

Hartwick College

Job Analysis Questionnaire

PURPOSE AND INSTRUCTIONS

The purpose of this study is to obtain current information about your job based on a review of job duties and responsibilities.

Because you know your duties and responsibilities better than anyone else, we need *your* help to get an accurate description of your job.

Job descriptions are important because:

- they are used to evaluate and classify jobs to determine appropriate internal position relationships
- they provide job information that can be used to determine competitive pay relationships in the labor market
- they provide job information that can be used to determine appropriate career paths for job families
- they provide job information which can be used in the recruitment & selection process
- they provide job information which can be used in performance review, and, employee identification of training and development needs
- they define essential job functions for compliance with the Americans with Disabilities Act (ADA)

We are asking you to complete this questionnaire to help us develop a job description for your position.

Please complete this questionnaire as honestly, completely and accurately as you can. Base your answers on what is normal to your current job, not special projects or temporary assignments. This questionnaire needs to cover many jobs, so the questions are not specifically about your job. However, you should be able to compare your job duties to the examples given. If two answers seem to fit your situation, just check the one that works best. When answering the questions, imagine you are describing what you do to a neighbor, friend or to someone just hired for your position. We have included a list of action verbs to assist you in this process.

You are going to be asked to provide information about the physical demands and working conditions that relate to the essential functions of your position. This information is requested to ensure that job descriptions include appropriate language about the physical requirements of the job for monitoring compliance with the ADA.

Your supervisor and cabinet member will also be asked about your job, but they will not be allowed to change *your* answers. **The employee and supervisor are strongly encouraged to discuss the position to facilitate the process and to ensure mutual understanding.**

Upon completion of the questionnaire, please use the format of the attached sample job description to create your position's job description.

We appreciate your active participation in this important study. If you have questions, please feel free to contact your supervisor or Suzanne Janitz in Human Resources @ 4319.

Please return this questionnaire to your supervisor.

A. EMPLOYEE DATA (PLEASE PRINT):

Your Name: _____ Job Title: _____

Department: _____ Division: _____

How long have you been in your current position: _____ years _____ months

Work Telephone Number: _____

Supervisor's Name: _____ Supervisor's Title: _____

B. GENERAL PURPOSE OF POSITION

Indicate in two or three sentences the general purpose of the position (or why this job exists). This statement should be a general summary of the responsibilities listed in the next section.

C. SUMMARY OF RESPONSIBILITIES/DUTIES

Describe specific job responsibilities/duties, listing the most important first. Use a separate statement for each responsibility. Most positions can be described in **6-8 major responsibility areas**. Combine minor or occasional duties in one last statement. Give a best estimate of average percentage of time each responsibility takes; however, do not include a duty which occupies 5% or less of your time unless it is an essential part of the job. Each statement should be brief and concise, beginning with an action verb. **A list of action verbs is attached for reference but feel free to use other action verbs if they are more appropriate.** The box below shows an example.

--EXAMPLE--		Percent (%) of Time
Secretary		
1.	Performs a variety of typing duties including standard letters, reports and forms.	25%
2.	Takes and transcribes dictation. Composes letters and memos as directed.	25%
3.	Maintains departmental files; ensures that all records are updated and modified as necessary.	20%
4.	Answers the telephone and greets visitors.	20%
5.	Makes travel arrangements.	10%
		100%

LIST MOST IMPORTANT DUTIES FIRST

		Percent (%) of Time
1.	_____	

2.	_____	

3.	_____	

4.	_____	

5.	_____	

6.	_____	

7.	_____	

8.	_____	

9.	Perform other job-related duties as assigned.	
10.	Maintain good customer service standards	100%

THIS SECTION IS INTENDED TO BE COMPLETED FOR A NEWLY CREATED POSITION:

For the remainder of the questionnaire, most of the questions require that you check the box or list information. Guidelines for completing these sections are as follows: 1) read each definition carefully before answering, 2) consider the job, not yourself, 3) answer based on the job as it currently exists, 4) select the most appropriate answer(s) for each question.

D. EXPERIENCE

TYPE OF EXPERIENCE NEEDED: Please indicate the specific job experience needed. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Check the box which best indicates the minimum amount of experience described above. (Not necessarily your years of experience, but the requirements for the job.)

- | | | | |
|--------------------------|-------------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | Less than 6 months | <input type="checkbox"/> | 3 but less than 5 years |
| <input type="checkbox"/> | 6 months but less than 1 year | <input type="checkbox"/> | 5 but less than 7 years |
| <input type="checkbox"/> | 1 year but less than 3 years | <input type="checkbox"/> | 7 years plus |

E. TYPE OF SKILLS AND/OR LICENSING/CERTIFICATION REQUIRED:

Please indicate all specific skills and/or licensing/certification required (not preferred) to do this job. For example, excel spreadsheet proficiency may be a requirement for a secretarial job; journey license may be required for an electrician.

F. SUPERVISORY RESPONSIBILITIES (FOR NON-STUDENT, PAID EMPLOYEES)

SUPERVISORY NATURE: What is the nature of the direct supervisory responsibility this job has? Check **one** answer.

- No supervisory responsibility.
- Supervisor over a section of a department. (Example, Director of TRC)
- Manager of one department. (Example, Director of HR, Registrar)
- Manager of more than one department.
- Director, through managers, of a single department. (Example, Director of IT)
- Director, through managers, of multiple departments. (VP Level)

How many positions report directly to this position?

- None**
 1
 2-3
 4-6
 7 or more

List the title(s) of employee(s) whom the position directly supervise:

Title	Number of Positions
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Indicate the total number of employees this position indirectly supervise **through supervisors or managers:**

- None
 1-5
 6-10
 11-20
 21-50
 51-100
 100 +

G. PHYSICAL DEMANDS AND WORKING CONDITIONS

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

C=Constantly
(5-8 hrs./shift)

F=Frequently
(2-5 hrs./shift)

O=Occasionally
(Up to 2 hrs./shift)

R=Rarely
(Does not exist as regular part of job)

Physical Demands

Standing _____
 Walking _____
 Sitting _____
 Lifting _____
 Carrying _____
 Pushing _____
 Pulling _____
 Climbing _____
 Balancing _____
 Stooping _____
 Kneeling _____
 Crouching _____
 Crawling _____
 Reaching _____
 Handling _____
 Grasping _____
 Feeling _____
 Talking _____
 Hearing _____
 Repetitive Motions _____
 Eye/Hand/Foot Coordination _____

Environmental Conditions

Extreme Cold Extreme _____
 Heat Temperature _____
 Changes Wet _____
 Humid _____
 Noise _____
 Vibration _____
 Hazards _____
 Atmospheric Conditions _____
 Other (define): _____

Vision

Close _____
 Distance _____
 Ability to see color _____

Lifting Requirements

Consistently # Pounds _____
 Frequently _____
 Occasionally _____

Please use the space below to expand on any specific physical demands or environmental conditions that are required to perform the essential job responsibilities:

H. GENERAL EMPLOYEE COMMENTS

Because no single questionnaire can cover every part of a job, can you think of any other information that would be important in understanding this job? If so, please give us your comments below.

Employee's Signature: _____

Date: _____

I. SUPERVISOR'S REVIEW SECTION

Based on your understanding of the job as it currently exists, please review the employee's response and provide your own comments in the space provided below. **Please do not change the employee's responses.**

The questionnaire is intended to analyze the job as it is currently being done and not how it might be done in the future. **The employee's level of performance in the job is not part of this review and is not to be considered.**

<i>Section</i>	<i>Remarks</i>
_____	_____
_____	_____
_____	_____
_____	_____

Supervisor's Name: _____ Title: _____

Supervisor's Signature: _____ Date: _____

Telephone Number: _____

J. CABINET'S REVIEW SECTION

Based on your understanding of the job as it currently exists, please review the employee's response and provide your own comments in the space provided below. **Please do not change the employee's or supervisor's responses.**

The questionnaire is intended to analyze the job as it is currently being done and not how it might be done in the future. **The employee's level of performance in the job is not part of this review and is not to be considered.**

<i>Section</i>	<i>Remarks</i>
_____	_____
_____	_____
_____	_____
_____	_____

Reviewing Official's Name: _____ Title: _____

Reviewing Official's Signature: _____ Date: _____

Telephone Number: _____

HARTWICK COLLEGE

JOB DESCRIPTION

EXEMPT: (Y/N):
GRADE LEVEL:
SUPERVISOR:
APPROVED BY:

DIVISION:
DATE:
REVISED:

SUMMARY

ESSENTIAL DUTIES AND RESPONSIBILITIES

EDUCATION, EXPERIENCE, SKILLS

CERTIFICATES, LICENSES, REGISTRATION

PHYSICAL DEMANDS

ACTION VERBS **ATTACHMENT**

This list of action verbs should be used to assist you in completing the Summary of Responsibilities section. These verbs are useful in identifying and defining job functions. Although many of the terms may seem obvious, definitions are provided in the interest of consistency.

Administer—Manage or direct the execution of affairs.

Adopt—Take up and practice as one's own.

Advise—Recommend a course of action; offer an informed opinion based on specialized knowledge

Analyze—Separate into elements and critically examine.

Anticipate—Foresee and deal with in advance.

Appraise—Give an expert judgment of worth or merit.

Approve—Accept as satisfactory; exercise final authority with regard to commitment of resources.

Arrange—Make preparation for an event; put in proper order.

Assemble—Collect or gather together in a predetermined order from various sources.

Assign—Specify or designate tasks or duties to be performed by others. Assume—

Undertake; take for granted.

Assure—Give confidence; make certain of. Authorize—

Approve; empower through vested authority. Calculate—

Make a mathematical computation. Circulate—Pass from

person to person or place to place. Clean—To remove dirt or make tidy.

Clear—Gain approval of others.

Collaborate—Work jointly with; cooperate with others.

Collect—Gather.

Compile—Put together information; collect from other documents.

Concur—Agree with a position, statement, action, or opinion.

Conduct—Carry on; direct the execution of.

Confer—Consult with others to compare views.

Consolidate—Bring together.

Construct—Build, make or modify.

Consult—Seek the advice of others.

Control—Measure, interpret, and evaluate actions for conformance with plans or desired results.

Coordinate—Regulate, adjust, or combine the actions of others to attain harmony. Correlate—

Establish a reciprocal relationship.

Correspond—Communicate with.

Debug—To detect, locate and remove mistakes from a routine of malfunctions from a computer. Delegate—

Commission another to perform tasks or duties that may carry specific degrees of accountability. Deliver—

Carry to intended destination.

Design—Conceive, create, and execute according to plan.

Determine—Resolve; fix conclusively.

Develop—Disclose, discover, perfect, or unfold a plan or idea.

Devise—Come up with something new, perhaps by combining or applying known ideas or principles.

Direct—Guide work operations through the establishment of objectives, policies, rules, practices, methods, and standards.

Discuss—Exchange views for the purpose of arriving at a conclusion.

Dispose—Get rid of.

Disseminate—Spread or disperse information.

Distribute—Deliver to proper destinations.

Draft—Prepare papers or documents in preliminary form.

Endorse—Support or recommend.

Establish—Bring into existence.

Estimate—Forecast future requirements.

Evaluate—Determine or fix the value of.

Execute—Put into effect or carry out.

Exercise—Exert.

Expedite—Accelerate the process or progress of.

Formulate—Develop or devise.

Furnish—Provide with what is needed; supply.
Implement—Carry out; execute a plan or program.
Improve—Make something better.
Initiate—Start or introduce. Inspect—
Critically examine for suitability. Install—
To set up for use. Interpret—Explain
something to others.
Investigate—Study through close examination and systematic inquiry.
Issue—Put forth or to distribute officially.
Maintain—Keep in an existing state.
Monitor—Watch, observe, or check with an eye to reaching agreement.
Notify—Make known to.
Operate—Perform an activity or series of activities.
Participate—Take part in.
Perform—Fulfill or carry out some action.
Place—Locate and choose position for.
Plan—Devise or project the realization of a course of action.
Practice—Perform work repeatedly in order to gain proficiency.
Prepare—Make ready for a particular purpose. Proceed—
Begin to carry out an action.
Process—Subject something to special treatment; handle in accordance with prescribed procedure.
Promote—Advance to a higher level or position.
Propose—Declare a plan or intention. Provide—
Supply what is needed; furnish.
Recommend—Advise or counsel a course of action; offer or suggest for adoption.
Repair—Fix or make usable.
Represent—Act in the place of or for.
Report—Give an account of; furnish information or data.
Research—Inquire into a specific matter from several sources.
Review—Examine or re-examine.
Revise—Rework in order to correct or improve.
Schedule—Plan a timetable.
Secure—Gain possession of; make safe.
Select—Choose the best suited.
Sign—Formally approve a document by affixing a signature.
Sort—To separate or arrange according to a plan. Specify—
State precisely in detail or name explicitly. Stimulate—Excite
to activity; urge.
Submit—Yield or present for the discretion or judgment of others.
Supervise—Personally oversee, direct, inspect, or guide the work of others with responsibility for meeting standards of performance.
Train—Teach or guide others in order to bring up to a predetermined standard.
Transcribe—Transfer data from one form of record to another or from one method of preparation to another, without changing the nature of the data.
Verify—Confirm or establish authenticity; substantiate.
Write—To compose or draft.

****SAMPLE****

HARTWICK COLLEGE

JOB DESCRIPTION

PURCHASING MANAGER

EXEMPT: (Y/N):

GRADE LEVEL:

SUPERVISOR: VP Finance

APPROVED BY: Mr. John Doe

DIVISION: Finance

DATE: 9/1/2007

REVISED:

SUMMARY

Under the Supervision of the Vice President of Finance, the Purchasing Manager is responsible for managing and coordinating the activities of the Purchasing Department; researching new products, equipment and services for the college with a focus on obtaining the best possible pricing.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Develops policies, procedures, goals and cost savings initiatives in regards to the Purchasing Department.

Utilizes the in-house Materials Management system as a tool for record keeping of all supplies and contract services.

Establishes and maintains par level of stock for all departments.

Continually researches alternate products and services with assistance of appropriate departments to ensure quality and cost control.

Responsible for ordering supplies and services, and requesting quotes and consumer information for products and services.

Reviews and renews or recommends the purchase maintenance agreements and service contracts with appropriate departments in the best interest of the college.

Establishes and maintains a process to tag capital equipment.

Maintains good customer service and delivery standards.

Performs other duties as assigned.

EDUCATION, EXPERIENCE, SKILLS

Minimum requirements for this position are an A.A. degree in a business related field from an accredited college, university or technical school with 3 years of experience. Demonstrated knowledge of Lotus 1-2-3 and Windows based computer software preferred.

Mathematical skills: Ability to perform simple mathematical computations with high degree of accuracy.

CERTIFICATES, LICENSES, REGISTRATION

Clean driving record and NY State Driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools or controls and talk and hear. The employee is occasionally required to stand, walk and reach with hands and arms.

Specific vision abilities required by this job include close vision.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.