

BOISE STATE UNIVERSITY
HUMAN RESOURCE SERVICES
CLASSIFIED POSITION DESCRIPTION QUESTIONNAIRE (PDQ)
INSTRUCTIONS

PURPOSE:

The purpose of this Questionnaire (PDQ) is to gather information about the duties and responsibilities that are assigned to a classified support position. This information will be used to evaluate the requirements of the job and to determine classification, appropriate job title, and pay range for the position. It is critical that the PDQ be a complete and accurate reflection of job assignments to assure an accurate classification decision.

WHO IS TO PREPARE:

Completion of this form should be a joint effort by both the incumbent and the supervisor. Both parties should agree with the final PDQ content and signatures of all parties are required. The supervisor is responsible to ensure the accuracy of the information provided in the PDQ. If the PDQ is being completed for a new or vacant position, the supervisor and/or department head should complete the PDQ.

HOW TO COMPLETE THIS QUESTIONNAIRE:

1. Read the entire form before answering any questions.
2. Complete the PDQ using word processing software or print your answers legibly in ink.
3. Answer each question thoughtfully, thoroughly, and frankly. Use your own words when filling out the form. Please do not copy other PDQs unless the positions are identical and in the same unit. Please do not copy the Division of Human Resources class specifications.
4. Do not think of the PDQ as either a test or performance appraisal. There are no right or wrong answers. The duty assignments should be considered based on the job requirements versus the incumbent's skills and abilities.
5. There may be some questions that do not apply to this position. In this case, write N/A in the space and go to the next question.
6. Be sure to consider job duties over a sufficient period of time to cover all permanent assignments. **Do not include any temporary, non-permanent duties such as those performed for cross-training purposes or on a fill-in basis to cover for an absent staff member.**
7. If you have questions concerning any item on the form, consult a Human Resource Services classification representative: Joan Thies, Human Resource Analyst (jthies@boisestate.edu), extension 1648; or Debi Alvord, Associate Director (davlord@boisestate.edu), extension 1616.

SIGNATURES:

The PDQ cannot be accepted for review unless both the supervisor and incumbent sign the form (Exceptions: vacant positions and new positions). A second level supervisor's signature is necessary when the immediate supervisor is not a department chair / director level or higher.

ORGANIZATION CHART:

A current organization chart showing this position and its reporting relationship to other positions in the department, section, or unit must be attached to this PDQ. The department's current fiscal year operating budget should be noted on the organization chart. The organization chart must be signed and dated by the department chair / director.

JOB EVALUATION / REVIEW:

To classify this position properly, BSU Human Resource Services and the state Division of Human Resources (DHR) may need additional information from the supervisor and / or incumbent. A position audit may also be necessary. DHR makes all final classification decisions for the State of Idaho.

WHEN YOU ARE FINISHED:

Please submit the completed and approved (signed) PDQ to Human Resource Services, Administration Building, Room 218, (Mail Stop 1265). Call Joan Thies, Human Resource Analyst (jthies@boisestate.edu), extension 1648; or Debi Alvord, Associate Director (davlord@boisestate.edu), extension 1616 with any questions you may have about completing the form or the job review process.

BOISE STATE UNIVERSITY
CLASSIFIED POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

HRS USE ONLY: Class Title: Eff Date: Analyst:

Current Position Title:
(If new position, enter N/A)

Position Control Number (PCN):

Incumbent's Name:
(If new position, enter vacant)

Date:

Department:
Work Location:

Section / Unit:

Phone #:

Position's Hours per Week:

Months per Year:

Shift Hours:

Work Schedule:

Supervisor Name:

Supervisor Title:

Phone #:

- Job Description Purpose:** **New Position**
 Change in Position's Functions/request change in classification
 Update job description/classification review not needed

Account Code(s) position funded from:

Is this position grant funded? **Yes*** **No**

***If grant funded, the position will be set up as Limited Service, and incumbents hired into the position must sign a Limited Service Agreement. See Division of Human Resources rule 121 for more information.**

***Please provide the following information for grant-funded positions:**

- **Funding source:**
- **Duration of the grant:**
- **Likelihood of renewal:**
- **Purpose of grant:**

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- 1. PRIMARY PUPOSE: Briefly state the position's primary purpose in one or two sentences.**

 - 2. How has this position changes since the last classification review?** (Indicate N/A for a new position). **Indicate why changes occurred. If new duties have been added to or transferred from an existing position, report who, if anyone, had previously been performing these functions.**

 - 3. How long has the position been assigned these responsibilities? How long has incumbent performed assigned duties?** (Indicate N/A for a new position).

4. JOB DESCRIPTION INSTRUCTIONS

- **MAJOR FUNCTIONS:** Describe the major functions or areas of responsibility assigned to this position and indicate the percent of time spent in each area. Divide the job into four or five major job functions.

A **major function** is a group of related activities, that, when taken as a whole, allow the job incumbent to accomplish one of the primary objectives of the job. Major functions are the main reasons for a job's existence. Another way to look at it is what wouldn't happen if the job were vacant.

- **TASKS:** Under each major function or area of responsibility, list a few tasks that are critical to that area. Use complete statements to describe the tasks / duties using your own words. Avoid unclear terms such as "assist", "help", etc. Do not list trivial tasks such as sharpening pencils, turning on a PC, etc. Do not include temporary or fill-in job assignments.
- **ADA – Essential / Non-Essential Tasks:** In order to comply with the Americans with Disabilities Act (ADA), each task must be identified as being either an "essential" or "non-essential" job function. See definitions for essential and non-essential job functions on the ADA Questionnaire that follows this document. Indicate whether the task is E (essential) or N (non-essential). This information can then be used as a guide when completing the ADA Questionnaire that follows the PDQ form.

4. JOB DESCRIPTION

- | | | |
|-------------------|----------------------------|-----|
| ➤ Major Functions | (Indicate % for each) | % |
| ➤ Tasks / Duties | (Indicate E or N for each) | E/N |

5. Is this position's work reviewed by others? If so, by whom (name / title):

6. SUPERVISION: Is this position responsible for the supervision of other positions?

() Yes () No

If yes, describe responsibilities (i.e. hiring, making hiring recommendations, completing performance evaluations, scheduling, making work assignments, etc.), list the names of persons supervised, their title, status (permanent, temporary, or student), and indicate the number of hours they work per week.

7. DECISION-MAKING AUTHORITY: What types of decisions or recommendations is this position authorized to make? Does the incumbent have the authority to approve or deny actions? If so, please give two or three specific examples.

8. What types of decisions would the incumbent refer to a supervisor? Please give two or three examples.

9. **CONTACT WITH OTHERS:** During the regular course of the job, what persons in other University departments and persons in organizations outside of the University is the incumbent required to work with, how often and for what purpose? (This can be generalized to departments rather than specific individuals.)

Signature below indicates that the information provided is accurate and complete:

Incumbent's signature:

Date:

SUPERVISOR'S SECTION

10. **MINIMUM QUALIFICATIONS (MQs):** What knowledges, skills, and abilities do you consider most critical for a new employee to bring to this position?
A Minimum Qualification: •
- Cannot be learned in a brief orientation period
 - Will not be taught on the job
 - Distinguishes a superior worker from an average worker
11. **If you have any additional information regarding the functions and classification of this position, please explain:**

Signatures indicate concurrence with information included in this PDQ:

Supervisor's Signature:

Date:

Supervisor's Title:

Phone #:

Second Level Supervisor's Signature:

Date:

(Required if immediate supervisor is not a department chair or director)

Second Level Supervisor's Title:

Phone #:

The department this position reports to may also require Dean and/or VP approval. Check with appropriate staff to determine approvals required.

REMINDER:

- ✓ Attach an organization chart
- ✓ Submit the approved (signed) Position Description Questionnaire (PDQ) to Human Resource Services (Admin Building, Room-218 – Mail Stop 1265)

Updated 03/02

BOISE STATE UNIVERSITY
ADA: PHYSICAL / MENTAL REQUIREMENTS QUESTIONNAIRE
INSTRUCTION SHEET

The Americans with Disabilities Act (ADA) was signed into law July 26,1990. Title I of the Act governs employment issues and became effective July 16, 1992. The purpose of Title I of the Act is to ensure that qualified individuals with disabilities are protected from discrimination on the basis of their disability. The ADA provides equal opportunities for qualified individuals with disabilities who can perform the “essential” functions of a position with or without reasonable accommodation. As part of our compliance with this legislation, the ADA Questionnaire will gather specific information regarding the essential physical activities and mental requirements as well as essential and non-essential duties required for this position.

The information on the ADA Questionnaire should be completed by someone who is totally familiar with all the physical and mental aspects of this position and any specific equipment or devices used in this job.

A carefully drafted, comprehensive position / job description (PDQ or JDQ) is the best piece of documented evidence submitted to a court identifying the essential functions of the job. In addition, a job description should be an especially helpful tool to be used when recruiting and filling a vacant position and a historical overview of often overlooked aspects of individual jobs. Please elaborate on any areas you think need additional information or clarification to describe these aspects of the position.

Compliance with the ADA requires us to categorize the duties or tasks assigned to this position as being “essential” or “non-essential” job functions. Please indicate whether the duties listed on the PDQ or JDQ are **ESSENTIAL [E]** or **NON-ESSENTIAL [N]** using the following guide:

E--ESSENTIAL JOB FUNCTIONS

Those duties and responsibilities that an individual in this position must be able to perform unaided or with the assistance of reasonable accommodations. A job function may be considered essential for several reasons, including:

- 1) Job tasks that are fundamental and not marginal, or the reason the position exists is to perform that function, OR
- 2) **The number of employees available to perform that function is limited; OR**
- 3) **The function may be so highly specialized that the person in the position is hired for his / her expertise or ability to perform the particular function.**

N--NON-ESSENTIAL JOB FUNCTIONS

Those job functions than an employer may transfer or reassign to other individuals or that are not required to be performed by an individual with a disability.

Questions regarding the ADA Physical / Mental Requirements Questionnaire should be directed to the office that provided the form to you (either Human Resource Services or Affirmative Action). Please return the completed Questionnaire to the office that provided the form to you.

BOISE STATE UNIVERSITY
ADA: PHYSICAL / MENTAL REQUIREMENTS QUESTIONNAIRE

POSITION TITLE:

PCN:

DEPARTMENT:

SUPERVISOR:

Initials to indicate concurrence:

FORM COMPLETED BY:

PHONE #:

INCUMBENT'S NAME SIGNATURE:

DATE:

PHYSICAL REQUIREMENTS:

Check the physical requirements necessary to perform the essential duties of the position (refer to the most recent job description—PDQ or JDQ)

r	PHYSICAL REQUIREMENT DESCRIPTION. Indicate time / amount where required
	Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
	Bending and Stooping: Bending body downward and forward by bending spine at the waist. (_____ hours per day)
	Climbing: Ascending or descending ladders, scaffolding, ramps, poles, and other devices using feet and legs and/or hands and arms. Body agility is emphasized
	Climbing Stairs: Ascending or descending stairs to gain access to a building or to move from one floor to another
	Crawling: Moving about on hands and knees or hands and feet (_____ hours per day)
	Light Carrying: Physically transporting items weighing less than 15 pounds from one location to another
	Moderate Carrying: Items weighing 15 to 44 pounds
	Heavy Carrying: Items weighing 45 pounds and over
	Fingering: Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
	Grasping: Applying pressure to an object with fingers (including thumb) and palm
	Kneeling: Bending legs at knees to come to rest on one or both knees (_____ hours per day)
	Light Lifting: Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
	Moderate Lifting: Objects 15 – 44 pounds
	Heavy Lifting: Objects 45 pounds and over
	Mobility Requirement: Enough to _____ (Provide examples)
	Pulling Hand over Hand: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion (_____ hours per day)

	Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or upward (_____ hours per day)
	Reaching above shoulder: Extending hand(s) and arm(s) in any direction
	Repetitive motion: Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
	Sitting: Particularly for sustained periods of time
	Standing: (_____ hours per day)
	Walking: Moving about on foot, particularly for long distances. (_____ hours per day)
	Visual Requirement: Enough to _____ (Examples: Able to see and read PC screens; detect color coding, read fine print, and/or normal type size print)
	Hearing Requirement: Enough to: _____ (Examples: able to detect specific noises, proper equipment operation; understand what clients are saying in normal conversation)
	Other Physical Requirements: Describe:

MENTAL REQUIEMENTS:

Check each of the mental abilities that are required to perform the essential functions of this position. Please comment in the space provided to elaborate or further explain this position's mental capability needs.

r	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
	Ability to understand, remember, and apply oral and/or written instructions or other information
	Ability to understand, remember, and communicate routine, factual information
	Ability to understand complex problems and to collaborate and explore alternative solutions
	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
	Ability to organize thoughts and ideas into understandable terminology
	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
	Ability to organize and prioritize work schedules of others on short-term basis
	Ability to organize and prioritize work schedules of others on long-term basis
	REASONING and DECISION MAKING
	Ability to apply common sense in performing job
	Ability to make decisions which have moderate impact on immediate work unit
	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
	Ability to make decisions which have significant impact on the department's credibility, operations, and services
	COMMUNICATION
	Ability to understand and follow basic instructions and guidelines
	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone

	Ability to express or exchange ideas by means of the spoke word, communicating orally with others accurately, loudly, and quickly
	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
	MATHEMATICS
	No mathematical ability is required
	Ability to count accurately
	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
	Ability to compute, analyze, and interpret numerical data for reporting purposes
	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
	Additional comments regarding mental capability requirements:

EQUIPMENT / DEVICE OPERATION:

List all computers, peripherals, and other hardware required to perform this job:	List all computer software required to perform this job:	List all office machines required to perform this job:
List any other machines (including heavy equipment) required to perform this job:	List all tools involving manipulation that are required to perform this job:	List all vehicles that must be operated to perform this job:

Indicate any **additional pertinent information** about the requirements for this job that have not been previously addressed on this questionnaire: