

## Position Description Questionnaire

Access to the PDQs for employees under your direct supervision is through WyoWeb. Down the right hand side there is a box that says “Faculty & Staff Resources” within the box there should be a link that says “PeopleSoft HRMS.” Click on it. You will need to sign in with your User Name and Password. OR you can have direct access at <https://hrteller.uwyo.edu/HRPRD/signon.html>

Click **UW PDQ > PDQ**

Enter the position number and click **search** or press the **Enter** key. If you get an error message that you do not have access to that PDQ, or that the PDQ is under review, contact Class/Comp. If you don’t know the position number, you can search by first or last name.

If this is a new position, you must obtain a position number from the Budget Office and submit the **New Position Description Form** to Class/Comp (found on the HR website under HR/Payroll forms) before you can proceed with any of the following instructions.

Favorites Main Menu > UW PDQ > PDQ

### UW\_PDQ

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300): 300

Position Number: begins with [ ]

Description: begins with [ ]

First Name: begins with [ ]

Last Name: begins with [ ]

Job Code: begins with [ ]

Reports To Position Number: begins with [ ]

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Position Info Essential Duties KSA Info Work Conditions Approval

Position 0483 Office Assistant, Senior [User Guide](#)

Find | View All First 1 of 1 Last

Eff Date 10/01/2005 \*PDQ Action **Audit Review** View/Print PDQ Edit

FTE 1.000000

Full/Part Full-Time FLSA Status Nonexempt Schedule

Job Title Office Assistant, Senior

Empl ID

Dept ID 21070 English Grant Funded (50% or more):

Division/College College of Arts & Sciences Empl Class

Building

County Clone PDQ

Supervisor			
Position	Description	Empl ID	Name
0359	Office Associate, Senior	14073	Rachel Ferrell

Save Return to Search Previous in List Next in List Notify

[Position Info](#) | [Essential Duties](#) | [KSA Info](#) | [Work Conditions](#) | [Approval](#)

If you are revising a PDQ, click on the **Edit** button (in the upper right hand corner under the User Guide link) to add a draft row. This opens the PDQ up for editing. If this is a new position, you will begin entering the information on the next tab (Essential Duties).

Use the **View/Print PDQ** button to view or print a Word Document version of the PDQ.

Use the **PDQ Action** dropdown box to indicate the appropriate action: Audit Review (if a position audit is desired on either a vacant or occupied positions), Update PDQ (if minor, in-class updates are being made), Maintenance (duties are remaining the same), New Position or Reorganization. Contact Class/Comp directly if you're not sure which action is appropriate.

Please be sure to indicate whether the position is **50% or more grant funded** by checking the box if appropriate. Beneath that, indicate the **Empl Class**; i.e., whether the position is staff or on a specific calendar. Please call Class/Comp if you need help determining the employee class of the position.

The **Clone PDQ** button is to be used if you have another position with exactly the same duties, KSAs, etc as the PDQ you are currently reviewing. This feature populates another position number's PDQ with exactly the same information as the PDQ you have open. (Please note that only PDQ's that have been approved and finalized by Class/Comp can be cloned into other position numbers.) Cloning will not update the job title or minimum qualifications, as that is part of the audit process.

To use the clone feature, first open the “good,” finalized PDQ and clone it into the position # that you wish to look the same. Please call Class/Comp for assistance with this feature.

NOTE: The User Guide for updating PDQ’s is available as Related Content. You can expand the window or exit out of it if you do not wish to see it displayed.

The image shows a screenshot of a web application interface. On the left, there is a sidebar with a 'User Guide' tab selected. Below the sidebar, there is a table with two columns: 'posID' and 'Name'. The table contains one row with the value '1073' in the 'posID' column and 'Rachel Ferrell' in the 'Name' column. Below the table, there are buttons for 'Next in List' and 'Notify'. On the right, there is a main content area titled 'Position Description Questionnaire'. It contains text explaining how to access PDQs for employees under direct supervision through WyoWeb. It provides instructions on how to sign in and offers a direct access link: <https://hrteller.uwyo.edu/HRPRD/signon.html>. Below this, it instructs users to click 'UW PDQ > PDQ' and to enter the position number and click 'search' or press the 'Enter' key. It also provides instructions for new positions, stating that a position number must be obtained from the Budget Office and a 'New Position Description Form' must be submitted to Class/Comp. At the bottom of the main content area, there is a search interface titled 'UW\_PDQ' with a search bar and several dropdown menus for filtering results. The search bar contains the text 'Find an Existing Value'. Below the search bar, there are fields for 'Position Number', 'Description', 'First Name', 'Last Name', 'Job Code', and 'Reports To Position Number'. There are also checkboxes for 'Include History', 'Correct History', and 'Case Sensitive'. At the bottom of the search interface, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

## Essential Duties Tab

*NOTE: SAVE YOUR WORK EARLY AND OFTEN!! You will not send any information to Class/Comp until you click the Submit for Approval button on the Approval tab.*

Click on the Essential Duties Tab. Ensure the Summary is correct. This needs to be one or two sentences that explain the general purpose of this position. (A good idea is to complete the sentence “This position exists to...”) This box is limited to 154 characters. The little book with a checkmark over it is a spell-check feature.

Favorites Main Menu > UW PDQ > PDQ

Position Info Essential Duties KSA Info Work Conditions Approval

Position 0399 Human Resources Specialist, Sr

Duties and Responsibilities First 1 of 2 Last

Version DRAFT

Summary Work independently to assist employees in understanding and enrolling in benefits. Determine eligibility for participation and resolve problems. Coordinate with state agencies. submit required reports. process

	Essential	Short Duty Description	% Time	Full Description		
1	<input checked="" type="checkbox"/>	FMLA administration	25	Full Description	+	-
2	<input checked="" type="checkbox"/>	Donated sick leave program	20	Full Description	+	-
3	<input checked="" type="checkbox"/>	State of Wyoming reporting	10	Full Description	+	-
4	<input checked="" type="checkbox"/>	Retirement counseling and enrollment	10	Full Description	+	-
5	<input checked="" type="checkbox"/>	Enrollment forms processing	10	Full Description	+	-
6	<input checked="" type="checkbox"/>	Customer service	20	Full Description	+	-
7	<input type="checkbox"/>	Student employee supervision	5	Full Description	+	-

View Essential Duty Summary

Briefly list reorganization or duty changes:

Provide the primary duties and responsibilities of the position. If the duty is essential to the position, check the box under Essential. **When filling out the duties and responsibilities, list them in order of importance, not by descending percentage of time spent performing duty.** Enter the short duty description, which is also character limited (50 characters). This is meant to be a cue as to what the full description contains. This is the field that will also populate the performance evaluation. Enter the percentage of time that will be spent on this particular duty, averaged over a year's time. **If you have any duties that are over 35%, please try to break them up a bit more and separate them into lower percentages if possible, grouping like duties.** (Hint: if you are editing an existing PDQ, change all the percentages to 5% or it will may error as you are working on it. After you have entered the duties, enter the percentage that accurately reflects the amount of time spent on each duty.) You are allowed to have less than 100%, but you cannot go over.

Once you have entered the Short Duty Descriptions, click on the **Full Description** link for each separate duty. Concisely and succinctly as possible, describe the duties of the position in such a

way as to educate someone outside of your department about the position. You will need to strike a balance between providing a detailed description and limiting the number of words used. These descriptions will feed directly into a job posting if and when it is advertised. It is good to avoid specific names that will change such as specific software packages that could change (SIS changed to Banner), specific dollar amounts, etc. Please use the spell check feature (the little book with the check mark on the upper right hand corner of the text box.)

Click on the + button to add additional duties. There is a limit to 10 duties. To list a duty that may not be essential but is performed at least 5% time, complete the steps above, but do not click the essential duty box. To list a duty that is not performed at least 5% of the time, please list it the Miscellaneous Duties box. If a duty is currently shown that is no longer performed by that position, click on the – (next to the +) to remove the duty.

To determine if a job function is essential consider:

- 1) Does the position exist to perform this particular job function?
- 2) Would removal of this job function fundamentally alter this position?

If the answer to both these questions is YES, the duty is essential.

To see all of the Essential Duties at once and check your work, click on the **View Essential Duty Summary** box.

## Essential Duty Summary

### Essential Duty Summary

#### FMLA administration (25%)

Coordinate administration of the Family and Medical Leave Act (FMLA). Process leave requests and determine eligibility. Communicate sensitive and confidential information with employees concerning rights, responsibilities and determinations made by the manager. Ensure compliance with federal regulations, including those regarding health insurance protection. Monitor submission of medical certifications and fitness-for-duty statements. Coordinate FMLA administration with other plans and programs such as LTD, ADA, Workers' Comp, and donated sick leave.

#### Donated sick leave program (20%)

Administer the sick leave donation program. Receive requests and independently determine eligibility. Communicate sensitive and confidential information and circumstances with employees and departments. Maintain files for employees receiving donations, calculate the need for and apply donations. Calculate LWOP and meet payroll deadlines. Make related HRMS entries and decisions that affect employee pay. Coordinate donations between UW and the State of Wyoming.

#### State of Wyoming reporting (10%)

Run monthly reports for State of Wyoming to provide enrollment data and determine employee terminations and address changes. Complete State termination forms to ensure that appropriate benefits are offered. Run reports to determine benefits applications that need to be completed by new employees. Ensure that new employees submit application by deadlines and do not lose eligibility. Monitor dependent eligibility, and determine eligibility for student benefits. Maintain list of cooperating agencies and associated employees that are eligible for benefits.

#### Retirement counseling and enrollment (10%)

Provide complex and individualized retirement counseling for employees and submit associated insurance and retirement plan forms.

#### Enrollment forms processing (10%)

Collect and process employee benefits enrollment forms. Maintain accurate record keeping and filing systems to document employee enrollment. Enter enrollment data in HRMS so that correct paycheck deductions are made. Run associated reports and coordinate with the Payroll Office.

#### Customer service (20%)

Provide customer service for employees by responding to requests received by email, phone, letters, and from employees coming into the office. Assist with completion and processing of benefits applications. Interpret policies, procedures, and regulations in order to advise employees and family members concerning critical issues such as benefits eligibility and enrollment. Resolve problems with coverage and assist in filing claims. Conduct and document exit interviews, and prepare management reports. Verify eligibility and process tuition waivers.

[Return](#)

If the PDQ is being altered due to changed duties or reorganization, please list the reasons in the **Briefly list reorganization or duty changes** box. Again, be explicit but succinct.

Complete the Supervisory Responsibilities section. Use the dropdown boxes to indicate the type of leadership, supervisory, or management responsibilities of the position. Select all of the options that are applicable. If the position supervises exempt and/or nonexempt classified staff, be sure to check that they are listed in the **Current Subordinates** section. You can add and delete subordinates in the UW Supervisors page. To do this, Click **SAVE** to save your work and then go to **UWPDQ Setup > UW Supervisors** on the left hand side. You will be able to change the supervisor or add/delete subordinates here. Then click on PDQ in the left hand menu, and you will be taken back to the PDQ.

The section to the right of the Supervisory Authority box determines how the position works with financial matters. Budget Management is when the positions assists with or plans, defends, and maintains operating budgets. Fiscal Responsibility includes such things as cash handling, bookkeeping, and reconciling accounts.

It is a good idea to click SAVE before moving on to the next tab.

# KSA Info Tab

Position 0399 Human Resources Specialist, Sr

Find | View All | First 1 of 1 Last

Eff Date 02/07/2011

Job Code Education

3882 G-Bachelor's Level Degree

Major

Experience

2

Other Requirements

Required License, Certification, Registration Find | View All | First 1 of 1 Last

*ID	Description		
<input type="text"/>			<input type="button" value="+"/> <input type="button" value="-"/>

Knowledge Find | View All | First 1-6 of 6 Last

*ID		Description		
<input type="text"/> 2		Records maintenance and management	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> 6		University policies and procedures	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> 8		Organize, prioritize, and plan daily operations	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> 13		Applicable federal, state, and local rules and regulations	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> 20		Customer service standards and procedures	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> 85		Communication methods and techniques	<input type="button" value="+"/>	<input type="button" value="-"/>

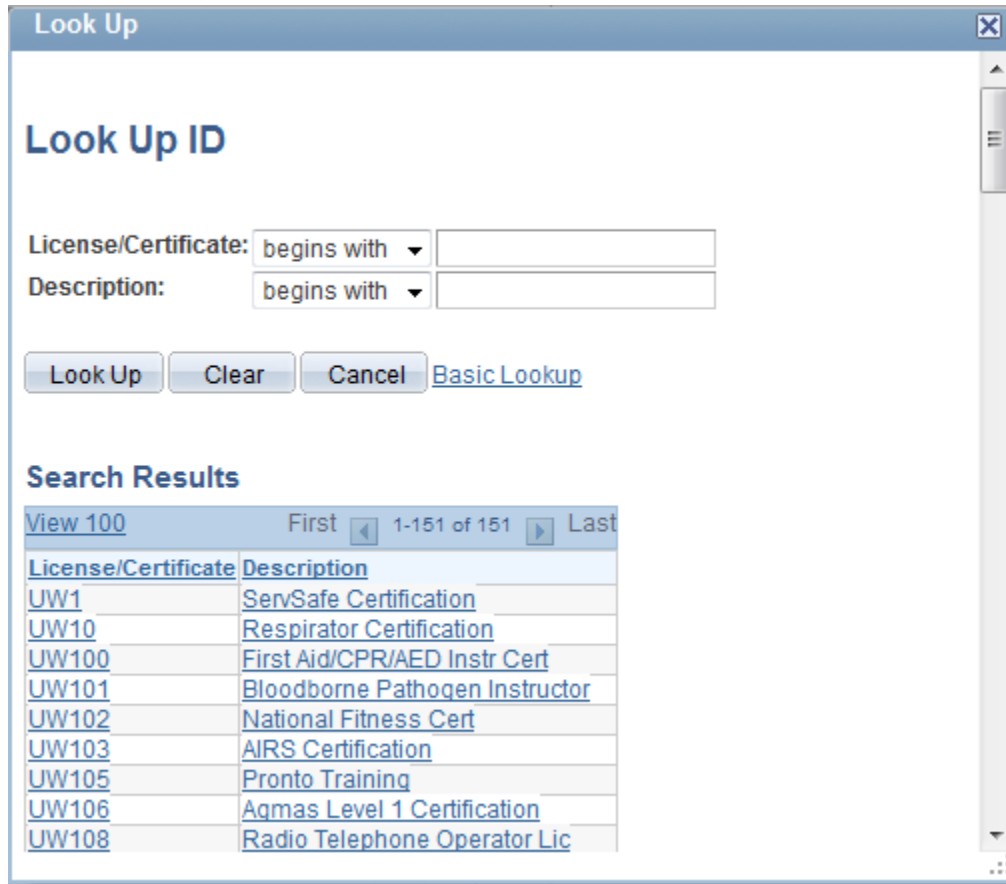
Skills & Abilities Find | View All | First 1-10 of 11 Last

*ID		Description		
<input type="text"/> 4		Strong interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> 7		Communicate effectively, both orally and in writing	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> 12		Maintain complete and accurate records	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> 30		Maintain confidentiality	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> 84		Effective decision making	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> 85		Manage projects to meet multiple and potentially conflicting timelines	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> 97		Develop and/or present educational or training materials for small and large groups	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/> 100		Work under limited supervision	<input type="button" value="+"/>	<input type="button" value="-"/>



The minimum qualifications (Education and Experience) are maintained by Human Resources and tied to job title. If there is a specific major that you feel would be required for the position complete, enter it in the **Major** field. This will also feed into a job posting if and when the position is advertised. Leave this blank if you think you are more interested in the level of education and not a specific degree.

The license/certification table is for licenses/certifications that are REQUIRED for the position. Click the + button to add an item and click the – button to delete an item that is no longer applicable. To search, click on the looking glass and select **contains** in the drop down. You can then search on a word you think would be unique (please note: some licenses were too long, so it may be abbreviated. For instance Certified Public Accountant may be shown as CPA)



The screenshot shows a 'Look Up' window with a search interface. It includes a 'Look Up ID' section with two search criteria: 'License/Certificate:' and 'Description:', each with a 'begins with' dropdown menu and an input field. Below these are buttons for 'Look Up', 'Clear', and 'Cancel', along with a link for 'Basic Lookup'. The 'Search Results' section displays a table with 10 rows of results, showing 'License/Certificate' and 'Description' columns. The results are: UW1 (ServSafe Certification), UW10 (Respirator Certification), UW100 (First Aid/CPR/AED Instr Cert), UW101 (Bloodborne Pathogen Instructor), UW102 (National Fitness Cert), UW103 (AIRS Certification), UW105 (Pronto Training), UW106 (Aqmas Level 1 Certification), and UW108 (Radio Telephone Operator Lic). The table also includes navigation options like 'View 100', 'First', '1-151 of 151', and 'Last'.

License/Certificate	Description
UW1	ServSafe Certification
UW10	Respirator Certification
UW100	First Aid/CPR/AED Instr Cert
UW101	Bloodborne Pathogen Instructor
UW102	National Fitness Cert
UW103	AIRS Certification
UW105	Pronto Training
UW106	Aqmas Level 1 Certification
UW108	Radio Telephone Operator Lic

The Knowledge and Skills and Abilities *are intended to be general*. Be sure to click **View All** to see all KSA's for the position. Search around and see what fits the best. Be creative when searching for key words. Many times, a partial key word will bring up more results.

For example: If you want someone who has excellent communication skills, rather than typing in that entire phrase, simply searching for "communi" will bring up any KSA's with communicate, communication, communicating, etc. in the description.

**Please contact Classification/Compensation if you need assistance or need an item added with this page.** This is a good time to click **SAVE** again.

Updated 10/1/14

# Work Conditions Tab

Position 0399 Human Resources Specialist, Sr

Find | View All First 1 of 1 Last

Eff Date 02/07/2011

**Noise Level**  
3-Moderate Noise

Vision Requirements			
Close		+	-
Distance		+	-
Peripheral		+	-
Depth Perception		+	-
Adjust Focus		+	-

Duty Locations	
Office Environment	+ -
Indoors	
Outdoors	

Physical Activities			
Stand	2 - Up to 1/3	+	-
Walk	2 - Up to 1/3	+	-
Sit	4 - 2/3 or Over	+	-
Hear	4 - 2/3 or Over	+	-
Climb	1 - Rarely	+	-
Stoop or Kneel	2 - Up to 1/3	+	-
Twist	2 - Up to 1/3	+	-
Bend	2 - Up to 1/3	+	-
Reach	2 - Up to 1/3	+	-
Use Hands or Fingers	4 - 2/3 or Over	+	-

Environmental Conditions			
Moving Vehicle	1 - Rarely	+	-
Near Mechanisms	1 - Rarely	+	-
Darkness	1 - Rarely	+	-
Temperature Changes	2 - Up to 1/3	+	-
Outdoors	2 - Up to 1/3	+	-
Snow/Ice	2 - Up to 1/3	+	-
Noise	1 - Rarely	+	-
Computer/Video	4 - 2/3 or Over	+	-
Other			

Weight Lifting			
Up to 10 pounds	3 - 1/3 to 2/3	+	-
Up to 25 pounds	2 - Up to 1/3	+	-
Up to 50 pounds	1 - Rarely	+	-

Force Exertion			
Up to 10 pounds	3 - 1/3 to 2/3	+	-
Up to 25 pounds	2 - Up to 1/3	+	-
Up to 50 pounds	1 - Rarely	+	-
Up to 100 pounds	1 - Rarely	+	-

Machines/Tools			
5	Vehicle(s)	4-Seasonally	+ -
17	Computer programs and software in use in the department or area	1-Daily	+ -

Complete this tab as it pertains to the position. These requirements indicate what an individual should be able to perform without any special accommodation, i.e., if you don't select any vision requirements, a non-sighted person would be able to perform the duties without needing an accommodation. Use the dropdown boxes to see your options.

Updated 10/1/14

## Approval Tab

When everything is complete on the rest of the tabs, go back to the Position Information Tab. Click on the link that says **PDQ Report** and this will put of all the information contained in the PDQ in to a Word Document. (Note: if you have difficulties getting the report, please see the attachment for further instructions.) Save the document and forward to the incumbent in the position to give them an opportunity to review and offer feedback – as they are considered to be the experts of their position.

Once you and your subordinate agree that the PDQ is an accurate representation of the position, go to the approval tab, click **Submit for Approval**. Class/Comp will then be notified that the PDQ has been changed. If there are significant changes, and/or you indicated “Audit Review” in the dropdown box on the first tab, the PDQ will be forwarded to the Appointing Authority for approval to proceed with an audit.

The screenshot shows a web browser window with the address bar displaying 'Favorites Main Menu > UW PDQ > PDQ'. Below the browser window is a navigation bar with tabs for 'Position Info', 'Essential Duties', 'KSA Info', 'Work Conditions', and 'Approval'. The 'Approval' tab is selected. The main content area shows the following information:

Position 0115 Manager, Controls Shop

Approvals Find | View All First 1 of 2 Last

Version DRAFT

Originator

Appt Auth

Review Date

Reviewer

Human Resources Consultant  
76057 Janean Forsyth Lefevre

Last Upd DtTm: 02/04/2011 2:37:48PM by: JSCHUCK

At the bottom of the form are several buttons: Save, Return to Search, Previous in List, Next in List, and Notify. Below the buttons is a navigation bar with links: [Position Info](#) | [Essential Duties](#) | [KSA Info](#) | [Work Conditions](#) | [Approval](#)

*If the position is vacant*, click **Submit for Approval**. If there are significant changes, the PDQ will be forwarded to the Appointing Authority for approval to proceed with an audit. If the adjustments are deemed to be minor, Class/Comp will finalize the PDQ. You will receive e-mail notification when that has happened. You may then proceed with the job posting.

*If the position is new*, click **Submit for Approval**. The PDQ will be forwarded to the Appointing Authority for approval to proceed with an audit. Class/Comp will notify you to discuss the classification. Once the classification has been determined, Class/Comp will finalize the PDQ. You will receive e-mail notification when that has happened. You may then proceed with the job posting

*If you are an Appointing Authority* and your internal policies require another person's approval, you must do this outside of this process. A suggestion is to send the PDQ report to that person and await their approval before you **Submit for Approval**.