

Position Analysis Questionnaire

Name:

Position Title:

Title of immediate supervisor:

Position Summary:

Provide a one to three sentence summary of the primary function of the position.

Summarize the purpose for which position exists.

Major Job Duties & Responsibilities: Describe your major duties and responsibilities and list them in descending order of importance. Start statements with action verbs.

Below are common examples used in job descriptions to reflect job duties. Try to group similar tasks together into major duties.

Manages	Develops	Reports	Reviews
Assists	Ensures	Designs	Monitors
Provides	Plans	Facilitates	Evaluates
Prepares	Communicates	Oversees	Directs
Creates	Maintains	Coordinates	

Minimum Education, Knowledge, Skills, Experience:

Education:

What is the minimum level of formal education necessary for an individual to qualify for this position?

I. Is any professional certification needed for this position? Yes / No

If Yes, please specify:

i. Mandatory:

ii. Preferred:

II. Is specialized training necessary for an individual to successfully perform this job? Yes / No

If Yes, please specify:

III. What type of training/development is needed to keep current in this position?

Experience:

What type of previous experience is necessary for an individual to qualify for this job?

Skills:

What types of skills are necessary to successfully perform the responsibilities of this position? Examples include group facilitation, conflict resolution, etc...

Knowledge:

Working Conditions:

- I. What is your normal work week? (days, evenings, weekends)
- II. How many hours do you work per week?

Internal Contacts: The extent to which the position requires the ability to gain cooperation, persuade and influence other people. Indicate the contact, frequency and purpose of your most critical work contacts.

Contact	Frequency	Purpose of Contact

Decision Making Authority: Indicate the level of discretion or authority allowed under district policies, procedures and practices.

- I. List the types of decisions/recommendations related to your position that you are responsible for making:

Supervision:

- I. Do you directly supervise other staff? Yes / No
 - i. If Yes, what are their job titles?
- II. Do you supervise/direct volunteers? Yes / No
 - i. If Yes, what are their position titles/functions?

External Contacts:

- I. Does the position require contact with people/organizations outside the district? Indicate the contact, frequency and purpose of the most critical contacts.

Contact	Frequency	Purpose of Contact

Applicant Sourcing Information:

- I. Please list external recruitment sources for this position. Include professional organizations, conferences, etc.
News (industry publications)
- II. Please list the areas within the district that are potential recruitment sources for this position.

Organizational Direction: What organizational changes or issues will impact this position in the future?