



## GUIDE TO COMPLETING THE POSITION DESCRIPTION QUESTIONNAIRE Request for Reclassification - (Nonexempt Employees)

This guide is designed to assist you in describing your present position in terms of duties, responsibilities and requirements. A nonexempt employee is one eligible for overtime under the Fair Labor Standards Act. 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.

**Complete the separate 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](mailto: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 your title, your name, your supervisor's name, your department name, your signature and today's 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.

The Major Function (purpose) section should be a brief statement indicating the reason for the existence of your position. Begin your statement with an active verb that describes your position 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 your regular activities. (e.g., File all correspondence and forms daily for manager).

List all the primary duties which you 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.

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

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

Indicate individuals both within and outside your company other than your direct supervisor who you are required to work with or contact, how often, and for what purpose. For example:

- |    |                         |                               |
|----|-------------------------|-------------------------------|
| a. | <u>Inside Contacts</u>  | <u>Reason &amp; Frequency</u> |
|    | Board Members           | Coordinate Meetings - Monthly |
|    | Co-workers              | Help with workload - Daily    |
| b. | <u>Outside Contacts</u> | <u>Reason &amp; Frequency</u> |
|    | Vendors                 | Process invoices - Bi-weekly  |
|    | Customers               | Provide information - Daily   |

**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:

Describe any specific decision making responsibility you may have. In addition indicate what actions you may take in order to facilitate the completion of your job. For example:

“I decide which account should be billed for invoices paid within our department.”

- Types of decisions referred to higher authority:

Indicate who you receive work direction from (most likely your immediate supervisor), 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 may approve invoices under \$50.00 which are budgeted in accordance with procedure, but invoices for major purchases must be approved by my supervisor.”

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

“It is generally understood between Anne 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:** 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](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.

This section covers the knowledge and background required to carry on your job. In completing this section consider the preferred requirements for promotion to this position rather than your 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 do your job. In addition, indicate what, if any, special courses on top of your education are needed to do your job. If prior experience is needed in order to do your job satisfactorily, indicate what prior experience and how much is required. For example:

	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	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	

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

Generally accepted accounting principles.

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

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 job.		Describe how much and what type of additional work experience is preferred in this job.
1	4 years prior work experience in sales.	1	Knowledge of computer based accounting systems.
2	A.S. in Accounting; CPA.	2	

<b>Major Challenges:</b>	Describe two or three of the most difficult challenges you face in doing your job and the means by which they are resolved.
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Describe the most difficult part of your job; the part that makes you really have to think! For example:

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

<b>Comments?</b>	Please state any additional comments which may be helpful in understanding this job and how it functions within the organization.
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Have we covered everything? Please add any comments to complete our understanding of your job.

<b>Supervisor’s Comments (if applicable):</b> Please read employee’s questionnaire thoroughly and provide feedback.
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What do you consider *the most important duty* of this job?

“The most important duties of this job 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 in this job?

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

Supervisor (if applicable):

Please confirm that you read this questionnaire.

Signed: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

<p><b>Appropriate Administrator’s Comments:</b> Please read employee’s questionnaire thoroughly and provide feedback.</p>
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What do you consider *the most important duty* of this job?

“The most important duties of this job 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 in this job?

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

Appropriate Administrator:

Please confirm that you read this questionnaire.

Signed: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**The appropriate Vice President 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 \_\_\_\_\_

**147 ACTION WORDS TO DESCRIBE YOUR JOB**

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