If requesting classification of a new position or reclassification of a vacant position, the immediate supervisor of the position should complete the entire form. If requesting a reclassification of a position, the employee should complete all of page 1, the employee part of page 2, and pages 3 and 4. The supervisor should complete the supervisor’s portion of page 2, and page 4 item 9-10.

**POSITION INFORMATION**

**DESCRIPTION OF POSITION**

1. State the chief purpose or objective of this position in a brief statement.

2. Describe the major areas of responsibility.

3. The level of coworker interaction/dependence can be characterized as being: (Check One)
   - Extensive (much direct interaction/dependence on coworkers to accomplish work)
   - Moderate (some interaction with coworkers to accomplish work)
   - Limited (work is highly autonomous; little interaction with coworkers necessary to accomplish work)

4. The level of supervision received (Check One)
   - Extensive (much direct supervision; work with supervisor)
   - Moderate (access to supervisor and/or lead coworker, when needed)
   - Limited (worker must be highly autonomous; show much independence)

5. Describe the amount of and type of supervision given to subordinates. (List number and title of employees supervised)
6. **INSTRUCTIONS FOR EMPLOYEE**
   A. Briefly list the **functions to be performed** and give specific examples of each. State the most important function first and finish with the least important.
   B. Identify what equipment is used to perform each function.
   C. Identify how often the function is **performed**. (Daily, Weekly, Monthly, Annually)
   D. If daily, identify what percent of each eight hour day is spent performing this function.

7. **INSTRUCTIONS FOR THE SUPERVISOR**
   A. Identify the function listed as essential (E), or marginal (M). The function is essential if the reason the position exists is to perform that function or because the function is highly specialized. Functions of the job that do not meet the criteria for essential functions are marginal functions.
   B. Identify performance standards of each function listed. List the performance standard as a particular level of quality or quantity or other standard under which performance will be measured during the employee evaluation process.

<table>
<thead>
<tr>
<th>#</th>
<th>11A. Function</th>
<th>11B. Equipment Used</th>
<th>11C. %</th>
<th>12A. E/M</th>
<th>12B. Performance Standards</th>
<th>COMPLETED BY SUPERVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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Use additional sheet if necessary

THE ABOVE LISTING ATTEMPTS TO IDENTIFY THE "MAJOR AREAS OF RESPONSIBILITIES" AND IS NOT ALL-INCLUSIVE.

__________________________________________  ________________________
Employee’s Signature                        Date
8. PHYSICAL DEMANDS AND WORK ENVIRONMENT

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

<table>
<thead>
<tr>
<th>AMOUNT OF TIME</th>
<th>Stand</th>
<th>Walk</th>
<th>Sit</th>
<th>Use hands to finger, handle, feel</th>
<th>Reach with hands and arms</th>
<th>Climb or balance</th>
<th>Stoop, kneel, crouch, or crawl</th>
<th>Talk or hear</th>
<th>Taste or smell</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Wet/humid conditions (non-weather)</td>
<td>None</td>
<td>None</td>
<td>Fumes or airborne particles</td>
<td>Toxic or caustic chemicals</td>
<td>None</td>
<td>Extreme cold (non-weather)</td>
<td>None</td>
<td>Electrical shock risk</td>
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<tr>
<td>&lt; 1/3</td>
<td>Work moving mechanical parts</td>
<td>1/3 - 2/3</td>
<td>Work in high, precarious places</td>
<td>Outdoor weather conditions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/3 - 2/3</td>
<td>&gt;2/3</td>
<td>&gt;2/3</td>
<td>&gt;2/3</td>
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</table>

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

<table>
<thead>
<tr>
<th>AMOUNT OF TIME</th>
<th>Up to 10 pounds</th>
<th>Up to 25 pounds</th>
<th>Up to 50 pounds</th>
<th>Up to 100 pounds</th>
<th>More than 100 pounds</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Under 1/3</td>
<td>1/3 to 2/3</td>
<td>Over 2/3</td>
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</table>

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

<table>
<thead>
<tr>
<th>None</th>
<th>Up to 10 pounds</th>
<th>Up to 25 pounds</th>
<th>Up to 50 pounds</th>
<th>Up to 100 pounds</th>
<th>More than 100 pounds</th>
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</table>

Does this job have any special vision requirements? Check all that apply

- [ ] Close vision (clear vision at 20 inches or less)
- [ ] Color vision (ability to identify and distinguish colors)
- [ ] Peripheral vision (three dimensional vision, ability to judge distances and spatial relationships)
- [ ] Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- [ ] No special vision requirements

Work Environment: How much noise is typical for the work environment of this job? Check the appropriate level below.

- [ ] Very quiet (examples: library, private office)
- [ ] Moderate noise (examples: business office with computers and printers, light traffic)
- [ ] Loud (examples: metal can manufacturing department, large earth-moving equipment)
- [ ] Very loud (examples: jack hammer work, front row at rock concert)
TO BE COMPLETED BY SUPERVISOR

9. Attach an organization chart showing this employee's position within your organizational unit showing the current structure and new structure that will result from this action.

10. List what you believe to be the minimum qualifications for this position.

EDUCATION & EXPERIENCE:

LANGUAGE SKILLS:

REASONING ABILITY:

OTHER SKILLS AND ABILITIES:
Instructions for Completing the Position Description Questionnaire

It is suggested that the PDQ form may be reproduced electronically with your word processing package to facilitate easier update and review for interviewing, training and evaluating employees.

The PDQ is an analysis of the duties and responsibilities of nonfaculty positions at Texas Tech University Health Sciences Center. It is not concerned with an individual’s ability or qualifications, but rather the kind of work performed and the responsibilities of the position. The PDQ has been developed as a multipurpose form. It is intended to clearly define the functions of the job and determine which of those functions are essential (the reason the job exists) and which ones are marginal (not the key reasons the position exists). These conclusions will assist departments with their compliance with the Americans with Disabilities Act.

The PDQ will enable Human Resources to maintain the classification system by comparing positions having substantially similar duties and responsibilities, which require like abilities and skills for a successful performance. This useful tool will assist supervisors in conducting applicant interviews by focusing on the tasks to be performed and choosing the best suited candidate for the job, training new employees to perform assigned tasks and managing employees’ performance. This will assist in the analysis and proper classification of positions.

This multi-purpose form should be used for classification of a new position, reclassification of a current position, or to document the duties, responsibilities, knowledge, skills, and abilities required for that specific position. The employee and supervisor of a job are the best qualified individuals who can provide complete information about the duties and responsibilities of the job. Care should be taken in completing the questionnaire so that a clear and complete understanding of the job can be obtained from the comments. Much of the form is self-explanatory and therefore, each question will not be addressed in these instructions. The following explanations have been provided to assist with the completion of the PDQ.

If the request is to review for the proper Classification of a New Position, the entire form should be prepared by the immediate supervisor of the position. Funding and contact information should be completed in the appropriate portions of the New Position/Secondary Position/Reclassification Form by the clinical department administrator, department head, dean or director.

If the request is for a Reclassification of a Current Position, the employee should complete all of page 1, the employee part of page 2, and pages 3 and 4. The supervisor should complete the supervisor’s portion of page 2, and page 4, items 9-10. The clinical department administrator, department head, dean or director should complete funding and contact information in the appropriate portions of the New Position/Secondary Position/Reclassification Form.

If the request is for a Reclassification of a Vacant Position, the immediate supervisor of the position should complete the entire form. The clinical department administrator, department head, dean or director should complete funding and contact information in the appropriate portions of the New Position/Secondary Position/Reclassification Form.

To document an existing position, the PDQ should be prepared by the immediate supervisor of the position with input from the incumbent, if possible. The form should be kept on file at the Department as a job description for that specific position.

TO THE EMPLOYEE:

Ask your supervisor to explain questions you do not understand, but use your own words in answering all questions. If you are new on the job, ask your supervisor what duties you will have in addition to those with which you have already become familiar.

QUESTION 5: If you have five or fewer persons under your supervision, give their names and titles. If you supervise large groups of workers doing essentially the same job, write how many in each classification. Identify part-time student assistant employees by indicating the percentage of time worked based on a forty-hour work week. If you supervise no employees, write “none.”

QUESTION 6: This section, the most intensive on the form, is where you describe in detail exactly what you do. Each kind of work that you do should be carefully explained. If your work varies at different times, duties should be grouped together according to such periods. List your complete work assignments over a long period of time in order to describe your job as a whole. Designate the frequency (how often) the function is performed: daily, weekly,
monthly, annually. If the function is performed daily, provide a clear understanding of how you spend your working time by indicating how much time (% of day) is used for each type of work. Do not state that it is impossible to estimate the time spent on various tasks; it may be difficult, but you are in a better position to do this than anyone else. If you are performing duties other than those of your usual position, describe both. In describing the temporary position, you should provide the name of the person you are replacing, how long you have been filling in, how long you expect to continue doing so, and the reason such as vacation, sick leave, etc. If you are responsible for the training of new employees listed in Question 10, explain the extent of the training for each position. List any major items of equipment, machines, or office appliances you use in your work. List items of value and the responsibility you assume for these items. Indicate reports that you prepare on your own initiative. For those prepared in cooperation with others, indicate your part in preparing them.

In summary, make your description so clear that anyone who reads your comments, even if they know nothing about your job, will understand exactly what you do.

Date and sign page 2 of the PDQ in the space provided.

QUESTION 8: Please be as specific and complete as possible.

TO THE IMMEDIATE SUPERVISOR:

Highlight each in italics in the header of this document and fill in the appropriate information.

Review page 1, the employee part of page 2, and pages 3 and 4 for accuracy and completeness, then complete the supervisor's section of Page 2.

If there is a regular position under your supervision which is temporarily vacant, or if the employee is not available to complete this PDQ, please complete the questionnaire as accurately as possible.

QUESTION 6: This section is the clear, detailed description of the duties of the position. This section will be the basis of the questions selected to interview applicants, train and evaluate employees. Review the functions identified by the employee. Is it a good description of the position? Has the employee neglected to give a full picture of duties and responsibilities? Have they been overstated or understated? Has emphasis been placed on wrong points? Either comment generally on statements or refer to specific items.

Indicate what you consider to be the essential functions of the employee's job. For example, what operations in the job contribute most to your organization? Why does the position exist?

Identify Performance Standards that are required for each of the functions listed. The purpose of this section is to tie functions (tasks done) to task accomplishments (expectations for successful completion). The PDQ serves as input into classification specifications and establishes the criteria based performance appraisal.

QUESTION 10: Summarize the training that is required to enable the employee to perform the duties of the position.

With full consideration of the duties and responsibilities of this position, provide what knowledge, skills and abilities that are needed to achieve a reasonable expectation of success if the position were to become vacant. Indicate wherever possible, both the minimum qualifications required to fill the position and the preferred qualifications which you would like to have in an ideal employee. Please note: “Minimum qualifications should comply with any existing job description for this particular job code and title.”

How much formal education is necessary? What courses or subjects are required? Which are desirable, but not essential? Is previous experience necessary? If so, how much experience, and in what type of work? What abilities or skills must a successful employee possess? Can a certain type or level of experience substitute for some of the formal education? Can additional education substitute for some of the required experience?