

POSITION DESCRIPTION QUESTIONNAIRE

Administrative Positions

(Please Type or Print Clearly in Black Ink)

Your Classification/ Title	Your Name/ Years in Current Position	
Name of Supervisor/ Title	Organization Entity/ Location	
Your Signature		Date

The following questionnaire was designed to collect important job content information about your position. The questionnaire will aid you in describing your present position in terms of major responsibilities and duties and essential requirements. The position should be described in a clear, concise manner so that someone unfamiliar with your position will be able to understand *what* is done, *how* it is done, and *why* it is done, simply by reading the position questionnaire.

Organizational Structure	Please list all job titles your position reports to (directly and indirectly), other job titles reporting to your supervisor, and job titles reporting to your position.
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Your Job Title: _____

Job Titles Your Position Directly Reports to:
Job Titles Your Position Indirectly Reports to:
Other Job Titles Reporting to Your Supervisor:
Job Titles Reporting to Your Position: (include the # of employees for each job title). Please place an "H" next to the job title if your position is responsible for hiring that job title and place an "E" next to the job title if your position is responsible for evaluating that job title.

Position Purpose:	Describe the primary purpose of your job and how it contributes to your department's objectives.
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The Position Purpose section should be a brief statement indicating the reason for the existence of your position. The statement includes the overall end result which the job is expected to produce and some of the key means by which it achieves that end result. The means are not detailed, exhaustive listings of facts, but clear, specific ways in which the job gets done. For example, “*Plans and directs human resources activities to ensure timely availability of qualified personnel and the implementation of effective human resources policies and practices.*”

Major Accountabilities:	List statements describing the results of your job, how you accomplish the result, and how the results are reviewed.
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List essential job functions (major accountabilities) in order of importance. The major accountability statements should be one or two sentence statements which describe the major end results for which the position is accountable. Each statement should begin with an action verb which describes your role or purpose in the organization. A glossary of action verbs is attached. For example: “*Process and complete employee payroll to ensure that all employees are paid accurately and on time. This includes making systems entries, calculating deductions, and obtaining all approvals*”.

List accountabilities in order of importance. The total of all % time should equal 100%.

% Time	Activity	End Results Expected
1. %		
2. %		
3. %		

Major Accountabilities (con't)

4. %		
5. %		

Working Relationships: Describe the regular contacts you need to have with others within or outside your college or the District in order to perform your job (e.g. students, vendors, etc.) Please indicate the reason for the contact and how often you interact with that department, group or individual.

Examples:

A. Inside Contacts

Co-workers
Manage

Reason & Frequency

Coordinate meetings—weekly
Provide schedule information—daily

B. Outside Contacts

Prospective students

Recruitment—hourly

Inside College/ District Contact	Reason for Contact	How Often (Daily, Weekly, Monthly, etc.)

Outside College/ District Contact	Reason for Contact	How Often (Daily, Weekly, Monthly, etc.)

Freedom to Act: Describe the types of decisions you make, types of decisions referred to others, and how they are reviewed.

Types of decisions you make without prior approval:

Describe any specific decision-making responsibilities you may have. In addition, indicate what actions you may take in order to facilitate the completion of your job. *For example: Develop department budget and determine allocation of department funds. Present budget proposals and obtain all necessary approvals.*

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Types of decisions referred to a higher authority or are controlled by policy:

Indicate who you receive work direction from (*most likely your manager*), how that individual provides instructions to you (written procedures, verbal, other), who reviews and approves your work and who you would go to if you had a question. *For example: "I refer all budget expenditures outside of the approved budget and all decisions which fall outside department policy."*

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

Describe the way in which your manager provides your assignments, how often and how you are reviewed and the type of guidance available from your supervisor. *For example: "We meet on an annual basis to set goals and meet on a quarterly basis to review progress against those goals. Reviewed annually. Manager available for guidance on unusual or complex problems."*

Major Challenges:	Describe the two or three most difficult problems you face in doing your job and the means by which they are resolved.
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Describe the most challenging problems that you are expected to resolve as part of your job. The purpose of this section is to distinguish between what is "typical" and what is "challenging and complex." Some of the things that may contribute to the complexity of the challenges within your position are unusual reporting relationships, technical complexity, rapidly changing educational environment, or budget reductions.

Challenge	Approach/Solution

Does your job require you to persuade or convince people other than your supervisor or subordinates to accept your actions or recommendations? If so, give one or two typical examples.

Staffing, Budget & Related Responsibilities:	Describe the quantitative dimensions which you impact.
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Provide quantitative statistics which indicate measurable areas upon which your position has direct or indirect impact. Please include the statistics listed below in addition to any other dimension which give a clear sense of the job’s impact or contribution to the organization. Please indicate the way in which you impact the dimension (e.g, Manage budget vs. Assist in budget preparation)

Dimension		Impact
Operating Budget	\$	
Number of Faculty		
Number of Classified & Part-time Employees		
Student Head Count		

Describe any other dimensions which your position directly or indirectly impacts (e.g., Payroll, Benefits, Purchasing, etc.) Indicate the way you impact the dimension.

Knowledge and Skills:	List the experience, education, knowledge, and skills required in order to perform your job.
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List the knowledge, skills, experience and licenses—both required and preferred—that allow you to perform the job in a fully competent manner. Do not describe *your* personal education, training, or experience. Do not overstate the job requirements.

Education, Training, and Experience to Qualify For This Position:

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

Describe the most important work procedures, regulations, guidelines, policies, principles, etc., that you should know in order to do your job (e.g., District safety policies, California tax code, etc.)

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Describe any license, registration, certificate, or professional affiliation required to perform this job (e.g., Driver’s License, Certified Public Accountant (CPA), etc.)

Preferred Skills, Knowledge, and Experience:

Indicate the preferred skills, knowledge, and experience that would help someone perform this job more effectively or learn the job more quickly. Examples of these might be special software knowledge, Community College experience., etc. Be as specific as possible.

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

Comments:	Please add any comments which may be helpful in understanding this job and how it functions.
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Manager’s Comments:	Please carefully read the incumbent’s responses to this position questionnaire and answer the questions below.
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1. What do you consider the most important accountability of this job?

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

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3. Does this questionnaire describe the job appropriately at the fully effective level? (Circle One) **YES** **NO**. If the answer is NO, describe where you would change the emphasis.

Supervisors: Please confirm that you read the questionnaire, and it is an accurate description of the position performed at a fully competent level.

Signed _____ Title _____ Date _____

