

JOB ANALYSIS QUESTIONNAIRE

- 1) Agency: _____
- 2) Division/Institution: _____
- 3) Unit/Office: _____
- 4) Position Control Number: _____
- 5) Headquarter County: _____
- 6) New _____ Reclassification _____ Update _____
- 7) PCN & class Number & Title of immediate supervisor:

8) Normal Working Hours: From _____ To _____

- 9) Check if applicable: _____ Rotating Days Off
 _____ Works Weekends
 _____ Flexible Work Hours

- 10) Check all that apply:
_____ Classified
_____ Unclassified per Revised Code section: _____ (cite statute)
_____ Bargaining Unit
 Exempt as _____ Confidential _____ Supervisory
 _____ Fiduciary _____ Managerial

11) How long have you been in your current job classification? _____

12) What is the overall purpose of the section for which you work? Describe a typical day.

- 13) Please list the five **MOST IMPORTANT** duties that you perform on your job. Under each duty, please identify any tasks that you perform in order to accomplish the duty. For example, an Administrative Assistant, in a Human Resources Office may process in-coming applications. This is a job **duty**. A **task** for this duty would be to time stamp the application.

Please identify the duty, the percentage of time spent performing the duty, and any tasks that you perform in order to accomplish that duty.

A. *Duty:* _____
% of time spent performing the duty _____
Tasks: _____

B. *Duty:* _____
% of time spent performing the duty _____
Tasks: _____

C. *Duty:* _____

% of time spent performing the duty _____

Tasks: _____

D. *Duty:* _____

% of time spent performing the duty _____

Tasks: _____

E. *Duty:* _____

% of time spent performing the duty _____

Tasks: _____

- 15) List the equipment operated, to include the generic type (e.g., word processor), the manufacturer's name and model (e.g., Digital DECMate III), the percentage of time the equipment is operated (e.g., 60%), the result of the equipment operation (e.g., typeable copy of medical transcriptions), and if the operation procedures are learned on the job.

- 16) If operating motorized equipment, check the following which apply:

_____ Valid Driver's License _____ Commercial Driver's License

- 17) Is the occupation regulated by law or must the employee meet special certification/accreditation standards?

_____ Yes _____ No

- a. If yes, list the license, certification, registration or special accreditation standards that apply.

- b. If the required special accreditation standard or certification is required by other than the Ohio Revised Code, please cite the federal law, funding requirement or accreditation standard which applies.

- 18) Certain knowledge, skills and abilities are required for an employee to perform any given job.

Knowledge is defined as a body of information to perform a function.

Example: knowledge of the hiring process such as the application, testing and the interview.

A **skill** is defined as any learned behavior.

Example: Skill in typing business correspondence at 50 words per minute.

An **ability** is defined as an individual's capability for performing certain tasks.

Example: Ability to use basic arithmetic to calculate daily totals of applications processed.

Please indicate with an **asterisk** any knowledge and skill which is learned after employment.

Knowledge Required:

Skills Required:

Abilities Required:

19) Lead Work/Supervision exercised:

a. Check those which apply.

_____ Assigns work _____ Reviews work _____ Trains staff

_____ Evaluates staff performance & signs as rater on standard performance evaluation form.

_____ Recommends/authorizes leave by signing/initialing official Request for Leave form.

_____ Recommends/authorizes disciplinary action.

b. Is the lead work performed on a daily basis?

_____ Yes _____ No

If no, please explain:

c. Is supervision exercised on a daily basis?

_____ Yes _____ No

d. If the position is to be exempt as a supervisor, list the Position Control Numbers and classifications of the subordinate positions.

e. If the position is to be the bargaining unit as a lead worker, answer all of the following:

- How many other bargaining unit positions are there in the work unit? _____
- How many other lead worker position are in the same work unite? _____
- Indicate the number of positions and the classifications over which the position will act as lead worker.

**QUESTIONS UNIQUE TO POSITIONS IN THE
ELECTRONIC DATA PROCESSING, 64100 GROUP**

Complete only those which apply.

1. List the computer languages used:

A. High Level

B. Low Level

C. Other

2. Check the hardware used:

A. PRIMARY hardware only

____ Mainframe ____ Microcomputer/Personal Computer
____ Minicomputer ____ Local Area Network: explain configurations:

B. SECONDARY hardware only

____ Mainframe ____ Microcomputer/Personal Computer
____ Minicomputer ____ Local Area Network: explain configurations

5. Does the position involve systems analysis and design?
- a. YES NO
- b. If yes, indicate the percentage of time spent?
 Less than 50% 50%
- c. If 50% or more, check which applies:
 Assists high-level systems analyst or supervisor
 Acts independently
6. If the position is to be considered for the Computer Consultant series, check to whom the assistance/advice will be given.
 Line staff and supervisory personnel
 Chief of Management Information Systems and direct reports
7. If the position is to be considered for the Data Base Analyst series, check all that apply.
 Relational Data Base Hierarchical Data Base
 Small Medium Large Very Large
- a. Indicate the maker/Manufacturer of the hardware (e.g., IBM, Digital)
-
-
-
-
- b. Indicate the product line (e.g., Supra DBA, DB2)
-
-
-
-

**QUESTIONS UNIQUE TO EXECUTIVE SECRETARY, SECRETARY
AND ADMINISTRATIVE ASSISTANT POSITIONS**

1. The position will provide which type of administrative relief? Check only one.

Routine Non-routine

Check the administrative relief provided:

a. Originates correspondence

If you checked the above, list the specific issues addressed and form whom.

General inquiries

General complaints

Technical inquiries

Technical complaints

b. On correspondence, the employee would do which of the following:

Does not sign Signs own name Signs for supervisor

c. If the position involves representation of the supervisor at meetings, check the following which applies:

_____ Takes notes to brief supervisor orally and/or in writing

_____ Actively participates in discussion to exchange information and to make recommendations for resolution.

_____ Same as the previous statement, but also has authority to finalize resolutions with supervisor's prior approval.

d. During meetings, the employee will be in contact with whom (e.g., general public; union officials; other states, county, or local government representatives; judiciary, legislators) and for what purposes?

3. Does the position involve the following:

a. Check with applies:

_____ Originates final reports from scratch

_____ Researches various sources to retrieve/gather data from supervisor to use

_____ Researches various sources; to retrieve/gather, analyze and compile data in preliminary report for supervisor

b. List the following types of report which are originated in preliminary or final form, to whom the information is forwarded and how it is used.

4. If you answered any of *Items 1-3*, what depth of knowledge would the employee have to know of the assigned operations and governing laws, rules, and procedures in order complete the tasks?

_____ In-depth Knowledge

_____ General Knowledge

Is the knowledge learned _____ after or _____ before employment?

5. Will the employee act in absence of the immediate supervisor?
 _____Yes _____No If yes, please indicate what specific authority/tasks
 are carried out in the supervisor's absence.
6. Please outline what policies are developed, what program operations/activities the
 policies regulate/dictate and how the employee implements the policies developed.

Procedures used for implementation of policies.

**Questions unique to
Management Analyst Supervisor 1 and 2 Positions**

1. Will the position supervise? _____ Yes _____ No
2. If no, the position must involve the development and implementation of policies and procedures for one agency-wide or assigned geographical monitoring program to ensure efficiency, quality, and/or compliance of given operations.

- a. Please indicate the policies and procedures developed and what operation are to be monitored as a result of the program.

- b. Monitoring program applies _____ statewide or for a _____ given geographical area? If for given geographical area, list the assigned regions, districts, institutions or divisions.

- c. How are affected parties made aware if the monitoring program and governing policies and procedures?

d. How is the monitoring conducted (e.g., onsite audit, evaluation questionnaire)?

e. What type of recommendations are made based upon the findings of the monitoring activity, to whom are they made and how is the information used?
