

JOB CHANGE QUESTIONNAIRE FOR NON-TEACHING PROFESSIONALS

PART A

Name of Incumbent:	
Employee Number	
Annual Salary Rate:	
Department and Address/Unit#:	
Current Payroll Title:	
Length of Time in Position:	
Current Functional Title:	
What is the effective date of the change in duties:	

PART B

Indicate in the space below what caused the significant change in responsibilities. Please elaborate, listing any facts you feel are important to understanding these changes.

PART C – MAJOR DUTIES AND RESPONSIBILITIES

Describe the job in sufficient detail to present a clear word picture of the job. BE SPECIFIC. List the more important duties first and start each entry with an action verb. Ten or twelve duties are usually sufficient to describe the job.

PART F – REGULAR CONTACTS

List the regular contacts as incumbents in this position will have, and why (e.g., furnishing information, persuasion, schedule meetings). Do not include incidental or day-to-day contacts with co-workers.

Internal to the University

WHO (TITLE)?

WHY?

HOW OFTEN?

External to the University

WHO (TITLE)?

WHY?

HOW OFTEN?

PART G – ORGANIZATIONAL CHART

Please attach an organizational chart showing the relationship of this position to other positions in the department/unit. Show all the positions, by title, including classified staff.

PART H – SUPPLEMENTAL INFORMATION

Please be specific and give concrete examples.

1. What is the purpose of this position?

2. What is the most time consuming duty?

3. What are the most difficult or complex duties?

4. Give examples of typical problems solved.

5. Give examples of the kinds of decisions incumbents in this position are expected to make without referring to a higher authority.

6. What problems would be referred to someone else? Who?

7. Is the incumbent in this position is expected to originate and/or adopt policies, procedures, plans, and programs? Give examples.

8. Does this position require decisions or actions that control care of property, records, funds, or other assets or health and safety of others?

