

POSITION QUESTIONNAIRE GUIDE (V1.2_25 Oct 2018)

Section 1 –	<p>This section identifies the position described in the Position Questionnaire Form. All sub-sections 1.1 – 1.14 must be completed.</p>
1.1 TYPE OF POSITION	<p>If any portions of this Section are not completed, it will result in the Position Questionnaire being returned to the Department / Agency and it will not be entered into the Classification Queue for Review until it has been corrected and re-submitted.</p> <p style="text-align: center;">PLEASE NOTE:</p> <p>It is important that all “Choose” drop-down boxes are selected, even if the answer is “NO” or “Not Applicable” and all “Click here” text boxes contain text even if it is “Not Applicable”. If “Choose” drop-down boxes are not selected and “Click here” text boxes are empty, we will assume that information is missing and the PQ will be returned.</p>
1.2 VACANCY	
1.6 DEPARTMENT Choose	
1.7 DIVISION	
1.8 WORKING CONDITIONS	
1.9 WORKING CONDITIONS	
1.13 INCUMBENT	

Section 2 - Purpose:

In one or two sentences state the main purpose of this job. (NOTE: It is often easier to complete this section AFTER describing

This should be a one-paragraph statement summarizing the duties and defining the overall role of the position. (E.g. “Under the guidance of the HR Manager, this position is responsible for coordinating human resource management services/programs relating to the unclassified division and provides assistance to managers and staff for a range of human resource issues including staffing, classification, payroll, benefits, pension administration and labor relations”)

The information provided in this questionnaire will be used to evaluate and classify this position. Suggestions to consider in completing the questionnaire and location of Position Questionnaire Guide are provided on the last page of this document. The Position Questionnaire Guide has been prepared to assist you. Contact your HR Manager if there are areas of this questionnaire you are unable to complete.

Section 3 – Certification Signatures:

(NOTE: The signatures below provide concurrence that the information contained within this position questionnaire is accurate, clear, complete and correct and that the document is a true reflection of the duties, responsibilities, and body of knowledge required for the position)

3.1 EMPLOYEE CERTIFICATION:

DATE: _____ SIGNATURE: _____

3.2 SUPERVISOR CERTIFICATION:

NAME (print): _____

POSITION: _____

DATE: _____

3.3 HUMAN RESOURCE CERTIFICATION:

DATE: _____

3.4 DEPUTY HEAD / CAO CERTIFICATION:

Click here

NAME (print): _____

DATE: _____ SIGNATURE: _____

This section is used to ensure that the employee, supervisor, HR manager and deputy head have agreed that the Position Questionnaire is accurate and complete. All portions of this section must be completed, including all signatures and dates.

If any portions of this Section are not completed, it will result in the Position Questionnaire being returned to the Department / Agency and it will not be entered into the Classification Queue for Review until it has been corrected and re-submitted.

RETURN COMPLETED FORMS TO:

PEI PUBLIC SERVICE COMMISSION, BOX 2000, CHARLOTTETOWN, PE
C1A 7N8, TELEPHONE: 368-4306 FAX: 368-4383

Section 4 – Significant Changes:

(NOTE: Identify any of the duties or responsibilities which have been added to or deleted from this position; is the knowledge or any of the position requirements for the duties new or has it changed; have there been any changes to the leadership, supervision or guidance requirements; have there been any changes in resource control; have there been any changes to the responsibility for making decisions or the nature and frequency of interaction with others)

NOTE: Before this section is completed, consider and answer the following questions. If this is a NEW position that was not previously classified, then select “NO” for each of the questions below:

- 4.1 Ha
- 4.2 Su
- 4.3 Kn
- 4.4 Is change
- 4.5 Ha
- 4.6 Re
- 4.7 Ha
- 4.8 Ha

This section is used to identify the significant changes to the position that have occurred since it was previously reviewed. All sub-sections 4.1 – 4.8 must be completed first and if any of the answers are “YES” please list and provide applicable information about the changes in sub-section 4.9. It is important to note that the significant changes that you identify in sub-section 4.9 are reflected as applicable throughout the remainder of the PQ as required in Section 5 (Duties), Section 6 (Position Requirements), Section 7 (Leadership/Supervision/Guidance), Section 8 (Resource Control).

If this is a NEW position that was not previously classified, then select “NO” for sub-sections 4.1 – 4.9

If any portions of this Section are not completed, it will result in the Position Questionnaire being returned to the Department / Agency and it will not be entered into the Classification Queue for Review until it has been corrected and re-submitted.

- Choose
- Choose
- Choose
- Choose
- Choose
- Choose
- Choose
- Choose
- position

4.9 SIGN Question

[Click here](#)

Section 5 - Duties:

(NOTE: This section should describe in more detail the key activities, duties and responsibilities of the position. Most positions can be described into 5 to 6 general duties or key work activities. Each of those general duties should include (a) a brief *Duty Statement* describing the duty; (b) the *Frequency* of the duty and; (c) the *Associated Activity /Task List* for that duty. Together, these 3 elements should provide a clear picture of the purpose of the job, the scope of the work involved and what outputs or results must be accomplished.

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5.1a

DUT

DUTY STATEMENT: Describe what is done in clear and precise language.

Click

For example: “*Financial Administration*”.

5.1c

Unless the duty statement is obvious, explain the expected outcome of the duty.

5.1c

For example: “*Financial Administration - Administer the payment of accounts, approval of purchases, approval of revenue for the Department, ensuring compliance with the Financial Administration Act, Purchasing Act, approved appropriations, approved signing authorities, revenue budgets and departmental policies.*”

5.2a

FREQUENCY: Indicate the percentage of time this duty takes to complete. The frequency total for all duties should equal 100%.

DUT

ASSOCIATED ACTIVITIES / TASKS : List the tasks required by the duty to illustrate the complexity of the work. These are the tasks that need to be done in order to complete the duty.

Click

For example:

5.2c

- *Provide advice and assistance to staff on financial administration matters;*
- *Approve accounts payable and purchasing transactions in accordance with legislation, policies, procedures and guidelines including classification of accounts, signing authority limits, and purchasing thresholds;*
- *Audit the receipt of revenue for accuracy and approval”*

Section 6 – Position Requirements:

This section identifies the minimum education, skills, experience, training, as well as language requirements for the position.

6.1 MINIMUM QUALIFICATIONS (list in bullet form):

- Must have Grade 12 or equivalent.
- Considerable experience operating nursery equipment including trucks, forklifts, skid steers, and tractors.
- Must have experience performing daily maintenance and minor repairs on equipment.
- Must have previous supervisory experience.
- Knowledge of pests, pest control and pesticide handling experience is required along with the Pesticide Applicators Certificate.

6.2 OTHER QUALIFICATIONS (list in bullet form):

- Additional relevant education and experience will be considered an asset.
- Knowledge of greenhouse operations would be an asset

[“**Preferred**” (defined as – referring to education, experience, skills or knowledge that may be favored over another in order to perform the duties and responsibilities of the position), “**Asset**” (defined as – referring to education, experience, skills or knowledge that may be useful to perform the duties and responsibilities of the position but not a necessity or preference) or “**Required**” (defined as – referring to education, experience, skills or knowledge that is absolutely necessary in order to perform the duties and responsibilities of the position) which may vary depending on the position]; [Some Experience = 3mos – 1yr; Experience = 1 – 3 yrs; Considerable Experience = 3 – 5 yrs; Extensive Experience = 5+ yrs]

Sub-section 6.3 is to be completed based on the language requirements for a designated bilingual (English and French) position.

Sub-section 6.4 is used to identify any position requirements that have changed since the position was previously classified. (e.g. Previously required a diploma plus extensive experience and it now requires a degree plus considerable experience)

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Section 7 – Leadership / Supervision / Guidance:

This section gathers information on the requirements to supervise others, lead others, and/or provide functional guidance or technical direction to enable them to carry out their work. (NOTE: Supervision includes responsibility for training employees, for scheduling and assigning their work, administering discipline, approving/denying leaves of absence, and for evaluating employees)

This section provides the opportunity to identify and provide examples of the leadership, supervision and guidance requirements of the position. Not all subsections will apply. Sub-sections 7.1 and 7.2 must be answered. For each statement in sub-section 7.3 that applies, it requires an example to explain how/why it is accomplished.

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7.3 Select YES for all that apply below and provide examples:

- (a) Lead a project team or committee, prioritize tasks, assign work, monitor progress to achieve planned outcome(s).

Yes No

Example:

Client Ongoing role such as committee chair, project manager, etc

(b) Provide technical direction as an expert in a field in order for others to carry out their primary responsibilities.

Yes No

Example:

Click here

Ongoing role such as a senior position providing direction to junior positions. Does not include new employee orientation

(c) Provide training / education to staff.

Yes No

Example:

Click here

Describe the type and frequency of formal training provided by this position

(d) Coordinate replacement and/or scheduling of employees.

Yes No

Example:

Click here

Describe the level of involvement in scheduling staff replacements for vacations, personal time and sick time.

(e) Directly supervise a work group; assign work to be done, methods to be used, and take responsibility for all of the group.

Yes No

Example:

Click here

Describe how this position directly supervises staff to ensure day-to-day work is completed.

(f) Directly oversee & evaluate the daily work, practices and procedures of a defined program, section or division.

Yes No

Example:

Click here

Describe the level of involvement in overseeing and evaluating the daily work

(g) Complete Employee Performance Reviews.

Yes No

Example:

Click here

Position is responsible for seasonal and/or annual performance plans of subordinate staff

(h) Administer discipline.

Yes No

Example:

Click here

Describe the level of involvement of administering discipline (verbal warning, written, suspension or discharge)

(i) Conduct workplace investigations / interventions on various HR related issues.

Yes No

Example:

Click

Describe the level of involvement in conducting workplace investigations (harassment, misconduct, insubordination)

(j) Approve / Deny Leaves of Absence.

Yes No

Example:

Click

Include sick, vacation, personal leaves of absence

(k) Support management in strategic planning initiatives, program/service evaluation, development and implementation.

Yes No

Example:

Click

Supportive role to management in operational and/or strategic planning and evaluation (not leading but more assisting role)

(l) Manage multiple resources, strategic planning and evaluation, organizational design and operational direction of a section or division.

Yes No

Example:

Click

Typically management level positions with full responsibility in leading/coordinating planning and evaluation of initiatives.

(m) Other (Specify).

Yes No

Example:

Click

If there are other Leadership/Supervision/Guidance requirements that are not specified above, specify here and provide examples.

7.4 Total Number of Staff that are supervised: [Click here](#)

7.5 Number of FTE: [Click here](#)

7.6 List the Position(s) that directly report to this position:

7.7 Work

Provide a list which includes the position number, job title, and the name of the employee. All these positions should appear on the organizational chart submitted with the Position Questionnaire as part of the Checklist

[Click here](#)

7.8 Has there been a change in leadership / supervision / guidance ? Choose If "YES", provide specific details below:

Click

E.g. " I now supervise 10 staff but previously I supervised 20." NOTE: If there has been a change identified here, this needs to be included in Section 4, sub-section 4.9

Section 8 – Resource Control:

This section gathers information on the resources (financial, capital, and material) that the position has direct or indirect control / influence over.

8.1 Finan

8.1a

If any portions of this Section are not completed, it will result in the Position Questionnaire being returned to the Department / Agency and it will not be entered into the Classification Queue for Review until it has been corrected and re-submitted.

Budget Type	Budget Amount	Please Specify
Salary	\$ Click here	Click here
Other	\$ Click here	Click here
Other	\$ Click here	Click here
Other	\$ Click here	Click here

8.1b Signing Authority: Choose

If “YES”, what is the maximum limit ? \$ Click here

Example:

Click here

8.2 List the material resources controlled (for example, equipment, facilities, supplies, inventory):

8.3 Has there been a change in resource control ? Choose If “YES”, provide specific details below:

Click

NOTE: If there has been a change identified here, this needs to be included in Section 4, sub-section 4.9

Section 9 – Specialized Equipment, Instruments, or Computer Programs Used:

This section gathers information on any specialized equipment, instruments, or computer programs used and the frequency with which they are used (Daily/Weekly/Monthly/Yearly).

Equipment / Instruments / Computer Programs Used	Frequency Used (Daily, Weekly, Monthly, Yearly)

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Section 10 – Decision Making and Independent Judgement:

This section provides a series of situations that may be encountered requiring decision making before taking action and gathers information on the extent to which the position exercises independent action.

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s having
change in

10.1a Problem Solving Choose

Example and Impact:

Click here **Describe typical problems encountered and how they will be solved.**

10.1b Recommendations Choose

Example and Impact:

Click here **Describe the types of recommendations made and to whom**

10.1c Conflict Resolution Choose

Example and Impact:

Click here **Describe conflicts encountered in your work and how they are resolved.**

10.1d Influencing Choose

Example and Impact:

Click here **Describe who you are influencing and for what purpose.**

10.1e Critical Thinking Choose

Example and Impact:

Click here **Describe situations where you are required to consider and evaluate a variety of information in order to make a decision on your own.**

10.1f Negotiating Choose

Example and Impact:

Click here **Describe situations where you are required to negotiate with another party.**

10.1g Working with Limited Resources Choose

Example and Impact:

Click here

10.2 Please indicate the response that most appropriately describes the position; provide examples where requested and add any additional examples under "Other".

In this position, most often:

- Duties are routine with limited options in how the work is completed. Instructions / procedures are specific and work is closely supervised.
- Duties are less routine and work priorities are determined by the incumbent. Clearly defined procedures and methods are followed and work is frequently reviewed
- Duties tend to be varying and complex and there is a high degree of independent decision making. Some freedom in modifying or changing department methods or procedures but stay within program on legislative boundaries. Work is reviewed after the fact.
- Duties are broadly outlined with the work focused on setting departmental policies, goals and strategic direction. This position is ultimately accountable for departmental / division resources including human, financial, material and capital. The highest level of decision making in the organization rests with these positions. Work is completed independently with direction sought only when required.

Example:

Click here [Select one of the choices above and provide an example](#)

10.3 All positions require some independent action, but to varying degrees. Some positions are highly structured and have many formal procedures, while others require exercising judgment or taking actions that have no precedents to serve as a guide.

Consider the type and level of guidance provided to this position. Guidance can come from rules, instructions, established procedures, defined methods, manuals, policies, professional standards, leadership from others and direct supervision.

10.3a To what extent does this position control its own work as opposed to being guided by influences such as rules, procedures, policies, supervisory presence or instructions directing actions required?

Please choose the answer that most closely represents expected position requirements. Choose one of the following:

[Select one of the choices below](#)

- Most position requirements (to the extent possible) are set out within structure and rules and/or readily understood schedules to guide job tasks/duties required.
- Some restrictions apply, but the control over setting work priorities and pace of work is contained within the position.
- There are minimal restrictions, leaving significant control over the work being carried out within the scope of the position.
- Other

If "Other", please explain below:

Click here

10.3b To what extent does this position exercise judgment to determine how the work is to be done?

Please choose the answer that most closely represents expected position requirements. Choose one of the following:

- Work done is repetitive and predictable with little need for judgement.
- Work may present some unusual circumstances that require judgement or choices to be made.
- Work presents difficult choices or unique situations that require judgement.

Example:

Click Select one of the choices above and provide an example

Section 11 – Principal Contacts and Working Relationships:

This section gathers information on the typical contacts or working relationships that are necessary in performing the duties of the position.

11.1 Ex p... Complete the table below, excluding the supervisor and any employees supervised. and the

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1.			
2.			
3.			Choose
4.			Choose
5.			Choose
6.			Choose

11.2 The following provides a series of situations that the position may encounter. Please choose the response that fits best for each situation:

IN PERFORMING THE DUTIES OF THE POSITION, HOW OFTEN IS IT REQUIRED TO:

11.2a Tell people things they DO NOT want to hear ?

- (i) Other employees Choose
- (ii) Clients / patients / residents / families Choose
- (iii) The general public Choose
- (iv) Other (specify) Choose

In each of the situations, select one word from the drop-down list that best fits for each one. Choices in the drop-down list include “Not Applicable”, “Almost Never”, “Sometimes”, “Often”, of “Most of the Time”. Also provide examples that best describe the situation.

Examples of those selected:

[Click here](#)

- 11.2b Have contact with very upset or angry :**
- (i) **Employees** Choose
 - (ii) **Management** Choose
 - (iii) **Clients / patients / residents / families** Choose
 - (iv) **Members of the general public** Choose
 - (v) **Other (specify)** Choose

Examples of those selected:

[Click here](#)

- 11.2c Have contact with clients / patients / residents / families to :**
- (i) **Get information from them** Choose
 - (ii) **Inform them** Choose
 - (iii) **Counsel them** Choose
 - (iv) **Devise mutual goals / objectives with them** Choose
 - (v) **Check on their progress** Choose
 - (vi) **Influence and persuade them** Choose
 - (vii) **Other (specify)** Choose

Examples of those selected:

[Click here](#)

- 11.2d Have contact with the general public to :**
- (i) **Provide information** Choose
 - (ii) **Respond to questions** Choose
 - (iii) **Make presentations** Choose
 - (iv) **Other (specify)** Choose

Examples of those selected:

[Click here](#)

11.2e Have contact with supervisors, supervisors of programs, departments or services, physicians to :

- | | | |
|---------------|---|--------|
| (i) | Get information from them | Choose |
| (ii) | Inform them | Choose |
| (iii) | Influence / persuade them | Choose |
| (iv) | Get advice from them on work procedures | Choose |
| (v) | Devise mutual goals / objectives with them | Choose |
| (vi) | Arrange for services | Choose |
| (vii) | Lead meetings | Choose |
| (viii) | Other (specify) | Choose |

Examples of those selected:

[Click here](#)

11.2f Have contact with other employees to :

- | | | |
|--------------|--|--------|
| (i) | Get information from them | Choose |
| (ii) | Inform them | Choose |
| (iii) | Influence / persuade them | Choose |
| (iv) | Get advice from them on work procedures | Choose |
| (v) | Give them advice on work procedures | Choose |
| (vi) | Get cooperation from other parts of the organization on projects and programs | Choose |
| (vii) | Other (specify) | Choose |

Examples of those selected:

[Click here](#)

- 11.2g Have contact with vendors, contractors, consultants, other government organizations / agencies / community groups and other external groups or organizations to:
- (i) Get information from them Choose
 - (ii) Inform them Choose
 - (iii) Confer with peer professionals Choose
 - (iv) Devise mutual goals / objectives with them Choose
 - (v) Arrange for services Choose
 - (vi) Lead meetings Choose
 - (vii) Check on their progress Choose
 - (viii) Influence / persuade them Choose
 - (ix) Other (specify) Choose

Examples of those selected:

[Click here](#)

Section 12 – Adverse Working Conditions:
 This section gathers information on the physical effort, visual effort, environmental conditions, hazards, psychological / emotional challenges, or other conditions and unusual factors associated with the position.

12.1 SEI **This section is used to identify working conditions associated with the position. In sub-section 12.7, there is an opportunity to identify other challenges that are specific to the position.**

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If any portions of this Section are not completed, it will result in the Position Questionnaire being returned to the Department / Agency and it will not be entered into the Classification Queue for Review until it has been corrected and re-submitted.

12.2 **PHYSICAL DEMANDS (WORKING POSITIONS):**

- 12.2a Sitting: Choose
- 12.2b Walking: Choose
- 12.2c Bending: Choose
- 12.2d Driving: Choose
- 12.2e Lifting: Choose
- 12.2f Standing: Choose

Comments / Examples:

[Click here](#)

12.3 **ENVIRONMENTAL FACTORS:**

- 12.3a Adverse Temperatures (Heat / Cold): Choose
- 12.3b Odour: Choose
- 12.3c Noise: Choose
- 12.4d Weather: Choose
- 12.2e Other (specify): Choose

Comments / Examples:

Click here

12.4 HAZARDS: Choose

Comments / Examples:

Click here

12.5 EMOTIONAL CHALLENGES / STRESS: Choose

Comments / Examples:

Click here

12.6 UNUSUAL WORKING PERIODS OR WORK SCHEDULES: Choose

Comments / Examples:

Click here

12.7 OTHER: Choose

Comments / Examples:

Click here

Suggestions to consider in completing the Questionnaire:

- Please refer to the position Questionnaire Guide for assistance in completing this form. It is located on the PSC website at <https://psc.gpei.ca>
- Before beginning, read through the entire questionnaire carefully. This will give a better understanding of the information required.
- Tell the facts about what work is actually performed and give specific examples to make it clear. Describe the job so that a person unfamiliar with it will be able to understand what is required in this position.
- For assistance feel free to contact your supervisor, HR Manager or PEI Public Service Commission at 368-4306.

Your cooperation and timely response are gratefully acknowledged.