



JOB ANALYSIS QUESTIONNAIRE

The purpose of this questionnaire is to gather information about a particular job and its requirements. This information may be used to:

- Ensure that an existing job is properly banded within EMU’s compensation structure;
- Determine the appropriate salary band or pay grade for a new position;
- Evaluate essential duties for the purpose of engaging in an interactive process with an employee related to the Americans with Disabilities Act; or
- Evaluate the appropriate status of a position pursuant to the Fair Labor Standards Act.

The Job Analysis Questionnaire (JAQ) should be utilized as a tool for the aforementioned purposes under the guidance and leadership of management and Human Resources. An employee should not complete this form in isolation.

The following should be kept in mind while completing the JAQ:

1. Consider the job’s typical responsibilities that occur on a regular basis as may be directed by supervision.
2. Essential functions should reflect the reason why the job exists. Marginal functions may be important in and of themselves, but are ancillary to the primary purpose why the job exists.
3. Do not dwell on limited, short-term tasks or future responsibilities.
4. Look at the “whole picture.” Compare the job to others in the department and in the entire University. Human Resources may assist with helping to put the position in perspective with others in the University to ensure equity and consistency.
5. Analysis by Human Resources focuses on the job and its requirements – not the individual background or education of a particular employee.

SECTION 1: GENERAL INFORMATION

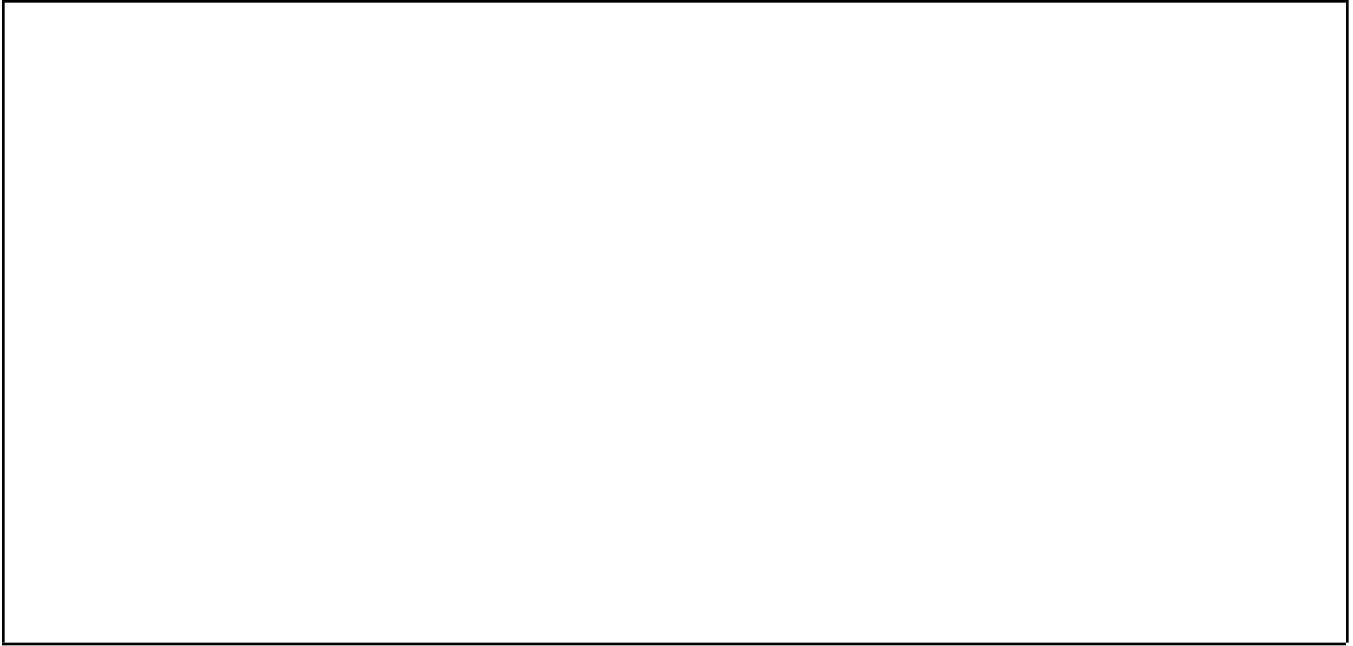
Incumbent Name(s):	
Supervisor Name:	
Department:	
Job Title:	
Position Class Code (PCLS #)	

Position Status:

- Full-time.
- Part-time. Please indicate how many hours you are scheduled to work per week. _____

SECTION 2: PRIMARY PURPOSE / GENERAL SUMMARY

In the space provided below, briefly explain in two or three sentences the primary purpose of the position.



SECTION 3: REPORTING RELATIONSHIPS

Please complete the reporting relationship questions below and/or attach an organizational chart of your area or department that demonstrates the reporting relationships.

What position does this position directly report to?

What position does this position functionally report to, if applicable?

How many people does this position directly supervise or manage?

What positions report to this position, if applicable?

Please check the boxes below that describe the people management tasks this position is responsible for:

- Mentor and advise (train employees and determine work techniques)
- Assign and evaluate work (set and adjust work hours)
- Hire and terminate employees
- Review performance and discipline employees (initiate disciplinary actions and handle complaints)

SECTION 4: POSITION DUTIES

An essential duty is any task which is a basic, necessary and integral part of the job. Marginal duties are duties that other employees could perform if work was redistributed and/or are otherwise ancillary to the role. Marginal duties, if removed, would not fundamentally change the job responsibilities.

List in order of importance and explain the 6-8 major duties and responsibilities of the position. Essential duties are job tasks that are fundamental to accomplishing the work. Indicate also the average percent of time spent performing each separate job duty. The percentages of the essential and marginal duties combined should total 100%. When writing an essential duty, think in terms of what you are doing, why you are doing it and what is the outcome?

Essential Duties	Percent of Time

List the other 6-8 duties and responsibilities of the position. Marginal functions are those tasks that are performed either very infrequently or could be performed by others without altering the underlying reason the position exists. Indicate the average percent of time spent performing each separate job duty. When writing a marginal duty, think in terms of what you are doing, why you are doing it and what is the outcome?

Marginal Duties	Percent of Time
TOTAL ESSENTIAL DUTIES PLUS MARGINAL DUTIES MUST EQUAL 100%	

SECTION 5: MINIMUM QUALIFICATIONS

THIS SECTION MAY ONLY BE COMPLETED BY THE MANAGER THAT THE ROLE REPORTS TO

Please identify the minimum educational and experience requirements needed for someone filling the position:

- High School diploma or equivalent
- Associate's Degree or Technical Degree
- Bachelor's Degree
- Master's Degree
- PhD. or Doctorate Degree

Specific degree requirement (degree and field of study):

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Minimum <u>overall</u> experience for the position (total experience in a field)	years
Minimum <u>direct</u> experience for the position (specific experience related to activities, programs, or management experience)	years

In the space provided, indicate the minimum knowledge, skills, and abilities for someone coming into this position including the level of proficiency (Basic, Intermediate, or Advanced).

Knowledge: Body of information necessary for task performance (ex. Knowledge of department management, familiar with application of federal and state laws pertaining to HR, understanding of safety and risk management requirements, etc)

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Skills: Level of education/experience needed for task performance (ex. Experience, training, education, license, good customer service skills, strong interpersonal skills, basic computer skills, written communication, etc)

Abilities: Capabilities necessary to perform the job (ex: ability to create and manage a department budget, function as a project manager, provide expertise to a team, etc)

SECTION 6: WORKING CONDITIONS

THIS SECTION MAY ONLY BE COMPLETED BY THE MANAGER THAT THE ROLE REPORTS TO

Describe the typical working conditions or environment.

SECTION 7: ADDITIONAL INFORMATION

Employee Name Printed (if applicable):

Employee Signature (if applicable):

Date

Supervisor Name Printed

Supervisor Signature

Date