



OFFICE OF COMPENSATION  
**Position Questionnaire**

<b>Job Title:</b>	
<b>Reports to:</b>	
<b>Date:</b>	<b>Department Name:</b>
<b>Position Purpose:</b> <i>In 3-4 sentences, summarize the primary purpose of the job.</i>	
<b>Essential &amp; Other Functions:</b> <i>List up to four essential and/or functions of the job in the space provided below, indicating the approximate percentage of time spent on each function over the course of a year. Start with the highest percentage of time spent. It is not necessary to list any duties or responsibilities that require less than 5% of the position's time (% time spent must equal 100). Note: If additional space is required – Please add to the bottom of the sheet)</i>	
	Estimated time _____%
	Estimated time _____%
	Estimated time _____%
	Estimated time _____%



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Estimated time \_\_\_\_\_%

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Estimated time \_\_\_\_\_%

**Position Requirements:** *Provide the minimum education, experience (including management experience), licenses, technical and/or other skills required.*

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**Dimensions:** *List 3 to 5 quantitative measures that define the size and scope of the position (e.g.: staff supported or supervised, budget responsibility, fund raising responsibility).*

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**Decision Making:** *Describe the authority held by the position and list 3 to 5 decisions that the position is free to make.*

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**Additional Information:** *Provide any other information that will help define the scope of this position. Include any unusual physical and/or environmental demands.*

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<p><b>Position Requirements</b>                  Education: <i>Indicate the minimum level of education generally necessary to handle the job's essential functions. Please check only one required educational level and one preferred level (if applicable).</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Required</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Preferred</u></th> <th></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>High school diploma or GED</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Vocational or technical training- Field of study</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Associate's degree, vocational or technical school degree-Field of study</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Bachelor's Degree-Field of study (if applicable)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Master's Degree-Field of study (if applicable)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Doctoral Degree-Field of study (if applicable)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="2">Check here if some experience may be substituted for some of the above education.</td> </tr> </tbody> </table>	<u>Required</u>	<u>Preferred</u>		<input type="checkbox"/>	<input type="checkbox"/>	High school diploma or GED	<input type="checkbox"/>	<input type="checkbox"/>	Vocational or technical training- Field of study	<input type="checkbox"/>	<input type="checkbox"/>	Associate's degree, vocational or technical school degree-Field of study	<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's Degree-Field of study (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	Master's Degree-Field of study (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	Doctoral Degree-Field of study (if applicable)	<input type="checkbox"/>	Check here if some experience may be substituted for some of the above education.		<p>Does the job require any special licenses or certifications? Please check all appropriate boxes and briefly describe.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>License</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Certificate</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Other</u></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> None</td> </tr> <tr> <td><input type="checkbox"/> Required</td> <td><input type="checkbox"/> Required</td> <td><input type="checkbox"/> Required</td> </tr> <tr> <td><input type="checkbox"/> Preferred</td> <td><input type="checkbox"/> Preferred</td> <td><input type="checkbox"/> Preferred</td> </tr> <tr> <td>Type: _____</td> <td>Type: _____</td> <td>Type: _____</td> </tr> </tbody> </table> <p>Work Experience: <i>Indicate the minimum level of total work-related experience required to effectively perform the job's responsibilities. Please check the appropriate box. This is not necessarily the same as the incumbent's experience.</i></p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td><input type="checkbox"/> 0 – 1 year</td> <td><input type="checkbox"/> 1 – 3 years</td> <td><input type="checkbox"/> 3 – 5 years</td> </tr> <tr> <td><input type="checkbox"/> 5 – 8 years</td> <td colspan="2"><input type="checkbox"/> More than 8 years</td> </tr> </tbody> </table>	<u>License</u>	<u>Certificate</u>	<u>Other</u>	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> Required	<input type="checkbox"/> Required	<input type="checkbox"/> Required	<input type="checkbox"/> Preferred	<input type="checkbox"/> Preferred	<input type="checkbox"/> Preferred	Type: _____	Type: _____	Type: _____	<input type="checkbox"/> 0 – 1 year	<input type="checkbox"/> 1 – 3 years	<input type="checkbox"/> 3 – 5 years	<input type="checkbox"/> 5 – 8 years	<input type="checkbox"/> More than 8 years	
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<p><b>Supervisory Responsibilities:</b> <i>Indicate the type and scope of supervisory responsibilities of this job. Please check only one box. Note: This refers to supervision of other ARS employees.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Not responsible for supervising (hiring, firing, performance reviews or corrective action) others.</li> <li><input type="checkbox"/> Has the authority to direct or oversee the employee's daily work activities. Does not have authority to undertake or recommend the following employment actions: hiring, termination, corrective action and performance reviews.</li> <li><input type="checkbox"/> Has the authority to direct the employee's daily work activities. Has authority to undertake or recommend the following employment actions: hiring, termination, corrective action and performance reviews.</li> <li><input type="checkbox"/> Has the authority to direct the employee's daily work activities. Has the direct responsibility to undertake the following employment actions: hiring, termination, corrective action and performance reviews.</li> <li><input type="checkbox"/> Has the authority to direct managers with functional area responsibilities. Has the direct responsibility to undertake the following employment actions: hiring, termination, corrective action and performance reviews.</li> </ul>																																														
<p><b>Written and Verbal Communication:</b> <i>Indicate the nature and scope of communication to others that is required to effectively perform the essential functions of this job. Please check only one box.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Simple messages communicated verbally. May write brief messages and keep simple records.</li> <li><input type="checkbox"/> Occasional use of verbal and written skills. May explain and offer guidance on routine procedures.</li> <li><input type="checkbox"/> Regularly uses moderately complex verbal and written skills. May train others in functional area and interact with others internally and externally. May make presentations to department or middle management.</li> </ul>																																														



- Frequently communicates complex information and interacts with management. May train and monitor others' performance. Can present, resolve conflicts and address delicate situations. Can motivate and persuade others
- Handles broad based complex information across departments. Presents to diverse audiences. Coaches and mentors supervisors and staff. Can negotiate, motivate and persuade others.

**Knowledge:** *Indicate the depth and breadth of knowledge within the job's field or specialty that is required to effectively perform the essential functions of this job. Please check only one box.*

- Specialized knowledge not required
- Basic knowledge of fundamental concepts, practices and procedures with ability to apply in routine situations.
- In-depth knowledge of concepts, practices and procedures with ability to use in varied situations.
- Broad and comprehensive knowledge of theories, concepts and practices with ability to use in complex, difficult and/or unprecedented situations.

**Collaboration/Service Orientation:** *Please check the box that best applies to the requirements of the job.*

- Generally works with employees in own group. Results typically affect own job or workgroup.
- Has some contact with other employees, professional staff and/or external contacts to give or obtain information or deliver service. Results can affect own functional area.
- Has frequent contact with others outside of workgroup, both internally and externally. Results have major implications on the management and operations of an area within a department.
- Regular contact with others both internally and externally. Results have significant broad implications for the management and operations of a major department or multiple departments.

**Driver License Requirement:** *In order to maintain constancy and ensure legal compliance, the City will only require a driver license for a position in accordance with the following checklist. Per Federal EEOC\*, "Under the Americans with Disabilities Act (ADA), an employer may impose qualification standards that are job-related and consistent with business necessity." "The purpose of this provision (29 C.F.R. §1630.10) is to ensure that individuals with disabilities are not excluded from job opportunities unless they are actually unable to do the job."*

**Please check the appropriate box(s) that reflects your position driving requirements.**

- The essential functions of this position generally require traveling from one worksite to another (1/2-mile distance or more) more than once per work day.
- The essential functions of this position generally require traveling from one worksite to another at least 5% of each work day on average.
- If an incumbent in this position were unable to drive, that incumbent would be deemed unable to perform in that position.

**If all three above checked yes, position may require a driver license.\* Otherwise, it does not.**

\*Note: Under the ADA, all reasonable accommodations must be sought to allow individuals with a disability to perform the essential job functions.

**Decision Making:** *Indicate the type of impact decisions typically made by this job. Please check only one box.*

- Decisions generally affect own job or specific functional area.
- Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department.



- Decisions have major implications on the management and operations of an area within a department. Job may contribute to important strategy, operational and business decisions that affect the department.
- Decisions have significant, broad implications for the management and operations of a major department or multiple departments. Job contributes to decisions on the overall strategy and direction of ARS.

**Problem Solving:** *Indicate the nature of problems regularly encountered by this job. Please check only one box.*

- Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures.
- Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, general precedents and practices.
- Problems are highly varied, complex and often non-recurring, requiring novel and creative approaches to resolution. New concepts and approaches may have to be developed.
- Problems are broad, complex and abstract, often involving company-wide issues. Must develop solutions using substantial creativity, resourcefulness, innovation, negotiation and diplomacy.

**Independence of Action:** *Indicate the job's general degree of independence of action. Please check only one box.*

- Work is closely monitored by supervisor/manager. Detailed instructions and procedures are generally provided.
- Work progress is monitored by supervisor/manager. Follows precedents and procedures. May set priorities and organize work within general guidelines established by supervisor/manager who is available to resolve problems.
- Results are defined. Sets own goals and determine how to accomplish results with some guidelines. Supervisor/manager provides broad guidance and overall direction.
- Set goals and priorities for functional area. May make recommendations for department policies, practices and programs.
- Sets direction and vision for major departments or multiple departments. Establishes priorities, develops policies and allocates resources.

**Fiscal Responsibility:** *Please check one box in each category as they apply to the responsibilities of the job.*

Budget

- Has no budget responsibility.
- Assists in planning, monitoring, and/or managing budget in functional area of department.
- Has full responsibility for planning, monitoring and managing departmental budget.
- Has full responsibility for planning, monitoring and managing budgets for multiple departments.
- Has full responsibility for planning, monitoring and managing budgets for company or vice-presidential unit.

**Physical/Environmental Demands:** *Please indicate whether physical and/or environmental demands are required to effectively handle the job's responsibilities. If yes, please list under **Additional Information** on Page 2.*

- Office environment/no specific or unusual physical or environmental demands.
- Specific physical requirements and/or environmental exposures are an essential part of the job.

**Submitted By:**

**Approved By:**

<b>Name:</b>		<b>Name:</b>	
<b>Signature:</b>		<b>Signature:</b>	
<b>Title:</b>	<b>Date:</b>	<b>Title:</b>	<b>Date:</b>