

Supervisor/Employee Guidelines for EAP Reclassification

1. Complete a position questionnaire (IT position questionnaires are located under the Information Technology category) using the Guidelines for Completion document (see page 2 of this document)
2. You must indicate using *italics* the job changes in the position which have occurred to justify the review of reclassification. These will include job function, percentage of time, responsibility for results, relationships, and resource management.
3. A justification memorandum outlining the reasons for the request must be completed and attached to the position questionnaire.
4. Section 10 (Signatures) of the position questionnaire must be completed in full. Signature by a President/Vice President indicates general budget approval. The appropriate VP office will forward the completed questionnaire and justification memorandum to Human Resources for review.
5. When HR has completed the review, a recommendation will be forwarded to the appropriate VP or the President for final review and approval.
6. When HR receives the signed paperwork back from the appropriate VP or the President, those indicated in Section 10 (signatures) will be notified of the results of the review and effective dates of any changes if applicable.

Position Questionnaire – Guidelines for Completion

The purpose of the position questionnaire is to collect information on each unique job within a work unit. The key element of the process is the listing of major functions of the job including the percent of time devoted to the function, its impact on the institution and the extent to which it involves interactions with others, and effective utilization of resources. The responses should reflect the *position* (not the person or persons in it) as it currently exists.

SINGLE INCUMBENT POSITIONS: The incumbent should list the job functions and provide a description of the contributions, interactions and resources associated with each function.

MULTIPLE INCUMBENT POSITIONS: The immediate supervisor should complete the entire questionnaire using information provided by the incumbents.

The process involves the following steps:

1. List the major functions of the job.
2. Enter the estimated percentage of time devoted to each function on an annual basis.
3. For each function list the Responsibility for results, Relationships and Resource Management components as defined below. The action word list on the back page is included as a reference. (All components may not be present in every function.)
4. Indicate the basic level of knowledge, skills and experience *required* to perform the job effectively and describe why they are necessary to achieve results.
5. Describe any elements in the work environment which affect the ability to achieve results.
6. Provide any additional information that helps to describe the functions of the position.
7. Supervisors and incumbents review the responses for accuracy, sign the form and forward it to the appropriate Department Head or Dean.

RESPONSIBILITY FOR RESULTS:

Activities involving setting and achieving objectives and producing results. The level of accountability, problem-solving and decision-making should be identified along with the impact that results have on the University.

RELATIONSHIPS:

Activities involving the achievement of results through working relationships and communication (oral and written). The complexity, diversity, frequency, and autonomy of interactions should be identified.

RESOURCE MANAGEMENT:

Activities requiring effective utilization of human, fiscal, technical and/or physical resources. The level, frequency and type of use should be identified.

ACTION WORDS

Adjusts	Collects	Directs	Gathers	Negotiates	Reads	Supplies
Administers	Communicates	Distributes	Gives	Notifies	Receives	Supervises
Advises	Compiles	Drives	Greets	Obtains	Recommends	Surveys
Analyzes	Completes	Ensures	Implements	Operates	Records	Takes
Answers	Composes	Enters	Improves	Organizes	Reports	Trains
Approves	Computes	Establishes	Informs	Oversees	Represents	Types
Arranges	Conducts	Evaluates	Initiates	Participates	Reviews	Verifies
Assigns	Contacts	Examines	Inspects	Performs	Revises	Writes
Assists	Coordinates	Executes	Interprets	Plans	Schedules	
Attends	Copies	Expedites	Interviews	Prepares	Serves	
Audits	Counsels	Facilitates	Investigates	Presents	Signs	
Authorizes	Delegates	Files	Maintains	Processes	Sorts	
Budgets	Designs	Forwards	Makes	Produces	Studies	
Calculates	Determines	Formulates	Manages	Proposes	Submits	
Cleans	Develops	Furnishes	Monitors	Provides	Summarizes	