

POSITION QUESTIONNAIRE GUIDE

Sections 1 to 14 make up the identifying information needed to locate the position in the organization. Complete each section as indicated. Contact your HR Manager for information.

1. DEPARTMENT:	3. POSITION NUMBER:
2. DEPARTMENT CODE:	4. UNION CODE:
5. BRANCH/DIVISION:	6. POSITION (WORKING) TITLE:
9. WORK UNIT:	7. FTE: 8. BILINGUAL: YES <input type="checkbox"/> NO <input type="checkbox"/>
12. WORK LOCATION:	10. CLASSIFICATION TITLE:
13. LOCATION CODE:	11. OVERTIME CODE:
14. INCUMBENT:	
15. PURPOSE: In one or two sentences state the main purpose of this job. (NOTE: It is often easier to complete this section AFTER describing the main duties and responsibilities.)	
<i>This should be a one-paragraph statement summarizing the duties and defining the over-all role of the position. For example: "The purpose of this position is to provide nutrition education and counselling to diabetics and their families and to provide advice to other health care professionals on the nutritional needs of people with diabetes."</i>	
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.	
<i>Sections 16-19 are used to ensure that the employee, supervisor, human resource manager and deputy head have agreed that the description is accurate and complete.</i>	
16. EMPLOYEE'S CERTIFICATION:	
DATE: _____ SIGNATURE: _____	
17. SUPERVISOR'S CERTIFICATION:	
NAME: _____ POSITION NUMBER: _____	
POSITION TITLE: _____	
DATE: _____ SIGNATURE: _____	
18. HUMAN RESOURCE MANAGER'S CERTIFICATION:	
DATE: _____ SIGNATURE: _____	
19. DEPUTY HEAD'S CERTIFICATION:	
DATE: _____ SIGNATURE: _____	

**RETURN COMPLETED FORMS TO: PEI PUBLIC SERVICE COMMISSION
BOX 2000, CHARLOTTETOWN, PEI C1A 7N8
TELEPHONE: 368-4306 FAX: 368-4383**

20. DUTIES:

Describe the duties or activities of this position. What needs to be accomplished? List them in order of importance. Please ensure that the wording clearly identifies the work performed in this position. Estimate the percent of total time spent on each duty. **Please number each duty and indicate % of time.**

This section is the most critical in any job questionnaire. This is where the actual work is described. The following steps may help in to ensure that the work is described accurately and completely.

The Big Picture:

Spend a little time thinking about the job. Among other things, ask: What is the purpose of the job? What is supposed to be accomplished? What are its main thrusts? Where does the job fit in the organization's work? What outputs or results must be accomplished?

The Task List:

Write, in no particular order, all the tasks performed on a daily, weekly, and yearly basis. These are the task statements. They should be complete and specific. Include the work that is done - not how to do it or how well it is done. Unless the answer is evident, the task statement should answer such questions as: What work is done? To what is the work done? By when is the work done (deadlines)? How often is the work done? For whom is the work done? Where is the work done? What materials, procedures or equipment are used? What is produced?

The Verbs:

Check each task statement to ensure it has been said in a clear and precise manner. If not, change the words to state the true meaning. For example, change "prepares reports" to "writes reports" and change "assists in budget preparation" to "forecasts salary costs for inclusion in the budget".

The Duties:

Group the task statements into responsibility areas. For example, group together all the supervisory duties, all the planning duties, all the administrative duties. Typically, a job will have between five and eight groups, but there may be as few as three. Each responsibility area can be described by answering three questions:

- What*** Describe what is done in clear and precise language. For example: "purchases office supplies".
- Why*** Unless the "Why" is obvious, state what outcome is expected. For example: "purchases office supplies to meet the needs of the XYZ Unit within established budgetary constraints".
- How*** Include enough of the Task Statements (from the Task List) to illustrate the complexity of the work. For example: "Purchases office supplies to meet the needs of the XYZ Unit within established budgetary constraints. This involves setting up an inventory of supplies and monitoring usage using a LOTUS123 spreadsheet; calling suppliers for quotes on specific items; obtaining Supervisor's approval for purchases over \$500;"

Each responsibility statement (duty) should now describe one functional element of the job. Together, they illustrate the type, purpose, and scope of work assigned to the position. To finalize the Duties Section, combine miscellaneous duties in a final "catch-all" duty. For example: "Performs other duties such as: occasionally acting as Receptionist for the office; taking, transcribing, and circulating minutes of office meetings,". Then list the Duties in order of importance and indicate the percentage of time spent on each.

The Final Edit: The completed questionnaire should be reviewed to ensure that:

- A. unusual terminology, technical terms, or jargon are adequately explained;***
- B. the description is as concise and factual as possible;***
- C. qualifying adjectives such as "difficult" or "major" are supported by specific examples;***
- D. the job is described clearly and completely enough to be understood by a person unfamiliar with the work.***
- E. vague words subject to varying interpretation should not be used unless their use is explained.***

21.

SUPERVISION:

If the position requires supervision of staff, please list the employees and their position titles below. Note that Supervision includes responsibility for training employees, for scheduling and assigning their work, and for evaluating employee performance.

This section, along with #22 Guidance, shows the impact of this job on the work of other people. List all the employees for whom supervisory responsibility is assigned. Casual and part-time employees should also be listed.

- | | | |
|----|--------|------------|
| 1. | Title: | Incumbent: |
| 2. | Title: | Incumbent: |
| 3. | Title: | Incumbent: |
| 4. | Title: | Incumbent: |

22.

GUIDANCE:

If functional guidance is required please describe the circumstances below. Guidance includes coaching, motivating and facilitating the work of others, ie members of project teams, committees, contractors and volunteers . This is not intended to include such duties as responding to information requests from the public or providing instruction or assistance to clients or patients.

Whether or not full supervision is a requirement of the job, the employee may be required to provide guidance. Identify here any requirement to assign, monitor, guide or lead the work of others (including members of project teams, committees, contractors and volunteers) .

Who does this position guide?

What kind of guidance is provided?

How often?

23.

BASIC REQUIREMENTS:

Identify the education, training and experience required in this position. List necessary skills and knowledge. Include any requirements for additional languages, licenses, registrations, private motor vehicle, etc.

Identify here how the knowledge to do the job is NORMALLY obtained. The combination of education, training, and experience described here should be reflected in the duties. For example, if a Basic Requirement is listed as "ability to type at 40wpm", then one of the duties must show why that ability is necessary.

24. EQUIPMENT/INSTRUMENTS USED:

Identify the specialized equipment or instruments used in this position and the frequency with which they are used.

In the same way that abilities must be reflected in the duty statements, any requirement to operate equipment or instruments should relate to the duties. For example, if the use of LOTUS and WordPerfect software is listed here, one or more of the duties should show how the software is used in the job.

25. RESOURCE CONTROL:

List, with dollar values where applicable, the resources controlled. This could include staff, budgets, equipment, facilities, supplies, etc.

This section is used to gather information about the accountability for program resources. Besides listing responsibility for staff or budgets, include the value of equipment, instruments, or supplies for which responsibility is assigned.

26. MENTAL CHALLENGES:

What are the most mentally challenging parts of this job? What is it about this work that challenges thinking skills? (Be specific and give one or more examples.)

This is an opportunity to elaborate on areas of the job that require "thinking". Situations that require creative or innovative responses; actions based on accumulated experience and knowledge; and procedures with a number of inter-related steps would be appropriate here. For example in a Receptionist position: "Callers have to be questioned about the nature of their business to determine how best to direct them."

27. DECISIONS:

Give specific examples of the most significant decisions or recommendations of this position and the impact these choices have on the work of the organization.

This section should describe the responsibility and freedom to make material recommendations or decisions. It is important to show, using examples, the kind of decisions (or recommendations) and the impact that these choices have on the work of the organization. For example: "I decide whether to repair or replace equipment, taking into consideration its age, book value, and repair costs."

28. PRINCIPAL CONTACTS:

Excluding the supervisor and any employees supervised, give typical examples of key personal contacts and the purpose of each.

List the person or office contacted, and the results expected of that contact. For example, is the contact for the purpose giving and receiving messages, answering questions where detailed explanations are required, motivating someone other than employees, making public presentations, etc., etc.?

	Contact	Purpose	Frequency
1.			
2.			
3.			
4.			

29. ADVERSE WORKING CONDITIONS: Describe any unusual factors encountered in this work. % of Time

- A. Requirement for extended concentration:

- B. Requirement for lifting (indicate average weight):

- C. Working positions (sitting, standing, bending, driving, walking, etc.):

- D. Environmental factors (heat, cold, odour, noise, weather, etc.):

- E. Mental or emotional stress:

- F. Hazards:

- G. Other:

- H. What unusual working periods or work schedules are required in this job?

30. SIGNIFICANT CHANGES IN JOB DUTIES:

Identify the duties which have been added to, or deleted from, this position. How does this description of duties differ from the description which was previously classified?

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 intranet website at <http://www.gov.pe.ca/photos/original/posquesguide.pdf>.
- 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.
- You may need more space than is provided. If so, add pages and insert them in the Questionnaire. Identify the question number to which the pages refer.
- 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.