



# DIVISION OF PERSONNEL

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## POSITION DESCRIPTION QUESTIONNAIRE (NON-SUPERVISORY/SUPERVISORY POSITION ANALYSIS WORKSHEET)

### INSTRUCTIONS

In order to conduct an in-depth classification review, you must complete Part I, (Pages 1-6). Also, please indicate Desk Audit or Position Reclassification on the Position Description Questionnaire (PDQ). Once completed, your immediate supervisor must complete Part II, (Pages 7-8) of the Immediate Supervisor's Review. The immediate Supervisor and Department/Agency Head MUST sign and date the PDQ verifying its accuracy and completeness. In order to estimate the percentage of time spent performing each task, please refer to page 9, Time Percentage Table, for guidance. PLEASE NOTE: Total percentage of time should equal 100%.

### Part I

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

GRADE LEVEL: \_\_\_\_\_

DEPT./AGENCY: \_\_\_\_\_

DIV./SECT.: \_\_\_\_\_

EMPLOYMENT STATUS: \_\_\_\_\_

TEL. \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_

TITLE: \_\_\_\_\_

2<sup>ND</sup> LEVEL SUPERVISOR: \_\_\_\_\_

TITLE: \_\_\_\_\_

**Desk Audit**

**Position Reclassification**

1. How long have you worked in this position?

0-5 mo.       5-11 mo.       12-23 mo.       24-35 mo.       36 mo. (3yrs) or more

2. How long have you worked in this department/agency?

0-5 mo.       5-11 mo.       12-23 mo.       24-35 mo.       36 mo. (3yrs) or more

3. How long have you worked for the V.I. Government overall?

less than 1 yr.       1-2 yrs.       3-5 yrs.       6-10 yrs.       11 yrs. or more

4. What is the highest level of education you have completed?

Less than 9<sup>th</sup> grade       9<sup>th</sup> grade       10<sup>th</sup> grade       11<sup>th</sup> grade       12<sup>th</sup> grade or GED

Trade School (describe): \_\_\_\_\_

College (describe): \_\_\_\_\_

Graduate School (describe): \_\_\_\_\_

5. How many hours do you regularly work each week (including overtime)?

Less than 20 hrs.       20-29 hrs.       30-34 hrs.       35-39 hrs.       40 hrs.

41-45 hrs.       46-50 hrs.       51-55 hrs.       56-60 hrs.       61 hrs. or more

6. What shift do you regularly work?

Permanent Days       Permanent Evenings       Permanent Nights       Rotating

Other (describe): \_\_\_\_\_

**NONSUPERVISORY/SUPERVISORY POSITION ANALYSIS WORKSHEET  
(FACTOR EVALUATION SYSTEM)**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CURRENT CLASSIFICATION: \_\_\_\_\_ DEPT: \_\_\_\_\_

**DUTIES:**

Describe the work you perform. Use a separate paragraph, beginning with an action verb, for each task of work. List the most important task first. Be sure to make description of work in detail in order to give a clear picture of the work that you are currently performing. **Only indicate your current duties and responsibilities, not those that you used to do or those that you expect to do in the future.**

Show percentages of time spent – MONTHLY – on each major duty.

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	% of TIME
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

# PDQ – Nonsupervisory/Supervisory Position Analysis Worksheet

## Supervisory positions only

What position(s) report directly to you for their supervision (i.e., work assignments, performance evaluations, discipline, scheduling, etc...)?

List all subordinate positions by job title.

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

List all subordinate supervisory positions by job title, if applicable.

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

What supervisory tasks (if any) do you regularly perform? (Mark one or more boxes as appropriately.)

- Substitutes for regular supervisor in his or her absence.
  - Directs daily activities of subordinates.
  - Interviews and hires job applicants for vacant positions in own work unit.
  - Gives daily work assignment to subordinates.
  - Evaluates work of subordinates through formal performance ratings.
  - Disciplines subordinates.
  - Approves timesheets and/or leave request of subordinates.
  - Other (describe) \_\_\_\_\_
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What **PERCENT** of your **WORK TIME** is spent on **SUPERVISION**? \_\_\_\_\_%

# PDQ – Nonsupervisory/Supervisory Position Analysis Worksheet

**FACTOR 1. Knowledge required by the position (List kinds of skills and level of knowledge needed and how used?)**

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**FACTOR 2. Supervisory Controls (How work is assigned? What is the employee's responsibility for carrying out the work? How work is reviewed?)**

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**FACTOR 3. Guidelines (What guides are used? How much judgement is needed to use these guidelines?)**

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**FACTOR 4. Complexity (What is the nature of the assignment? What facts or conditions does the employee consider in identifying what needs to be done? After considering the facts, what action or response does the employee make?)**

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# PDQ – Nonsupervisory/Supervisory Position Analysis Worksheet

**FACTOR 5. Scope and Effect (Purpose of position and its impact).**

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**FACTOR 6. Personal Contacts (who are contacts and how are they made – telephone, in person, etc.?)**

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**FACTOR 7. Purpose of Contacts (what is the nature of the contacts described in Factor 6?)**

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**FACTOR 8. Physical Demands (What physical demands are placed on the employee in performance of duties?)**

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# PDQ – Nonsupervisory/Supervisory Position Analysis Worksheet

**FACTOR 9. Work Environment (Describe the physical surroundings in which the work is performed and any special safety regulations or precautions observed.) (i.e., lighting, air condition, space, safety hazards, and temperature) (Do you have to work outside of job site to perform any duties?)**

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## ADDITIONAL COMMENTS:

Provide any additional comments about the duties, required qualifications, or responsibilities for your position, which you consider to be important, but which have not previously been mentioned. Describe any special skills needed for your job.

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Please indicate **Yes** or **No** to the following questions, if applicable:

- Yes**     **No**    Are you in a position of a policy-determining nature?
- Yes**     **No**    Are you a Special Assistant to a policy-maker?
- Yes**     **No**    Does your current position requires a confidential relationship to a policy-maker?

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### EMPLOYEE CERTIFICATION

I certify that all of the above statements are complete and accurate to the best of my knowledge.

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EMPLOYEE SIGNATURE

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DATE

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CURRENT POSITION CLASSIFICATION

# PDQ – Non-supervisory/Supervisory Position Analysis Worksheet

## PART II

### IMMEDIATE SUPERVISOR'S REVIEW

Review this employee's Part I responses carefully to verify whether they are accurate and complete. Do not change/alter the employee's responses or make any statements/comments about the employee's work performance, competence, or qualifications. (See Item F below.)

- A. List the numbers of duties (from Part I) that the employee does repeatedly without receiving instruction from you: \_\_\_\_\_

\_\_\_\_\_

Indicate below the types of instructions given the employee to complete these tasks (Check one):

- \_\_\_\_\_ The instructions are detailed and specific, cover all aspects of the work.
- \_\_\_\_\_ The Instructions are somewhat general; many aspects of the work are covered specifically, the employee must also use some judgement.
- \_\_\_\_\_ The instructions are very general. The employee must use considerable judgement.
- \_\_\_\_\_ Other (Describe fully on separate sheet).

- B. What is the nature of the instructions provided to the employee when you assign new or one-time duties? (Check one):

- \_\_\_\_\_ Detailed and specific, covering all aspects of the work.
- \_\_\_\_\_ Somewhat general, requiring the employee to use some judgement.
- \_\_\_\_\_ Very general, requiring the employee to use considerable judgement.
- \_\_\_\_\_ Other (describe full on separate sheet).

- C. At what point do you provide the employee instructions or directions for the duties listed in B, above? (Check one):

- \_\_\_\_\_ Give instructions before the task has begun.
- \_\_\_\_\_ Give the employee instruction both before they begin and after they proceed with the task.
- \_\_\_\_\_ Allow the employee to decide how to do the work, and answer questions only if a problem arises which needs my assistance.
- \_\_\_\_\_ Other (describe full on separate sheet).

- D. Describe the employee's position as it relates to the workflow and functions of the unit. (Use additional sheets, as needed.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PDQ – Non-supervisory/Supervisory Position Analysis Worksheet  
(Continued)**

E. List the duties assigned to this employee that are most important to you. (Use the duty number from Part I)

<b>DUTY NUMBER</b>	<b>WHY MOST IMPORTANT</b>
_____	_____
_____	_____
_____	_____
_____	_____

F. Comment on accuracy and completeness of the employee's responses and state any additions or exceptions to the statements made by the employee.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

F. Indicate any knowledge, skills, and abilities that are essential to the position that the employee did not list in Part I, Factor I (Knowledge Required).

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\_\_\_\_\_

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**SUPERVISOR CERTIFICATION**

I certify that the above information is accurate and complete to the best of my knowledge.

_____ SUPERVISOR'S SIGNATURE	_____ DATE
_____ CURRENT POSITION TITLE	
_____ DEPARTMENT/AGENCY HEAD	_____ DATE
_____ CURRENT POSITION TITLE	



# PDQ – Non-supervisory/Supervisory Position Analysis Worksheet

## TIME PERCENTAGE TABLE

This Time Percentage table is a guide for estimating and recording time percentage for each separate and/or different duty outlined in Part I, page 2. Percentages of time are necessary to the classifier in terms of preponderance, combination, and relationships of each of the component parts before a true evaluation can be accomplished.

Daily			Weekly		Monthly	
Percent	Hours	Minutes	Percent	Hours	Percent	Hours
5	0	24	5	2	5	8
10	0	45	10	4	10	16
15	1	12	15	6	15	24
20	1	36	20	8	20	32
25	2	0	25	10	25	40
30	2	24	30	12	30	48
35	2	48	35	14	35	56
40	3	12	40	16	40	64
45	3	36	45	18	45	72
50	4	0	50	20	50	80
55	4	24	55	22	55	88
60	4	48	60	24	60	96
65	5	12	65	26	65	104
70	5	36	70	28	70	112
75	6	0	75	30	75	120
80	6	24	80	32	80	128
85	6	48	85	34	85	136
90	7	12	90	36	90	144
95	7	36	95	38	95	152
100	8	0	100	40	100	160