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| ***POSITION QUESTIONNAIRE FORM (V1.3\_29 May 2019)*** | |
| **Section 1 – Position Identification:** | |
| **1.1 TYPE OF POSITION:** Choose  **1.2 VACANT:** Choose | **1.3 POSITION NUMBER:** Click here  **1.4 FTE:** Click here  **1.5 UNION:** Choose |
| **1.6 DEPARTMENT:**  Choose  **1.7 DIVISION:** Click here  **1.8 WORK SECTION:** Click here  **1.9 WORK LOCATION:** Click here | **1.10 POSITION (WORKING) TITLE:**  Click here  **1.11 JOB CLASSIFICATION TITLE:**  Click here  **1.12 BILINGUAL:** Choose |
| **1.13 INCUMBENT NAME:** Click here | **1.14 EMPLOYEE ID:** Click here |

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| **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 the main duties and responsibilities.) |

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| 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:**   |  |  | | --- | --- | | Click here | Click here |   NAME (print): POSITION NUMBER:  Click here  POSITION TITLE:    DATE: SIGNATURE:  **3.3 HUMAN RESOURCE MANAGER/OFFICER CERTIFICATION:**  DATE: SIGNATURE:  **3.4 DEPUTY HEAD / CAO CERTIFICATION:**  Click here  NAME (print):  DATE: SIGNATURE: |

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

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| **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 Have any duties or responsibilities been added to or deleted from the position ?** | Choose |
| **4.2 Supervision of staff – new role or changed ?** | Choose |
| **4.3 Knowledge and/or education required for the duties – new or changed ?** | Choose |
| **4.4 Is the position now required to manage a facility, a program, service or operation – new or changed ?** | Choose |
| **4.5 Have there been any changes in budgetary responsibilities or resource control ?** | Choose |
| **4.6 Responsibility for making decisions – new or changed ?** | Choose |
| **4.7 Has the nature and frequency of interaction with others changed ?** | Choose |
| **4.8 Have there been any changes to the organizational structure of the work unit, section, division ?** | Choose |

**4.9 SIGNIFICANT CHANGES:** Choose **4.10 IF “YES” SUMMARIZE BELOW (How does this Position Questionnaire differ from the Position Questionnaire that was previously classified?):**

Click here

**Section 5 - Duties:**

(NOTE: This section describes the key activities, duties and responsibilities of the position. Consider the full range of job duties undertaken over the year. Most positions can be described in three (3) to five (5) duties or key work activities. For each duty or key work activity, provide a duty title or statement (a few words or short phrase) and the frequency of the duty. The total of all duties or key work activities should equal but not exceed 100% (for example: ½ day every day per year = 50%; 3 months per year = 25%; 2 ½ weeks per year = 5%) For each duty / key work activity, provide a list of associated activities / tasks that answers questions such as “what work is done?”, “how often is the work done?”, “by when is the work done (deadlines)?”, and “what is the outcome?”.

**5.1a DUTY 1: 5.1b FREQUENCY (%):** Click here

**DUTY STATEMENT**

|  |
| --- |
| Click here |

**5.1c ASSOCIATED ACTIVITES / TASKS (please list):**

**5.1d HAS THIS DUTY CHANGED:** Choose **IF “YES”, PROVIDE SPECIFIC DETAILS BELOW:**

**5.2a DUTY 2: 5.2b FREQUENCY (%):** Click here

**DUTY STATEMENT**

|  |
| --- |
| Click here |

**5.2c ASSOCIATED ACTIVITES / TASKS (please list):**

**5.2d HAS THIS DUTY CHANGED:** Choose **IF “YES”, PROVIDE SPECIFIC DETAILS BELOW:**

**5.3a DUTY 3: 5.3b FREQUENCY (%):** Click here

**DUTY STATEMENT**

|  |
| --- |
| Click here |

**5.3c ASSOCIATED ACTIVITES / TASKS (please list):**

**5.3d HAS THIS DUTY CHANGED:** Choose **IF “YES”, PROVIDE SPECIFIC DETAILS BELOW:**

**5.4a DUTY 4: 5.4b FREQUENCY (%):** Click here

**DUTY STATEMENT**

|  |
| --- |
| Click here |

**5.4c ASSOCIATED ACTIVITES / TASKS (please list):**

**5.4d HAS THIS DUTY CHANGED:**  Choose **IF “YES”, PROVIDE SPECIFIC DETAILS BELOW:**

**5.5a DUTY 5: 5.5b FREQUENCY (%):** Click here

**DUTY STATEMENT**

|  |
| --- |
| Click here |

**5.5c ASSOCIATED ACTIVITES / TASKS (please list):**

**5.5d HAS THIS DUTY CHANGED:** Choose **IF “YES”, PROVIDE SPECIFIC DETAILS BELOW:**

**5.6a OTHER DUTIES: 5.6b FREQUENCY (%):** Click here

**DUTY STATEMENT**

|  |
| --- |
| Click here |

**5.6c ASSOCIATED ACTIVITES / TASKS (please list):**

**5.6d HAS THIS DUTY CHANGED:** Choose **IF “YES”, PROVIDE SPECIFIC DETAILS BELOW:**

**Section 6 – Position Requirements**:

This section gathers information on the minimum level of completed formal education, skills, training, knowledge, and experience required for a new person being hired into this position. The total minimum level of completed schooling or formal training should include all classroom, laboratory, practicum, clinical, or apprenticeship, time required prior to graduation or certification.

**6.1 MINIMUM QUALIFICATIONS (list in bullet form):**

**6.2 OTHER QUALIFICATIONS (list in bullet form):**

**6.3 LANGUAGE REQUIREMENTS FOR DESIGNATED BILINGUAL POSITIONS:**

Choose

Choose

**Minimum requirement for Bilingual proficiency is ADVANCED oral proficiency or higher.**

**Minimum requirement for this position would be ADVANCED reading and writing skills in both French and English.**

**6.4 HAVE ANY OF THE POSITION REQUIREMENTS LISTED ABOVE CHANGED FROM WHEN THE POSITION WAS PREVIOUS CLASSIFIED:** Choose

**IF “YES”, PROVIDE SPECIFIC DETAILS BELOW AND THE REASONS FOR THE CHANGE:**

|  |
| --- |
| Click here |

**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 employee performance.)

**7.1 Do any of the duties of this position include having the responsibility for the work of others (for example: employees, temporary /casual staff, students, volunteers , committee members, consultants, etc)?**

Choose

**7.2 If “YES” to the question above, is it “FORMAL” (supervisory / management) or “INFORMAL” (team , committee , project, policy, regulatory, etc).**

Choose

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

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



**Example:**

|  |
| --- |
| Click here |

1. **Provide technical direction as an expert in a field in order for others to carry out their primary responsibilities.**



**Example:**

|  |
| --- |
| Click here |

**(c) Provide training / education to staff.**



**Example:**

|  |
| --- |
| Click here |

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



**Example:**

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| Click here |

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



**Example:**

|  |
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| Click here |

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



**Example:**

|  |
| --- |
| Click here |

**(g)** **Complete Employee Performance Reviews.**



**Example:**

|  |
| --- |
| Click here |

**(h) Administer discipline.**



**Example:**

|  |
| --- |
| Click here |

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



**Example:**

|  |
| --- |
| Click here |

**(j) Approve / Deny Leaves of Absence.**



**Example:**

|  |
| --- |
| Click here |

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



**Example:**

|  |
| --- |
| Click here |

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



**Example:**

|  |
| --- |
| Click here |

**(m) Other (Specify).**

 

**Example:**

|  |
| --- |
| Click here |

**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 Worksite:** Choose **If “Multiple” worksites, specify below:**

|  |
| --- |
| Click here |

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

|  |
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| Click here |

**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 Financial Resources:**

**8.1a Budget**

|  |  |  |
| --- | --- | --- |
| **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 here |

**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)** |
|  |  |

**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.

**10.1 Do any of the duties for this position involve any of the following and what is the likelihood of your actions having an impact on an outcome (i.e. financial loss or gain, effect on operations, delivery of programs / services, change in policy or strategic direction):**

**10.1a Problem Solving** Choose

**Example and Impact:**

|  |
| --- |
| Click here |

**10.1b Recommendations** Choose

**Example and Impact:**

|  |
| --- |
| Click here |

**10.1c Conflict Resolution** Choose

**Example and Impact:**

|  |
| --- |
| Click here |

**10.1d Influencing** Choose

**Example and Impact:**

|  |
| --- |
| Click here |

**10.1e Critical Thinking** Choose

**Example and Impact:**

|  |
| --- |
| Click here |

**10.1f Negotiating** Choose

**Example and Impact:**

|  |
| --- |
| Click here |

**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 |

**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:**

 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:**

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| Click here |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contact** | **Purpose** | **Frequency** |
| 1. |  |  | Choose |
| 2. |  |  | Choose |
| 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 |

**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:**

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| --- |
| 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 SENSORY DEMANDS:**

**Requirement for extended concentration:** Choose

**Comments / Examples:**

|  |
| --- |
| Click here |

**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 / Examles:**

|  |
| --- |
| Click here |

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| **Suggestions to consider in completing the Questionnaire:**   1. 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> 2. Before beginning, read through the entire questionnaire carefully. This will give a better understanding of the information required. 3. 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. 4. 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.** |