



POSITION DESCRIPTION QUESTIONNAIRE Request for Reclassification - (Nonexempt Employees)

CASE # _____

Complete the **Position Description Questionnaire (PDQ)** for Nonexempt Employees as carefully and thoroughly as possible. Describe your position as it is right now. Any questions which arise should be discussed with your immediate supervisor and/or appropriate administrator. In addition, have your completed questionnaire reviewed and signed by your immediate supervisor and/or appropriate administrator.

You will also need to provide a **proposed job description*** as well as a current and proposed organizational chart and submit to the Classification desk at classification@fhda.edu along with the completed PDQ.

***Proposed job description:** If reclassifying an existing position, the proposed job description needs to be submitted in a Words document with track changes enabled.

Classification/Job Title	
Classification/Job Title/Pay Grade Requested	
Name of Supervisor/Appropriate Administrator	
Department/Section Name	
Employee Signature	Date

Why does your job exist? Write a one-sentence statement describing the purpose of your job and how it achieves your department's objectives.

Specific Duties?	List the primary duties which make up your regular activities. (e.g., File all correspondence and forms daily for manager).
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List your major job duties in descending order of importance. The total of % time should equal 100%.

<u>% of Time:</u>	<u>Duties:</u>	<u>Frequency:</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Working Relationships:	Describe the routine contacts you need to have with others within or outside the organization.
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Inside Contacts

Reason For Contact

Frequency of Contact

Outside Contacts

Reason For Contact

Frequency of Contact

Responsibility and Decision Making Decisions

Describe the types of responsibility you have for taking action in order to do your job properly.

- Types of decisions you make without prior approval:

- Types of decisions referred to higher authority:

- Describe the way in which your work is assigned and reviewed, and the frequency and type of guidance provided by your supervisor.

Additional Compensable Factors: Indicate whether physical effort, environment or hazards are part of your job.

Please complete the Physical/Environmental/Mental (PEM) Demands form. This is a separate document from the PDQ and must be submitted with the request. The PEM form may be downloaded at: http://hr.fhda.edu/class_comp/classification_info.

Knowledge and Skills:

List the experience, education, knowledge and skills required for effective functioning in this job.

• **Minimum Education, Training and Experience**

	List special technical, academic knowledge required as a minimum qualification in this job.		Describe how much and what type of additional work experience is required as a minimum to do this job.
1		1	
2		2	
3		3	
4		4	
5		5	

Describe the most important work procedures, regulations, policies, principles etc. that you should know in order to do your job.

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Describe any license, registration, certificate, or professional affiliation required to perform your job.

1	
2	

• **Preferred Skills, Knowledge and Experience**

	Describe special technical, academic or other knowledge preferred in this job.		Describe how much and what type of additional work experience is preferred in this job.
1		1	
2		2	
3		3	
4		4	
5		5	

Major Challenges:

Describe two or three of the most difficult challenges you face in doing your job and the means by which they are resolved.

Comments?

Please state any additional comments which may be helpful in understanding this job and how it functions within the organization.

Supervisor's Comments (if applicable): Please read employee's questionnaire thoroughly and provide feedback.

What do you consider *the most important duty* of this job?

What do you consider the most important qualifications of an employee in this job?

Supervisor (if applicable):

Please confirm that you read this questionnaire.

Signed: _____ Title _____ Date _____

Appropriate Administrator's Comments: Please read employee's questionnaire thoroughly and provide feedback.

What do you consider *the most important duty* of this job?

What do you consider the most important qualifications of an employee in this job?

Appropriate Administrator:

Please confirm that you read this questionnaire.

Signed: _____ Title _____ Date _____

The appropriate Vice President (if applicable) will also need to sign off on the PDQ prior to the information being sent to the HR Specialist, Classification and Compensation for committee review.

Vice President:

Please confirm that you read this questionnaire.

Signed: _____ Title _____ Date _____