

EAST TENNESSEE STATE UNIVERSITY
POSITION CLASSIFICATION QUESTIONNAIRE
GUIDE

The position classification process is based upon securing accurate information on the duties and responsibilities of each position. The information provided within this questionnaire is used as a basis upon which a proper classification (title and pay level) can be determined for new positions during a position pre-audit, and for existing positions undergoing the job audit or reclassification process. This questionnaire may also be used to officially "update" existing position descriptions. Final position descriptions will be determined by the Office of Human Resources, with approvals obtained from the appropriate vice president.

The questionnaire is to be completed by the current incumbent, or if the position is vacant by the immediate supervisor.

The following comments serve as a guide for responding to each section:

Request For:

Audit/Reclassification Request of Filled Position: For upgrading or reclassifying an existing filled position

Pre-Audit/Classification Request for Vacant Position: For upgrading or reclassifying an existing vacant position

Pre-Audit/Classification Request for Newly Funded or Proposed Position: For creation of a new position

Job Description Update (Information Purposes Only): Minor Changes

Please note, the Audit process must conform to the University's established Compensation Plan (PPP-35).

Request Details:

In this section, the requestor can specify a target Job Title and Pay Grade they believe is in line with the position's duties and responsibilities. The index to be charged for any salary increase that may result from the audit process should also be listed in this section under "Salary Index Distribution (to be charged)

Justification for Audit/Pre-audit and other pertinent details:

In this section, the requestor can provide a thorough explanation for the changes that warrant an audit/pre-audit.

SECTION A: JOB DESCRIPTION DETAILS:

In this section, updates/changes to an existing job description can be copied/pasted or typed into each field. A new description can also be written. When drafting changes to a job description, consider the below information for each section.

1. JOB SUMMARY

Summarize in 5 or 6 sentences the scope and purpose of the position indicating the basic functions performed and why. This should make the tasks outlined in Job Duties/Responsibilities fit together into a coherent group of duties having an essential relationship to other positions in the organization.

2. KNOWLEDGE, SKILLS AND ABILITIES

This section should list the basic knowledge, skills and abilities required to perform and learn the job. These are the knowledge, skills and abilities that a newly hired employee must have as a minimum to do the job.

3. REQUIRED QUALIFICATIONS

Estimate the minimum educational and experiential qualifications **necessary** for this position whether or not your own background matches them. For educational qualifications, indicate the required college degree and the degree major; the required post-graduate degree, and degree major; **any required specialized training; and the required licensure and certification**, i.e., RN, CPA, etc. For experience, indicate in years the general and specific experience required in addition to the education needed to perform the job.

4. PREFERRED QUALIFICATIONS

Estimate a level of educational and experiential qualifications that would be beneficial but not essential to carrying out the day to day functions of the position.

5. PHYSICAL DEMANDS

6. SUPERVISED BY:

This section deals with the degree to which the immediate supervisor outlines the methods to be followed or results to be attained, reviews progress or handles exceptional cases.

7. POSITION SUPERVISES:

List how many and what category of employees this position would supervise, either directly or indirectly.

8. ESSENTIAL & SECONDARY FUNCTIONS (Job Duties & Responsibilities)

Provide a detailed description of the work performed. For reclassification reviews, **highlight or underline any new function(s)** since the last review. A job function may be determined as "*Essential*" when one or more of the following apply:

- a. *The position exists primarily to perform the function(s) and the absence of the function(s) would alter the job.*

- b. *The number of other employees among whom the performance of the job function(s) can be distributed is limited.*
- c. *The function(s) requires a highly specialized skill, expertise or ability to perform the function(s).*

SECTION B: OTHER RELEVANT INFORMATION

PERSONS WITH SIMILAR POSITIONS: List any individuals within the organization that perform identical or similar positions.

PHYSICAL DEMANDS:

Describe any **essential** strength guidelines, such as the need to lift heavy boxes. The demand should be as specific as possible, such as “Must be able to lift 40-50 pound boxes”. The section should cover motion requirements as well, such as the ability to climb ladders, or the ability to drive a vehicle.

REQUIRED CERTIFICATIONS/LICENSURE:

Clarify the **necessary** certifications or licensure required for this position (i.e., RN, CPA, etc.).

SECTION C: COMMENTS

In this section, the direct supervisor for the position and department Chair should use this section to further clarify the position’s role within the organization, what duties they view as most important, and indicate any discrepancies in the employee’s statements in section B.

SECTION D: ORGANIZATION CHART

Insert copy of organizational chart. *(An organization chart is a graphic representation of the structure of a department or division. The chart portrays relationships among organizational units and the reporting relationships of positions. The Office of Human Resources cannot make an accurate assessment of a position without a picture of how the position fits into its organization.)*

SECTION E: SIGNATURES PAGE

This document **must** be reviewed and signed by all appropriate individuals and *returned to the Office of Human Resources. To sign pdf, utilize pen icon in editing menu.*