



COUNTY OF HUMBOLDT

HUMAN RESOURCES

825 5th Street, Eureka, CA 95501-1153

Personnel Services (Suite 100) Main Line: (707) 476-2349

Risk Management Services (Suite 131) Main Line: (707) 268-3669

DEI & Organizational Development (Suite 131) Main Line: (707) 476-2423

POSITION DESCRIPTION QUESTIONNAIRE New or Vacant Position

INSTRUCTIONS

The purpose of this questionnaire is to provide a complete description of the position's current assigned duties. This questionnaire should describe the work the incumbent will be expected to perform.

In answering the questions, please be accurate and thorough. Also:

- Read all of the questions and instructions before beginning.
- If possible, allow more than one session for completing the questionnaire. You may wish to respond to some questions first, then put it aside and return to it later.
- Do not use terms or abbreviations without writing out what they stand for, such as FMLA = Family Medical Leave Act.
- If you need more space to answer any of the questions, you may add pages to the end of this questionnaire.
- If a question does not apply to this job, please write "N/A" in the blank space.
- You may be interviewed regarding this position.

When you have completed the questionnaire, please email the form to Human Resources.

Current Classification Title:	Supervisor's Name and Title:
Department:	Supervisor's Phone Number:
Division:	Supervisor's Email Address:

JOB SUMMARY

1. In three to five sentences, briefly describe the **major** purpose(s) and/or function(s) of the position.

JOB FUNCTIONS

2. Description of work/duties:

Briefly and accurately describe the typical job functions, starting with the most important duties, in terms that anyone reviewing this form will be able to understand. Avoid abbreviated, vague, or abstract words, such as “assists,” “handles,” “keeps,” or “prepares,” unless you describe how the position assists, what you prepare, etc. Be specific. Refer to the examples of duty statements below to help you in describing this position. Most class descriptions consist of 12-15 duty statements. (Insert lines as needed.)

DO THIS!

- Receives, opens, time stamps, and distributes incoming mail
- Calculates, verifies, and posts billing amounts
- Maintains accurate records on the flow of input information, output records, machine operations, operator assignments, and staff time

DON'T DO THIS

- Assists in handling mail
- Prepares final billings
- Keeps records

In the **Time** column, indicate what percentage of the overall work time is spent performing each duty, based on annual life cycle, which consists of 2080 hours. **The column total needs to add up to 100%.**

In the **Frequency** column, indicate how frequently the task occurs using the following codes:

- **SD** = Several times daily
- **D** = Daily
- **W** = Weekly
- **M** = Monthly
- **I** = Infrequently: quarterly; several times a year or less

In the **Importance** column, identify how important the duty is to the position’s overall effectiveness, using the following codes:

- **H** = High: If this duty were removed from the job, it would have a significant impact on the nature of the job.
- **M** = Medium: If this duty were removed from the job, it would have an impact, but it would not change the nature of the job significantly.
- **L** = Low: If this duty were removed from the job, it would NOT have much impact.

Typical Functions / Duties		Time (needs to add up to 100%)	Frequency	Importance
Ex. 1	Schedules and coordinates meetings, seminars, conferences, and training session for departmental staff; acts as a meeting and/or committee secretary, including preparing agendas and informational packets, setting up meeting rooms, and taking / transcribing minutes for assigned boards and commissions.	20	D	H
Ex. 2	Monitors and controls the operation of water distribution systems, including chemical feeding equipment and utilizing the telemetry system, filtration equipment, reservoirs, and/or storage tanks.	25	SD	H

Typical Functions / Duties		Time (needs to add up to 100%)	Frequency	Importance
Ex. 3	Writes and reviews mitigation contract documents (plans and specifications) for site preparation, clearing and grubbing, earthwork, plant installation, erosion control, maintenance, and short-term monitoring.	5	M	M
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Typical Functions / Duties		Time (needs to add up to 100%)	Frequency	Importance
14				
15				

3. Budget: Does the position have any duties and responsibilities in the organization's budget process (e.g., plan, model, prepare, review, monitor, approve, etc.)?

YES	NO
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If yes, describe the duties and responsibilities below:

SUPERVISION / DIRECTION

4. **Supervision / Direction received:** Please select **one** of the following that best describes the type and amount of supervision the position receives.

	My supervisor frequently checks my job activities.
	I work alone on routine or regular work assignments and check with my supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.
	I receive occasional supervision while working toward a definite objective that requires use of a wide range of procedures. I plan, and/or determine specific procedures or equipment required to meet assigned objectives, and I solve non-routine problems. I refer only unusual matters to my supervisor.
	I work from broad policies and towards general objectives. I refer specific matters to superior(s) only when interpretation or clarification of organizational policies is necessary.

From whom are work assignments received?

_____	_____
Name	Title
_____	_____
Name	Title

5. **Supervision / direction given:** Does the position directly supervise employees (formal authority to hire, fire, assign, and evaluate performance)?

YES	NO
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Indicate the total number of employees supervised directly: ___ and indirectly: ___

6. **Supervision / direction given:** Does the position perform "Lead" duties (formal authority to assign, review, and schedule)?

YES	NO
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8. **What type of supervision/lead do you provide?** Please select all of the supervisory/lead duties performed, the level of the assigned authority, and indicate whether the activity is performed for employees, non-employees (e.g., volunteers), or both.

Duty	No Authority	Recommend ("Lead")	Approve ("Direct / Supervise")	Employee, Non-Employee, or Both
Train others				
Hire employees				
Plan and/or schedule work for others on specific projects				
Plan and/or schedule work for others on a daily basis				
Assign or delegate work to others on specific projects				
Assign or delegate work to others on a daily basis				
Monitor work of others on specific projects or on a daily basis (please specify) Case assignments				
Establish rules, procedures, and/or standards				
Approve overtime and/or leave				
Evaluate performance				
Take corrective action				
Resolve complaints and/or grievances				
Other				

MINIMUM QUALIFICATIONS

9. **Summarize the types of knowledge and abilities the job requires.** For example, what knowledge and abilities would you expect a job applicant to have to be competent on the first day on the job? This helps with determining minimum qualifications for the classification.

a. Knowledge of:

b. Ability to:

10. Education / work experience: Describe any education and/or previous work experience required to perform the duties of the position. For example, what type of background would you expect a successful job applicant to have?

11. What licenses, registrations, or certificates are required to perform the job?

Does the job require a CLASS C Driver’s License?

YES	NO
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List any other licenses or certificates required by law or the employer to perform the job.

License or Certificate	Required by:	
	Law	Employer
[For example: Typing/Keyboarding Certificate Net 35 Words Per Minute]		
[For example: High School Diploma]		

12. Do any other employees perform duties identical or very similar to this job? If so, list their names and job titles.

Name	Job Title	Identical or Similar?

PHYSICAL DEMANDS AND WORKING CONDITIONS

13. Physical Demands: Please review the definitions and check the box that indicates how often the position performs each physical requirement that is listed.

Select only one time category per activity.

FREQUENCY: Consider the frequency in which you perform the physical requirements as part of the essential functions of the job.

Activity (Hours per day)	Never 0 Hours (0%)	Occasionally Up to 3 Hours (1% to 33%)	Frequently 3 – 6 Hours (34% to 66%)	Continuously 6 – 8+ Hours (67% to 100%)
Sitting				
Walking				
Standing				
Climbing				
Bending				
Stooping, kneeling				
Crawling				
Fine Manipulation				
Grasping				
Pushing and pulling				
Reaching				
Turning				
Uses smell to distinguish/identify odors/objects				

Uses touch to distinguish/identify objects				
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14. Environmental Conditions: Indicate which conditions are required in the performance of the job, and describe the condition in more detail (see the example in the first row below). In the **Frequency** column, show how often the position works in the environmental condition. Use these codes:

- **SD** = Several times daily
- **D** = Daily
- **W** = Weekly
- **M** = Monthly
- **I** = Infrequently: quarterly; several times a year or less

Required (Yes / No)	Environmental Condition	Frequency
Yes	Typical office conditions: Work indoors in a cubicle at a computer. Fluorescent lighting, general temperature around 68-72.	SD
	Work outdoors:	
	Exposure to extreme temperatures:	
	Exposure to extreme weather conditions:	
	Exposure to toxic/poisonous substances:	
	Exposure to biologic/infectious agents:	
	Exposure to dust, fumes, and/or allergens:	
	Exposure to excessive noise:	
	Exposure to unpleasant odors:	
	Exposure to vermin, insects, parasites, etc.:	

Required (Yes / No)	Environmental Condition	Frequency
	Work near hazardous/moving equipment or machinery:	
	Work at heights:	
	Work below ground:	
	Use protective clothing, equipment, devices, and materials:	
	Work with hostile, violent, and/or offensive individuals:	
	Other environmental conditions (list and explain):	

POSITION STATEMENT CONCLUSION

15. If there are other aspects of the job not covered in this questionnaire that are important in understanding the content, please describe below:

DEPARTMENT HEAD REVIEW

Do you agree with the other information given by the employee and/or immediate supervisor? If not, please clarify:

Department Head's Signature

Date

Work Phone Number

Name (Please print)

Title