

**State of Arkansas Classification and Compensation
Job Analysis Questionnaire**

(*) Denotes required field.

*Date:

*Employee Name:

*Position Number:

*Class Code:

*Job Title:

Grade:

*Agency Number/Business Area:

*Agency Name:

Division Name/Department:

Employee Location(s) (City and County):

Length of time in current position:

*Reports to (Supervisor Name and Title):

JOB DUTIES AND RESPONSIBILITIES: List 5 to 10 primary job duties and their frequency of occurrence. (Daily, Weekly, Monthly, Annually, Occasionally) DO NOT use acronyms or abbreviations.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

CERTIFICATES, LICENSES, REGISTRATIONS: List the licenses, certificates and registrations that are **REQUIRED** to perform the essential duties of this job.

OTHER SKILLS AND ABILITIES:

OTHER QUALIFICATIONS:

CONTACTS:

Internal Contacts: Please select all that apply.

- Contact with employees or others primarily at a routine level involving basic information exchange.
- Contact with peers and others involving explanation of information (these contacts may be within or outside your unit, department, or division), and the gathering of factual information. May include the communication of sensitive or confidential information.
- Contact across units, departments, or divisions with employees involving persuasion of others, absent formal authority, to conform to a policy interpretation or recommended course of action.
- Contact that requires a high degree of authority in securing understanding and cooperation of multiple departments or interests.

External Contacts: Please select all that apply.

- No contact with people outside the agency or institution.
- Limited external contact to gather information, answer queries, or ask assistance.
- Frequent external contact to gather information, answer queries, or ask assistance.
- External contact involving a requirement to maintain a continuing external working relationship with individuals, or organizations.
- External contact involving the initiation and maintenance of relationships that can have a significant effect on the success of the agency or institution.

COMMUNICATION SKILLS: Select the level of language (ability to read, write and speak needed to successfully accomplish the essential duties of this job). Please select all that apply.

- Read, write and comprehend simple instructions, short correspondence and memos.
- Read and interpret safety rules, operating/maintenance instructions and procedure manuals.
- Write routine reports, correspondence, and speak effectively before both internal and external groups.
- Read, analyze, and interpret business manuals, technical procedures and governmental regulations.
- Read, analyze, and interpret scientific and technical journals, financial reports, and legal documents.
- Prepare and/or present written communications that pertain to controversial and complex topics.

DECISION RESPONSIBILITY

Please select only one of the following.

- Requires minimal decision-making responsibility.
- Regularly makes decisions involving how a project or operation will be conducted (i.e. sequence or method), and generally from an available set of alternatives or precedents.
- Regularly makes decisions of responsibility, involving evaluation of information. Decisions may require development or application of alternatives or precedents.
- Regularly makes significant decisions and final results, typically affecting the entire department. Available guides or precedents are limited. Has authority over the allocation of resources.
- Significant responsibility for decisions and final results, affecting more than one department or a department with multiple units. Substantial analysis is required and many factors must be weighed before a decision can be reached.
- Major responsibility for decisions and final recommendation, which may result in the formulation of strategic plans of action to achieve the broad objectives for the agency or institution.
- Primary work responsibility involves the long range future including the scope, direction and goals of the agency or institution.

COMPLEXITY, JUDGMENT, AND PROBLEM SOLVING

Please select all that apply.

- Work of a relatively routine nature. Requires the ability to understand and follow instructions.
- Structured work, following a limited variety of standard practices.
- Generally structured work, but involving a choice of action within limits of standard policy and procedures.
- Generally diversified and moderately difficult work. Requires judgment in the adaptation and interpretation of established practices and procedures to meet problems and situations to which the application is not clearly defined.
- Typically difficult or complex work. Generally governed by broad instructions and objectives usually involving frequently changing conditions and problems.
- Work requires the ability to plan and perform work in light of new or constantly changing problems, work from broad instruction, and deal with complex factors not easily evaluated. Decisions require considerable judgment, initiative, and ingenuity in areas where there is little precedent.
- Work requires the ability to act independently in the formulation and administration of policies and programs for major division or functions.

SUPERVISORY RESPONSIBILITIES:

Supervisory employee means any individual having:

Authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, conduct performance evaluation or discipline other employees of a state agency / institution.

*Does this job have supervisory responsibilities? ____ Yes ____ No

If this job does not have Supervisory responsibilities, continue to Additional Information

What are the names of the departments/divisions/colleges supervised by this job?

Are there subordinate supervisors reporting to this job? ____ Yes ____ No

How many subordinate supervisors report to this job? _____

List the Class Code, Title, Grade, Location and Number of each subordinate supervisor that is directly supervised by this position.

Class Code	Title	Grade	Location	# of Positions
1.				
2.				
3.				
4.				
5.				

How many employees, in total, report to the subordinate supervisors? _____

Are there non-supervisory employees who report directly to this job? ____ Yes ____ No

List the Class Code, Title, Grade, Location and Number of each non-supervisory employee that is directly supervised by this position.

Class Code	Title	Grade	Location	# of Positions
1.				
2.				
3.				
4.				
5.				

LEVEL OF RESPONSIBILITIES:

Check the appropriate level of responsibility as it relates to this job.

- Level 1** Involves general instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as "lead worker". This level involves functional supervision only.
- Level 2** Recommends personnel actions (hiring, termination, pay changes). Involves scheduling, supervision, and evaluation of work of employees who perform similar work assignments.
- Level 3** Involves scheduling, supervision, and evaluation of work as a "manager" of the first line supervisors; or performs supervision of workers who perform distinct and separate blocks of work.
- Level 4** Involves scheduling, supervision, and evaluation of work as a superior of "managers." Administers through subordinate managers, departmental multi-function programs or operations.
- Level 5** Involves scheduling, supervision, and evaluation of work as a superior of those in level 4.

FISCAL RESPONSIBILITY:

Responsible for annual operating budget for division(s)/department(s)/college(s)? ____ Yes ____ No

If yes, please provide the total dollar amount for which responsible \$

ADDITIONAL INFORMATION: Include any other information that will aid in the preparation of an accurate description of this job.

QUESTIONNAIRE PREPARED BY :

Name: _____ Date: _____

Title: _____

Basis for knowledge of job:

_____ Current employee

_____ Supervise job

_____ Other, explain:

SUPERVISOR REVIEW AND COMMENTS: To be filled out by Supervisor ONLY

GENERAL PURPOSE OF THE JOB: Briefly describe the job's primary purpose or contribution to the department or the organization.

EDUCATION AND/OR EXPERIENCE: Select the level of education and/or experience needed to successfully accomplish the essential duties of this job.

Education: Please select one from each column.

<u>Required</u>	<u>Preferred</u>	
_____	_____	Less than high school education
_____	_____	High School diploma or equivalent
_____	_____	Associate degree or advance specialized or technical training
_____	_____	Bachelor's degree or equivalent
_____	_____	Master's degree or equivalent
_____	_____	Doctorate
_____	_____	Professional License or Certification

Please explain your answer above:

Experience: Please select only one from the following.

- Less than one year of experience required.
- One year of prior experience required.
- Two years of prior experience required.
- Three years of prior experience required.
- Four years of prior experience required.
- Five years of prior experience required.
- Six years of prior experience required.
- Seven or more years of prior experience required.

Please explain your answer above:

Supervisory Experience: Please select only one from the following.

- No supervisory experience required.
- One year of supervisory experience required.
- Two years of supervisory experience required.
- Three years of supervisory experience required.
- Four years of supervisory experience required.
- Five years of supervisory experience required.
- Six or more years of supervisory experience required.

Please explain your answer above:

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The Americans with Disabilities Act (ADA) define "Essential" as fundamental, not marginal; that is, that the physical activity listed below is actually required in order to perform a normal/routine task of the job and that removing the task would fundamentally alter the position.

Does this position require the employee to bend? _____ Yes _____ No

If yes, what is the daily percentage? _____ Less than 25% _____ 25-50% _____ 50-75% _____ 75-100%

Does this position require the employee to drive? _____ Yes _____ No

If yes, what is the daily percentage? _____ Less than 25% _____ 25-50% _____ 50-75% _____ 75-100%

Does this position require a sighted employee? _____ Yes _____ No

If yes, state why:

Does this position require that the employee be exposed to extreme Environmental or Hazardous conditions? _____ Yes _____ No

If yes, what is the daily percentage? _____ Less than 25% _____ 25-50% _____ 50-75% _____ 75-100%

Does this position require unimpaired hearing? _____ Yes _____ No

If yes, state why:

Does this position require the employee to lift? _____ Yes _____ No

If yes, what is the daily percentage? _____ Less than 25% _____ 25-50% _____ 50-75% _____ 75-100%

If yes, state the weight of the load:

If yes, state the height of the lift:

Does this position require the employee to push? _____ Yes _____ No

If yes, what is the daily percentage? _____ Less than 25% _____ 25-50% _____ 50-75% _____ 75-100%

If yes, state the weight of the heaviest object pushed:

State the frequency of the need to push:

Does this position require the repetitious movement of hands, wrists, arms? _____ Yes _____ No

If yes, what is the daily percentage? _____ Less than 25% _____ 25-50% _____ 50-75% _____ 75-100%

If yes, explain:

Does the position require the handling of sharp equipment or tools? _____ Yes _____ No

If yes, what is the daily percentage? Less than 25% _____ 25-50% _____ 50-75% _____ 75-100%

Does the position require that the employee sit for long periods of time? _____ Yes _____ No

If yes, what is the daily percentage? Less than 25% _____ 25-50% _____ 50-75% _____ 75-100%

Does the position require that the employee stand for long periods of time? _____ Yes _____ No

If yes, what is the daily percentage? Less than 25% _____ 25-50% _____ 50-75% _____ 75-100%

Does the position require that the employee walk for long distances? _____ Yes _____ No

If yes, what is the daily percentage? Less than 25% _____ 25-50% _____ 50-75% _____ 75-100%

WORKING CONDITIONS

Please indicate the level which appropriately describes the work environment of the position. In selecting the appropriate level, select the conditions that are a normal and recurring factor of the job.

Schedule: Please select all that apply

- Routine shift hours. Infrequent overtime, weekend, or shift rotation.
- Considerable irregularity of hours because of frequent overtime, weekend or shift rotation.
- Work demands and irregularity of hours create considerable inconvenience for home and social life, such as regular and frequent on-call availability.
- Nature of work frequently requires highly irregular and unpredictable or particularly long hours, such as attendance and participation at evening meetings, covering double shifts, etc.

Demands/Deadlines: Please select all that apply

- Little or no stress created by work, associates, or public.
- Occasional stress due to deadlines or workload because of intermittent or cyclical work pressures, or occasional exposure to distressed individuals within the immediate work environment.
- High volume and variable work demands and deadlines impose strain on routine basis or considerable stress intermittently; OR regular direct contacts with distressed individuals within the immediate work environment; AND/OR exposure to demands and pressures from persons other than immediate supervisor.
- Work requires frequent, substantive contacts with people in highly stressful situations; delicacy and unpredictability of contacts routinely creates considerable strain or heavy stress regularly.

OTHER PHYSICAL ACTIVITIES/CONDITIONS: Describe any other physical activity or environmental/hazardous exposure, which is essential to this position:

SUPERVISOR REVIEW AND COMMENTS:

Comments Made by:

Name: _____ Date: _____

Title: _____

Comments:

HR DIRECTOR REVIEW AND COMMENTS:

Comments Made by:

Name: _____ Date: _____

Title: _____

Comments