

**DATE RECEIVED**

**Supervisor/Department:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Human Resources:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### CLASSIFIED POSITION REVIEW QUESTIONNAIRE

**To Employees:** Complete the Position Review Questionnaire after reading the Classified Position Review Questionnaire instructions. Keep a copy of the form for your records, and give the completed form to your supervisor to review and forward. For additional directions and explanation of this review process, please go to: <http://www.washington.edu/admin/hr/roles/ee/comp/classified/positionrvw-guide.html>

**Additional Information:** Attach extra pages to provide any other information you believe will be helpful in understanding the job duties assigned to your position.

**To Supervisors:** Review the employee's statements and complete the "Supervisor Review" section. Fulfill unit review requirements and send the completed form to the Human Resources Compensation Office, within 30 days of receipt. If you disagree with any of the employee's statements, please discuss the Position Review Questionnaire with the employee.

***Optional Process****: The employee’s manager may assist the employee in completing all or part of this form. The employee must then review and sign the form, noting any clarifications.*

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| Section I – employee information |
| Employee Last Name:  | First Name:   | Middle:   | Employee ID Number:  |
| Telephone:   | Email Address:  | Box Number:  | Position #:   |
| Department:   | Building and Room Number:   | Work Days and Work Hours if other than Monday through Friday, 8 a.m. to 5 p.m.:   |
| Supervisor Name and Title:  | Telephone:  | Email Address:  | Box Number:  |
| Department Administrator Name:  | Telephone:  | Email Address:  | Box Number:  |
| Dean/Vice President/Administrator Name:  | Telephone:  | Email Address:  | Box Number:  |
| Payroll Contact *if not listed above*:  | Telephone:  | Email Address:  | Box Number:  |
| Working Title– If different than the current job classification, please state what it is:  |
|  |
| section II – position information |
| **1. Position Purpose**: Summarize the main reason(s) your position exists, in three to four sentences. This statement should include the position's general function and overall level of responsibility. Click or tap here to enter text. |
| **2. Specify the job classification you think provides the best match for your position.**Click or tap here to enter text. |
|[ ]  **Do Not Know** (Check this space if you do not have an opinion about the proper classification for your position) |
| **3. How long have you performed the duties that you believe fall outside your current job classification?**Click or tap here to enter text. |
| **4. Describe any specialized education, training, skills, or certification required to perform your duties.**Click or tap here to enter text. |
| **5. Main Job Duties:** Describe your major duties (those which take at least 5% or 2 hours per week to perform.) *Attach additional sheets if necessary.*

|  |  |  |
| --- | --- | --- |
| **Job Duties** | **% Time*****Total Must Equal 100%*** | **X If Outside Job Class** |
| Click or tap here to enter text. |   |   |
| Click or tap here to enter text. |   |   |
| Click or tap here to enter text. |   |   |
| Click or tap here to enter text. |   |   |
| Click or tap here to enter text. |   |   |
| Click or tap here to enter text. |   |   |
| Click or tap here to enter text. |   |   |

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| **(Omission of % of time information could result in delay of review.)** |
| **6. Decision-making Authority:** Provide some examples of decisions you make without consulting with your supervisor.Click or tap here to enter text. |
| **7. Organizational Chart:**Please either submit a current organizational chart that shows the following information or complete the chart below. (if a position is vacant, list the title and write "vacant" in place of the person’s name):

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| **If you submit a current organizational chart, please be sure it contains the following information** |
| **Name and Title of Your Manager’s Manager****The Name and Title of Your Manager** – This is the person who is responsible for establishing your job performance standards, evaluating your job performance, acting upon leave requests and if necessary, would be responsible for initiating corrective action or hiring your replacement. **Names and Payroll Titles of Others Reporting to Your Manager****Names and Payroll Titles of People You Lead or Supervise** – Please indicate * Whether your responsibilities are to lead\* or supervise\*\*
* The FTE (Full Time Equivalent) for each employee led or supervised
* Whether the person is permanent or temporary
 |

**Complete the chart below only if you do not submit a current organizational chart from your department.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Next Level Supervisor/Manager** |  |  |
|  |  |   |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Your Supervisor** |  |  |
|  |  |   |  |  |
|  |  |  |  |  |  |  |  |
| **Other Positions Reporting to your Supervisor - Name and Job Class or Title** |
|   |   |   |   |
|  |  |  |  |  |  |  |  |
| **Your Subordinates** |
| Employee Name and Job Class Title(Specify Student Helpers) | Supervise | Lead | Permanent | Temporary | % Time |
|   | [x]  |[ ] [ ] [ ]   % |
|   |[ ] [ ] [ ] [ ]   % |
|   |[ ] [ ] [ ] [ ]   % |
|   |[ ] [ ] [ ] [ ]   % |
|   |[ ] [ ] [ ] [ ]   % |
|   |[ ] [ ] [ ] [ ]   % |

\* **Lead Definition**: A lead employee has delegated responsibility for training; assigning, organizing or scheduling work; and reviewing completed work assignments. A lead worker does not make hiring decisions, conduct formal job performance evaluations or have the authority to decide that a disciplinary action recommendation will be prepared.\*\* **Supervisor Definition**: A supervisor has authority to hire staff, establish job performance standards, evaluate job performance, and take corrective action if performance is not acceptable. Supervisors are also responsible for training, assigning and scheduling work, and acting upon leave requests.*If your position trains others, such as students or faculty, but you do not control their work assignments or work schedule, include your training responsibilities in the “Job Duties” section.* |
| **8. Budget Authority:** Complete this section only if you have responsibility for:  [ ]  Maintaining fiscal records and/or  [ ]  Controlling or authorizing the expenditure of funds. Check appropriate box(es).Total annual state funds: = $ Total annual grant and contract funds: = $ Total number of grants and/or contracts: = $ Total annual self-sustaining funds: = $ Total annual budget or funds for which you have responsibility: = $  |

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| Section III – employee review |
| **9. Employee Review:** |
| **This position review was initiated by:** |  [ ]  **Employee** [ ]  **Supervisor**  | **This position review was completed by:**  |  [ ]  **Employee** [ ]  **Supervisor**  |
| **If completed by the employee:**The information I have provided is accurate and complete.Employee Signature: Date:  |
| **If completed by the supervisor:**This Questionnaire has been prepared by my supervisor and I [ ]  agree [ ]  disagree that this is an accurate and complete description of my duties.If you do not agree with any of the information on this Position Questionnaire, please explain below or attach a page clarifying the issue(s) of concern. Click or tap here to enter text.Employee Signature: Date:  |
|  |
| Section Iv – supervisor review |
| **10. Supervisor Review:** |
| *Reclassification requests submitted at the departmental level must be forwarded to Human Resources within thirty (30) calendar days of your receipt.*  |
| **The information on the position questionnaire is accurate and complete.**  [ ]  **Yes**  [ ]   **No** If you do not agree with any of the information on this Position Questionnaire, please explain below or attach a page clarifying the issue(s) of concern. Click or tap here to enter text. |
| **Check the statement that most accurately describes the level of supervision you exercise over this position:** |
|  [ ]  | Work assignments are generally recurring and/or the employee receives instructions and deadlines for each work assignment. Tasks are reviewed upon completion. |
|  [ ]  | Work assignments vary. The employee is given general priorities but determines work methods and the order in which tasks will be completed. |
|  [ ]  | The employee is given general job goals and responsibilities and determines tasks to be completed and work methods. |
| **Give examples of decisions that the employee is authorized to make without your prior review:**Click or tap here to enter text. |
| **Add any additional information that you believe should be considered in the review of this position:**Click or tap here to enter text. |
| Section v – signatures |
|  Supervisor Signature Date |  Unit Head Signature Date |
|  Supervisor Name (print or type)  |  Unit Head Name (print or type)  |
| **Additional Signatures (For use per organization policy)** |
|  Signature Date |  Signature Date |
|  Name (print or type)  |  Name (print or type)  |