



GUIDE TO COMPLETING THE POSITION DESCRIPTION QUESTIONNAIRE Request for New Classification - Nonexempt Employees

This guide is designed to assist you in describing the classification that you are requesting in terms of duties, responsibilities and requirements. A nonexempt employee is one eligible for overtime under the Fair Labor Standards Act. The classification should be described in a clear, concise manner so that someone will be able to understand what is done, how it is done and why it is done, simply by reading the position questionnaire.

Complete the separate **Position Description Questionnaire (PDQ)** – Request for New Classification - Nonexempt Employees as carefully and thoroughly as possible.

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.

Heading Information

Fill in heading information including the classification/title requested, the classification grade/level requested, your name as requesting administrator, phone extension, your department/division name, campus, and the date.

Why does this classification exist? Write a one-sentence statement describing the purpose of the classification and how it achieves your department’s/division’s objectives.

The Major Function (purpose) section should be a brief statement indicating the reason for the existence of the classification. Begin your statement with an active verb that describes the classification as specifically as possible. See the attachment for a listing of active verbs that may be appropriate. For example: Types correspondence, reports, memoranda and general material following your organization’s format for these documents.

Specific Duties? List the primary duties which make up the regular activities for the classification. (e.g., File all correspondence and forms daily for manager).

List all the primary duties which the classification will perform on a regular basis, beginning with the most important. Be as specific as possible. Note the frequency (i.e., daily, weekly, occasionally) and the approximate percent of time spent. Duties may include such activities as transcribing dictation, typing letters, sorting mail, maintaining general files, operating word processing equipment, answering telephones, etc.

% of Time:	Duties:	Frequency:
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<u>% of Time:</u>	<u>Duties:</u>	<u>Frequency:</u>
1. 50%	Enters timecard information into system	Weekly
2. 20%	Handles employee payroll inquiries	Daily
<u>% of Time:</u>	<u>Duties:</u>	<u>Frequency:</u>
3. 20%	Files records in Central File	Daily
4. 10%	Answers Telephones	Daily

Working Relationships: Describe the routine contacts the classification will have with others within or outside the organization.

Indicate individuals both within and outside the department/division who the classification will be required to work with or contact, how often, and for what purpose. For example:

- | | | |
|----|---|--|
| a. | <u>Inside Contacts</u>
Board Members

Co-workers | <u>Reason & Frequency</u>
Coordinate Meetings - Monthly

Help with workload - Daily |
| b. | <u>Outside Contacts</u>
Vendors

Customers | <u>Reason & Frequency</u>
Process invoices - Bi-weekly

Provide information - Daily |

Responsibility and Decision Making Decisions Describe the types of responsibility the classification will have for taking action in order to properly perform the essential duties of the classification.

- Types of decisions made without prior approval:

Describe any specific decision making responsibility the classification may have. In addition indicate what actions may be taken in order to facilitate the completion of the essential duties. For example:

“The incumbent in the classification will decide which account should be billed for invoices paid within our department.”

- Types of decisions referred to higher authority:

Indicate who the incumbent in the classification will receive work direction from (most likely the immediate supervisor and/or appropriate administrator), how that individual provides instructions to the incumbent (written procedures, verbal, other), who reviews and approves the incumbent’s work and who the incumbent would go to if they had a question. For example:

“The incumbent in the classification may approve invoices under \$50.00 which are budgeted in accordance with procedure, but invoices for major purchases must be approved by the supervisor and/or appropriate administrator.”

- Describe the way in which work is assigned to the classification and reviewed, and the frequency and type of guidance provided by the supervisor and/or appropriate administrator.

“It is generally understood between the incumbent and myself what needs to get done on a daily basis. Special projects are detailed as to what needs to get done by when.”

Additional Compensable Factors:
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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 classification.
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This section covers the knowledge and background required to carry out the essential duties of the classification. In completing this section consider the preferred requirements for promotion to this classification rather than an incumbent’s background.

- Minimum Education, Training and Experience

Indicate the minimum level of education (e.g., high school diploma, 2-year college, Bachelor’s Degree in Computer Science, etc.) required to perform the essential duties of this classification. In addition, indicate what, if any, special courses on top of education that are needed to perform the essential duties of this classification. If prior experience is needed in order to perform the essential duties of this classification satisfactorily, indicate what prior experience and how much is required. For example:

	List special technical, academic knowledge required as a minimum qualification in this classification.		Describe how much and what type of additional work experience is required as a minimum to do this classification.
1	2 years prior work experience in sales is required.	1	Skill in operating word processors and knowledge of word processing software.

2	Courses in accounting are required	2	
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Describe the most important work procedures, regulations, policies, principles etc. that should be known in order to perform the essential duties of the classification.

Generally accepted accounting principles.	

Describe any license, registration, certificate, or professional affiliation required to perform the essential duties of the classification.

1	Valid California Driver’s License.
2	

• **Preferred Skills, Knowledge and Experience**

Indicate what preferred skills, knowledge, and experience are necessary to satisfactorily perform your job. Examples of these might be typing, computer operating knowledge (specific type of computer), ability to use 10-key, dictation skills, bookkeeping/accounting knowledge, Excel, Microsoft Word, Access etc. Be as specific as possible.

	Describe special technical, academic or other knowledge preferred in this classification.		Describe how much and what type of additional work experience is preferred in this classification.
1	4 years prior work experience in sales.	1	Knowledge of computer based accounting systems.
2	A.S. in Accounting; CPA.	2	

Major Challenges:	Describe two or three of the most difficult challenges an incumbent may face in performing the essential functions of the classification and the means by which they are resolved.
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Describe the most difficult part of the classification; the part that makes an incumbent really have to think! For example:

“The hardest part of this classification is determining the work priorities given changing duties and responsibilities.”

Comments?	Please state any additional comments which may be helpful in understanding this classification and how it functions within the department/division/District.
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Have we covered everything? Please add any comments to complete our understanding of this classification.

<p>Requesting Administrator: Please provide additional information as indicated below and sign and date this request.</p>
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What do you consider *the most important duties* of this classification?

“The most important duties of this classification are to ensure that the work is completed in a timely, accurate and organized manner and the ability to work independently.”

What do you consider the most important qualifications of an employee assigned to this classification?

“Good interpersonal skills, the ability to listen effectively, and effective collaboration with customers to bring about the best results.”

Signed: _____ Title _____ Date _____

147 ACTION WORDS TO DESCRIBE THE PROPOSED CLASSIFICATION

Act	Ensure	Prepare
Adapt	Establish	Preside
Adhere	Evaluate	Present
Administer	Exercise	Prioritize
Advertise	Expand	Program
Advise	Facilitate	Promote
Advocate	Forecast	Receive
Allocate	Formulate	Recommend
Analyze	Format	Record
Approve	Generate	Recruit
Arrange	Govern	Rectify
Assist	Greet	Redesign
Audit	Group	Refer
Authorize	Guide	Represent
Box	Harmonize	Reproduce
Budget	Identify	Research
Catalog	Implement	Reshape
Code	Improve	Resolve
Collate	Index	Restrict
Collect	Inform	Review
Communicate	Initialize	Revise
Compile	Initiate	Route
Compose	Innovate	Rectify
Conceptualize	Install	Salvage
Conduct	Interact	Schedule
Consult	Interface	Secure
Contract	Instruct	Select
Control	Interpret	Serve
Convey	Introduce	Sort
Coordinate	Invent	Speak
Correct	Investigate	Splice
Correspond	Keypunch	Standardize
Counsel	Link	Stock
Create	Load	Straighten
Customize	Maintain	Strengthen
Debug	Manage	Supervise
Design	Moderate	Survey
Determine	Modify	Systematize
Develop	Monitor	Teach
Direct	Motivate	Test
Disapprove	Mount/Dismount	Testify
Disseminate	Negotiate	Train
Distribute	Notify	Transport
Document	Operate	Trouble-shoot
Draft	Order	Type
Edit	Organize	Utilize
Encourage	Oversee	Validate
Enhance	Perform	Verify
Enlarge	Plan	Write