



COLLEGE OF THE DESERT
OFFICE OF HUMAN RESOURCES

CLASSIFICATION QUESTIONNAIRE

Employee Name	Current Position Title	Date
Supervisor Name	Supervisor Title	

Please Check One:	Request for Reclassification. This form should be competed by the employee and reviewed by his/her supervisor.
	Request for review of new or revised vacant position. This form should be completed by the supervisor.

_____	_____
Proposed Title for Position Placement	Proposed Salary

The entirety of this document may be completed electronically.

For Human Resources Use Only

Date Forms Received	Time	HR Initials

Please Print and Return the Completed Forms, Including Supervisor's Comments to the Human Resources Office

PREFACE

The purpose of this questionnaire is to gather information to be used in determining a specific title and pay range for the position. Please relate all information to the position itself - not to the individual who is currently holding the position. This information may be supplemented by personal interviews and observation.

On the following pages we ask you to tell us about your position. When you have finished with all the questions, we should be able to really understand what you do, how you do it, why you do it, whom it affects, and how it fits with other positions in the organization. Assume that we know nothing about the position and you are going to make us experts in the next few pages.

INSTRUCTIONS

1. Read the above paragraphs.
2. Read "Classification System" handout. Become informed about the guidelines, procedures and timelines for reclassification.
3. Read through the entire questionnaire first before answering any questions.
4. Please answer each question and follow directions as stated.
5. Please fill the form electronically (when possible) or print clearly.
6. Complete the questionnaire in your own words.
7. If you need assistance, please ask for it.
8. If this request is being initiated by the employee, allow your supervisor sufficient time to review the completed document no less than five working days.

INSTRUCTIONS FOR SUPERVISORS

Refer to the "CLASSIFICATION SYSTEM" handout. Review guidelines, meeting schedule, timelines and procedures for reclassification.

Please review the statements made by the employee. If you disagree, please make the necessary comments on the bottom part of each page especially designated for your comments. On the bottom of each page, your comments should be directed only to the group of answers given on that page by the employee. Also, on the bottom of each page, indicate any additions, deletions, or changes in order to make this description more accurate and complete. **UNDER NO CIRCUMSTANCES ARE THE EMPLOYEE'S STATEMENTS TO BE CHANGED.**

There is a section of the questionnaire beginning on page 22 of this document designed for supervisors to complete.

In addition, supervisors shall be responsible for discussing this document with their immediate supervisor (Dean, Provost, Vice-President, etc.). An optional section for management comments has been included.

REASON FOR REQUEST

Please provide a statement of the reason for this request. (i.e. change in functions and tasks). Refer to the "CLASSIFICATION SYSTEM" handout, "Guidelines for Reclassification" section. Specifically indicate the factors that have been affected by the changes in your position (i.e. scope of responsibility, required skills, knowledge and abilities etc.).

REPEATED REQUEST

If you requested reclassification during the prior fiscal year and your position was considered by the Classification Review Committee, explain any new and significant changes in your job that would warrant an additional examination. Specify the factors affected by these new changes. The text field below will auto fit your entry.

SPECIFIC INFORMATION

A. The Definition of a Job Description consists of three parts.

- I. Reporting Relationship
- II. Types of Supervision
- III. Major Job Functions

1. Under what level of supervision do you currently work? (Check the box that best applies)

Work is subject to close supervision; detailed procedures or written instructions are available; supervisor is typically on-site or available most of the time.

Work is subject to immediate supervision; detailed procedures are available; work is typically reviewed formally or informally while in progress.

Work is subject to general supervision; some procedures or well-defined precedents are available; supervisor is typically available, but may not be directly at the worksite at all times.

Work is subject to minimum supervision with direction from supervisor with only broad instructions or directions; work is typically reviewed as completed.

Please explain your selection:

Supervisor to Comment Below:

2. What are your 10 major job functions? (e.g. register students, clean buildings, write computer programs, etc.)

1.

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2.

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3.

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9.

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10.

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Supervisor to Comment Below:

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B. The examples of duties in a job description defines the specific tasks you perform within the major job functions.

For each major job function listed above, please list the tasks corresponding to each major function. Also, please assign each major function a percentage associated with amount time spent with those tasks. The total percentage for all 10 major functions should equal 100%.

Percentage of Major Job Function Number 1	
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Tasks: Please list all the tasks performed in relation to the major job function. Begin each statement with an action verb. (e.g. process forms, vacuum rugs, develop flow charts etc.)

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Supervisor to Comment Below:

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Percentage of Major Job Function Number 2	
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Tasks: Please list all the tasks performed in relation to the major job function. Begin each statement with an action verb. (e.g. process forms, vacuum rugs, develop flow charts etc.)

Supervisor to Comment Below:

Percentage of Major Job Function Number 3	
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Tasks: Please list all the tasks performed in relation to the major job function. Begin each statement with an action verb. (e.g. process forms, vacuum rugs, develop flow charts etc.)

Supervisor to Comment Below:

Percentage of Major Job Function Number 4	
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Tasks: Please list all the tasks performed in relation to the major job function. Begin each statement with an action verb. (e.g. process forms, vacuum rugs, develop flow charts etc.)

Supervisor to Comment Below:

Percentage of Major Job Function Number 5	
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Tasks: Please list all the tasks performed in relation to the major job function. Begin each statement with an action verb. (e.g. process forms, vacuum rugs, develop flow charts etc.)

Supervisor to Comment Below:

Percentage of Major Job Function Number 6	
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Tasks: Please list all the tasks performed in relation to the major job function. Begin each statement with an action verb. (e.g. process forms, vacuum rugs, develop flow charts etc.)

Supervisor to Comment Below:

Percentage of Major Job Function Number 7	
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Tasks: Please list all the tasks performed in relation to the major job function. Begin each statement with an action verb. (e.g. process forms, vacuum rugs, develop flow charts etc.)

Supervisor to Comment Below:

Percentage of Major Job Function Number 8	
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Tasks: Please list all the tasks performed in relation to the major job function. Begin each statement with an action verb. (e.g. process forms, vacuum rugs, develop flow charts etc.)

Supervisor to Comment Below:

Percentage of Major Job Function Number 9	
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Tasks: Please list all the tasks performed in relation to the major job function. Begin each statement with an action verb. (e.g. process forms, vacuum rugs, develop flow charts etc.)

Supervisor to Comment Below:

Percentage of Major Job Function Number 10	
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Tasks: Please list all the tasks performed in relation to the major job function. Begin each statement with an action verb. (e.g. process forms, vacuum rugs, develop flow charts etc.)

Supervisor to Comment Below:

C. The knowledge and skills you need to perform your job are derived from the tasks you perform.

Based on all the tasks you have listed above, please list the knowledge and skills required to successfully perform them. (e.g. typing skills, knowledge of disinfectants etc.)

KNOWLEDGE AND SKILLS

Supervisor to Comment Below:

D. What special licenses or credentials are required to perform your job? (e.g. certifications, commercial license etc.)

LICENSES/CREDENTIALS

Please explain why these licenses/credentials are necessary.

Supervisor to Comment Below:

E. List any machinery you may use in you job (e.g. computer, lawn mower, copier etc.)

F. Are you responsible for cash, expensive equipment or supplies? Yes (Explain) No

G. Do you collect data for reporting or other purposes? Yes (Explain) No

Supervisor to Comment Below:

H. What areas of your job require increased levels of physical strength and stamina? Are there time periods of increased workflow? (Explain)

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I. State the type, extent, and frequency of contact and/or assistance provided to each of the following.

Students	
Staff	
Public	
Other	

Supervisor to Comment Below:

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J. Do you supervise other employees?

Yes (Answer the following three questions)

No (Skip ahead to item "K")

1. List the number of people supervised including names and titles.

2. Indicate the level of supervision of others. (e.g. hiring, evaluations, work verification etc.)

3. What percentage of your job involves planning and directing the work of others?

K.

1. From whom do you receive your direction, instructions or work assignments?

2. How frequently do you receive these instructions or assignments?

3. In what form do you receive these instructions or assignments? (e.g. oral, written, emailed etc.)

Supervisor to Comment Below:

L. How is your work checked or reviewed? (e.g. closely, spot-checked or reviewed for overall results.)

M. What decisions are you at liberty to make without consulting upper management?

N. Are you responsible for originating or adopting policies, procedures and programs? (If yes, please explain)

O. Does your job involve emergency or call-out service? (If yes, please explain and give frequency)

Supervisor to Comment Below:

P. What ramifications might occur if errors were made in your work?

Q. What do you consider to be the most demanding or difficult aspect of your job?

R. Do you feel that you have a thorough understanding of your job? (If No, please explain)

Employee Signature

Date

Supervisor to Comment Below:



COLLEGE OF THE DESERT
OFFICE OF HUMAN RESOURCES

CLASSIFICATION QUESTIONNAIRE
STATEMENT OF IMMEDIATE SUPERVISOR

1. What do you consider the most important duties and responsibilities of this position?

2. How are instructions issued for this position? (Please list the detail and frequency of instructions.)

3. What supervision and attention is given to this employee? (If vacant, substitute position for employee.)

4. Assuming a new employee possesses the basic qualifications for the position, how long of a “break-in” period would be required?

5. Indicate the qualifications you think should be required when filling a future vacancy in this position. (Focus on the position itself rather than any past or future incumbents.)

	Minimum Qualifications	Desirable Qualifications
Education, General		
Education, Specialized/Professional		
Experience, Years/Type		
Licenses, Certifications		
Special Knowledge, Skills/Abilities		

6. General Comments:

7. What title and pay range do you feel is most appropriate for the position described above?

8. Referring to the “Classification System” and “Guidelines for Reclassification” handouts, identify which factors have been changed and how those changes justify the proposed range and title.

I have reviewed this questionnaire and discussed this request for reclassification with my immediate supervisor.

Signature

Title

Date