

HR USE ONLY:

Approved Job Profile Code:

Approved Job Profile Title:

Analyst Signature: Date

**Position Description Questionnaire (PDQ) Administrative Faculty**

**SELECT ONE:**

New Position  Vacant/Existing Position  Filled Position/Revised Duties

|  |  |
| --- | --- |
| **SECTION I – POSITION DETAILS** | |
| Position Number (leave blank if New Position) | Employee Name (if applicable) |
| Business Title | Geographic Location of Position |
| Department | Division |
| Supervisor Title | Supervisor Name |
| Time Type (Select One)  Full-time  Part-Time (less than 40 hours per week) | Worker Type (Select One)  Regular (ongoing, continuous)  Temporary (limited duration, i.e.; Postdoctoral Scholar) |
| **SECTION II – POSITION SUMMARY**  Describe the primary purpose of the position and include any strategic initiatives, projects/programs and scope, operational/budgetary oversight,  monetary size of budget, community partnerships and/or engagement activities, etc... | |
|  | |

**SECTION III – PRIMARY/ESSENTIAL FUNCTIONS**

Describe and group the primary duties of the position into 4 to 5 major categories of responsibilities. Primary job duties typically are performed

90% or more of total job duties.

**Primary Job Category**

Define the group of primary duties (Event Management, Budget/Finance, Program Coordination, etc…)

**% of Total Job**

Assign percentage of time spent performing job duty. The combined “% of Total Job” for Primary/Essential Functions and Marginal Functions should add up to 100% of the job.

|  |  |
| --- | --- |
| % of Total Job | **Primary Job Category #1** |
| Primary Job Duties | |
| % of Total Job | **Primary Job Category #2** |
| Primary Job Duties | |
| % of Total Job | **Primary Job Category #3** |
| Primary Job Duties | |

|  |  |
| --- | --- |
| % of Total Job | **Primary Job Category #4** |
| List Primary Job Duties | |
| % of Total Job | **Primary Job Category #5** |
| List Primary Job Duties | |
| **SECTION IV – MARGINAL FUNCTIONS**  Describe and group the marginal job duties (associated, but not primary/essential) of the position into 2 to 3 major categories of responsibilities. Marginal Functions should not exceed 10% total.  **Marginal Job Duty Category**  Define the group of marginal job duties (Event Management, Budget/Finance, Program Coordination/Management, etc…) | |
| % of Total Job | **Marginal Job Category #1** |
| List Marginal Job Duties | |

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| **SECTION IV – MARGINAL FUNCTIONS**  Describe and group the marginal job duties (associated, but not primary/essential) of the position into 2 to 3 major categories of responsibilities. Marginal Functions should not exceed 10% total.  **Marginal Job Duty Category**  Define the group of marginal job duties (Event Management, Budget/Finance, Program Coordination/Management, etc…) | |
| % of Total Job | **Marginal Job Category #2** |
| List Marginal Job Duties | |
| % of Total Job | **Marginal Job Category #3** |
| List Marginal Job Duties | |

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| **SECTION V – KNOWLEDGE, SKILLS & ABILITIES**  List the knowledge, skills and abilities the incumbent must possess to successfully perform all primary/essential functions of the position. |
| **KNOWLEDGE**  **Required**        **Preferred**      **SKILLS**  **Required**      **Preferred**      **ABILITIES**  **Required**      **Preferred** |

**SECTION VI - REQUIRED AND PREFERRED QUALIFICATIONS**

Indicate required and preferred qualifications to perform the primary/essential functions of the position, along with any certifications and/or licensures.

# EDUCATION

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEGREE** | | | | | | | | | | |
| **Bachelor’s** | Required | **Master’s** |  | Required | **PhD** | Required | **JD** | Required | **MD** | Required | |
| Preferred | Preferred | Preferred | Preferred | Preferred | |

**Other educational requirement or equivalency, please explain:**

**EXPERIENCE**

|  |  |
| --- | --- |
| **DESCRIBE TYPE OF “REQUIRED” EXPERIENCE (Optional)** | |
|  | |
| **DESCRIBE TYPE OF “PREFERRED” EXPERIENCE (Optional)** | |
|  | |
| **REQUIRED** | **PREFERRED** |
| **YEARS OF EXPERIENCE (Select One)** | **YEARS OF EXPERIENCE (Select One)** |
| None  1-3 years  3-5 years  5-7 years  7-9 years  10+ years | None  1-3 years  3-5 years  5-7 years  7-9 years  10+ years |
| **SUPERVISORY EXPERIENCE (Select One)** | **SUPERVISORY EXPERIENCE (Select One)** |
| None  1-3 years  3-5 years  5-7 years  7-9 years  10+ years | None  1-3 years  3-5 years  5-7 years  7-9 years  10+ years |
| **MANAGEMENT EXPERIENCE (Select One)** | **MANAGEMENT EXPERIENCE (Select One)** |
| None  1-3 years  3-5 years  5-7 years  7-9 years  10+ years | None  1-3 years  3-5 years  5-7 years  7-9 years  10+ years |

NOTE: Managers have significant decision making authority and are externally focused (outside of the department), whereas a supervisor is internally focused (within the department) and are responsible for implementing the manager’s decisions through the work of subordinate employees.

# Other years of required or preferred experience, please explain:

**CERTIFICATION AND LICENSURE**

|  |  |  |  |
| --- | --- | --- | --- |
| **LIST CERTIFICATION(S)** | | **LIST LICENSURE(S)** | |
|  | Required  Preferred |  | Required  Preferred |
|  | Required  Preferred |  | Required  Preferred |
|  | Required  Preferred |  | Required  Preferred |
|  | Required  Preferred |  | Required  Preferred |
|  | Required  Preferred |  | Required  Preferred |
|  | Required  Preferred |  | Required  Preferred |
|  | Required  Preferred |  | Required  Preferred |

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| --- | --- |
| **SECTION VII – INTERPERSONAL RELATIONSHIPS** | |
| **Internal Contacts**  Positions **within** the University required to work with on a  regular basis (exclude subordinates and supervisor) | **Purpose of Contacts:**  Explain nature, frequency and purpose of contacts |
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| **External Contacts**  Positions **outside** the University required to work with on a regular basis (exclude subordinates and supervisor) | **Purpose of Contacts**  Explain nature, frequency and purpose of contacts |
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**SECTION VIII – CERTIFICATION & SIGNATURES**

**Disclosure:** *The title and position designations contained herein are descriptive only and the administration retains the right to reassign personnel to such other titles, positions, and duties, for which such personnel, in the judgement of the administration, are qualified.*

CERTIFICATION

# Employee: I certify that the statements in this position description are accurate and complete to the best of my knowledge.

**Employee Date**

*Supervisor*: Please examine the preceding position description. Keep in mind that the purpose of this action is to review the position and not to evaluate the particular employee’s efficiency, abilities or credentials.

I/we have reviewed the statements on this document and certify to their accuracy.

# Supervisor Date

**Dean/Director Date**

**Provost or Vice President Date**

Position Description Questionnaire (PDQ)