UNIVERSITY OF CALIFORNIA
INFORMATION TECHNOLOGY QUESTIONNAIRE

Approved Title	Effective Date (mm/dd/yyy)	Unit #
Name		
Department		
Present Payroll Title		

Working Title (if different)	**% Time**
Supervisor's Name	**Supervisor's Payroll Title**
Department Head's Name (if different)	**Department Head's Title**

*This questionnaire has two parts. **PART I** is to be completed by incumbent or supervisor (if position is new or vacant). **PART II** is to be completed by the supervisor of this position. NOTE: If you are a supervisor preparing this questionnaire for a vacant/new position, please answer each question based on your expectation of how the position will function when it is filled.*

PART I — TO BE COMPLETED FOR ALL POSITIONS

1. State briefly what your department does

2. Explain how your job fits in with others in the organization

3. Briefly describe the most important duties you perform in the normal course of your work. Describe them, in order of their importance, and indicate the average percent of time devoted to each duty over the course of the year.

% of Total Work Effort	Description of Duties

4. What are the typical units of work? (e.g.: assist in writing a program to accomplish _____, write and test _____ subroutines, develop whole programs, develop multi-use _____ program systems, design or write general purpose systems routines, design or write general purpose applications systems, integrate multi-departmental needs with available software systems, etc.) *Be specific.*

5. Give examples of the applications, programs and systems used, indicating their scope, complexity and diversity.

6. Are you responsible for applications systems analysis and design? (YES or NO) If yes, provide specific examples.

7. Enter an "X" in the correct cell.

DO YOU:	YES	NO
Write applications and systems program documentation		
User documentation		
Present papers, author or co-author publications		

8. Describe the specific technical, scientific and administrative knowledge and skills utilized. How is this knowledge obtained and applied?

9. List those aspects of this job which are the most difficult or critical in terms of skills required.

10. Provide examples of technical problems you refer to your supervisor for resolution. If you supervisor cannot provide this technical assistance, who (and which campus department) provides technical advice and consultation?

11. Identify the equipment (i.e.: lab equipment), computer hardware, operating system and software utilized. Where is this equipment located? (e.g.: IBM 4381 in Computer Center).

12. Are you authorized to select hardware or software? (YES or NO) If yes, provide details.

13. Are you responsible for hardware/software vendor relations? (YES or NO) If yes, provide name of vendor and purpose of vendor contact.

14. List 3rd and 4th generation procedural programming languages required to perform this job, and types of programs created with these languages.

15. Does the position entail management or supervision of others? Does it entail decisions or recommendations regarding hiring, promoting, or disciplining others? (Indicate names, position titles and relationship).

16. To what extent does your position include coordinating, advising, consulting, teaching or recommending techniques and approaches to others? (e.g.: comment on user errors in job control language, perform code evaluation of other's programs, recommend departmental or campus overall plans for data processing, etc.)

I certify that this description accurately describes the duties I am currently performing.

EMPLOYEE SIGNATURE _____ DATE _____

PART II — TO BE COMPLETED BY THE SUPERVISOR OF THE POSITION

1. Briefly state the reason for this position in your organization. Please attach an organization chart of the department reflecting reporting relations. Include academic and staff employees, as appropriate.

2. How are work instructions given for this position? What guidelines are provided? Cite specific examples.

3. To what extent do you check the work performed? Are you able to supervise the technical aspects of this position? If not, how do you evaluate performance?

4. If the position is being submitted for a classification review, how have the duties changed?

5. What knowledge and experience would an applicant for this position have to possess before (s)he could be hired?

CERTIFICATE OF SUPERVISOR OR DEPARTMENT HEAD: I have reviewed this description and certify as to its accuracy, with any exceptions noted.

_____   _____
Signature of Supervisor   Date

_____   _____
Signature of