

PENNSYLVANIA STATE SYSTEM OF HIGHER EDUCATION
POSITION DESCRIPTION QUESTIONNAIRE

IDENTIFYING INFORMATION

Last Name	First Name	MI	Employee Number	Position Number

Job Title	Job Code	Working Title

Department	Organization	Organization Code

Supervisor's Last Name	Supervisor's First Name	Job Title	Position Number

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)						
			Sun	Mon	Tues	Wed	Thurs	Fri	Sat

POSITION PURPOSE: Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

DESCRIPTION OF DUTIES: Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task and the approximate percentage of time in a given year spent on that duty (percentages should total 100%).

Description of Task	% of Time
Example: <i>Using a desktop personal computer, types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.</i>	10%

<p><i>The Position Purpose and Description of Duties sections summarized above provide a representative listing only and should not be regarded as a complete statement of tasks performed by incumbents of this position. It should be recognized, therefore, that employees may be asked to perform job related duties in addition to those outlined above.</i></p>	

DECISION MAKING: Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, I research the status of an activity and prepare a formal response for my supervisor's signature.*

FISCAL RESPONSIBILITY: Describe how the position is responsible for managing budgets, generating income or controlling costs. Example: *Monitors office supply expenses to ensure budget is not depleted before year-end.*

SUPERVISORY RESPONSIBILITY: Describe any lead work or supervisory responsibility and the positions supervised. Example: *Acts as a lead worker for two work study students by assigning and checking work.*

REQUIREMENTS PROFILE: Identify any requirements, such as specific degree, years of experience, licensure, registration, or certification, which may be necessary to perform the functions of the positions. Position-specific requirements should be consistent with a Necessary Special Requirement or other criteria identified in the classification specification covering this position. Example: *Professional Engineer License*

KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS: Describe the knowledge, skills and abilities required to perform the work of the position. Example: *Demonstrated ability to present ideas clearly and effectively, both orally and in writing.*

ESSENTIAL FUNCTIONS: Provide a list of essential functions for this position. Example: *Lifts boxes weighing up to 60 pounds.*

CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description questionnaire are correct.

Employee Signature _____ Date _____

Supervisor's Acknowledgement _____ Date _____