



RECLASSIFICATION QUESTIONNAIRE – Classified Employee

PREFACE

The purpose of this questionnaire is to gather information to be used in determining a specific title and pay range for the position. Please relate all information to the position itself – not the individual who is currently holding the position. This information may be supplemented by personal interviews and observation.

On the following pages we ask you to tell us about your position and the change in the duties of your current position that may constitute a modification of the job description/compensation. When you have finished with all the questions, we should be able to really understand what you do, how you do it, why you do it, whom it affects, and how it fits with other positions in the organization. Assume that we know nothing about the position and you are going to make us experts in the next few pages.

Instructions

Please complete the questions to the best of your ability and in your own words. If you need assistance, you may reach out to the Office of Human Resources.

Timeline

Please refer to CSEA Collective Bargaining Agreement, Article 6.6.

Due Date

Applications are **due on or before October 1st** to the Office of Human Resources AND your immediate supervisor.

Notice of Reviews by Committee

The employee, their representative, and the immediate supervisor will receive the Committee's disposition of the request **no later than May 15th** of the year following request.

QUESTIONNAIRE – Part 1

Basic information regarding the position and the application.

1. Is this Reclassification Application for an individual or for a group?

- Individual (one person)
- Group (A group of 2 or more people under the same job description/classification)

2. Are you currently Working Out of Class (WOOC)?

- Yes, I am currently WOOC in this position: _____
- No, I am not currently WOOC.

3. Current Position Information

Position Title: _____

Employee(s) Full Name: _____

Submitters Full Name: _____

4. Previous Reclassification Information

Has this position been reviewed for reclassification within the past two years?

- Yes
- No

5. If you answered yes above, please briefly explain changes warranting review:

6. Has this position existed for one year or more?

- Yes
- No

7. Has the employee been employed in this position for two years?

- Yes
- No

Questionnaire – Part 2

Detailed information regarding the position and duties.

I. Reason for Request

Please provide a statement of the reason for this request. Specifically indicate the factors that have been affected by the changes in your position. A change in classification may be warranted if there is substantial, permanent change in one or more the factors listed:

- Required skills, knowledge, and abilities
- Required experience and education
- Required technical expertise to perform required duties
- Scope of responsibility
- Accountability
- Complexity
- Working Conditions
- Supervision given or received
- Impact of decisions
- Physical demand or skill
- Position was originally under-classified
- Position was misclassified

Statement:

II. Job Description Specific Information

The Definition of a Job Description consists of three (3) parts: reporting relationship, major job functions, and types of supervision.

Reporting Relationship Select one:

- Work is subject to close supervision; detailed procedures or written instructions are available; supervisor is typically on-site or available most of the time.
- Work is subject to immediate supervision; detailed procedures are available; work is typically reviewed formally or informally while in progress.
- Work is subject to general supervision; some procedures or well-defined precedents are available; supervisor is typically available, but may not be directly at the worksite at all times.
- Work is subject to minimum supervision with direction from supervisor with only broad instructions; work is typically reviewed as completed.

Please explain your Reporting Relationship selection:

III. Major Job Functions

What are your ten (10) major job functions that have evolved, changed, or have been added to this position's duties? (e.g., register students, clean buildings, write computer programs, etc.)

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

IV. Tasks of the Major Job Functions

The examples of the duties in a job description defines the specific tasks you perform within the major job functions. Please list all the tasks performed in relation to the major job function. Begin each statement with an action verb. (e.g. process forms, vacuum rugs, develop flow charts etc.).

For each major job function listed above, please list the tasks corresponding to each major function. Also, please assign each major function a percentage associated with the amount of time spent with those tasks.

The total percentage for all ten (10) major functions should equal 100%.

1. Major Job Function #1:

Percentage: _____

Tasks:

2. Major Job Function #2:

Percentage: _____

Tasks:

3. Major Job Function #3:

Percentage: _____

Tasks:

4. Major Job Function #4:

Percentage: _____

Tasks:

5. Major Job Function #5:

Percentage: _____

Tasks:

6. Major Job Function #6:

Percentage: _____

Tasks:

7. Major Job Function #7:

Percentage: _____

Tasks:

8. Major Job Function #8:

Percentage: _____

Tasks:

9. Major Job Function #9:

Percentage: _____

Tasks:

10. Major Job Function #10:

Percentage: _____

Tasks:

V. Knowledge and Skills

The knowledge and skills you need to perform your job are derived from the tasks you perform.

Based on the all the tasks you have listed above, please list the knowledge and skills required to successfully perform them. (e.g., typing skills, knowledge of disinfectants etc.)

VI. Licenses and/or Credentials

What special licenses or credentials are required to perform your job? (e.g. certifications, commercial license etc.) Please explain why the licenses and/or credentials are necessary.

VII. Machinery

List any machinery you may use in your job (e.g., computer, lawn mower, copier, etc.)

VIII. Cash, Expensive Equipment, or Supply Responsibility

Are you responsible for cash, expensive equipment, or supplies?

Yes

No

IX. Data Collection

Do you collect data for reporting or other purposes?

Yes

No

If yes, please explain: _____

X. Physical Aspects of the Job

What areas of your job require increased levels of physical/mental strength and stamina? Are there time periods of increased workflow? Please explain.

XI. Contact with Others on the Job

State the type, extent, and frequency of contact and/or assistance provided to each of the following:

- **Students:** _____
- **Staff:** _____
- **Public:** _____
- **Other:** _____

XII. Supervision of Others

Do you supervise other employees?

Yes

No

If you answered yes, please respond to the following:

1. List the number of people supervised including names and titles.

2. Indicate the level of supervision of others. (e.g. hiring, evaluations, work verification etc.)

3. What percentage of your job involved planning and directing the work of others?

Questionnaire – Part 3

Additional Questions

1. Are you responsible for originating or adopting policies, procedures, and/or programs? If yes, please explain.

2. Does your job involve emergency or call-out service? If yes, please explain and provide frequency.

3. What ramifications might occur if errors were made in your work?

4. What do you consider to be most demanding or difficult aspect of your job?

5. Do you feel that you have a thorough understanding of your job? If no, please explain.

6. Do you have a proposed new job title? If yes, please provide it below:

7. Do you have a proposed new salary range? If yes, please provide below:

Employee(s) Signature and Date