|  |  |
| --- | --- |
| Your Name: |  |
| Your UCPEA Job Title: |  |
| Your Working Title (if different): |   |
| Your Division/School/College |   |
| Your Department within the Division: |   |
| Regular Location/Campus |   |
| Your Supervisor’s Name: |   |
| Your Supervisor’s Title: |   |
| Date Prepared: |  |

|  |
| --- |
| UCPEAjob INVENTORY WORKSHEET (jIW) |
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# Instructions

The Human Resources Department is reviewing job descriptions for all UCPEA positions to ensure that they accurately reflect current responsibilities and requirements.

To assist with this analysis, we ask that you complete this worksheet to provide information about your position. You are an important part of this project.
We thank you for your effort!

|  |
| --- |
| EMPLOYEE INSTRUCTIONS |
| 1. Please read each item carefully and enter your responses.
2. Save the file as YourUCPJobTitle.YourLastName.YourFirstName.JIW.docx
	1. For example, if your name is Jane Smith and your UCP job title is Program Assistant I, save the file as **Program Assistant I.Smith.Jane.JIW.docx**
	2. If you are completing the form as a group, please save the file as YourUCPJobTitle.Multiple.JIW.docx Make sure to include all employees’ first and last names at the beginning of the form in the Your Name section.
3. Email your completed worksheet to your supervisor **no later thanFriday, May 31, 2019**.
 |
| SUPERVISOR INSTRUCTIONS |
| 1. Review the employee’s answers to each question and write your comments in the Supervisor Comment box provided in each section.
2. Please **do not edit or change** the employee’s responses. Also, do not make any comments regarding the employee’s performance or personal capabilities.
3. Complete your review of the worksheet and send it to the person who is the first level out of the bargaining units no later than **Monday, June 17, 2019**. (If you are the first level out of the bargaining units, send it to HR at workforce@uconn.edu.)
4. We encourage you to share your comments with the employee.
 |
| INSTRUCTIONS FOR 1ST LEVEL OUT OF THE BARGAINING UNITS |
| 1. Review the employee’s answers to each question.
2. Write any comments in the section provided on the last page.
3. Send all completed worksheet to Human Resources at workforce@uconn.edu **no later than Friday, June 28, 2019**.
4. We encourage you to share your comments with the employee.
 |

# Your Duties and Responsibilities

## Primary Goal of Your Job

In one or two sentences, briefly describe the primary goal or purpose of your job.

NOTE: Please do not list all of your duties and responsibilities here. The next page will give you space to provide more details.

|  |
| --- |
| *Example: To assist students applying for admission to the university and provide advice and information on program requirements and procedures.* |
|   |

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| **SUPERVISOR COMMENTS (*if you have any*)** |

## Essential Duties and Responsibilities

Please describe the **most important** essential job duties and responsibilities of your job.
Start with the duty or responsibility that takes the **greatest portion** of your time each year, followed by duties that take **at least 10%** of your time throughout the year.

| **Describe your actual current duties, even if they differ from your current job description.** |
| --- |
| *Example: Assist library patrons by locating materials, delivering information, answering ready-reference questions.* |
| **1.**  |
| **2.**  |
| **3.**  |
| **4.**  |
| **5.**  |
| **6.**  |
| **7.**  |
| **8.**  |
| **9.**  |
| **10.**  |

| **Use this space for additional comments or notes, if you have any.** |
| --- |
|  |

|  |
| --- |
| **SUPERVISOR COMMENTS (if you have any)** |

## Supervisory and Work Leadership Responsibilities

|  |  |
| --- | --- |
| **Are you a Team Lead or Project Lead?**  | Choose an item. |
| *If yes, what teams and/or projects do you lead?* |
|  |

|  |  |
| --- | --- |
| **Do you supervise students?** | Choose an item. |
| *If yes, approximately how many students do you supervise per year?* |
|   |

|  |  |
| --- | --- |
| **Do you have formal supervisory responsibilities for any other UConn employees?** *You have formal supervisory responsibilities if you are responsible for signing performance reviews.* | Choose an item. |

If Yes, indicate the titles, names and number of positions that you supervise.

| **Job Title**  | **Employee Name(s)** (if the position is filled) | **# of Positions** (filled and vacant) |
| --- | --- | --- |
| **Full-Time** | **Part-Time** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |

| **Use this space for additional comments or notes, if you have any.** |
| --- |
|  |

|  |
| --- |
| **SUPERVISOR COMMENTS (if you have any)** |

## Interactions with Individuals Within the University

Please provide some examples of the kind of interactions you have with individuals that are part of the University (faculty, administrators, staff, students, etc.) on a regular basis to accomplish your job.

|  |  |  |
| --- | --- | --- |
| **1** | **Titles/Roles of Individuals** |  |
| *Types of Interactions (see below):* | **A [ ]  B [ ]  C [ ]  D [ ]**  |
| *Notes/Comments (optional)* |  |
| **2** | **Titles/Roles of Individuals** |  |
| *Types of Interactions (see below):* | **A [ ]  B [ ]  C [ ]  D [ ]**  |
| *Notes/Comments (optional)* |  |
| **3** | **Titles/Roles of Individuals** |  |
| *Types of Interactions (see below):* | **A [ ]  B [ ]  C [ ]  D [ ]**  |
| *Notes/Comments (optional)* |  |
| **4** | **Titles/Roles of Individuals** |  |
| *Types of Interactions (see below):* | **A [ ]  B [ ]  C [ ]  D [ ]**  |
| *Notes/Comments (optional)* |  |
| **5** | **Titles/Roles of Individuals** |  |
| *Types of Interactions (see below):* | **A [ ]  B [ ]  C [ ]  D [ ]**  |
| *Notes/Comments (optional)* |  |

***Check all that apply above.***

1. **Instruct and Explain** – Give and/or receive instructions, assistance, clarification, explanation such as describing rules, procedures, options, etc.
2. **Collaborate, Problem Solve, Advise** – Work together to exchange ideas, resolve complicated issues or situations, such as academic counseling or advising, providing direction and guidance, handling personnel matters, etc.
3. **Negotiate, Influence, Persuade, Facilitate, Coach** – Gain support for ideas or projects; seek to influence outcomes on matters of significance; mediate between contending individuals; sell, promote, or negotiate
4. **Lead and Manage** – Lead others toward achieving missions, strategies and visions; seek out and build relationships with individuals who are significant to the continuation of the program, school, or college; communicate decisions, directions, and priorities

|  |
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| **SUPERVISOR COMMENTS (if you have any)** |

## Interactions with Individuals Outside the University

|  |  |  |
| --- | --- | --- |
| **Do you regularly interact with individuals outside the University to do your job?** In other words, do your job duties require you to work with individuals who are not UConn faculty, administrators, staff, or students?  | **Yes[ ]**  | **No[ ]**  |

If Yes, please provide examples of the types of individuals and organizations you interact with on a regular basis to accomplish your job’s primary goals.

|  |  |  |
| --- | --- | --- |
| **1** | **Organization/Entity** |  |
| **Titles/Roles of Individuals** |  |
| *Type of Interaction (see below):* | **A [ ]  B [ ]  C [ ]  D [ ]**  |
| **2** | **Organization/Entity** |  |
| **Titles/Roles of Individuals** |  |
| *Type of Interaction (see below):* | **A [ ]  B [ ]  C [ ]  D [ ]**  |
| **3** | **Organization/Entity** |  |
| **Titles/Roles of Individuals** |  |
| *Type of Interaction (see below):* | **A [ ]  B [ ]  C [ ]  D [ ]**  |
| **4** | **Organization/Entity** |  |
| **Titles/Roles of Individuals** |  |
| *Type of Interaction (see below):* | **A [ ]  B [ ]  C [ ]  D [ ]**  |
| **5** | **Organization/Entity** |  |
| **Titles/Roles of Individuals** |  |
| *Type of Interaction (see below):* | **A [ ]  B [ ]  C [ ]  D [ ]**  |

***Check all that apply above.***

1. **Instruct and Explain** – Give and/or receive instructions, assistance, explanations such as describing rules, procedures, options, etc.
2. **Collaborate, Problem Solve, Advise** – Work together to exchange ideas, resolve complicated issues or situations, such as academic counseling or advising, providing direction and guidance, etc.
3. **Negotiate, Influence, Persuade, Facilitate, Coach** – Gain support for ideas or projects; seek to influence outcomes on matters of significance; mediate between contending individuals; sell, promote, or negotiate
4. **Build and Manage Relationships** – Serve as a spokesperson for a program, school, or college; seek out and build relationships with individuals who are significant to the continuation of the program, school, or college; interact with the press or media

|  |
| --- |
| **SUPERVISOR COMMENTS (if you have any)** |
| **Please tell us anything else you think we should know about your position.(Optional)** |
|  |

Thank you for taking the time to tell us about your job!

Please save the file as **YourUCPJobTitle.YourLastName.YourFirstName.JIW.docx**

For example, if your name is *Bob Smith* and your job UCP title is University Librarian 3, save the file as **University Librarian 3.Smith.Bob.JIW.docx**.

Email your completed worksheet to your supervisor no later than
**Friday, May 31, 2019**.

*By submitting this job inventory worksheet, I attest that the information provided by me is true and accurate.*

# Supervisor’s Review Section

To be completed by the immediate supervisor of the individual(s) who completed the worksheet.

|  |  |
| --- | --- |
| Your Name: |  |
| Your Title: |  |

## Qualifications

Please indicate the type of education, experience, and certifications/licenses you think should be required and preferred for this job.

**Required** qualifications are those a candidate must have to be considered for the position. **Preferred** qualifications are those that are good to have, but not necessary.

### Minimum Required Qualifications

|  |  |
| --- | --- |
| **Required Education Level:** | Choose an item. |
| *Indicate required major, field, or discipline, if applicable* |
|   |
| **Required Years of Experience:** | Choose an item. |
| *Indicate type of experience, if applicable* |
|   |
| **Can additional experience substitute for the required education?** |
| **Yes [ ]  No [ ]**  |
| **Required Certifications or Licenses:** |
|   |

### Preferred Qualifications (optional)

|  |  |
| --- | --- |
| **Preferred Education Level:** | Choose an item. |
| *Indicate preferred major, field, or discipline, if applicable* |
|  |
| **Preferred Years of Experience:** | Choose an item. |
| *Indicate type of experience, if applicable* |
|  |
| **Preferred Certifications or Licenses:** |
|   |

## Competencies

**What knowledge, skills, and abilities are needed to be successful in the job?**

| **Knowledge**  |
| --- |
| ***Examples:*** *Knowledge of the principles and practices of library science and information servicesKnowledge of federal, state, and local tax regulationsReading knowledge of at least one foreign language*  |
|  |
|  |
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| **Skills** |
| --- |
| ***Examples:*** *Producing reports and analyses in clear and concise formats**Developing, testing, and implementing computer programsWeb design skills including HTML and CSS* |
|  |
|  |
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| **Abilities** |
| --- |
| ***Examples:*** *Ability to supervise, counsel and evaluate staff Ability to keep complex records, to assemble and organize data, and prepare reports from such recordsAbility to work independently with minimal supervision and under stressful conditions* |
|  |
|  |
|  |
|  |
|  |

| **Notes or Comments (Optional)** |
| --- |
|  |

## Level of Supervision

Select the level of supervision that employee(s) in this position typically receive (use the drop down menu in the far right column).

|  | **Supervision Received** |  |
| --- | --- | --- |
| A | * Employees receive some instructions with respect to details of most work assignments
* Employees determine the process of how work is to be done based on precedent, practices, and existing policy at the unit/office level
* Progress/outcomes are reviewed for consistency with instructions and established procedures
 | Choose an item. |
| B | * Employees are sufficiently experienced to handle most work situations within established practice and procedures
* Employees are guided by general procedures and professional norms, with periodic checks on accuracy, quality and timeliness of outcomes
* Employees are expected to independently develop how their work is to be done based on precedent, practices and existing policy at the office and department levels
* Employees possess the latitude to adjust the processes or methods to effectively and efficiently manage their work assignments
 |
| C | * Employees have considerable freedom from technical and administrative oversight while the work is in progress
* Supervision only generally occurs when there are repeat problems or missed deadlines
* Employees are expected to define standard work tasks within departmental policies, practices, and procedures to achieve outcomes
* Employees are expected to handle a variety of situations that are cyclical in character, occasionally complex in nature requiring the application of general departmental guidelines to develop resolutions outside the standard practice
 |
| D | * Employees are free to plan and carry out all phases of work assignments
* Employees are given the latitude to make decisions on projects that he/ she is accountable for delivering on
* Employee's work assignments are defined as less reoccurring or cyclical tasks, and primarily consists of development or refinement of programmatic or administrative objectives
* Decisions should involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices
 |
| E | * Employees are free to plan and carry out all phases of work assignments, which include the oversight of staff
* Employees have the latitude to make daily operational decisions
* Given an understanding of best practices and the way similar units run elsewhere, is able to convincingly recommend capital and process improvements to the area
* Employee's work decisions are driven by departmental policy and procedures
* Seeks supervisory approvals when significant changes to process steps are considered and additional resources for task completion are required
 |
| F | * Employees are generally responsible for keeping departmental processes moving in a productive direction, with the autonomy to alter the process for efficiency and to achieve a revised outcome from leadership
* Seeks assistance only when highly difficult troubles arise or when confronted with problems of considerable material or political consequence
 |
| G | * Employees work under the general direction, subject to supervisory guidance and review
* Supervisors provide direction for matters of policy development and coordination, intermediate and long range planning, budgetary and human resources based matters
* Work is focused on and regulated by specific divisional goals and milestones
* Generally can act based on own judgment as long as actions adhere to division policy and operating procedures, and remain focused on the division and departmental objectives
* Seeks assistance only when unique situations arise, coupled with financial impact to the division and political consequence
 |

| **Notes or Comments (Optional)** |
| --- |
|  |

## Problem Solving and Decision Making

Select the statement that most closely describes the types of problem solving and decision making involved in this position.

|  |  |  |
| --- | --- | --- |
|  | **Problem Solving and Decision Making** |  |
| A | * Problems tend to be of limited scope and complexity
* Resolutions are typically generated by utilizing existing procedures or practice
* Generally, problems can be quickly and relatively easily resolved
 | Choose an item. |
| B | * Finds solutions to modestly technical or operational problems
* Solutions generally can be resolved using conventional or standard procedures
* Most of the obstacles, issues or concerns can be handled with established practice and policy
 |
| C | * Issues are varied
* Problems tend to be technical or programmatic in nature and are solvable through deep technical know-how and imaginative workarounds
* Most of the obstacles, issues or concerns encountered require considering alternative practice or policy interpretation
 |
| D | * Problems are not amenable to strict technical resolution, requiring innovative thinking for resolution
* Problem resolution and project completion involve substantial planning and scheduling within the department in order to obtain and align resources when and where needed
 |
| E | * Problems are readily identified but cannot be understood and fixed in simple cause-effect terms
* Variables affecting the problem are generally known
* Problems require integrative solutions such as how technologies, processes, resources, and people all fit together
* Incumbents understand the smallest details of a circumscribed area
 |
| F | * Problems are hard to identify and are sufficiently difficult that they cannot be solved using existing departmental practices and procedures
* Problems require response/adaptation to changing conditions or circumstances, necessitating enterprise and new approaches - Problem resolution should frequently require collaboration and coordination with units internal to the division, with occasional collaboration and coordination outside the division
* Choices for problem resolution typically remain within the authority of the division, requiring limited external validation
 |
| G | * Problems are unique and unexpected, since subordinate staff would be handling day to day problems
* Challenges for problems arise due to the lack of precedent or policy at a University level, requiring incumbents to develop new policy for approval and conceptualizing an implementation plan for new procedures or processes as a result of new policy

- Due to the lack of precedent, problem resolution is difficult to identify- Adeptness in discipline and well-formed concept of excellence allows incumbent to "tear apart" processes, question assumptions, etc. in order to identify problems and get to the heart of an issue- Problem resolution should frequently require collaboration and coordination with units both internal and external to the division |

| **Notes or Comments (Optional)** |
| --- |
|  |

| **Please tell us anything else you think we should know about this position.(Optional)** |
| --- |
|  |

Thank you!

We encourage you to share your comments and notes with the employee(s) who completed this worksheet.

Please send the completed worksheet to the person who is the **1st level out of the bargaining units** in your department/office/school no later than **Monday, June 17, 2019.**

If you are the 1stlevel outside the bargaining units, please send the completed worksheet to Human Resources at workforce@uconn.edu.

*By submitting this Job Inventory Worksheet, I validate the information reviewed and provided by me is accurate to the best of my knowledge.*

# Review Section: First Level Out of the Bargaining Units

To be completed by the 1st level supervisor/manager outside of the bargaining units.

|  |  |
| --- | --- |
| Your Name: |  |
| Your Title: |  |

|  |  |  |
| --- | --- | --- |
| **Have you reviewed the worksheet response?** | **Yes[ ]**  | **No[ ]**  |

|  |  |  |
| --- | --- | --- |
| **Do you have any additional comments about this job?** | **Yes[ ]**  | **No[ ]**  |
| ***If yes, please explain below*** |
|  |

Thank you!

Please email your completed worksheet to Human Resources at workforce@uconn.edu
no later than **Friday, June 28, 2019.**