

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 Full-time Part-Time (less than 40 hours per week)	Worker Type 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 – ESSENTIAL FUNCTIONS

Describe and group the primary duties of the position into 4 to 5 major categories of responsibilities. Primary/Essential job duties are typically 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 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
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List Essential Job Duties

% of Total Job	Primary Job Category #5
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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
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List Marginal 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...)

%	Marginal Job Category #2
List Marginal Job Duties	
%	Marginal Job Category #3
List Marginal Job Duties	

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						YEARS OF EXPERIENCE				
None	1-3 years	3-5 years	5-7 years	7-9 years	10+ years	1-3 years	3-5 years	5-7 years	7-9 years	10+ years
SUPERVISORY EXPERIENCE						SUPERVISORY EXPERIENCE				
None	1-3 years	3-5 years	5-7 years	7-9 years	10+ years	1-3 years	3-5 years	5-7 years	7-9 years	10+ years
MANAGEMENT EXPERIENCE						MANAGEMENT EXPERIENCE				
None	1-3 years	3-5 years	5-7 years	7-9 years	10+ years	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

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
1.	
2.	
3.	
4.	
5.	
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
1.	
2.	
3.	
4.	
5.	

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