

Reclassification Process questionnaire

Name:

Date:

Position:

Department:

Please complete the form to the best of your knowledge and ability. If questions do not apply, you may leave blank. All responses will be reviewed by your manager as part of the reclassification process.

The purpose of the position:

1) How does the work that you perform contribute to the mission or purpose of your department or program?

- Which of those contributions are not part of your current job description?

2) What are the most important responsibilities you spend your work time doing?

Level and type of knowledge, skills, and abilities (KSAs) required to perform the work of the position:

3) Describe the kind of knowledge that you utilize regularly in performing the work of the position.

4) Describe the kind of skills and abilities that you utilize regularly in performing the work of the position.

5) Have additional educational or certification requirements of the position changed due to the requirements of outside agencies or changes in the methods of technology used?

The scope of decision making:

6) Describe the level of responsibility for performing your job duties.

- Who checks your work for accuracy and completeness?

- Who sets deadlines for your work?

- Do you validate your work with other staff?

7) If there is an error in your work, what could be the impact?

8) Describe any policies, procedures, and/or guidelines you have developed or modified.

9) Who do you consult with when making a decision? What do you do when this person or persons is/are unavailable?

10) What changes have you made in how the work is performed or how services are provided?

The level of independence and decision-making, level of supervision given and received, level of accountability for one's own work and that of others:

- 11) How is work assigned to you? How do you know what is important and when to do it?
- 12) Describe the level of judgment you exercise in performing the work and the outcomes for which you are accountable.
- 13) Describe the kind of direction or oversight that you receive.
- 14) Describe the kind of direction you provide to others.
- 15) If members of your team are unable to complete their work, who is responsible for ensuring the work is completed? If it's not completed, who is accountable?

The level and nature of creativity and ingenuity required by the work

- 16) Please describe a few situations that have arisen where you were required to develop solutions to unique problems. Who did you go to for direction?
- 17) Please describe any products you have created or changes in processes you have recommended or implemented.

The nature, level, and diversity of contacts involved in performing the work

18) What stakeholders (campus offices and outside organizations) do you work with in the course of completing the work of the position?

- What is your level of involvement with these stakeholders?
- Describe the types of communication methods used (phone calls, standard written memoranda, letters, in-person meetings).