



COLORADO COLLEGE
1 8 7 4

JOB ANALYSIS QUESTIONNAIRE

CURRENT JOB TITLE: _____

DEPARTMENT: _____

TELEPHONE EXTENSION: _____

SUPERVISOR: _____

SUPERVISOR'S TITLE: _____

DEPARTMENT PURPOSE/FUNCTION:

State the main purpose or function of the department using two or three brief sentences.

POSITION SUMMARY:

Summarize in one or two sentences the major purpose or objective of the job. The summary should answer the question, "Why does this job exist?" and provide the reader with an understanding of the overall scope of the position.

I. PRIMARY RESPONSIBILITIES AND DUTIES

1. (%) _____

2. (%) _____

3. (%) _____

4. (%) _____

5. (%) _____

6. (%) _____

7. (%) _____

8. (%) _____

9. (%) _____

10. (%) _____

II. JOB REQUIREMENTS

- High School or equivalent
- High School plus specialized training
- Vocational/Technical/Business School _____
- Some college/Associate's degree _____
- Bachelor's degree _____

Plus _____ years of related experience _____

Required certification: _____

Preferred qualifications: _____

- | | |
|--|---|
| <input type="checkbox"/> Type _____ wpm accurately | <input type="checkbox"/> Customer service skills |
| <input type="checkbox"/> Proficient with computer software programs such as _____ | <input type="checkbox"/> Abilities _____ |
| _____ | <input type="checkbox"/> Other Skills _____ |
| <input type="checkbox"/> Excellent oral and written communication skills | <input type="checkbox"/> Knowledge of _____ |
| <input type="checkbox"/> Proficient in spelling, punctuation, grammar, basic business math | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Think critically and problem solve | <input type="checkbox"/> Standard office equipment such as personal computer, laser printer, typewriter, copy machine, telephone, calculator, fax machine, etc. |
| <input type="checkbox"/> Handle confidential/sensitive information with discretion | <input type="checkbox"/> Small hand tools |
| <input type="checkbox"/> Good judgment | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Organizational skills | <input type="checkbox"/> _____ |

- | | |
|---|--|
| <input type="checkbox"/> Finger and wrist dexterity and hand/eye coordination to perform keyboard functions | <input type="checkbox"/> Stooping, kneeling, bending, crawling and crouching |
| <input type="checkbox"/> Confined sitting | <input type="checkbox"/> Carrying, pushing and/or pulling |
| <input type="checkbox"/> Light physical effort (usually lifting/moving up to 25 pounds) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Moderate physical effort (usually lifting/moving up to 50 pounds) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Heavy physical effort (usually lifting/moving up to 100 pounds) | <input type="checkbox"/> Must work outdoors in all weather conditions |
| <input type="checkbox"/> Walking | <input type="checkbox"/> Exposure to noisy or dusty conditions |
| <input type="checkbox"/> Prolonged standing | <input type="checkbox"/> Exposure to chemicals and solvents |
| <input type="checkbox"/> Climbing of stairs, ladders and/or scaffolds | <input type="checkbox"/> Good vision and hearing |
| <input type="checkbox"/> Carrying of loads up and down stairs | <input type="checkbox"/> Exposure to mechanical, electrical and/or other hazards |
| <input type="checkbox"/> Reaching and/or grasping | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> _____ |

III. SUPERVISORY RESPONSIBILITY

- Responsible for own work only
- Assists in providing training, work direction and problem solving assistance for student workers.
- Supervises, trains, provides work direction and problem solving assistance for student workers.
- Reviews or oversees work of less-experienced staff.
- Supervises support staff including scheduling and assigning work, reviewing performance, recommending salary increases, promotions or discharges.
- _____

IV. FINANCIAL RESPONSIBILITY

\$ _____
\$ _____
\$ _____
\$ _____

- Providing input in budget development
- Tracking and monitoring the budget
- Authorizing expenditures
- Tracking/controlling revenues
- _____

V. DECISION MAKING & PROBLEM SOLVING

VI. IMPACT

1. _____

2. _____

VII. CONTACT WITH OTHERS

1. _____

2. _____

3. _____

4. _____

5. _____

VIII. DEGREE OF AUTONOMY

- Works under direct (close) supervision
- Works under general supervision
- Works under indirect supervision
- Works under minimal supervision
- Works independently

IX. REPORTING RELATIONSHIPS

	Immediate Supervisor's Title	
Peer Position	THIS POSITION TITLE HERE	Peer Position
Subordinate Title #1	Subordinate Title #2	Subordinate Title #3

Purpose of Subordinate #1: _____
Purpose of Subordinate #2: _____
Purpose of Subordinate #3: _____

X. ADDITIONAL COMMENTS

Employee Signature Date

XI. THIS SECTION TO BE COMPLETED BY SUPERVISOR

Signature Date

Signature of Department Head Date