related, Outside Sales, and Highly Compensated).
2. Check all boxes under the selected category that are applicable.

If you answered **No** to one or both of the questions above, please proceed to the next section.

Executive (examples: chief executive officer, controller, vice president, director)

- Primary duty consists of managing the enterprise or a customarily recognized department or subdivision of the enterprise.
- Customarily and regularly directs the work of two or more full-time employees or their equivalents (for example, one full-time employee and two half-time employees).
- Has the authority to hire or fire other employees OR makes recommendations that carry particular weight as to the hiring, firing, advancement, promotion or any other change in status of other employees.

Administrative (examples: manager, supervisor, administrator)

- Primary duty consists of performing office or non-manual work directly related to the management or general business operations of the university or the university's customers.
- Work includes the exercise of discretion and independent judgment with respect to matters of significance.

Professional: Learned and Creative (examples: accountant, nurse, engineer, composer, singer, graphic designer) Note: For teachers, licensed or certified practitioners of law and medicine, medical interns and residents covered under this exemption, the salary basis and salary requirements do **not** apply.

Learned Professional

Primary duty consists of the performance of work that requires advanced knowledge (beyond high school) and that is predominantly intellectual in character and consistently includes the exercise of discretion and independent judgment.

The advanced knowledge is in a field of science or learning.

The advanced knowledge was acquired by a prolonged course of specialized intellectual instruction (position possesses the appropriate academic degree or has substantially the same knowledge level and performs substantially the same work as degreed employees but possesses advanced knowledge only through a combination of work experience and intellectual instruction).

Creative Professional

Primary duty consists of the performance of work requiring invention, imagination, originality or talent in a recognized field of artistic or creative endeavor as opposed to routine mental, manual, mechanical or physical work.

Computer-Related (examples: network or database analyst, developer, programmer, software engineer)

Is paid at least \$23,660 annually (\$455 weekly) or \$27.63 per hour. (That is, this exemption does NOT have to meet the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed if paid at least \$27.63 on an hourly basis.)

Primary duty consists of:

- The application of system-analyst techniques and procedures, including consulting with users to determine hardware, software or systems functional specifications, OR
- The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, OR
- The design, documentation, testing, creation or modification of computer programs related to machine-operating systems, OR
- A combination of these duties which requires the same level of skills.

Outside Sales (examples: salespersons, contract negotiators)

The salary basis and salary requirements do not apply for this category. That is, this category does **not** have the salary basis requirement to regularly receive a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed, **and** this category does not have to be paid \$23,660 annually (\$455 weekly).

- Primary duty consists of making sales or obtaining orders for contracts for services or for the use of facilities for which consideration will be paid by the client or customer.
- Customarily and regularly is engaged away from the employer's place or places of business.

Highly Compensated Employees

Professional or Administrative Duties

- Is paid an annual total compensation of \$100,000 or more, which includes at least \$455 per week paid on a salary basis. The required total annual compensation of \$100,000 or more may consist of commissions, nondiscretionary bonuses and other nondiscretionary compensation earned during a 52-week period, but does not include credit for board or lodging, payments for medical or life insurance, or contributions to retirement plans or other fringe benefits.
- Primary duty consists of performing office, non-manual work. Note: No matter how highly paid, manual workers or other "blue-collar" workers, including non-management construction workers, who perform work involving repetitive operations with their hand, physical skills and energy are not eligible for this category.
- Customarily and regularly performs at least one of the exempt duties or responsibilities of the Executive, Professional or Administrative category.

V. Complexity of Work/Creativity/Budget Responsibility: Indicate 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.

- Predominantly follows established procedures, practices, and policies; makes routine decisions with prescribed limits.
- Typically adapts procedure to resolve unusual occurrences; being accountable for own work assignments, but not for a functional area or department.
- 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.
- Frequently develops practices/policies, assists/influences decisions, addresses emerging organizational changes; may have accountability for two functional areas or departments.
- 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.

Provide 1 or 2 examples to support complexity of work and decision-making:

Select the description that closely matches the level of variety, difficulty, and magnitude of tasks and responsibilities:

<input type="checkbox"/> Tasks are highly interrelated and simple. Work consists of fairly standard procedures and tasks.
<input type="checkbox"/> Tasks are multiple and focus more on single processes. Work is sometimes standardized and sometimes varied.
<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.
<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.

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

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

- Yes No

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

VI. Impact of Institutional Mission: Address 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.

Direction Received: <input type="checkbox"/> Structure tasks; requires following	Magnitude of Impact: <input type="checkbox"/> Very limited; impact only immediate group
--	---

<p>standardized instructions without continuous direct supervision</p> <p><input type="checkbox"/> Moderate supervision supervisor is available to answer questions or handle unusual situations</p> <p><input type="checkbox"/> Limited supervision work is checked largely for progress towards completion</p> <p><input type="checkbox"/> General direction; work is evaluated on short to intermediate-term results but not on procedures used</p> <p><input type="checkbox"/> Policy direction only; work is checked on intermediate-term results</p> <p><input type="checkbox"/> No guidance; work review is based on long-term results or actions</p>	<p><input type="checkbox"/> Limited; impact single department or program</p> <p><input type="checkbox"/> Moderate; impact more than one department or program</p> <p><input type="checkbox"/> Substantial; impact a major division or broad range of departments or programs</p> <p><input type="checkbox"/> Significant; impact more than one division or unit and/pr entire college</p>
<p>Provide 1 or 2 examples to support direction and magnitude impact:</p>	

VII. Internal and External Contacts: Consider only contacts that are on a regular, recurring and essential basis.

<p>Level of Interaction</p> <p><input type="checkbox"/> Limited to immediate group external contacts are negligible and non-essential</p> <p><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</p> <p><input type="checkbox"/> Usually with mid-level management and/or faculty; external contacts are usually with students, parents, alumni, government agency, and representatives</p> <p><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</p> <p><input type="checkbox"/> Interact with senior officers/board members; external contacts with prominent representatives, community leaders, donors, and government officials</p>	<p>Nature of Contact</p> <p><input type="checkbox"/> Receive/provide routine information; common courtesy and ordinary tact</p> <p><input type="checkbox"/> Explain or interpret guidelines or instructions or elicit opinions; moderate tact and cooperation required</p> <p><input type="checkbox"/> Provide detailed and somewhat complex/sensitive information contacts are non-routine and require discretion and thoughtful communication efforts</p> <p><input type="checkbox"/> Exchange of highly complex information; substantial sensitivity, discretion, and cooperation required; usually follow-up action is needed.</p> <p><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</p>
---	---

Provide 1 or 2 examples to support the level of interaction and level of contact:

VIII. Direction exercised: Appraise the extent of responsibility for the organization, selection, assignment, guidance, and review of other personnel.

- No authority or responsibility for the supervision of other employees
- Leading, coordinating, and monitoring work of other employees who perform same type of work as this position
- Responsible to Supervisor/Manager/Coordinator/Director for the execution of policies by classified employees; may include assistants to Supervisor/Manager/Coordinator/Director level positions and staff functions with less responsibility than those in the upper two management groups (Director, Chief Officer)
- 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
- Typically reports to the Chief Officer with all Supervisors/Managers/Coordinators reporting to this position for operational coordination
- Reports to the President with all management and staff positions in the department reporting to this position or lower level management

Enter the number of direct reports in the appropriate category:

Student and/or temporary employees:

Non-exempt staff: Professional staff:

First-time supervisors:

IX. Leadership/Supervisory Responsibilities

What is the nature and degree of the direct supervisory responsibility in this job – based on actual duties?

<input type="checkbox"/> No supervisory responsibility	
<input type="checkbox"/> Work Leadership	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 management responsibilities
<input type="checkbox"/> Coordinator of a section of a department	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"/> Manager/Supervisor of one department	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"/> Director of one department <input type="checkbox"/> Director of more than one department	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 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
<input type="checkbox"/> Chief of one or more College units (Business Office, Facilities Services, Human Resources and Strategic Planning, Information Technology Services, Instructional Services, Resource Development, Student Services)	

How many positions report directly to you?

Number of students:

Number of employees:

How many positions report indirectly to you?

Number of students:

Number of employees:

If you supervise others, please check the activities listed below that are a part of your 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

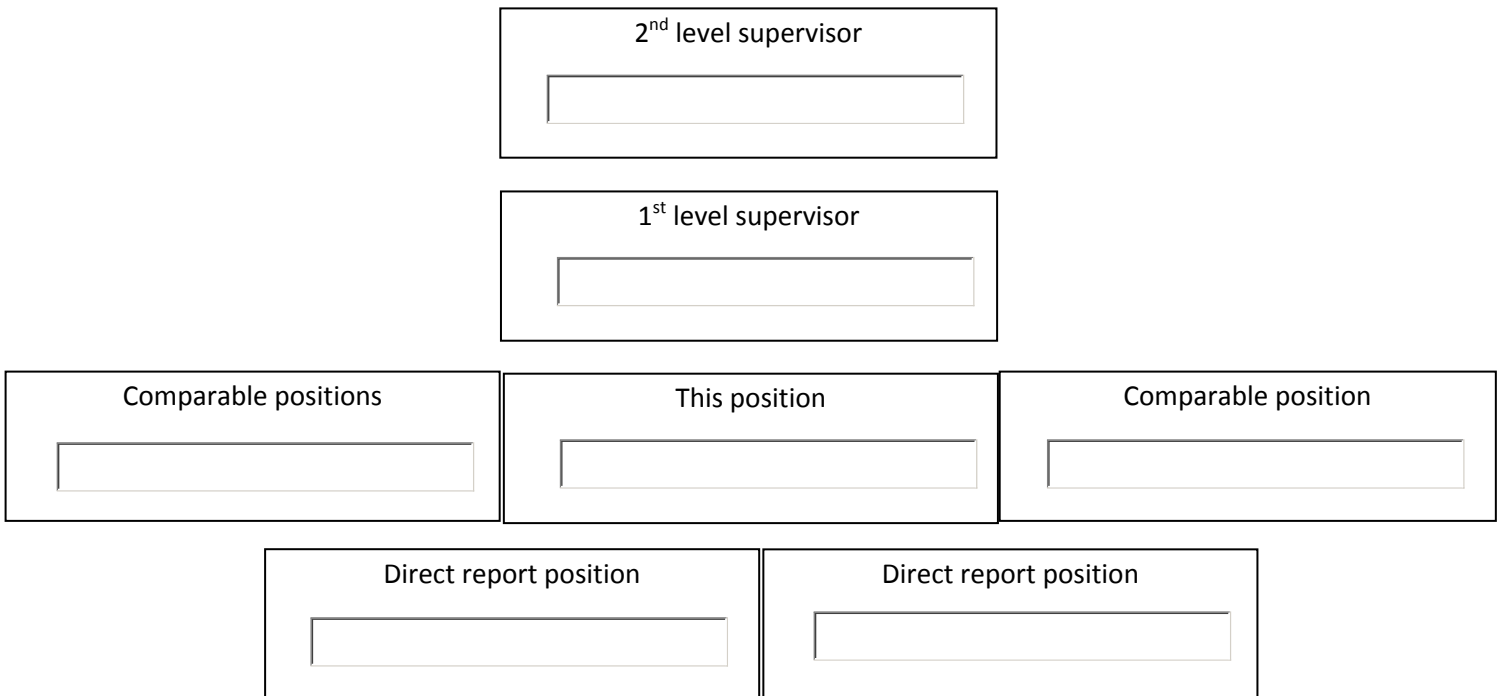
X. Independent Judgment/Problem Solving

Select the most applicable statements.

<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"/> 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"/> Performs duties within scope of general CGCC 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"/> 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"/> 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.

XI. Organizational reporting: Complete the diagram depicted below entering the appropriate title for each box.



XII. Security Sensitive Position Determination

Does position handle currency? Yes No

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

Does position have access to a master key? Yes No

Does 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.

XIII. Physical requirements and working conditions: Check applicable level after considering reasonable accommodations.

Lifting lbs. very frequently frequently some

Carrying lbs. very frequently frequently some

Bending very frequently frequently some

Twisting very frequently frequently some

Climbing very frequently frequently some

Crawling very frequently frequently some

Pushing very frequently frequently some

Kneeling very frequently frequently some

Stooping very frequently frequently some

Reaching overhead very frequently frequently some

Standing % of time Walking % of time

Sitting % of time Outside % of time

Shift work: weekends evenings weekends and evenings

Travel/Mobility:

Between buildings very frequently frequently some

Between campuses very frequently frequently some

Out of town very frequently frequently some

- Humidity: normal range humid dry
- Temperature: normal extreme cold extreme heat
- Atmosphere: fumes gas odors poor ventilation
 dust
- Special Hazards: chemical electrical mechanical explosive
 radiation
- Other Requirements: protective clothing special tools driver's license

Additional Comments: