

# Position Description Questionnaire

This form is to be used to initiate a request to create a new job class to meet the job responsibility needs of a position. *Prior to completing and submitting this form*, you are encouraged to review existing job descriptions (available on the Personnel Board website at <https://www.pbjcal.org/employment/Descriptions>) to determine if any existing job class potentially captures the responsibilities of the target position. If no existing job class appears to adequately capture the responsibilities of the target position, then complete this form *in its entirety* and submit electronically to [classandcomp@pbjcal.org](mailto:classandcomp@pbjcal.org).

<b>Date Requested:</b>	<b>Proposed Job Class Title:</b>
<b>Department:</b>	<b>Department Head:</b>
<b>Manager of the Target Position:</b>	
<b>Comparable Job Class Titles</b> (i.e., list job titles for similar jobs within the industry and/or within the Merit System):	
<b>List other positions, if any, in your organization that have similar duties to this position:</b>	
<b>Basic purpose of position</b> (provide a brief summary of the general purpose/responsibility of this position):	
<b>List job titles of positions, if any, that will report to this target position:</b>	

**1. Job's Essential Duties:** List the significant/primary duties and responsibilities (those that involve at least 5% of time) to be performed by this position. Attach extra pages if needed and number paragraphs to correspond to essential duties. Indicate the frequency (percentage of time spent) and importance of these duties/responsibilities.

**Frequency:** Provide the approximate percent of time required for each essential duty. The total of all percentages should not be more than 100 percent.

**Importance:** On a scale of 1 to 3, rate how important each essential duty is with (1) = somewhat important; (2) = very important; (3) = most important

ESSENTIAL DUTIES & RESPONSIBILITIES OF TARGET POSITION	FREQUENCY	IMPORTANCE
		1 2 3
		1 2 3
		1 2 3
		1 2 3
		1 2 3
		1 2 3
		1 2 3
		1 2 3
		1 2 3
		1 2 3

**2. Equipment used:** List any significant machines, tools, instruments, equipment, or vehicles used in performing the essential duties & responsibilities listed above. Be certain to include any that require specialized skill, licensure, or certification to appropriately use.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**3. Licenses:** List any licenses or certificates required in operation of equipment and/or performance of job duties listed above.

**4. Target Education and Experience:** List level of education and experience (previous job titles required education or experience.

**5. Financial and budgetary responsibility:** Does this position have budget responsibilities?                      Yes                      No

If yes, please provide a brief explanation of the level and type of budgetary responsibilities (e.g., responsible for monitoring expenses; obtaining quotes or cost estimates; forecasting expenses; establishing and providing appropriate justification for a requested budget for the unit/department).

**6. Position Level:** Indicate the appropriate organizational level of this position.

- Individual Contributor** – Position is a non-supervising employee and is responsible only for own work.
- Lead Worker** – Position directs the work of others while performing many of the same job duties as those employees. May assign and review work, but is not responsible for hiring, disciplining, or conducting performance evaluations or other supervisory responsibilities.
- First-line Supervisor** – Position is immediate, first-line supervisor over a work unit. Directs the work of the unit, providing input in hiring, disciplining, conducting performance evaluations and other direct supervisory responsibilities.
- Manager of supervisors** – Position manages direct supervisors. Responsible for hiring, disciplining, conducting performance evaluations and other direct supervisory responsibilities.
- Department Head** – Position manages the operations of a department or multiple units through subordinate managerial positions.
- Executive Management** – Provides executive direction through subordinate department heads in carrying out several critical and important major programs.

**7. Decision making:** Indicate the level of decision making generally expected for this position.

- Little to no decision-making discretion** – Detailed instructions exist to guide the work of the position and work is closely reviewed for compliance with procedure and protocol.
- Clearly defined work processes, with minor decision-making related to prioritization of work** – Detailed instructions exist to guide the work; however, minor decisions may be made by the incumbent on prioritization of work tasks.
- General decision-making discretion on approach to routine work** – Position receives routine work assignments (within a defined range of duties) in the form of results expected, due dates, etc, but incumbent has general discretion on how to complete the work within established general guidelines. Work may be reviewed at completion of projects or periodically for quality and timeliness.
- Independent decision-making and judgment on how to achieve assigned goals and objectives** – Position receives established goals and objectives and incumbent determines the best approach to achieving results and work is measured against defined department goals and objectives.
- Decision-making necessary to establish goals and objectives to guide work** – Position receives managerial direction in terms of broad practice, precedents, policies, and organizational/departmental mission; but the incumbent typically establishes programmatic goals and objectives in coordination with management and results are measured against those established goals and objectives.
- Strategic and executive-level decision-making** – Position is responsible for establishing strategic direction for a large department or work unit around general service. Work is reviewed for overall effectiveness against short and long-term goals and objectives for the organization.

**8. Internal/External Contacts:** Indicate the type/level of internal and external contacts for this position.

- Contacts limited to assigned organizational unit** and limited to obtaining and relaying factual, non-confidential information. Few or no business-related contacts are required outside the organizational unit.
- Contact on routine issues with others units/department and outside representatives**, usually to obtain or exchange factual information; may require some judgment and interpretation of facts or responsiveness to questions or situations. Conflicts are referred to supervisor.
- Contact on non-routine issue with others units/departments and outside representatives**; may deal with material of a confidential or sensitive nature or may be intended to probe for information, explain sensitive, complex or technical information to others, or to influence or motivate people toward a goal.
- Contact made at all organizational levels within and outside the organization** for the purpose of carrying out or achieving the organization's goals and objectives; contacts may require establishing rapport, motivating, gaining support, persuading and influencing; may also require negotiating, defending, and justifying.
- Contact is regularly with the highest appointed officials or the highly influential community** representatives. Contacts may often include encountering divergent viewpoints and objectives that require high levels of tact and discretion to effectively navigate and maintain positive and productive working relationships.

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**Person Completing Form:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

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**Appointing Authority Approval:**

Appointing Authority (or designee) signature indicates my approval of the submission of the position description questionnaire and the request for a new job class.

Appointing Authority's Signature: \_\_\_\_\_ Date: \_\_\_\_\_