



## UHP Position Information Questionnaire

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### INSTRUCTIONS

This questionnaire is intended to describe a position (not the incumbent) in terms of duties, responsibilities and other requirements, as they now exist. Since the information you provide will be the basis for the position classification evaluation and developing the incumbent's Performance Management process, it should be completed as carefully as possible.

Here are some suggestions to consider in completing the questionnaire:

- The facts presented should be pertinent and concise.
  - Give specific examples to make it clear.
  - Write so that a person unfamiliar with the job will be able to understand it.
  - Start each duty with words that clearly show the type of action performed.
  - Describe the job, as it is now, not the way it was or will become.
  - Please print or write legibly; or use the form on line if possible.
  - Use additional sheets of paper if you need to, although the space provided is enough for most jobs.
  - Attach an official organizational chart.
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For Human Resources Use

Approved Title	Class Code	Salary Group	Effective Date	Spec	Initial	Date

### **GENERAL BACKGROUND INFORMATION**

Incumbent's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Division and Department: \_\_\_\_\_

Working Location: \_\_\_\_\_

New Position or Existing Position (check one): ☐ New ☐ Existing

To Whom Does This Position Report To?

Supervisor's Name: \_\_\_\_\_ Next Level Manager's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Next Level Manager's Title: \_\_\_\_\_

Position Status (check one):

☐ Full Time ☐ Part Time (\_\_\_\_\_ hours per week) ☐ Per Diem

**Shift:**

☐ Days \_\_\_\_\_ ☐ Evenings \_\_\_\_\_ ☐ Night \_\_\_\_\_

☐ Other, please clarify \_\_\_\_\_

Total length of service in current position: \_\_\_\_\_ Years \_\_\_\_\_ months

Total length of service with UCHC: \_\_\_\_\_ Years \_\_\_\_\_ months

How long have the responsibilities of this position been substantially as described below?

## JOB SUMMARY

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Briefly describe the basic purpose of the position. Why does it exist? Who are the key customers?

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## YOUR BASIC JOB DUTIES/ACCOUNTABILITIES

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List below at least 8 (but not more than 12) specific primary duties and responsibilities of the job that supports the job purpose. List in order of importance and indicate the approximate percent (total must equal 100%) of time spent on each area during a typical year.

ACCOUNTABILITIES/DUTIES	% of Time
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

## KNOWLEDGE AND SKILLS REQUIRED

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- A. **CHECK** the **ONE** statement to indicate the **MINIMUM** level of formal education required to perform this job. (Note: not the incumbent's education level). **Clarify the specific course-work or degree required and why it is necessary.**

- ☐ Grade school education with the ability to follow simple verbal instructions
- ☐ Partial high school education with the ability to read, write, and speak a minimum amount of English to perform job duties.
- ☐ High School Diploma or equivalent
- ☐ Specialized training beyond high school normally gained in a program of less than 18 months' duration.
- ☐ Associates degree (2-year degree) or certification program of comparable length.
- ☐ Degree, Diploma, or certification with time requirement of greater than two years but less than four years (e.g., three-year diploma)
- ☐ Bachelor's degree gained through four-year college/university academic program or specialized technical training of equivalent length.
- ☐ At least a Master's degree or equivalent formal training in areas of specialization directly related to work performed.

Clarification:

\_\_\_\_\_

\_\_\_\_\_

- B. **CHECK** the **ONE** statement to indicate work experience and the minimum amount of total related experience an employee must have prior to starting this job. Assume the employee has the appropriate level of formal education indicated in the previous section.

- |   |   |
|---|---|
| <input type="checkbox"/> Less than 1 month                        | <input type="checkbox"/> At least 3 years but less than 5 years |
| <input type="checkbox"/> More than 1 month but less than 6 months | <input type="checkbox"/> At least 5 years but less than 8 years |
| <input type="checkbox"/> More than 6 months but less than 1 year  | <input type="checkbox"/> More than 8 years                      |
| <input type="checkbox"/> More than 1 year but less than 3 years   |   |

Clarification:

\_\_\_\_\_

\_\_\_\_\_

- C. List any **SPECIALIZED** knowledge **REQUIRED** to perform the job such as Federal or State regulations, OSHA regulations, rules, guidelines, policies, principles, laws, etc.

\_\_\_\_\_

List below any type of certification, license, or registration REQUIRED to perform the job.

Certification

Required: \_\_\_\_\_

License

Required: \_\_\_\_\_

Registration

Required: \_\_\_\_\_

- E. List all major and/or special equipment and computer systems typically used or handled in performing the job duties. How much time is spent using the equipment?

Type of equipment/systems	How much Time?

- F. Is this position designated as critical and subject to a background check?

☐ Yes

☐ No

## **PROBLEM SOLVING**

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CHECK the ONE statement that best describes the type of problem-solving typically required in the job. Please give one example for the response you select.

- ☐ Carry out routine tasks that requires a sequence of steps usually performed in standardized way.
- ☐ Solve problems in situations where most problems have occurred before and their solutions are familiar.
- ☐ Solve a variety of problems in situations where only limited standardization exists.
- ☐ Solve a variety of complex problems in the absence of technical guidelines or precedents and creative thinking is required.
- ☐ Solve a wide range of complex, multi-disciplinary problems which must consider short and intermediate term company-wide planning (design complex operating systems, human resources or financial strategies).
- ☐ Solve a wide range of highly complex, multi-disciplinary problems which must consider long-term company-wide planning.

Example:

\_\_\_\_\_

\_\_\_\_\_

## COMMUNICATION WITH OTHERS

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This factor measures communication REQUIRED to perform your job duties, not casual contacts or communication that may occur randomly. Please give one example of the nature and purpose for each of the responses you select, note with whom you are communicating with or to, and how often in each example.

1. WRITING SKILLS. CHECK ALL the statements that describe the typical writing skills REQUIRED for the job, and give an example of each category.

- ☐ No writing required
- ☐ Complete forms using a few words or numbers, for example, taking telephone messages.

Example:

\_\_\_\_\_

- ☐ Write standard documentation using established formats, OR document work performed, actions taken or results by writing one or two brief sentences.

Example:

\_\_\_\_\_

- ☐ Compose moderately complex documentation of routine nature (i.e., documenting complex studies or summarizing annual department/section results).

Example:

\_\_\_\_\_

- ☐ Compose sensitive, non-routine correspondence requiring tact and diplomacy and/or complex reports or summaries for which established formats generally do not exist.

Example:

\_\_\_\_\_

- ☐ Compose major reports, policy or procedure manuals, proposals, and brochures.

Example:

\_\_\_\_\_

2. SPEAKING AND PRESENTATION SKILLS: CHECK ALL statements that describe the speaking and presentation skills REQUIRED in the job.

- ☐ Answer questions with a brief response or provide standard information to customers, visitors, callers, supervisors or other employees (e.g., direct people to offices, answer the telephone, convey summary instructions or results to other staff).

Example:

- ☐ Interview or discuss detailed information (e.g., interview customers or employees, discuss detailed information on the phone with other State Agencies etc.).

Example:

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- ☐ Interview or discuss detailed information, frequently involving customer problems or complaints (e.g., interview customers or employees, discuss detailed information on the phone - including having to resolve customer problems).

Example:

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- ☐ Deliver informational speeches, reports, and orientations before audiences and groups that include people that are not UCHC's employees.

Example:

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- ☐ Deliver presentations regarding potentially controversial issues (e.g., board budget presentations).

Examples:

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- ☐ Negotiate with outsiders in sensitive and complex situations (e.g., conduct negotiations, settle litigation).

Example:

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## CREATIVITY

CHECK the ONE statement that best describes your opportunities to introduce new and different ideas and solutions, and please give an example.

- ☐ Due to the nature of the work, opportunities to develop new ideas or approaches are infrequent.
- ☐ Although much of the work is standardized, occasional involvement with projects or situations that result in new ideas of moderate impact is required.
- ☐ One of the major purposes of the position is to work to improve existing systems/procedures that periodically result in new ideas or approaches of considerable significance.
- ☐ The primary purpose of the position is to develop innovative ideas and solutions of potentially great significance to UCHC's future.

Example:

## PHYSICAL JOB REQUIREMENTS AND EXPOSURES

The following section will be used in assessing physical job requirements and exposures when hiring new employees and/or when placing employees in a modified work program, and determining what equipment may need to be available to assist the employee in performing his/her job. *Insert a number using the scale below.*

1 = Not At All

2 = Occasionally

3 = Frequently

1. PHYSICAL MOVEMENT - please choose a number based on the scale that applies to the position.

Bending	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>	
Crouching	<input type="checkbox"/>	Repetitive motions (with hands, wrists, arms, feet)	<input type="checkbox"/>	
Lifting & carrying	Less than 10 pounds	<input type="checkbox"/>	Sitting	<input type="checkbox"/>
	10 - 20 pounds	<input type="checkbox"/>	Standing	<input type="checkbox"/>
	20 - 50 pounds	<input type="checkbox"/>	Video display terminal	<input type="checkbox"/>
	50 - 100 pounds	<input type="checkbox"/>	Walking	<input type="checkbox"/>
	over 100 pounds	<input type="checkbox"/>	Climbing	<input type="checkbox"/>

2. EXPOSURES - please choose a number based on the scale that applies to the position.

		<u>Clarification</u>
Cold	<input type="checkbox"/>	
Heat	<input type="checkbox"/>	
Heights	<input type="checkbox"/>	
Skin Irritants	<input type="checkbox"/>	
Lung Irritants	<input type="checkbox"/>	
Electrical Equipment	<input type="checkbox"/>	
Loud noises	<input type="checkbox"/>	
Hazardous Waste	<input type="checkbox"/>	
Other - Mental Stress	<input type="checkbox"/>	
Physical discomfort	<input type="checkbox"/>	
	<input type="checkbox"/>	

Is color vision important in the performance of this job? ☐ Yes ☐ No. If yes, why?

Is there any job duty that may cause eyestrain, e.g., long periods of time reading detailed information?

Yes ☐, No ☐. If yes, Please explain

Are there any adverse or potential safety-related concerns/conditions that are normal and expected in the job?

Yes ☐, No ☐. Please explain



## GENERAL COMMENTS

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A. Describe the most challenging or difficult parts of the job:

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B. Describe the most undesirable parts of the job:

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C. We appreciate your time and effort in completing this questionnaire. While we tried to be as thorough as possible, we also realize that no questionnaire can cover every aspect of a job. Therefore, we ask that you take a few moments to provide us with any additional information in the space below that may help us better understand the job.

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## **LEAD / SUPERVISORY OR MANAGEMENT RESPONSIBILITIES**

This section only needs to be completed if the position requires any supervisory or management responsibilities.

### **BUDGET RESPONSIBILITIES**

CHECK the ONE statement that best describes the level of financial/budgetary responsibilities of your position.

- ☐ Little or no financial or budgetary responsibility
- ☐ Responsible for controlling some expense within a department
- ☐ Responsible for budget development, expense control, and/or revenue generation for a department
- ☐ Major budgetary and financial responsibility affecting multiple departments
- ☐ UCHC-wide budgeting and financial responsibility.

If you checked 2, 3, 4 or 5, indicate the appropriate total approved annual operating expense budget (within 10 %) for which your position is responsible.

Type of Budget	Annual Amount	What is it?
Revenue Budget	_____	_____
Expense Budget	_____	_____
Grants:	_____	_____
Program:	_____	_____

### **SUPERVISORY RESPONSIBILITIES**

Indicate the number of employees that you supervise directly (immediate subordinates) and indirectly (through your immediate subordinates) that can be described by the following paragraphs:

Directly	Indirectly	Type and level of employee supervised:
		Employees primarily involved in clerical, manual or semi-manual activities.
		Professional or supervisory employees
		Advanced professional or managerial employees
		TOTALS

### **LEAD RESPONSIBILITIES:**

Describe Lead responsibilities: \_\_\_\_\_

## MANAGER'S COMMENTS

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If an employee has completed the previous portion of this questionnaire, the manager of the employee is to complete this portion.

As manager, it is important that you review this questionnaire and identify any discrepancies between the incumbent's responses and your own knowledge of the job. Remember, this questionnaire is intended solely for the purpose of accurately describing the position and does not evaluate the person or his/her performance.

If you would like to add a note or suggest a correction to a statement, please do so on the appropriate page in different color ink that the employee used and identify your entry with your initials, without changing the employee's answers. Or, add the edits on the space provided below.

The space below is provided for:

- Comments on the accuracy and completeness of the responses by the employee. List any missing items and/or differences where appropriate.
- What do you consider the most important duties of the job and why?
- What do you consider the most important qualification of an employee in this job and why?

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**IMPORTANT:** Significant differences in opinion noted by the supervisor should be reviewed with the employee.

## SIGNATURES

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I have reviewed the contents of this questionnaire and confirm that this is an accurate and complete representation of the position.

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_