

APPENDIX E

II. PURPOSE Briefly describe the general purpose of the job in one or two sentences. Why does this position exist? ■	
III. DUTIES AND RESPONSIBILITIES List and completely explain the current duties and responsibilities of the position. Indicate the average percentage of time spent performing each separate job duty. Begin each statement with a verb that describes the duties and responsibilities and how they are performed. Consider work performance over a 12-month period. Employees must use their own words to describe duties and responsibilities. <i>The copying of a generic job description or another employee's PIQ verbatim is not acceptable and the PIQ will be returned.</i> The percentages must total 100%. Duties that take less than five (5) percent should be combined into at least five (5) percent.	
■	<u>Duties and Responsibilities</u> ■
TOTAL OF ALL PERCENTAGES MUST EQUAL 100%	
IV. QUALIFICATIONS A. Knowledge, Skills and Abilities 1. List the level, type and field of study of minimum education in your opinion that is required to qualify for this position not for the incumbent. ■	
2. What licenses or certification(s) (e.g. electrician's license) if any, are required for the position? Specifically state the reason for this licenser requirement (supervisor's preference, state or federal law, etc.). ■	
3. What level of skills and abilities are required in order to carry out the duties of the position? ■	
B. Experience In addition to the knowledge/education, please describe the type and least amount of prior directly related work experience typically required, if any, for a person coming into this position. Experience listed here is considered as concurrent not cumulative.	
<u>Type of Experience Needed</u> ■	<u>Amount of Experienced Needed (Months/Years)</u> ■
The knowledge, skills and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience which provide an applicant with the listed knowledge, skills and abilities to perform the essential duties and responsibilities of the job is acceptable.	
V. JOB CHARACTERISTICS 1. What types of decisions do you make in your position using your experience and expertise (list only typical problems and not worst case scenarios)? ●	

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2. What types of decisions do you refer to your supervisor?

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3. What problems would result from typical errors in your job?

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4. What types of problems do you analyze or solve in your work?

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5. What guidelines, policies, procedures, manuals, handbooks, laws, contracts, etc. must you comply with in your position?

•

6. What organizational units or functional areas do you have responsibility for or are required to have general knowledge of?

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VI. CONTACTS

This section appraises the responsibility for working with or through other people to get results. Consider the purpose and level of contact encountered on a regular, recurring and essential basis during operations. Consider whether the contacts involve furnishing or obtaining information, explaining policies or discussing controversial issues. This factor considers only those contacts outside the job's immediate work area.

<u>Title/Department/Agency</u>	<u>Communicate About What</u>	<u>How Often</u>
▪	▪	▪
▪	▪	▪
▪	▪	▪
▪	▪	▪
▪	▪	▪
▪	▪	▪
▪	▪	▪

VII. SUPERVISION EXERCISED

A. Full-time/Part-time Permanent Employees

Does this position supervise full-time/part-time permanent employees?

Yes:

No:

If yes, please indicate the level of supervision by checking the appropriate boxes and list the total number of FTE supervised and list the title of each employee.

Please check all of your supervisory responsibilities:

Training others

Assigning work to others

Assisting others with more difficult issues

Providing input to the performance reviews of others

Completing the performance reviews of others

Hiring authority, or provide recommendations on hiring that are given substantial weight in making final decisions

Firing authority, or provide recommendations on firing that are given substantial weight in making final decisions

<u>Title</u>	<u>Headcount</u>	<u>Total FTE (to be verified by HR Office)</u>
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B. Student/Contract/Temporary/Casual/Interns Employees

Does this position supervise students/contract/temporary/casual/interns employees who are essential to the daily operations of the Unit?

Yes:

No:

If yes, please indicate the level of supervision by checking the appropriate boxes and list the total number of FTE supervised and briefly describe the function of the employees.

Please check all of your supervisory responsibilities:

- Training others
- Assigning work to others
- Assisting others with more difficult issues
- Providing input to the performance reviews of others
- Completing the performance reviews of others
- Hiring authority, or provide recommendations on hiring that are given substantial weight in making final decisions
- Firing authority, or provide recommendations on firing that are given substantial weight in making final decisions

<u>Function</u>	<u>Headcount</u>	<u>Total FTE (to be verified by HR Office)</u>
▪	▪	▪

Does this position indirectly supervise employees who are essential to the daily operations of the Unit?

Yes:

No:

If yes, please indicate the total number, FTE and briefly describe their function.

<u>Function</u>	<u>Headcount</u>	<u>Total FTE (to be verified by HR Office)</u>
•	•	•

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ORGANIZATIONAL REPORTING RELATIONSHIPS

- PLEASE ATTACH A FLOW CHART FOR YOUR ENTIRE DIVISION AND/OR DEPARTMENT TO THIS PIQ. This requires second level supervisor, first level supervisor(s), this position, those you directly supervise and those you indirectly supervise. ***FAILURE TO PROVIDE THIS FLOW CHART WILL RESULT IN A DELAY IN THE PIQ REVIEW PROCESS!***

VIII. HEALTH, SAFETY AND PHYSICAL CONSIDERATIONS

A. Physical Coordination

What tools, equipment, instruments, or machines do you use on a regular basis in performing your job?

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B. Working Conditions

This section considers the quality of working conditions as measured by lighting adequacy, temperature extremes and variations, noise pollution, exposure to fumes, chemicals, radiation, contagious diseases, heights and/or other related hazardous conditions.

Check all items that describe the conditions or environment, in which the position works and provide an example:

Frequency:

A=All of the Time (90% or more per year) **M**=Most of the Time (50% or more per year)
S=Some of the Time (Less than 50% per year) **R**=Rarely (Less than 10% per year) **N**=Never

Condition	Frequency	Example
Normal office environment		
Use of Cell Phones		
Use of computer		
Inadequate ventilation		
Extremes in temperature		
Outside weather conditions		
Wetness/humidity		
Industrial dust/fumes/odor (<i>from normal daily conditions</i>)		
Heights (<i>over 10 feet</i>)		
Moving parts (<i>tools and machinery</i>)		
Vibrations		
Electrical current		
Excessive noise		
Respirables (<i>asbestos, silica, coal, e.g.</i>)		
Animals		
Radiation		
Chemicals		
Toxic conditions/fumes		
Contagious diseases		
Body fluids		
Multiple deadlines/priorities		
Intense Customer Service		
Low lighting		
Tight space working environment		
Other (<i>please list</i>):		

C. Physical, Mental and Emotional Demands

Describe any physical effort, and the mental and emotional demands the job requires. Include standing, lifting (weight), carrying, bending, walking, vision requirements, work pace, memory required, reasoning, multiple stimuli, frequency of interruptions, travel required, multiple deadlines, etc., and list how often (daily, weekly, etc.) it happens.

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<u>Physical, Mental and Emotional Effort</u>	<u>How Often</u>
▪	▪

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IX. DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the PIQ may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, students, other employees, or the general public.

X. EMPLOYEE GENERAL COMMENTS

You may add other information which would be important in understanding your job and which has not been covered in other sections of this form.

Employee's Signature

Date

XI. SUPERVISOR COMMENT SECTION

This portion of the questionnaire is to be completed by the employee's immediate supervisor. As a supervisor, it is important that you review this questionnaire for accuracy and completeness and note any comments you may have next to the employee's responses and please initial. The space provided is for general remarks you may have. Remember, this questionnaire is intended solely for the purpose of accurately describing the position and not the person or her/his performance.

Immediate Supervisor's Signature

Date

XII. MANAGEMENT COMMENT SECTION

This portion of the questionnaire is reserved for comments by the second-level supervisor and other management staff members, where applicable, who indirectly supervise this position through other supervisors. As the next level of management over this position, it is important that you review this questionnaire and note any comments you may have next to the employee's responses and please initial. The space provided below is for any general remarks you may have. Remember, this questionnaire is intended solely for data purposes of accurately describing the position and not the person or her/his performance.

Second Level Supervisor's Signature

Date