

# TWU Job Analysis Guidelines Questionnaire

## CHANGE IN FY 2010 RECLASSIFICATION PROCEDURES:

Job Analysis Questionnaire Due in the Office of Human Resources by January 8, 2010

Effective September 1, 2009, approval of new positions and reclassifications will only be done as part of the budget development process. The exception to this schedule is a reclassification that would create a budget surplus as a part of the budget cutting process. Only those positions currently under review will proceed forward for further consideration (the paperwork must be in the Office of Human Resources).

In order for new positions and reclassifications to be considered during the budget process, the required paperwork (job analysis questionnaire) must be submitted to the Office of Human Resources by January 8, 2010.

# TWU Job Analysis Guidelines Questionnaire

Please read carefully before proceeding to the next page.

The job analysis process is a critical element in the job classification and compensation plan. This process involves collecting detailed information about the duties and responsibilities of a job, skills and abilities required to do the job, required level of education, internal and external relationships, and work environment. The job analysis does not consider job performance of the incumbent, but focuses on the job. The results of the job analysis are used to develop a formal job description, determine compensable factor levels, and helps assign the appropriate pay grade to the position.

A job analysis is required when establishing a new position or when there is substantive change to an existing position. The Office of Human Resources is responsible for conducting the job analysis through the use of several methods. The **Job Analysis Questionnaire** is the primary tool for collecting job information. This form may be completed by the incumbent and/or supervisor. If completed by the incumbent it must be certified by the supervisor. The second tool is the **Point Factor Analysis Evaluation System**; which is based on compensable factors, internal equity analysis and market data. The third tool is the **Classification Manager**; which is a software tool that evaluates each job classification to determine a point value. The evaluation provides a quantitative score and identifies similar jobs in the current compensation plan.

#### **Procedure:**

To establish a new position not in the printed operating budget or to reclassify an existing position, a written request from the department head as well as a completed **Job Analysis Questionnaire** must be routed through the levels of approval up to and including the Divisional Vice President. This request must define the position, provide justification for the position, and specify proposed funding.

The Divisional Vice President will sign the Job Analysis Questionnaire and will then forward it to the OHR if the Vice President agrees for the Office of Human Resources (OHR) to conduct the job analysis.

The Office of Human Resources will then make a classification recommendation to the Cabinet based on the results of the job analysis. The cabinet consists of all the Divisional Vice Presidents. The Cabinet will review the recommendation of the Associate Vice President for Human Resources and indicate approval or disapproval. OHR will then notify the department of the Cabinet decision.

It is the responsibility of the OHR to attain the data, interpret the recommendation, recommend new position/reclassification, and enforce the compensation policy. The final determination of job descriptions will be approved by the OHR.

Approved reclassifications may be randomly selected for a desk audit to confirm changes of reclassification requests. In addition, requests for reclassifications may require a desk audit in order to gather additional information.

To request a new position or reclassify an existing position, please complete the attached: **Job Analysis Questionnaire**.

# TWU Job Analysis Guidelines Questionnaire

## JOB ANALYSIS QUESTIONNAIRE (JAQ)

The job analysis questionnaire (JAQ) has been developed to collect detailed information about the duties and responsibilities of a job, skills and abilities required to do the job, required level of education, internal and external relationships, and work environment. The JAQ will be required for requests for new positions and/or reclassification of existing positions. Please complete the questionnaire by selecting appropriate answers for each question and provide examples where requested. Please consider the position and not the incumbent and/or incumbent's qualifications when responding to the questions. Route the JAQ through the approval signatures listed at the end of the JAQ. These signatures are necessary for the review of the request.

Instructions: Please use the TAB key to advance to each question or left click the mouse at each box.

Please enter today's date.

MM    DD    YYYY  
Date of this     /  /   
request.

Please select the type of request.

- Request for new position.
- Request for reclassification of an existing position.

# TWU Job Analysis Guidelines Questionnaire

## DIVISION INFORMATION

Division: Please choose an item.

Academic Affairs

Chancellor & President

Finance & Administration

Information Technology & CIO

Student Life

Divisional Vice President:

Please enter the name  
of the Divisional Vice  
President:

Enter the department, supervisor's name and title.

Department Name:

Supervisor's Name:

Supervisor's Title:

# TWU Job Analysis Guidelines Questionnaire

## EMPLOYEE DATA

Enter Employee Name.

Enter Telephone Ext.

Enter Employment Type.

Regular Full-time

Regular Part-time

Please enter the Employee's Date of Hire.

MM DD YYYY

Employee's date of hire  /  /

How long has the employee been in the current position? Please enter years/months.

# TWU Job Analysis Guidelines Questionnaire

## POSITION INFORMATION

Please enter Current Title:

Please enter the Current Salary:

Please enter the Proposed Title:

Please enter the Proposed Salary:

Are funds available for the New  
Position/Reclassification?

Yes

No

Funding Source: (please specify)

# TWU Job Analysis Guidelines Questionnaire

## JOB SUMMARY

Please summarize the purpose of the position.

Duties and Responsibilities: Describe in order of importance specific duties and responsibilities for the primary duties. Each duty should have a separate line and should be brief and concise, beginning with an action verb. (Example: Prepares charts for department head. Picks up the mail and distributes.)

1. Enter Primary Duties.

2. Enter Primary Duties.

3. Enter Primary Duties.

4. Enter Primary Duties.

5. Enter Primary Duties.

6. Enter Primary Duties.

7. Enter Primary Duties.

8. Enter Primary Duties.

9. Enter Primary Duties.

10. Enter Primary Duties.

11. Enter Primary Duties.

12. Enter Primary Duties.

13. Enter Primary Duties.

14. Enter Primary Duties.

15. Enter Primary Duties.

ADDITIONAL COMMENTS:

## TWU Job Analysis Guidelines Questionnaire

Additional Duties: Describe occasional tasks or irregular tasks. Tasks of a nonrecurring nature, such as assisting at a special event; or special assigned duties.

1. Enter additional duty.

2. Enter additional duty.

3. Enter additional duty.

4. Enter additional duty.

5. Enter additional duty.

ADDITIONAL

COMMENTS:

# TWU Job Analysis Guidelines Questionnaire

## REQUEST FOR NEW POSITION

Request for New Position: If this form is being used to request a New Position, please provide justification details of why the position is needed or the importance of the position. Please answer the below questions and provide any additional comments. If no, please go on to the next section.

What is the reason for creating a new position?

What types of consequences would arise if the position is not created?

ADDITIONAL COMMENTS:

# TWU Job Analysis Guidelines Questionnaire

## RECLASSIFICATION

Reclassification: If this form is being used to reclassify an existing position, please provide details of how the duties assigned to the position have changed; what duties have been added or deleted from the position by answering the below questions. If no, please go on to the next section.

How has the position changed?

What has been added?

What has been deleted?

In determining which tasks are the most difficult, consider that difficulty refers to the amount of time it takes for individuals to learn to perform the task, the amount of physical or mental effort required to perform the task and the number of steps encompassed in the task sequence.

List the most difficult or demanding tasks.

What is the least difficult task(s)?

ADDITIONAL COMMENTS:

# TWU Job Analysis Guidelines Questionnaire

## DATA RESPONSIBILITY

Data Responsibility: Data is information, knowledge, and conceptions obtained by observations, investigation, interpretation, visualization and mental creation. Data is intangible and includes numbers, words, symbols, ideas, concepts, and oral verbalizations. Choose the one number below that is closest to the position's responsibility for data information.

- 1. Compares or inspects items against standard.
- 2. Copies, transcribes, enters, or posts data or information.
- 3. Computes or performs arithmetic operations using data or information.
- 4. Computes, classifies or formats data or information in accordance prescribed guidelines.
- 5. Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on data or information.
- 6. Coordinates or determines time; place or sequence of operations or activities based on analysis of data or information and may report on operations and activities.
- 7. Plans and directs others in the sequence of major activities and reports on operations and activities that are broad in scope.
- 8. Integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methods based on new facts, knowledge, or interpretations.
- 9. Conducts research to discover new methods or finds solutions for unresolved problems.
- 10. Formulates hypotheses, experimental designs or concepts based on original research.

Provide a specific example(s) of how the selected statement applies to the position.

# TWU Job Analysis Guidelines Questionnaire

## PEOPLE RESPONSIBILITY

People Responsibility: Choose the one number below that is closest to how the position is involved with people.

- 1. Follows instructions and orders from supervisor.
- 2. Serves others such as customers, attends to their requests.
- 3. Conveys to people to change information.
- 4. Gives information, guidance, or assistance to people; may give instructions or assignments to helpers or assistants.
- 5. Enforces laws, rules, policies and procedures.
- 6. Supervises or leads others by determining work procedures, assigning duties, maintaining orders, and promoting efficiency.
- 7. Counsels or instructs/trains others through explanation, demonstration, and supervised practice or makes recommendations based on technical expertise.
- 8. Negotiates, exchanges ideas, information, and opinions with others to formulate policy and procedures or arrives jointly at decisions, conclusions, or solutions.
- 9. Directs or commands others by issuing orders and instructions.
- 10. Mentors others by advising, counseling, or guiding.

Provide a specific example(s) of how the selected statement applies to the position.

# TWU Job Analysis Guidelines Questionnaire

## ORGANIZATIONAL RELATIONSHIPS:

Please submit an organizational chart with completed Job Analysis Questionnaire that clearly indicates the reporting relationship of the position.

Does this position supervise?

Yes

No

Please list the name and title of employee(s) the position directly supervises. If position supervises more employees please attach a separate document.

1. Name & Title:
2. Name & Title:
3. Name & Title:
4. Name & Title:
5. Name & Title:
6. Name & Title:
7. Name & Title:
8. Name & Title:
9. Name & Title:

# TWU Job Analysis Guidelines Questionnaire

## FINANCIAL RESPONSIBILITY

**Financial Responsibility:** Financial responsibility refers to the responsibility for financial budgeting or preventing loss within the University. Choose the one number below that is closest to the level of financial responsibility of the position.

- jm** 1. Has minimum responsibility for only small quantities of low cost items or preventing loss are negligible.
- jm** 2. Has some responsibility for minor financial budgeting and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.
- jm** 3. Has responsibility and opportunity for moderate financial budgeting and/or preventing moderate losses through the management of a small division; handling supplies of high value or moderate amounts of money consistent with the operation of a small division.
- jm** 4. Has responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or major department; and/or handling of very large amounts of money.
- jm** 5. Has responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money or supervising the purchasing of high value materials, supplies and equipment, or for providing routine legal counsel.
- jm** 6. Has responsibility for achieving major economies or preventing major losses through the management of a large department, or through interpreting policy as legal counsel.
- jm** 7. Has responsibility for achieving major economies or preventing major losses through the management of a highly complex and/or technical department, or through developing and recommending policy as legal counsel I have responsibility and opportunity for achieving wide-spread economies and/or prevent losses through the management of a department that has an organization-wide impact or significant impact on the general population, or the supervision of a staff of attorneys.
- jm** 8. Has responsibility and opportunity for achieving wide-spread economies and/or prevent losses through the management of a department that has an organization-wide impact or significant impact on the general population, or the supervision of a staff of attorneys.
- jm** 9. Has responsibility and opportunity for achieving widespread economies and/or preventing losses through the development and administration of organization-wide programs and policies that impact the operations of two or more major departments or three or more minor departments or for providing legal counsel to the elected officials.
- jm** 10. Has responsibility for the overall administration of fiscal and administrative policy with authority and responsibility over all departments or the direction of the organization's legal department. Reports directly to the top elected body.

## TWU Job Analysis Guidelines Questionnaire

Provide a specific example(s) of how the selected statement applies to the position.



# TWU Job Analysis Guidelines Questionnaire

## MATHEMATICAL REQUIREMENTS

Mathematical Requirements: Mathematical requires the use of symbols, numbers and formulas to solve mathematical problems. Choose the one number below that is closest to the level of mathematics used by the position.

- 1. Uses basic addition and subtraction, such as making change or measuring. Uses addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.
- 2. Uses basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes and/or computing discounts and interest rates.
- 3. Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.
- 4. Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations; concepts of analytic geometry, differentiation and integration of algebraic functions; statistics applying such functions as frequency distribution, reliability, validity and correlation techniques; finance and economics using financial and econometric models.
- 5. Uses advanced calculus using such factors as limits, real number systems, mean values; algebraic functions including very complex functions; inferential statistics and econometrics
- 6. Uses advanced mathematical concepts and models in experimental design.
- 7. Uses theoretical mathematical theorems and concepts to solve theoretical and practical problems and in original research to advance the mathematical body of knowledge.
- 8. Develops advanced mathematical theories and concepts with application in such areas as nuclear science, chemistry, economics and physics.

Provide a specific example(s) of how the selected statement applies to the position.

# TWU Job Analysis Guidelines Questionnaire

## COMMUNICATION REQUIREMENTS

Communications Requirements: Communication involves the ability to read, write, and speak. Choose the one number below that is closest to the language skills needed for the position.

**jm** 1. Comprehends simple signs, labels, symbols; understands routine lists of instructions when explained; little or no reading or writing required by the job; basic speaking skills not necessarily including complete sentences.

**jm** 2. Reads simple sentences, instructions, or work orders; writes simple sentences and completes simple job forms; speaks simple sentences using basic grammar.

**jm** 3. Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports; speaks routine sentences using proper grammar.

**jm** 4. Reads technical instructions, procedures manuals, and charts to solve practical problems such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations, and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaking compound sentences using normal grammar and word form.

**jm** 5. Reads journals, manuals, and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, the general public, people in other organizations, and presents training; composes original reports, training and written materials, uses proper language, punctuation, grammar, and style.

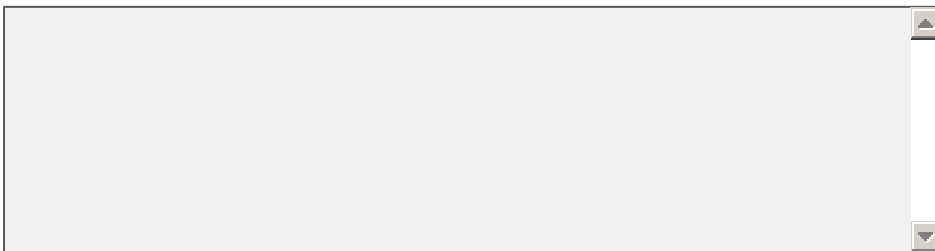
**jm** 6. Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.

**jm** 7. Reads scientific and technical journals, abstracts, financial reports, and legal documents; speaks before professional and civic groups, participating in panel discussions and speaks extemporaneously on a variety of subjects; writes complex articles, reports, and develops presentations for sophisticated audiences.

**jm** 8. Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, technology, law, medicine, and other complex disciplines; writes extremely complex papers and reports; speaks to high level scientific, political, economic, legal, medical, or other such groups.

**jm** 9. Reads and interprets highly complex scientific, medical, or professional materials involving abstract theories and concepts; speaks before scientific, professional, and civic groups; writes articles for scientific and technical journals, and develops papers and presentations for professional symposiums and conferences.

Provide a specific example(s) of how the selected statement applies to the position.



# TWU Job Analysis Guidelines Questionnaire

## JUDGMENT

Judgment: Judgment refers to frequency and complexity of judgments and decisions given the stability of the work environment, the nature and type of guidance, and the breadth of impact of the judgment decisions. Choose the one number below that is closest to the judgments/decisions made by position.

- jm** 1. Makes very few decisions, affecting only the individual; working in a very stable environment with clear and uncomplicated written/oral instructions.
- jm** 2. Guides others requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.
- jm** 3. Guides others, requiring frequent decisions, affecting the individual, co-workers, and others whom depend on the service or product; works in a somewhat fluid environment with rules and procedures but many variations from the routine.
- jm** 4. Responsible for actions of others, requiring almost constant decisions affecting co-workers, crime victims, patients, customers, clients or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.
- jm** 5. Responsible for actions of others requiring development of procedures and constant decisions affecting subordinate workers, crime victims, patients, customers, clients, or others in the general public; works in a very fluid environment with guidelines but significant variation.
- jm** 6. Decision-making is a significant part of job, affecting a large segment of the organization and the general public; works in a dynamic environment, responsible to assist in developing policy and practices.
- jm** 7. Decision-making a major part of job, affecting a major segment of the organization and the general public; works in a dynamic environment, responsible to develop policy and practices.
- jm** 8. Decision-making almost entire focus of job, affecting most segments of the organization and the general public; works in a highly dynamic environment, responsible to establish goals, objectives and policies.
- jm** 9. Decision-making is the main focus of job, affecting entire organization and surrounding population; works in an unstable environment with frequent and significant changes in conditions.
- jm** 10. Decision-making primary to job, affecting organization, related organizations, and major segments of the general population; works in an evolving environment with emerging knowledge and technologies, competing priorities, and changing politics.

Provide a specific example(s) of how the selected statement applies to the position.

# TWU Job Analysis Guidelines Questionnaire

## COMPLEXITY OF WORK

Complexity of Work: Complexity means reasoning requires consideration of factors and variables to derive solutions to problems. Choose the one number below that is closest to the work required.

- 1. Performs routine work using common sense; requires little attention for accurate results.
- 2. Performs semi-routine work, following procedures, with occasional problems; requires normal attention for accurate results.
- 3. Performs semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
- 4. Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
- 5. Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.
- 6. Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
- 7. Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
- 8. Performs work involving the application of principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collects data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
- 9. Performs work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Provide a specific example(s) of how the selected statement applies to the position.

# TWU Job Analysis Guidelines Questionnaire

## IMPACT OF DECISIONS/ERRORS

Impact of Decisions/Errors: Mistakes can cause consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals. Choose the one number closest to the level of decision making for the position.

- 1. Makes decisions where the impact is very minor – affects only the individual.
- 2. Impact of decisions is minor – affects only those in immediate work area.
- 3. Impact of decisions is moderate – affects those in work unit.
- 4. Impact of decisions is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.
- 5. Impact of decisions is moderately serious – affects most units in organization, and may affect citizens or loss of life and/or damage could occur and probability is likely.
- 6. Impact of decisions is very serious - affects entire organization and the general public or loss of life and/or damage could occur and probability is very likely.
- 7. Impact of decisions is extremely serious -- affects entire organization and impacts other activities/organizations and the general public or loss of life and/or damage could occur and is highly likely.
- 8. Impact of decisions impact is severe - affects entire organization, other activities/organizations, the general public, and a wide geographic area or loss of life and/or damage could occur and is highly likely.
- 9. Impact of decisions is catastrophic - has a widespread impact on both public and private organizations, the general public, an extensive geographic area and may impact private citizens, the community or a larger geographic area; survival of organization is threatened or widespread loss of life and severe damage is probable.

Provide a specific example(s) of how the selected statement applies to the position.

# TWU Job Analysis Guidelines Questionnaire

## PHYSICAL DEMANDS

Physical Demands: Physical demands refer to the requirements for physical exertion and coordination of limb and body movement. Choose the one number that is closest to the physical demands for this position.

- 1. Sedentary work that involves sitting most of the time, but may involve walking or standing for brief periods of time; requires little or no dexterity.
- 2. Sedentary work that involves walking or standing some of the time and involves exerting up to 25 pounds of force on a regular and recurring basis or sustained keyboard operations.
- 3. Light work that involves walking or standing most of the time and involves exerting up to 25 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.
- 4. Light to medium work that involves walking or standing virtually all of the time and also involves exerting between 25 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.
- 5. Medium work that involves walking, standing, stooping, jumping, dancing, stretching, or lifting all of the time and also involves exerting between 25 and 50 pounds of force or exceptional skill, adeptness, and speed in the use of fingers, hands, or limbs in tasks involving very close tolerances or limits of accuracy.
- 6. Medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing and raising objects and also involves exerting between 25 to 50 pounds of force on a regular basis and 50 to 100 pounds of force on an occasional basis.
- 7. Heavy work that involves constantly lifting, shoveling, and carrying 35 to 50 pounds on a regular and recurring basis and exerting 100 pounds of force on a frequent basis.
- 8. Very heavy work that involves constantly lifting, shoveling, and carrying 50 to 75 pounds on a regular and recurring basis and exerting 100 pounds of force on a frequent basis.
- 9. Very heavy work that involves exerting more than 120 pounds of force on a regular and recurring basis, loading and unloading, moving, lifting, fabricating and installing very large or very heavy equipment.

Provide a specific example(s) of how the selected statement applies to the position.

# TWU Job Analysis Guidelines Questionnaire

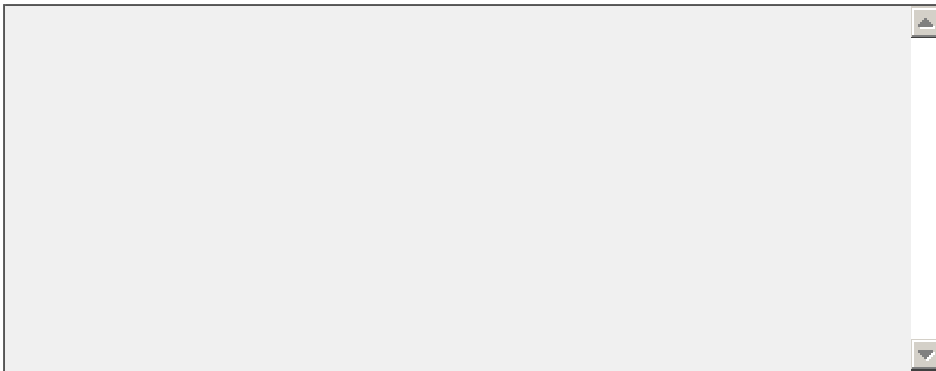
## EQUIPMENT USAGE

Equipment Usage: Equipment usage involves responsibility for, materials, tools, equipment, work aids, and products. Choose the one number below that is closest to how this position uses equipment.

- jm** 1. Handles or uses machines, tools, or equipment requiring little or no prior experience such as shovels, picks, mops, brooms, copiers, calculators, kitchen equipment or similar small items.
- jm** 2. Handles or uses machines, tools, or equipment requiring brief instruction or experience such as hand and power tools, buffers, floor polishers, vacuum sweepers, outdoor hand-held power equipment, small mowers, commercial kitchen equipment, computers for data entry, fax, complex copiers, phone systems, and other similar equipment, services office machines including such actions as adding paper and changing toner.
- jm** 3. Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as large shop equipment and machines, firefighting apparatus, protective equipment, gang mowers, tractors, vehicles, police vehicles or light trucks, firearms, computers, peripherals, medical or dental equipment, software programs such as word processing, spreadsheets, or custom applications, switchboard OR may repair power tools and light equipment and office machines.
- jm** 4. Leads or operates or repairs complex machinery or equipment that requires extended training and experience such as HVAC equipment, heavy construction equipment, trucks using hydraulic pumping equipment, rescue vehicles, firefighting apparatus, aircraft, watercraft, protective equipment, electronic telecommunications equipment, electronic signaling equipment, commercial video equipment, medical, dental, or scientific equipment, complex drafting or GIS software, software used for programming custom applications; or the application of custom or commercial financial, accounting, administrative, legal, medical, dental, scientific or other complex software or systems; may involve installation and testing. Involves operations of limited scope.
- jm** 5. Coordinates the activities of those operating or repairing complex machinery or equipment that requires extended training and as described in item 4 above; may involve installation and testing. Involves operations of moderate scope.
- jm** 6. Supervises the activities of those operating or repairing complex machinery or equipment that requires extended training and experience such as those described in item 4 above; may involve development, installation and testing. Span of control and scope of operations is extensive involving a large number of facilities.
- jm** 7. Interprets policy and establishes methods and procedures for acquiring, installing, testing, operating or repairing complex machinery or equipment that requires extended training and experience such as those described in item 4 above; preparing specifications for contracts for goods and services.
- jm** 8. Establishes policy for the acquisition, installation, testing, operation, maintenance and repair of complex machinery, equipment, or systems; includes establishing specifications for the acquisition of major pieces of equipment, rolling stock, machinery, and technology systems; establishing budgets for major construction repairs or new construction; determining the allocation of materials, equipment and supplies with respect to major construction projects.
- jm** 9. Establishes long range plans and programs, identify funding sources, allocate funds for, and implement long range capital improvements, major construction projects, major equipment, rolling stock, and new technology systems which support goals and objectives of the organization.
- jm** 10. Develops and establishes capital improvements plans, overseeing major construction projects, or having control and authority over the purchase of major equipment, rolling stock, and new technology systems.

## TWU Job Analysis Guidelines Questionnaire

Provide a specific example(s) of how the selected statement applies to the position.



# TWU Job Analysis Guidelines Questionnaire

## UNAVOIDABLE HAZARDS

Unavoidable Hazards: Refers to job conditions that may lead to injury or health hazards even though precautions have been taken.

If your job requires routine and frequent exposure to any of the following hazards, CHECK ALL THAT APPLY.

- 1. None; works in an office setting bright/dim light; dusts and pollen; works in dimly lit areas such as crawl spaces, outdoors in bright sunlight, or in other situations where excessively bright or dim light conditions prevail; or works in outdoor or indoor areas under dusty conditions or outdoor areas with pollen producing vegetation prevalent.
- 2. Extreme heat and/or cold; wet or humid conditions; works outdoors in very hot or very cold conditions or indoors in areas where cold or hot conditions are generated such as a cold storage room or boiler room, or works outdoors in wet or humid conditions or indoors in areas where wet or humid conditions are generated such as kitchen dish washing machine area or food processing area. Extreme noise levels; or animals/wildlife; works indoors in areas generating extreme noise levels such as heavy machine shop or outdoors in areas where heavy machinery such as bulldozers or jackhammers are at work; or works in area where exposure to animals and wildlife is deliberate such as a zoo or in relatively uninhabited outdoor areas involving heavy vegetation or swampy conditions.
- 3. Vibration; or fumes and/or noxious odors; works in situation of exposure to a shaking object or surface such as operating a compressed air rock drilling machine; or works indoors in areas where fumes and noxious odors are generated such as painting booth, animal shelter, or engine repair facility or outdoors in such areas as landfills or refuse disposal facility.
- 4. Traffic; moving machinery; operates vehicles in urban areas where heavy vehicle traffic is prevalent such as driving delivery truck to deliver mail and parcels within city; or proximity to moving mechanical parts such as in wood working or metal working shop.
- 5. Electrical shock; heights; works where exposure to bodily injury from electrical shock is a possibility such as operating high voltage equipment or repairing electrical generating equipment; or works in high, exposed places with risk of falling such as on power lines or scaffolding.
- 6. Radiation; disease/pathogens; industrial toxic/caustic chemicals; explosives; works in area where exposure to radiation is a possibility such as near x-ray equipment or in a nuclear reactor facility; or works in area where exposure to disease or pathogens is a possibility such as an animal control facility or hospital; or works in area where toxic or caustic chemicals are used, such as shop area where batteries are handled or charged or in areas where electronic parts are cleaned; or works in areas where explosions are possible such as maintaining gas lines or welding or where explosions are deliberate such as excavation or earth moving.
- 7. Violence; other extreme hazard not listed above; works under circumstances where violence is a real and constant possibility such as in police work or in a prison facility; or works under other hazardous conditions such as underground where suffocation or crushing is possible or underwater where the bends or oxygen deprivation could occur.

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Provide a specific example(s) of how the selected statement applies to the position.



# TWU Job Analysis Guidelines Questionnaire

## SAFETY AND HEALTH OF OTHERS

Safety and Health of Others: Safety and Health of others refers to the level of responsibility for the safety and health of others, either inherent in the job or to assure the safety and health of the general public. Choose the number below that is closest to the position.

**jm** 1. Requires no responsibility and provides minimum opportunity for exercise of care to effect safety and health of others in performing duties of the position.

**jm** 2. Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**jm** 3. Requires responsibility for safety and health of others and for occasional enforcement of the laws and standards of public safety and health.

**jm** 4. Requires considerable responsibility for safety or health of others and/or for continuous enforcement of the laws and standards of public safety and health.

**jm** 5. Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public safety and health.

**jm** 6. Requires considerable responsibility for the mid-level management of the provision of continuous enforcement of the laws and standards of public safety and health.

**jm** 7. Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public safety and health.

**jm** 8. Requires responsibility and authority for the development of policies regarding the provision of continuous enforcement of the laws and standards of public safety and health.

**jm** 9. Serves as the head of an agency or department that has primary responsibility for the enforcement of public safety and health laws.

Provide a specific example(s) of how the selected statement applies to the position.

# TWU Job Analysis Guidelines Questionnaire

## EDUCATION

Education: Choose the one box which best indicates the minimum education requirements for the position. This is not the level of education of the incumbent.

- |   |   |
|---|---|
| <input type="checkbox"/> High School Diploma                  | <input type="checkbox"/> Bachelor's degree required |
| <input type="checkbox"/> High School Diploma or equivalent    | <input type="checkbox"/> Master's degree required   |
| <input type="checkbox"/> Some College/Associate's Degree      | <input type="checkbox"/> Doctoral degree required   |
| <input type="checkbox"/> Vocational/Technical/Business School |   |

Experience: Choose the one box which best indicates the minimum amount of work experience that is required for this position to be performed. This is not the level of experience of the incumbent.

- 1. No prior experience.
- 2. Two to three months.
- 3. Four to six months.
- 4. Seven to eleven months.
- 5. One year and up to and including two years experience.
- 6. Over two years and up to and including three years.
- 7. Over four years and up to and including eight years.
- 8. Over eight years and up to and including ten years.
- 9. Over ten years.

## TWU Job Analysis Guidelines Questionnaire

Licensing/Certification/Registration:

Does the position require (must be a requirement not a preference) a professional licensing, certification or registration?

Yes

No

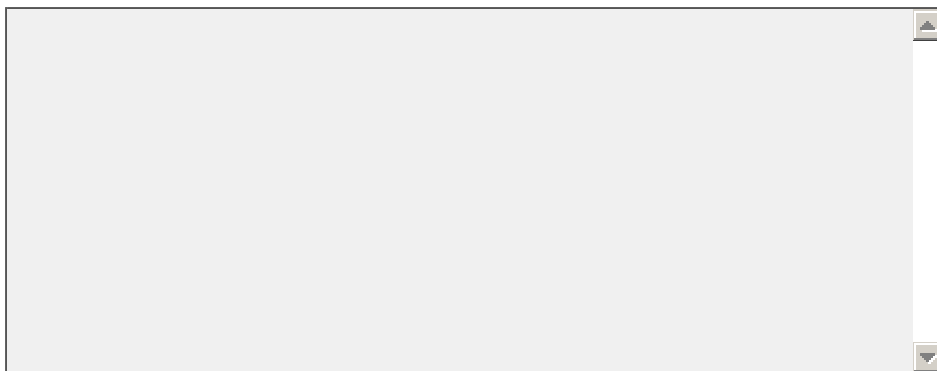
If yes, please list:

# TWU Job Analysis Guidelines Questionnaire

## KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge, Skills, and Abilities: Indicate the minimum knowledge, skills and abilities to satisfactorily perform the job. Do not describe knowledge, skills and abilities possessed by the incumbent, if applicable. 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.) Skills: Level of proficiency needed for task performance (ex: experience, training, education, license, good customer service skills, strong interpersonal skills, basic computer skills, negotiation, written communication, counseling, interviewing, etc.) Abilities: Capabilities necessary to perform the job (ex: ability to create and manage a department budget, function as a project manager, provide engineering expertise to a team, create and distribute company newsletter, etc.)

Please list knowledge, skills, and abilities.



# TWU Job Analysis Guidelines Questionnaire

## CERTIFICATION OF COMPLETION

Certification of Completion:

Completion of Job Analysis Questionnaire:

This form was completed by the:

Supervisor

Employee

Please enter the name and title of the person completing this form.

Date of Completion:

MM DD YYYY

Please enter  
today's date.

 /  / 

If completed by the employee, I, the supervisor agree with the information provided on this Job Analysis Questionnaire and recommend that this questionnaire is forwarded for review.

Supervisor Signature:

Date Supervisor Signed this form:

MM DD YYYY

Please enter the  
date.

 /  /

# TWU Job Analysis Guidelines Questionnaire

## IMPORTANT SAVING & PRINTING INSTRUCTIONS

INSTRUCTIONS FOR SAVING & PRINTING Two-Sided (preferred if available) PAGES:

To Save:

A) Go to FILE. Select SAVE AS. OPTIONAL: Rename your document (i.e. (JAQ) Administrative Assistant February 2010). Store for future reference.

To Print Two-sided pages:

B) Go to FILE. Select PRINT. Select PROPERTIES. Select Two-sided (Duplex) Printing. Select OK. Select OK again.

C) Please follow instructions on the following page (titled SIGNATURES) to obtain proper approval signatures from departments indicated.

# TWU Job Analysis Guidelines Questionnaire

## SIGNATURES

Please route completed Job Analysis Questionnaire to the below departments for approval of review of the new position or reclassification of an existing position.

The Office of Human Resources will notify the Department Head of approval or disapproval through an email notification.

Before the Office of Human Resources conducts the review and submits a proposal to the Cabinet, all signatures will have to be on this form giving approval to review the request. Once the review of the request is done by the Office of Human Resources, the Office of Human Resources submits the recommendation to the Cabinet level for approval or disapproval of the request. The Cabinet Level consists of all Divisional Vice Presidents.

Supervisor (Immediate supervisor, if applicable):	<input type="text"/>
Date:	<input type="text"/>
Department Head/Chair:	<input type="text"/>
Date:	<input type="text"/>
Research & Sponsored Programs (if grant funded):	<input type="text"/>
Date:	<input type="text"/>
Dean:	<input type="text"/>
Date:	<input type="text"/>
Vice President of Division/Provost/Vice President:	<input type="text"/>
Date:	<input type="text"/>