

ROWAN COUNTY HUMAN RESOURCES
POSITION DESCRIPTION QUESTIONNAIRE
FOR ON-LINE FILL IN DOCUMENT

INSTRUCTIONS FOR COMPLETING POSITION DESCRIPTION: PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR POSITION DESCRIPTION.

The Position Description is used by the Rowan County Human Resources Office to obtain basic information about jobs. It will be used to analyze the work you perform and to determine the classification of your position. Therefore, you are asked to furnish complete information on your current duties and responsibilities and to be as clear and accurate as possible.

First, save the blank Position Description Questionnaire-Fill in.doc in Word to your Documents folder. Complete the Questionnaire as thoroughly as possible online and when you are sure your answers are complete and accurate, save the document in your Documents Folder, print and sign it. Give the Position Description Questionnaire to your supervisor for their completion of the Statement of the Immediate Supervisor section. Your supervisor will then forward the Questionnaire to your Department Director or their Authorized Representative for their signature. Once all signatures are obtained, your Department Director will return the Questionnaire to Human Resources for review.

Describe your duties and responsibilities in your own words. Your supervisor and department director will review your Position Description to determine its completeness, accuracy and clarity or give additional information concerning your work.

The following explanation will help you understand what information is wanted:

ITEM 1 -Give your last name first, then your first name, then your middle name.

ITEM 2 -Give the name of the Department in which you are employed.

ITEM 3 -Give your present official title as it appears on the payroll. If you do not know this, ask your supervisor .

ITEM 4 -Give the position number for the job which corresponds to your current payroll title.

ITEM 5 -Under "Working Title", write the title you and your fellow workers customarily use for your job.

ITEM 6 -Give the name and title of your immediate supervisor --the person from whom you receive instruction, advice, or decisions.

ITEM 7 -Give the names and payroll titles of employees you supervise directly. If you supervise one or more units, give the name of each unit and unit head and the number of employees in each by title. If you supervise no employees, write "none" .

ITEM 9 -This is the most important question on the Position Description. This is where you tell in detail exactly what you do. Each kind of

work you do should be carefully explained. Indicate whether your duties are regular (performed daily or almost daily), periodic, (performed at intervals), or occasional (performed now and then). First describe the task you consider most important, then less important work. If your work varies from season to season or at specific times, group your duties together according to such periods. Give your complete work assignments over a long enough period of time to picture your job as a whole. Show the time spent on different duties as percentages such as 75% of your time, 10% of your time, etc. If additional space is needed to complete this item, attach as many additional sheets as necessary.

ITEM 10- Describe the duties you feel are the most important in your job and the reasons why.

ITEM 11- Tell how long your duties and responsibilities have been about the same as shown in your statement.

ITEM 12- What kind of instructions or directions does your supervisor give you? How detailed are his/her instructions? You may have had instructions only when you were new on the job. You may get special instructions with each new task. Indicate whether instructions received are verbal, written, daily, weekly, etc.

ITEM 13- Show the types of guides used in your work, such as laws, policies, precedents, procedures, plans, blueprints, sketches, tables, or notes.

ITEM 14- Describe how and to what extent your work is checked and reviewed. Are there automatic checks or procedures which would catch any errors you might make? Mention those things you do which are normally checked by your supervisor or others.

ITEM 15- Explain the nature and purpose of important contacts you have with people outside of your own office.

ITEM 16- List any major items of equipment, machines, or office appliances which you use in your work and the approximate percentage of working time you spend in the operation of each.

ITEM 17- Indicate your regular daily hours of work, regular days off each week and total hours of work per week. Explain any rotation of work shifts, variations in hours of work, or other variation in schedule.

ITEM 18- Indicate whether you drive on County business. If you answered "Yes", indicate the amount of time spent per week either in hours or percentage of time and whether you drive your own personal vehicle, a County-owned vehicle, or both.

TO THE WORKING SUPERVISOR

ITEM 19- Review each employee's Position Description carefully to see that it is accurate and complete. Then fill out Item 19 on the Position Descriptions of those employees whom you directly supervise. Do not change employees' statements or influence their answers. Read through each description and give your opinion of its accuracy and completeness.

ITEM 20- What do you consider the most distinguishing aspects of the employee's job or the most important functions carried on in this position? What operations in the job contribute most to your organization?

ITEM 21 and 22 -If the job involves typing or PC skills, answer these items completely.

ITEM 23- Indicate if this position is closely, moderately, or minimally supervised and explain the extent of supervision this position requires.

ITEM 24- Enter the minimum qualifications of a person you would consider for the position if it were to become vacant. What minimum formal education is necessary, high school, business college, technical school, bachelor's or master's degree. What other advanced education? What special courses or subjects are required? What abilities or skills should an employee possess? Of what basic subjects, procedures, or principles must he/she have a knowledge? Is previous experience necessary? If so, how much and in what type of work? Minimum requirements would not necessarily be as listed in the job description.

ITEM 25- Enter the Physical Requirements for the employee in this position as far as lifting, physical activity, and environmental conditions they are subject to. List any additional physical requirements not listed.

TO THE DEPARTMENT DIRECTOR OR AUTHORIZED REPRESENTATIVE

All final completed Position Descriptions should be signed by the Department Director or his/her authorized representative.

DISTRIBUTION OF COMPLETED POSITION DESCRIPTIONS

THE ORIGINAL COPY OF THE POSITION DESCRIPTION, SIGNED BY THE EMPLOYEE, HIS/HER SUPERVISOR, AND THE AUTHORIZED DEPARTMENT REPRESENTATIVE SHOULD BE PREPARED FOR TRANSMITTAL TO HUMAN RESOURCES. ADDITIONAL COPIES, AS NEEDED, SHOULD BE PREPARED FOR DEPARTMENT USE AND THE EMPLOYEE CONCERNED.

Revised 05/26/10