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| --- | --- |
|  | **Position Number**:       |

# Benefited Position Description Questionnaire

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|[ ]  **Full-time** (40 hrs/week) |[ ]  **12-month** | **Calendar Code** (if applicable) Choose an item. |
|[ ]  **Part-time** (Less than 40 hrs/week) |[ ]  **9-month** |  |
|[ ]  **Grant funded** |[ ]  **Other (explain):**  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Today’s Date:** | Click or tap to enter a date. |
| **Current Position Title:** | Click or tap here to enter text. |
| **Proposed Position Title:** | Click or tap here to enter text. |
| **Employee Name and ID:** | Click or tap here to enter text. |
| **Department/Unit Name:** | Click or tap here to enter text. |
| **College/Division:** | Click or tap here to enter text. |
| **Supervisor’s Name:** | Click or tap here to enter text. |
| **Supervisor’s Position #:** | Click or tap here to enter text. |

**PURPOSE AND INSTRUCTIONS:**

This form must be completed by the supervisor of the position. It is intended to gather comprehensive and accurate information necessary to support the evaluation and classification of benefited positions. As the direct supervisor or manager, your insight is essential—your responses will serve as the official documentation used during the position classification review process. Please ensure that all responses reflect the duties, responsibilities, and qualifications required of the position itself, not the attributes or performance of the current incumbent.

**Instructions:**

* Focus on the position itself, **not the individual currently occupying the role.**
* Describe the position as it currently functions, rather than how it operated in the past or may change in the future.
* Provide a comprehensive view of the position as it is typically performed over time (e.g., across a full year), rather than focusing on isolated tasks, special projects, or temporary assignments.
* Strive for accuracy and balance—do not overstate or understate the duties and requirements. Imagine you are explaining the role to a new employee or someone unfamiliar with the position.
1. **What is the justification for an analysis of this position?**

[ ]  **New Position** [ ]  **Change in duties** [ ]  **Reorganization**

1. **What is the primary purpose of this position?** (To be completed by the supervisor)
2. **Describe the primary duties regularly performed in this position.**
* List each duty in order of importance, starting with the most critical—not by the percentage of time spent on each task.

**Instructions for Completing This Section:**

* + Do not copy directly from a University of Wyoming job description. Use your own words to accurately describe this specific position.
	+ Focus on outcomes: Describe each duty by its purpose or end result rather than detailing every step involved in completing it.
	+ Be concise and action-oriented:
		- Begin each statement with an action verb.
		- Keep descriptions brief, clear and specific.
	+ Group minor tasks: Combine tasks that take less than 10% of the position’s time with related duties.
	+ Break down larger duties: If a responsibility accounts for 30% or more of the position’s time, divide it into logical sub-duties of at least 10% to better reflect the scope of work.
	+ Ensure percentages add up to 100%: The percentage of time assigned to each duty should reflect the average amount of time spent over the course of a year. All duties combined must total exactly **100%**.
	+ Avoid redundancy: Ensure each duty is distinct and does not overlap with others.
	+ Review for clarity and accuracy: Confirm the duties are listed in order of importance and accurately reflect the percentage of time spent.

**Determining if a Duty is Essential:** Ask the following questions to identify essential job functions:

* + Does the position exist primarily to perform this duty?
	+ Would removing this duty fundamentally change the nature of the position?
	If the answer to either question is “yes,” the duty is considered essential.

|  |
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| **PERIODIC EQUIVALENCIES****Note: All values are approximate and rounded for clarity. Based on a standard 40-hour work week (2,080 hours annually).** |
| % of Time | **Daily** | **Weekly** | **Monthly** | **Yearly (Annually)** |
| 5% | 30 minutes | 2 hours | 1 day | 2.5 weeks |
| 10% | 1 hour | 4 hours | 2 days | 5 weeks |
| 20% | 2 hours | 1 day | 4.5 days | 2.5 months |

**Mark Essential Duties and Responsibilities % of Time Spent Annually Function (X)** (List most important duty first) (At least 10 %)

|  |  |
| --- | --- |
|[ ]  Click or tap here to enter text. | Choose an item.% |
|[ ]  Click or tap here to enter text. | Choose an item. % |
|[ ]  Click or tap here to enter text. | Choose an item. % |
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|[ ]  Click or tap here to enter text. | Choose an item. % |
|[ ]  Click or tap here to enter text. | Choose an item. % |
| Miscellaneous duties (do not require a percentage): Click or tap here to enter text. |

1. **LEADERSHIP/SUPERVISORY RESPONSIBILITY:** Select the option that best reflects the leadership or supervisory responsibilities of the position being evaluated.

|  |
| --- |
|[ ]  **No Formal Supervision:** * Does not have supervisory responsibilities or only supervises students employees.
 |
|[ ]  **Work Leadership:*** Provides day-to-day guidance, support, and direction to team members to ensure consistent operations and achievement of goals.
* Leads or coordinates specific projects, initiatives, or tasks within the department or unit, ensuring timelines and deliverables are met.
* Oversees the daily activities of a **small to mid-sized team**—typically ranging from 2 to 10 employees—engaged in support, administrative, technical, or operational functions. This may include scheduling, prioritizing work assignments, monitoring progress, and resolving routine issues or barriers to productivity.
* Serves as a point of contact for team-related concerns, provides informal coaching or training, and may contribute input to performance evaluations or hiring decisions.
 |
|[ ]  **Supervising:*** Directly supervises a group of employees performing similar or related work.
* May occasionally perform the same work as those supervised (typically less than 20% of the time).
* Coordinates daily operations and ensures work is completed according to established procedures.
* Sets priorities, assigns tasks, and monitors outcomes to ensure team productivity and effectiveness.
 |
|[ ]  **Managing:*** Manages professional employees and/or other supervisors.
* Establishes operating standards and ensures compliance with policies and procedures based on subject matter expertise.
* Develops departmental or unit-level plans, including operational, business, or organizational priorities.
* Accountable for the performance, results, and resource management of one or more teams or functional units.
 |
|[ ]  **Directing:*** Provides strategic leadership and oversight through subordinate managers.
* Oversee the execution of departmental or functional business plans aligned with institutional priorities.
* Makes high-level decisions guided by long-term goals, organizational priorities, long-term goals, and external consideration.
* Accountable for overall performance, impact, and outcomes of multiple departments, major functions, or a division.
 |

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| **Direct reports to position being evaluated** |
|  | **# of Employees** | **FTE** |
| **Students** |       |       |
| **Non-exempt Employees** |       |       |
| **Exempt Employees** |       |       |

**If the position being evaluated supervises others, select the responsibilities that apply**:

[ ]  Recruits, screens, interview candidates [ ]  Conducts performance evaluations

[ ]  Recommends candidates for hire [ ]  Administers discipline action

[ ]  Approves candidates for hire [ ]  Recommends salary adjustments

[ ]  Assigns tasks and responsibilities to staff [ ]  Approves salary adjustments

[ ]  Conducts training or onboarding of staff [ ]  Recommends termination of employees

[ ]  Monitors and evaluates work performance [ ]  Approves termination of employees

1. **FISCAL RESPONSIBILITY: Describe** the budget or fiscal authority and accountability of the position, including accounts receivable management, approving expenditures, and reconciling accounts. Describe the size of the budget, extent of signature authority and involvement in the budget process. Click or tap here to enter text.

**Does this position have responsibility for developing, implementing, or managing/overseeing a budget (including all fund sources)?**

 [ ]  Yes [ ]  No Amount $ Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| **Does this position:** | **No** | **Yes** | **If yes, explain/provide context:** |
| **Negotiate contracts** |[ ] [ ]  Click or tap here to enter text. |
| **Manage grants** |[ ] [ ]  Click or tap here to enter text. |
| **Reconcile accounts** |[ ] [ ]  Click or tap here to enter text. |
| **Manage service or****auxiliary operations** |[ ] [ ]  Click or tap here to enter text. |

**Select the category that best reflects the highest level of fiscal responsibility exercised by this position:**

|  |
| --- |
|[ ]  **Not Applicable:** * Position does not have any fiscal responsibility.
 |
|[ ]  **Supports:*** Tracks expenditures or budget activity at an organizational level.
* Does not make fiscal decisions or have spending authority.
* Provides input or analysis related to revenues, expenses, or budgeting processes.
 |
|[ ]  **Recommends:*** Makes recommendations regarding budget decisions or resource allocations.
* May have limited authority to approve expenditures.
* May identify or propose revenue-generating activities or funding opportunities (e.g., grants).
 |
|[ ]  **Controls:*** Has full responsibility and accountability for managing a budget within a department, unit, or program.
* Exercises final decision-making authority over revenues, expenditures, and financial planning.
* Responsible for compliance, financial oversight, and resource optimization.
 |

1. **INDEPENDENT JUDGEMENT/PROBLEM SOLVING:** Select the option that best describes the level of independent judgment and problem-solving required in the position being evaluated.

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|[ ]  **Entry-Level/Procedural:** * Performs tasks and duties under direct supervision, following clearly defined policies and procedures.
* Work is routinely reviewed by supervisor.
* Minimal opportunity for exercising independent judgment.
* Most problems are referred to the supervisor for resolution.
 |
|[ ]  **Intermediate/Guided Decision-Making:*** Works under general supervision, using established procedures and some creativity.
* Chooses from a limited set of alternatives to resolve routine problems.
* Occasionally uses independent judgment in completing assignments.
* May recommend improvements to work procedures, policies, or practices.
* Unusual or complex problems are referred to the supervisor.
 |
|[ ]  **Advanced/Analytical Problem Solving:*** Operates within general University policies, procedures, and objectives.
* Analyzes problems, assesses needs, and adapts broad guidelines to achieve results.
* Frequently uses independent judgment within accepted standards.
* Makes recommendations that may influence policy or procedural changes.
* Exceptions to policy are referred to the supervisor.
 |
|[ ]  **Program/Functional Leadership:*** Develops objectives, policies, and procedures for a specific program or functional area, aligned with broader institutional goals.
* Day-to-day decisions are made independently without supervisor review.
* Supervisor reviews only end results or strategic outcomes.
* Strategic issues are escalated to the supervisor as needed.
 |
|[ ]  **Strategic Leadership:*** Establishes the strategic direction, goals, and policies for a major area of responsibility.
* Sets broad objectives and is accountable for overall performance and results.
* Exercises a high degree of independent judgment on matters of significance.
* Regularly solves complex, high-impact problems with minimal guidance.
 |

**Provide 2–3 examples that illustrate the type of decision-making and problem solving typical for this position.** Include both situations where decisions are made independently, and where the position must consult with a supervisor before proceeding.

**Example:** Independently determines the workflow for implementing a new software tool; consults with the supervisor when reallocating funds across departmental budgets.

Click or tap here to enter text.

1. **WORK COMPLEXITY: Select** the option that best reflects the variety, difficulty and scope of the tasks and responsibilities typically performed in this position.

|  |
| --- |
|[ ]  **Basic/Standardized:** * Tasks are highly interrelated and simple.
* Work follows clearly defined, routine procedures with minimal variation.
 |
|[ ]  **Moderate/Process-Focused:*** Tasks are multiple but primarily relate to individual processes.
* Some aspects of the work are standardized, while others may vary.
* Requires attention to procedural details with occasional deviation.
 |
|[ ]  **Advanced/Procedural Application:*** Tasks are multiple, complex, and varied, often spanning related processes.
* Requires application of a range of procedures, policies, and precedents to complete work effectively.
* Some level of judgment and coordination across functions is involved.
 |
|[ ]  **Complex/Multifunctional Integration**:* Responsibilities involve integration across cross-functional areas.
* Tasks are substantially complex and varied, often requiring interpretation of technical or abstract information.
* Success depends on applying expertise and discretion within broad, and sometimes conflicting, guidelines.
 |

**Describe the most complex—yet typical—work process, responsibility, or decision this position is responsible for managing.** Include the factors that contribute to its complexity (e.g., multiple stakeholders, abstract reasoning, high-level analysis, significant consequences of error).

**Example**: Coordinating cross-departmental data integration for grant compliance reporting, involving shifting deadlines and evolving federal guidelines.

Click or tap here to enter text.

1. **MAGNITUDE OF WORK IMPACT: Select** the option that best describes the scope and reach of the work performed in this position. Then, provide a brief example that supports your selection, demonstrating how the position impacts the unit, department, division, or institution.

|  |
| --- |
|[ ]  **Very limited:** * Impact is confined to the immediate work group or team.
* Work has minimal effect beyond this position’s direct area.
 |
|[ ]  **Limited**:* Work primarily impacts a single department or program.
* Outcomes influence local operations, services, or processes.
 |
|[ ]  **Moderate:*** Work affects multiple departments or programs, either directly or indirectly.
* Activities support collaboration and coordination across units.
 |
|[ ]  **Substantial**:* Work has a broad impact on a major division or a wide range of departments and programs.
* Decisions or outcomes influence policy, operations, or service delivery at an organizational level.
 |
|[ ]  **Significant:*** Work has institution-wide or system-wide impact, influencing multiple divisions, colleges, or units across the University.
* Responsibilities may include setting direction, shaping strategy, or managing high-stakes initiatives with long-term implications.
 |

**Provide an example of impact:** Describe a project, responsibility, or decision that illustrates how this position affects the organization at the selected level.

Click or tap here to enter text.

1. **INTERNAL/EXTERNAL CONTACTS**. This section evaluates the extent, purpose, and nature of interactions with individuals or groups both within and outside this position’s immediate workgroup. Please select the descriptions that most accurately reflect the position, then provide examples to support your selections.

**Type of Contact:** Select the option that best describes the scope and frequency of contact with individuals outside the immediate workgroup.

|  |
| --- |
|[ ]  **Minimal Contact:*** Limited to members within the same workgroup.
* Contact is typically for exchanging basic information or routine documents.
 |
|[ ]  **Occasional Contact:*** Involves students, visitors, members of the public, or University personnel outside the immediate team.
* Purpose is to provide or obtain clarification, guidance, or information.
 |
|[ ]  **Regular Contact**:* Interacts frequently with students, faculty, staff, or external constituents.
* Responsible for explaining, interpreting, or clarifying information.
* May involve handling sensitive or moderately complex matters.
 |
|[ ]  **Substantial Contact:*** Regular interaction with stakeholders beyond the department or workgroup.
* May include policy-related discussions, vendor negotiations, or grant/proposal coordination.
* Often involves confidential and complex information.
 |
|[ ]  **High-level Contact:*** Interacts with senior leadership across the University, and/or external leaders (e.g., government officials, media, business executives).
* Engages in high-level discussions involving strategy, policy, or sensitive issues.
* Requires considerable judgment, confidentiality, and professionalism.
 |

**Nature of contact:** Select the description that best captures the nature and tone of these interactions.

|  |
| --- |
|[ ]  **Routine Exchange:*** Information sharing that requires basic courtesy and routine communication.
 |
|[ ]  **Instructional or Interpretive:*** Explains policies, procedures, or obtains feedback.
* Requires cooperation and moderate communication skills.
 |
|[ ]  **Complex or Sensitive Exchange:*** Conveys detailed information requiring discretion and clarity.
* Contacts are often non-routine and may involve sensitive subjects.
 |
|[ ]  **High-Level Discretion and Coordination:*** Exchanges involve highly technical or confidential issues.
* Requires tact, follow-up, and thoughtful engagement.
 |
|[ ]  **Strategic Influence or Conflict Resolution:*** Problem-solving through negotiation or persuasion.
* May involve issues of controversy or broad institutional impact.
 |

**Provide examples of typical internal or external contacts for this position, including who is involved and the context or purpose of the communication.**

**Example:** Collaborates with external grant agencies to develop funding proposals or provides guidance to campus departments regarding HR compliance matters.

Click or tap here to enter text.

1. **EDUCATION AND WORK EXPERIENCE:** This section helps determine the minimum qualifications required to perform the essential functions of the position successfully, not the qualifications of the current employee. Please describe both the minimum level of formal education and the amount and type of experience required at entry level.

**Minimum Education Requirement:** What is the minimum level of formal education needed to competently perform the duties of this position? Specify the degree type (e.g., high school diploma**, associate’s, bachelor’s, master’s) and, if applicable, the preferred or required field of study.**

**Examples:**

* A high school diploma or GED is required.
* A bachelor’s degree in Business Administration or a related field is required.
* A master’s degree in Environmental Science is required; a Ph.D. is preferred.

Click or tap here to enter text.

**Minimum Work Experience Requirement:** What is the minimum amount of directly related professional work experience required for someone to perform this job effectively? Indicate the number of years (in whole years) and describe the type or nature of experience required.

**If experience may be accepted in lieu of formal education, please clearly specify how much and what type of experience would qualify as a substitute.**

**Examples:**

* Two years of general clerical experience are required. Prior experience in a medical or academic office is preferred.
* Five years of project management experience, preferably in a higher education or nonprofit setting, is required.
* Experience may substitute for a bachelor’s degree on a year-for-year basis, with six years of progressively responsible administrative experience qualifying in place of a degree.

Click or tap here to enter text.

1. **REQUIRED LICENSURE OR CERTIFICATION:** List any licenses, registrations, certificates, or other credentials that are required to perform the essential duties of this position. (Desired credentials may be listed but indicate these as preferred vs. required qualifications.) If no licenses or certifications are required for the position, indicate “None.”

**Examples:**

* A valid Wyoming Driver’s License is required.
* Certification in CPR and First Aid is required within six months of hire.
* Licensed Clinical Social Worker (LCSW) certification through the Wyoming Mental Health Professions Licensing Board is required.
* Project Management Professional (PMP) certification is preferred but not required.

Click or tap here to enter text.

1. **TOOLS, EQUIPMENT AND TECHNOLOGY**: Identify the types of equipment, vehicles, instruments, tools, and computer applications that this position must use proficiently to carry out the essential functions of this position. For each item, indicate the purpose and how frequently it is used (e.g., daily, weekly, monthly).

Click or tap here to enter text.

1. **SENSORY AND PHYSICAL DEMANDS**: Indicate the amount of time this position typically spends performing the following sensory or physical activities in the course of their job duties. Please base your responses on the average workload over the course of one month.

####  - - - Amount of Time - - -

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **None** | **Rarely** | **Up to 1/3** | **1/3 to 2/3** | **2/3 or over** |
| **Stand** |[ ] [ ] [ ] [ ] [ ]
| **Walk** |[ ] [ ] [ ] [ ] [ ]
| **Sit** |[ ] [ ] [ ] [ ] [ ]
| **Use hands and/or fingers** |[ ] [ ] [ ] [ ] [ ]
| **Climb or balance** |[ ] [ ] [ ] [ ] [ ]
| **Stoop, kneel, crouch or crawl** |[ ] [ ] [ ] [ ] [ ]
| **Twist** |[ ] [ ] [ ] [ ] [ ]
| **Bend** |[ ] [ ] [ ] [ ] [ ]
| **Reach with hands and arms** |[ ] [ ] [ ] [ ] [ ]
| **Taste or smell** |[ ] [ ] [ ] [ ] [ ]
| **Hear** |[ ] [ ] [ ] [ ] [ ]

1. **LIFTING REQUIREMENTS: Does** this position require the lifting of objects or materials? If so, please indicate the amount of weight and the frequency with which it is lifted.

**- - - Amount of Time - - -**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **None** | **Rarely** | **Up to 1/3** | **1/3 to 2/3** | **2/3 or over** |
| **Up to 10 pounds** |[ ] [ ] [ ] [ ] [ ]
| **Up to 25 pounds** |[ ] [ ] [ ] [ ] [ ]
| **Up to 50 pounds** |[ ] [ ] [ ] [ ] [ ]
| **Up to 100 pounds** |[ ] [ ] [ ] [ ] [ ]
| **More than 100 pounds** |[ ] [ ] [ ] [ ] [ ]

1. **FORCE EXERTION REQUIREMENTS:** Does this position require the exertion of force to move, push, pull, or lift objects? If so, please indicate the amount of force and the frequency with which it is exerted.

**- - - Amount of Time - - -**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **None** | **Rarely** | **Up to 1/3** | **1/3 to 2/3** | **2/3 or over** |
| **Up to 10 pounds** |[ ] [ ] [ ] [ ] [ ]
| **Up to 25 pounds** |[ ] [ ] [ ] [ ] [ ]
| **Up to 50 pounds** |[ ] [ ] [ ] [ ] [ ]
| **Up to 100 pounds** |[ ] [ ] [ ] [ ] [ ]
| **More than 100 pounds** |[ ] [ ] [ ] [ ] [ ]

1. **VISION REQUIREMENTS:** What are the vision requirements necessary to perform the duties of this position? Select all that apply:

 [ ]  **Close Vision** (clear vision at 20 inches or less)

 [ ]  **Distance Vision** (clear vision at 20 feet or more)

 [ ]  **Color Vision** (ability to identify and distinguish colors)

[ ]  **Peripheral Vision** (ability to observe an area that can be seen up and down or to the left and right while the eyes are fixed on a given point)

[ ]  **Depth Perception** (three-dimensional vision, ability to judge distances and spatial relationships)

 [ ]  **Ability to Adjust Focus** (ability to adjust the eye to bring an object into sharp focus)

 [ ]  **No Special Vision Requirements**

1. **NOISE LEVEL IN THE WORK ENVIRONMENT:** How much noise is typical in the work environment for this position? Select the description that best fits:

[ ]  **Very Quiet** (e.g., isolation booth for hearing test)

[ ]  **Quiet** (e.g., library, private office)

[ ]  **Moderate Noise** (e.g., office with light traffic, printers, copiers, etc.)

[ ]  **Loud Noise** (e.g., office with high traffic, printers, etc.)

[ ]  **Very Loud Noise** (e.g., heavy equipment, construction site)

1. **EXPOSURE TO ENVIRONMENTAL CONDITIONS:** Indicate how much on-the-job exposure this position typically has to the following environmental conditions. Please select the frequency of exposure based on a typical month.

 **- - - Amount of Time - - -**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **None** | **Rarely** | **Up to 1/3** | **1/3 to 2/3** | **2/3 or over** |
| **Operate moving vehicle/equipment** |[ ] [ ] [ ] [ ] [ ]
| **Work near moving mechanical parts** |[ ] [ ] [ ] [ ] [ ]
| **Work in high, precarious places** |[ ] [ ] [ ] [ ] [ ]
| **Work in confined places** |[ ] [ ] [ ] [ ] [ ]
| **Darkness/poor lighting** |[ ] [ ] [ ] [ ] [ ]
| **Airborne particles (dust, powders, etc.)** |[ ] [ ] [ ] [ ] [ ]
| **Vapors/fumes/odors** |[ ] [ ] [ ] [ ] [ ]
| **Toxic or caustic chemicals** |[ ] [ ] [ ] [ ] [ ]
| **Temperature changes** |[ ] [ ] [ ] [ ] [ ]
| **Outdoor weather conditions** |[ ] [ ] [ ] [ ] [ ]
| **Snow/ice** |[ ] [ ] [ ] [ ] [ ]
| **Extreme cold (non-weather)** |[ ] [ ] [ ] [ ] [ ]
| **Extreme heat (non-weather)** |[ ] [ ] [ ] [ ] [ ]
| **Wet, humid (non-weather)** |[ ] [ ] [ ] [ ] [ ]
| **Risk of electrical shock** |[ ] [ ] [ ] [ ] [ ]
| **Fire hazard** |[ ] [ ] [ ] [ ] [ ]
| **Explosives** |[ ] [ ] [ ] [ ] [ ]
| **Vibration** |[ ] [ ] [ ] [ ] [ ]
| **Noise** |[ ] [ ] [ ] [ ] [ ]
| **Computer/video terminal display**  |[ ] [ ] [ ] [ ] [ ]
| **Other:**  |[ ] [ ] [ ] [ ] [ ]

1. **PRIMARY WORK LOCATION:** Indicate the type of setting(s) where the majority of the duties for this position are typically performed. Check all that apply and, if needed, provide additional context in the space below.

[ ]  Office Environment [ ]  Art Studio/Museum [ ]  Shop/Warehouse

[ ]  Auditorium/Fieldhouse [ ]  Lab(s) [ ]  Food Service: Kitchen/Dining

[ ]  Gym/Pool [ ]  Farm [ ]  Library/Classroom

[ ]  Indoors (Specify: ) [ ]  Other (Specify: ) [ ]  Outdoors (Specify: )

1. **TRAVEL REQUIREMENTS**: Does this position require travel? If yes, please describe the nature of the travel (e.g., in-state, out-of-state, international; conferences; recruitment) and estimate the frequency using the options below. Click or tap here to enter text.

|  |
| --- |
|[ ]  **No Travel Required** |
|[ ]  **Occasional Travel (less than 10% of the time)** |
|[ ]  **Moderate Travel (10-25% of the time)** |
|[ ]  **Frequent Travel (25-50% of the time)** |
|[ ]  **Extensive Travel (more than 50% of the time)** |

1. **EMPLOYEE CERTIFICATION (for occupied positions only):** As the employee assigned to this position, by typing your name below, you affirm that the information provided in this document accurately reflects the duties, responsibilities, and work performed in this role.
* Employee Name: Click or tap here to enter text.
* Employee Work Phone Number: Click or tap here to enter text.
* Employee Email Address: Click or tap here to enter text.
1. **SUPERVISOR CERTIFICATION:** As the supervisor responsible for assigning and overseeing the duties and responsibilities of this position, by typing your name below and submitting this PDQ electronically, you certify that the information presented herein is a complete and accurate representation of the position.
	* Supervisor Name: Click or tap here to enter text.
	* Official Job Title: Click or tap here to enter text.
	* Supervisor Work Phone Number: Click or tap here to enter text.
	* Supervisor Email Address: Click or tap here to enter text.

**FALSIFICATION NOTICE**

All individuals involved in completing this Position Description Questionnaire (PDQ)—including the employee, supervisor, and any others providing input—are expected to supply honest, accurate, and complete information. Knowingly, falsifying any portion of the PDQ or related documentation may result in disciplinary action, up to and including termination of employment.

**IMPORTANT NOTES**

* **Departmental Authority:** Department leaders are responsible for structuring work within their units and may assign, modify, or reassign duties and responsibilities as necessary to meet operational needs.
* **HR-Initiated Review:** Human Resources reserves the right to initiate a review of any position at any time. Departments may be asked to complete or revise this questionnaire as part of such a review.
* **Effective Date of Reclassification:** If a reclassification is approved, the effective date will be the first day of the month following final HR approval.
* **Funding Responsibility:** Departments will be responsible for the funding of any reclassifications.
* **Review Timeline:** The classification analysis process is thorough and may take between two weeks and two months to complete. The Classification and Compensation unit strives to issue final determinations within two (2) weeks of receiving all required documentation. However, turnaround times may be impacted by factors such as:
	+ Scheduling of audit interviews
	+ The complexity or uniqueness of the position
	+ Volume of requests under review
	+ Priority of vacant position requests
	+ Other operational priorities within the unit