



COLORADO COLLEGE
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JOB ANALYSIS QUESTIONNAIRE INSTRUCTIONS

Please read the entire questionnaire before answering any questions in order to fully understand the scope of the information requested. Keep in mind that the questionnaire is designed to describe the job, **not** an individual's performance or personal qualifications.

Describe the requirements of the job as it exists today, not as it was in the past or how it might evolve in the future. If the job does change, a new questionnaire is to be completed. Include enough information so that someone not familiar with the job can get a clear idea of what is involved successfully perform the job. Avoid using any abbreviations, ambiguous phrases, technical terminology or "buzz" words. Refer to other people by title, not by name.

Answer each question accurately. Do not overstate or understate the responsibilities or requirements of the job. The supervisor of the position will be asked to review the completed questionnaire, discuss any differences of opinion, and provide additional input.

If you have any questions or concerns, do not hesitate to discuss them with the supervisor or Human Resources.

I. PRIMARY RESPONSIBILITIES AND DUTIES

List the **primary** responsibilities and duties of the job – those that make up the core of the job. Think of these in terms of the end results the position is accountable for. Avoid listing the tasks or activities that are performed to accomplish the end results.

List the most important responsibility first and the remaining responsibilities in descending order of importance.

Most positions have five to ten major responsibilities. If you need more room, attach another sheet. However, if you have more than ten statements, you should check to be sure you are listing only **primary** responsibilities.

Start each statement with an action verb (e.g. prepare, check, advise, operate). A list of common action verbs is included at the end of these instructions. At the beginning of each statement, indicate the percentage of time spent performing each activity. The total percentage of all activities must be 100%.

Do not include the standard diversity or safety language to the list of duties. Human Resources will add them as well as, "Performs other related duties as assigned or requested."

II. JOB REQUIREMENTS

Check the *minimum* level of education and the *minimum* years of related experience required to successfully perform the job. Describe the beginning level requirements of the job – not one's own personal qualifications. If a degree or specific experience is required, please specify in what field(s).

List any special license, certification or registration required to perform this job (e.g. journeyman electrician's license, first aid certification).

List any qualifications that are preferred but not required to perform the essential duties of the job.

Identify the skills required to perform this job. Identify the tools/equipment utilized.

Check off the physical requirements of the job. Use one column of check boxes if the requirement is occasional (i.e. quarterly, monthly) and both boxes if frequent (i.e. weekly, daily).

List any other requirements that may be necessary to perform the job.

III. SUPERVISORY RESPONSIBILITY

List the title of all positions for which the position has responsibility as a supervisor, lead or coordinator, and indicate how many people are included. List student employees separately. Include the number of hours/months each employee is scheduled to work.

Check the kinds of supervisory activities for which the position is responsible.

IV. FINANCIAL RESPONSIBILITY

If the position has direct responsibility for managing budgets or revenues, indicate the kind of fund (e.g. annual department budget, activities funds, grants) and approximate dollar amount.

Check the budget duties required of this position. (Check all that apply.)

V. DECISION-MAKING & PROBLEM SOLVING

Provide examples of decisions made and problems solved that occur on a regular basis. Attach an addendum for additional examples as needed. Describe the nature of the issue, how to go about resolving it, and when the supervisor's authorization is required.

VI. IMPACT

Identify the most common errors that can occur in this job and describe the typical consequence or outcome of those errors.

VII. CONTACT WITH OTHERS

Describe the most frequent personal contacts for the position. Consider only contacts that occur on a regular basis (e.g. daily, weekly). Include interactions with other staff members, students, parents, the external community, vendors, etc., and give examples of the level of sensitivity and/or confidentiality required.

List the title of the contact person and the purpose of the interaction.

VIII. DEGREE OF AUTONOMY

Describe the level of direction that the position receives from the supervisor.

IX. REPORTING RELATIONSHIPS

Complete the organizational chart as indicated (to include peer positions within the department as well as other departments), and attach a copy of the department's full organizational chart.

X. ADDITIONAL COMMENTS

Please provide any additional information that would be helpful to others in understanding the job.

When completed, please sign, date, and return to the supervisor.

XI. THIS SECTION TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR

After reviewing the questionnaire, please discuss any areas of disagreement or any additions to the questionnaire with the staff member and have the staff member make changes before signing. Add any additional information or comments in the space provided.

When completed, please sign, date, and submit to the department head for approval and forward to Human Resources.

ACTION VERBS

This list of action verbs should be used to assist you in completing Section I: Primary responsibilities and duties.

Administer – Manage or direct the execution of affairs.
Adopt – Take up and practice as one’s own.
Advise – Recommend a course of action; offer an informed opinion based on specialized knowledge.
Analyze – Separate into elements and critically examine.
Anticipate – Foresee and deal with in advance.
Appraise – Give an expert judgment of worth or merit.
Approve – Accept as satisfactory; exercise final authority with regard to commitment of resources.
Arrange – Make preparation for an event; put in proper order.
Assemble – Collect or gather together in a predetermined order from various sources.
Assign – Specify or designate tasks or duties to be performed by others.
Assume – Undertake; take for granted.
Assure – Give confidence; make certain of.
Authorize – Approve; empower through vested authority.
Calculate – Make a mathematical computation.
Circulate – Pass from person to person or place to place.
Clear – Gain approval of others.
Collaborate – Work jointly with; cooperate with others.
Collect – Gather.
Compile – Put together information; collect from other documents.
Concur – Agree with a position, statement, action, or opinion.
Conduct – Carry on; direct the execution of.
Confer – Consult with others to compare views.
Consolidate – Bring together.
Consult – Seek the advice of others.
Control – Measure, interpret, and evaluate actions for conformance with plans or desired results.
Coordinate – Regulate, adjust or combine the actions of others to attain harmony.
Correlate – Establish a reciprocal relationship.
Correspond – Communicate with.

Delegate – Commission another to perform tasks or duties that may carry specific degrees of accountability.
Design – Conceive, create and execute according to plan.
Determine – Resolve; fix conclusively.
Develop – Disclose, discover, perfect, or unfold a plan or idea.
Devise – Come up with something new, perhaps by combining or applying known ideas or principles.
Direct – Guide work operations through the establishment of objectives, policies, rules, practices, methods and standards.
Discuss – Exchange views for the purpose of arriving at a conclusion.
Dispose – Get rid of.
Disseminate – Spread or disperse information.
Distribute – Deliver to proper destinations.
Draft – Prepare papers or documents in preliminary form.
Endorse – Support or recommend.
Establish – Bring into existence.
Estimate – Forecast future requirements.
Evaluate – Determine or fix the value of.
Execute – Put into effect or carry out.

Exercise – Exert.
Expedite – Accelerate the process or progress of.
Formulate – Develop or devise.
Furnish – Provide with what is needed; supply.
Implement – Carry out; execute a plan or program.
Improve – Make something better.
Initiate – Start or introduce.
Inspect – Critically examine for suitability.
Interpret – Explain something to others.
Investigate – Study through close examination and systematic inquiry.
Issue – Put forth or to distribute officially.
Maintain – Keep in an existing state.
Monitor – Watch, observe or check with an eye to reaching agreement.
Notify – Make known to.
Operate – Perform an activity or series of activities.
Participate – Take part in.
Perform – Fulfill or carry out some action.
Place – Locate and choose position for.
Plan – Devise or project the realization of a course of action.
Practice – Perform work repeatedly in order to gain proficiency.
Prepare – Make ready for a particular purpose.
Proceed – Begin to carry out an action.
Process – Subject something to special treatment; handle in accordance with prescribed procedure.
Promote – Advance to a higher level or position.
Propose – Declare a plan or intention.
Provide – Supply what is needed; furnish
Recommend – Advise or counsel a course of action; offer or suggest for adoption.
Represent – Act in the place of or for.
Report – Give an account of; furnish information or data.
Research – Inquire into a specific matter from several sources.
Review – Examine or re-examine.
Revise – Rework in order to correct or improve.
Schedule – Plan a timetable.
Secure – Gain possession of; make safe.
Select – Choose the best suited.
Sign – Formally approve a document by affixing a signature.
Specify – State precisely in detail or name explicitly.
Stimulate – Excite to activity; urge.
Submit – Yield or present for the discretion or judgment of others.
Supervise – Personally oversee, direct, inspect or guide the work of others with responsibility for meeting standards of performance.
Train – Teach or guide others in order to bring up to a predetermined standard.
Transcribe – Transfer data from one form of record to another or from one method of preparation to another without changing the nature of the data.
Verify – Confirm or establish authenticity; substantiate.