

**SAM HOUSTON STATE UNIVERSITY
HUMAN RESOURCES DEPARTMENT
JOB ANALYSIS QUESTIONNAIRE: CLASSIFICATION FORM**

INCUMBENT: _____ CURRENT/PROPOSED TITLE: _____/_____

DEPARTMENT: _____ V.P. DIVISIONAL AREA: _____

ACCOUNT NO.: _____ ITEM NO.: _____ RATE OF PAY: _____

INCUMBENT'S SUPERVISOR/TITLE: _____

SIGNATURE OF PERSON(S) COMPLETING FORM: _____ DATE: ___/___/___

INSTRUCTIONS: *This form should be completed when requesting a new position, or for reclassifying an existing position because of significant or substantial changes in duties and/or responsibilities. (1) Answer all of the questions completely. (2) If a question does not apply, specify N/A. (3) Submit a job classification description when changing an existing title description or proposing a new title. (4) Submit an organization chart with all proposals.*

I. REQUIRED EXPERIENCE - *Indicate the amount of practical or applicable experience or "know-how" needed to perform duties satisfactorily exclusive of break-in orientation time: (check one)*

- No experience required;
- Less than three (3) months required;
- At least three (3) months, but less than six (6) months;
- At least six (6) months, but less than one (1) year;
- At least one (1) year, but less than two (2) years;
- At least two (2) years, but less than three (3) years;
- At least three (3) years, but less than five (5) years;
- At least five (5) years, but less than seven (7) years;
- At least seven (7) years, but less than ten (10) years;
- At least ten (10) years, but less than fifteen (15) years;
- Fifteen (15) years or more.

II. REQUIRED EDUCATION - *Indicate lowest grade of education required of a person starting in this position (not preferred or desirable education): (check one)*

- Less than ninth (9th) grade;
- Ninth (9th) through eleventh (11th) grade;
- High school graduation or GED equivalent;
- High school graduation plus completion of up to one year of specialized courses;* _____
- High school graduation plus completion of up to two years of specialized courses;* _____
- Bachelor's degree; Major: _____ Minor: _____
- Master's degree in related field;
- Doctorate in related field.

* List special courses needed to perform duties satisfactorily.

III. SUPERVISION/DIRECTION RECEIVED

To whom is this position directly responsible: _____

Check the one below, which most appropriately applies:

- Close Supervision:** Supervision available at all times. Instructions are explicit and do not permit deviation.
- Immediate Supervision:** Instructions are specific and simple but adequate. Supervision is usually available; work may be periodically checked and reviewed for accuracy and completeness.
- General Supervision:** Follows established practices and policies. Supervisor is usually available and desired results are clearly defined. Work requires the ability to make frequent minor decision. Completed work is reviewed for general accuracy and completeness.
- Minimum Supervision:** Desired results are clearly defined, but work methods are not prescribed except when a work assignment deviates substantially from the normal pattern. Supervision is usually available, but incumbent is expected to resolve work problems as they arise, make independent decisions, and work on most assignments with substantial independence.
- General Direction:** Work methods are not prescribed, but work methods or approaches to work problems usually are determined by incumbent based upon special knowledge or experience. Desired results are defined in general terms and incumbent generally works independently towards general results.
- Minimum Direction:** Desired results are indicated in major terms or objectives. Work methods or approaches to problems are determined almost entirely by the incumbent. Final results are appraised largely with respect to attainment of program objectives.
- Broad Direction:** Work is performed at major executive or professional levels where responsibility for broad planning and attainment of program objectives is vested in the incumbent. Work is appraised in terms of long range results.

IV. SUPERVISION EXERCISED

The following definitions apply:

Working/Partial Supervision: Supervision of employees over whom the position exercises responsibility for limited phases of supervision; e.g., assignment of work and follow-up to insure proper completion as in the case of a working supervisor or supervision exercised in the absence of the regular supervisor where responsibilities require their frequent absence.

Full Supervision: Supervision of employees over whom the position has responsibilities for recommending or affecting the hiring, continued employment, disciplinary and discharge actions, pay increases and the planning, organizing, scheduling, controlling and reviewing the work of others.

- A. Does the incumbent supervise the work of others? Yes No
- B. If yes, give the title(s) and number of employees supervised and indicate type of supervision (i.e., partial/working or full supervision).

<u>TITLE</u>	<u>NO. OF EMPLOYEES</u>	<u>TYPE OF SUPERVISION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. ACCIDENT HAZARDS:

1. What hazards or hazardous equipment and materials are involved in this position (i.e., radiation, heights, noxious fumes, high voltage, possible infections, harmful chemicals etc.)? Indicate approximate percentage of time exposed to hazardous elements: _____.
2. The following factor appraises the conditions, which expose the incumbent to the possibility of an accident, and resulting injury. Both the probability and potential severity of resulting injuries should be considered.

Check the one below, which is most appropriate:

Probability of accident and injury is very slight.

Absence of serious hazards, but attention required to avoid injury.

Moderate probability of accident and presence of some hazards; requires alertness and attention.

Presence of serious hazards, which requires extreme care.

C. SAFETY OF OTHERS:

The following factors relate to the exercise of care to avoid or prevent injuries to fellow employees.

Check the one below, which is most appropriate:

Likelihood of injury to others is slight.

Ordinary attention and care is required to prevent injury to others.

Alertness and careful attention is required to prevent injury to others.

Extreme care is necessary to avoid injury to others.

VII. POLICY INTERPRETATION - This section measures the responsibility for (1) analyzing and interpreting policies, procedures, laws, and regulations and (2) ensuring the implementation and development of policies and guidelines.

Check the one below, which is most appropriate:

Applies to own work moderately complex directives, procedures, or instruction provided by supervisor or contained in manuals. Work does not require writing procedure or procedural changes.

Interprets and applies moderately complex directives, procedures or instructions to own work and/or to insure compliance thereto of employees of one or more inter-related work-units. Work does not require writing of policies or policy changes.

Interprets and applies moderately complex directives, procedures or instructions to own work and/or to insure compliance thereto of employees of one or more inter-related work-units. Work may occasionally require writing policies and procedures or procedural changes.

- [] Interprets or applies complex policies, manuals, regulations, statutes, or written guidelines relating to a specific functional area. Prepares written digests or procedural changes.
- [] Interprets and/or implements complex policies, manuals, regulations, statutes, or other written guidelines relating to large scale or major programs affecting the University. Communications are in the form of bulletins, official memoranda, or additions/revisions to regulations.

VIII. JUDGMENT AND DECISION MAKING - This section evaluates the type and degree of latitude of judgment, complexity of problems and the frequency with which they are encountered, and also the consequences of poor judgment or errors of judgment with respect, for example, to the expenditures of funds, utilization of manpower, effect on public opinion and goodwill, and the acquisition or use of property, equipment, and facilities.

Check one:

Requires the exercise of minimum judgment; decisions are largely routine and involve a few minor problems. Little or no consequences of loss may result from poor judgment.

Requires limited judgment; decisions are largely routine and involve many minor problems; only minor consequences or loss may result from poor judgment.

Requires moderate judgment; decisions relate to many minor problems, and occasionally a major one; moderately serious consequences or loss may result from errors in judgment.

Requires considerable judgment; decisions usually involve major problems having broad implications; serious consequences or losses result from poor judgment.

Judgment is a prime factor in the performance of duties; incumbent is vested with final authority to make decisions within limits of established policies and procedures; significant and very serious consequences result from errors in judgment.

Incumbent is vested with final authority to make commitments and decisions limited only by laws and university-wide regulations and policies. Potential loss or gain is great since commitments and decisions have a long-term effect.

IX. JOB COMPLEXITIES: DESCRIPTION OF DUTIES

- A. Briefly describe the nature and purpose of the position, i.e. general purpose of the work. (For position titles not currently in the SHSU Comprehensive Personnel Pay Plan, attach a completed Staff Job Classification Description.)
