

HARTNELL COLLEGE
POSITION DESCRIPTION QUESTIONNAIRE (PDQ)
Instructions for Completion

PURPOSE

The purpose of this questionnaire is to assist you in preparing a full and complete picture of your position for use in the Classification and Compensation Study for selected CSEA

You are in the best position to know exactly what you do, how you do it and what you need to know to perform the work. Although your supervisor and/or manager will review and provide additional information regarding your completed questionnaire, it **will not be changed**.

Achieving high-quality results from the Classification and Compensation work depends on having thorough, accurate information on each of the College's studied positions. We need your assistance to accomplish this. Please give each section of the questionnaire careful thought.

If you are unclear about how to answer a particular question, discuss it with your supervisor, or contact Human Resources (hr@hartnell.edu), Subject line: class and comp.

Submit a paper copy of your completed questionnaire to your supervisor

Background Information

Complete the background information. Your workdays/work hours may be important to the consultants if follow-up information is needed.

If you are working in an approved out-of-class or special assignment, indicate that. Then complete the full PDQ to include all the duties you currently perform.

Job Purpose

Summarize what you do. The full details of your job will be described later in the PDQ.

Physical and Mental Demands & Environmental Conditions

On this page, you are asked to describe the physical and mental demands that are frequently involved as you perform the job duties. You are also asked to describe the environmental conditions that are present in the work settings in which you carry out your work functions. The information you provide is important for ensuring the College complies with the Americans with Disabilities Act.

In completing this section, think about the functions and responsibilities you perform daily. Check the boxes in each of the areas of physical and mental demands and environmental conditions that are involved in carrying out those duties.

If there are any physical and mental demands or environmental conditions involved in your job that are not listed, please record them in the *Additional Information* section of your questionnaire.

On page 3, you are asked to describe all the important aspects of your position. Refer to the instructions and explanations below for each of the columns as you complete the questionnaire.

Position functions and responsibilities and **Frequency**

1. List responsibilities and tasks that either occupy most of your time or that, although performed infrequently, are very important to the contribution you make to the College.
2. List one responsibility or task in each space. If possible, try to list tasks in order of their importance to your position, beginning with the most important first.
3. Try to begin each responsibility or task statement with an action word, such as *analyze, design, train, educate, coordinate, research, compile, operate, review*, etc. Be as precise as possible in the action words you select so that you accurately convey what you actually do in your work. For example, use *conduct research, evaluate options and formulate recommendations* rather than *prepare reports*, since the word *prepare* can have many different meanings.
4. For each function or responsibility, briefly describe the major tasks you perform to carry out the function or responsibility.
5. Indicate the approximate percentage of your time you spend on each function/responsibility.

6. Indicate the frequency with which you perform each function/responsibility. Use the following:

d = daily

w = weekly

m = monthly

y = annually

p = only periodically

What authority limits are established for your independent decision making on technical, operational and administrative matters? Within these authority limits, what types of reviews are made regarding your decisions?

Outside the authority limits, who reviews your recommendations for action, and what is the nature of the review?

What types of decisions do you make, make and report, recommend or review and approve?

Examples of Decisions. Provide examples of problem-solving situations and types of decisions for which you are accountable that are *most representative of your day to day responsibilities*. Provide any additional examples you wish regarding problems or decisions that, though occurring less frequently, are essential to carrying out your major job functions.

Consequences of Errors. We do not expect jobholders to make errors, but this section enables us to understand the scope of your accountability, the importance of performing the job's tasks and the impacts of