Review duties listed on PDQs / NPD-19 for new or existing position

Compares duties to survey benchmark to determine if job matches are good

Survey benchmarking codes are entered into Position Leveling MSAccess database

Query database for benchmark matches, add/edit benchmark changes

Convert export to excel – use pivots/subtotals to get min/max and ranges in surveys

Manually enter survey responses into external applications provided by surveying source

Receive survey requests (annual or ad-hoc)

Annual format for benchmark surveys

Survey input form

Acronyms: IN (ImageNow), CNS (Consensus), PDQ (position description questionnaire), VA (vacancy announcement), SC (search committee), PC (position control), nvapps (state of nevada application systems)