

Introduction

The purpose of this questionnaire is to gather information based on your knowledge about the job. Your perspective will provide valuable insight that, along with other information, will be used to develop the job profile. This documentation serves as a general summary to illustrate the type of work and qualifications that characterize the job. It focuses on the job and not on any specific individual who might fill the job.

Job Profile Name:	Position ID:
Cost Center:	Department/Unit:
Current Pay Grade	FLSA Status:
Supervisor Position #	Union Status:
Essential Personnel Designation:	Date Submitted:
On Call Eligible (Y/N)	Work Shift Eligible (Y/N)

Job Profile Summary

In 3 – 4 sentences, briefly but specifically, summarize the primary purpose of the work performed.

Essential Functions

List the essential functions of the job, indicating the **most important** first, and the approximate percentage of time spent on each over the course of a year. **Only** list duties or responsibilities that require 10% or more (equivalent to half of a day per week or 5 weeks per year) of the job’s time. *Total must equal 100%. If not please adjust your entries.* The statements in this section are not intended to be an exhaustive list of all duties and responsibilities required of the job.

	%
	%
	%

	%
	%
	%
	%
	%
Other Duties As assigned.	%
Total Must Sum to 100%	%

If there is another job (or jobs) like this one within the College, please list title and/or position number:

Work Experience		
What types and levels of work experience are <u>required</u> to successfully perform this job?		
Advanced level - represents extensive accumulated experience and expertise in role and field; serves as role model and mentor.		
Intermediate level - represents an experienced individual, but not yet an expert. Has skills needed to perform successfully.		
Entry level - represents an individual relatively new to field or role; beginner.		
Type/Field of Experience	Level of Experience	Years of Experience
Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.
Choose an item.	Choose an item.	Choose an item.

Education	
What is the <u>minimum</u> level of education required to perform this job?	
Level of Education	Field of Study (if applicable)
Choose an item.	

Certifications/Licenses/Training

Are there certifications/licenses required to perform this job?

Knowledge, Skills, and Abilities

Knowledge, skills and abilities are job-related behaviors and attributes necessary to effectively perform the job. In the sections below indicate up to 5 of the most important knowledge, skills, and abilities expected from this job and the proficiency at which these categories are exemplified.

Advanced level - represents extensive accumulated experience and expertise in role and field; serves as role model and mentor.

Intermediate level - represents an experienced individual, but not yet an expert. Has skills needed to perform successfully.

Entry level - represents an individual relatively new to field or role; beginner.

Knowledge – the body of information required to perform the job.	Entry	Intermediate	Advanced
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skills – attributes typically developed with practice or training.	Entry	Intermediate	Advanced
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Abilities – capacity to perform a skill.	Entry	Intermediate	Advanced
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose an item.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competencies

Decision Making

What is the impact of the decisions typically made by this job? *Select one.*

- Decisions generally affect their own job or specific functional area.
- Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department.
- Decisions have major implications on the management and operations of an area within a department. Job may contribute to important strategy, operational and business decisions that affect the department.
- Decisions have significant, broad implications for the management and operations of a division. Job contributes to decisions on the overall strategy and direction of the organization.

Problem Solving

What is the nature of problems regularly encountered by this job? *Select one.*

- Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures.
- Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.
- Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Independence of Action

What is the job's general degree of independence of action? *Select one.*

- Work is closely monitored by a supervisor/manager; detailed instructions and procedures are generally provided.
- Work progress is monitored by a supervisor/manager; incumbent follows precedents and procedures and may set priorities and within general guidelines established by supervisor/manager.
- Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently; supervisor/manager is available to resolve problems.
- Results are NOT defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; a supervisor/manager provides broad guidance and overall direction.

Communication and Collaboration

Select the statement(s) that best describe(s) the type of contacts, interactions, or sharing of information that the job has on a regular basis, and/or that are required in this job. *Select all statements that apply.*

- Contacts and information sharing are primarily within the job's working group, department, and/or campus.
- Contacts and information sharing are external to the job's department, but internal to the campus/campuses (i.e., other departments/campuses, central administration/services such as the Human Resources, Payroll, Finance, Facilities, Mail Services, Student Services, etc.)
- Contacts and information sharing are internal/external to the College, for the primary reason of scheduling, coordinating services, collaborating, etc.
- Contacts and information sharing are external to the College, for the primary reason of conducting business relevant to the scope of the job (i.e., outreach, engaging external organizations, compliance, etc.)

Fiscal Responsibility

Does this job have responsibility for managing and/or approving college resources?

Yes

No

Additional comments:

Languages

Does this position require the use of a language(s) other than English? Please list.

Supervisory Responsibilities

What is the type and scope of supervisory responsibilities that most accurately describe this job? (*Exclude Student Workers, Volunteers, Interns, and Casual Temps*) Select one.

- Direct Supervisor:** Direct authority to make decisions on the following: employee hiring, disciplinary action, starting salaries and increases; conduct employee performance evaluations.
- Team Lead:** Serves as a lead over other employees and may be responsible for training, scheduling, or assigning work. May recommend the following to the direct supervisor: employee hiring, disciplinary action, and starting salaries; provide input on employee performance evaluations.
- Supervises Student Workers/Volunteers/Interns/Casual Temps:** May recommend the following: hiring, disciplinary action, staffing assignments and scheduling.
- None:** Does not have any supervisory responsibilities.

Number of Direct Staff Supervised (*Excludes Student Workers, Volunteers, Interns, and Casual Temps*)

0 – 2 3 – 6
 7 – 9 More than 10

Level of Direct Staff Supervised:

Individual Contributor(s)/Salary Full Time Faculty
 Individual Contributor(s)/Hourly Part Time Faculty
 Supervisor(s)

Work Environment

Is this position required to work under any of the following working conditions? Please select all that apply.

- Outdoor Environment:** Employees work outdoors and may not be protected from weather conditions.
- Noise:** There is sufficient noise to cause you to shout in order to be heard above the noise level.
- Hazards:** Includes a variety of physical conditions, such as proximity to moving mechanical parts of machinery or tools used to perform work, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals.
- Oils:** There is air or skin exposure to POLS (Petroleum, Oil and Lubricants) or other cutting fluids.
- Atmospheric Conditions:** Conditions that affect the respiratory system, such as fumes, odors, dusts, mists, gases, or poor ventilation.
- Close Quarters:** Employees are frequently required to work in crawl spaces, shafts, manholes, sewage and water line pipes, and other areas that could cause claustrophobia.

Physical Activity

Indicate the level frequency that best describes the physical demands that are required to perform the job duties. For each physical activity below, select the frequency that applies to the job.

Physical Activity	Frequency of Activity			
	Not Required	Seldom	Often	Continuously
Sitting				
Repetitive hand motion (such as typing)				
Hearing, listening				
Talking				
Standing				
Walking				
Bending				
Stooping				
Climbing stairs/ladders				
Kneeling, squatting				
Crouching				
Crawling				
Reaching overhead				
Pulling, pushing				
Shoveling				
Lifting – up to 20 pounds				
Lifting – up to 50 pounds				
Lifting – over 50 pounds				

Travel

Does this job have any travel requirements including travel between campuses? Please indicate the frequency.

Travel demands Not Required Seldom Often Continuously

Comments:

Telework

Is this job eligible for telework?

Telework Yes No Depends (Explain in the comments section below.)

Comments:

FOR Human Resources Use ONLY:

Job Code:

Job Level:

Management Level:

Job Family: