



HARTNELLCOLLEGE

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 **by November 15, 2023**.

GENERAL INSTRUCTIONS

Read over the entire questionnaire before you begin. Take time to think about the role you play in delivering services, producing work products and contributing to the performance results of your department or the College as a whole. Think about the important things you do and what it takes to do them at the expected level of quality and efficiency. Then, complete each section.

Complete the questionnaire as if you were describing your position to someone who knows little about what you do. Describe your *current* duties and responsibilities and the results you are responsible for producing. If PDQ sections or certain types of information do not apply to your work, simply indicate *N/A*.

Be as specific and precise as possible. Avoid abbreviations or technical jargon if you can. Otherwise, please be sure to explain what they mean.

Use the **Additional Information** section to add any other important information needed to provide a full and complete description of your position. If more space is needed, attach additional pages.

Thank you for your time and effort.

COMPLETING PAGE 1 OF THE PDQ

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.

COMPLETING PAGE 2 OF 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.

COMPLETING PAGE 3 OF THE PDQ

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

y = annually

w = weekly

p = only periodically

m = monthly

7. If you need more space to list your responsibilities and tasks, the electronic PDQ will automatically expand to add more rows.

Knowledge, skills and abilities required; special licenses or certificates

1. Describe the most important knowledge, skills and abilities needed to perform each responsibility or task in a fully competent manner (after a reasonable period of orientation to the job). These knowledge, skills and abilities may be obtained in a variety of ways—through formal education, training and on-the-job or other experiences. Be sure to include knowledge of laws, codes, or rules you must apply in your work.

Examples: *Knowledge of health and safety regulations applicable to a community college.*

Knowledge of methods and materials used in preparing, serving and transporting food.

Ability to understand the College budget and fiscal policies/procedures.

Ability to operate and maintain tools/equipment used in custodial work.

2. List any special licenses or certifications required for job performance.

Equipment/technology or materials used

List any equipment, special tools, computer hardware/software or other technology you must use to carry out each of the functions or responsibilities you describe. It is not necessary to list basic office equipment.

COMPLETING PAGE 4 AND 5 OF THE PDQ

Problem Solving and Decision Making

In this section, you are asked to provide information on the problem solving and decision making required of your job.

In thinking about your job's problem-solving environment, consider the following:

- What are the most typical problems you must analyze and solve in carrying out your responsibilities?
- What resources are available to you, such as manuals, rules and regulations, principles, policies and precedents to aid you in problem diagnosis and resolution?
- How often do problem-resolution situations require the development of new or modified approaches, policies, methods and practices?
- In what ways are your methods or solutions reviewed, and by whom?

In thinking about your job's decision making, consider the following:

- 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 the work on the College.

Supervisory and Management Relationships

- **Leadership of Employees.** In this section, check the line that represents the role your position plays in leading the work of others.
- **Supervision You Receive.** Select the statement on the PDQ that best describes the type of supervision you receive in performing your job.

Types of Interpersonal Contacts

In this section, you are asked to describe the types of interactions you have with individuals outside your work unit and the purpose of these interactions. For each type of contact, give examples of matters that you must provide information on, interpret and explain, gain agreement on, negotiate or enforce action. Be sure your examples *illustrate the difficulty or sensitivity of the issues typically involved*.

Records and Reports

In this section, provide information on any major records you are responsible for maintaining and any major reports that you prepare or oversee the preparation of. You do not need to repeat any records/ reports you discussed in previous sections of the PDQ.

COMPLETING PAGE 6 OF THE PDQ

Additional Information

Once you have completed your PDQ, read it over. You may discover there is additional information about your position that was not adequately explained. Include anything else you wish to communicate to the consultants about your job.

Employee Signature

Sign and date your PDQ. Keep a copy for yourself and provide a paper copy to your immediate supervisor/ manager. **Remember, the deadline is November 15, 2023.**