

**LANE COMMUNITY COLLEGE
JOB ANALYSIS QUESTIONNAIRE**

Executive, Manager, Professional and Administrative Positions

This form is used to obtain information about your duties, the requirements of your job, and to determine your job classification. Please complete the form in your own words and be as clear, accurate and complete as possible. If a question does not apply to your position, please respond by writing N/A. Please read the instructions for each area before completing the requested information and then check again to make sure that you have responded completely. The level of information is critical to achieving a full understanding of the position and its responsibilities.

Demographic Information

Enter your name as it appears on College records. Indicate the name of the department in which you work and the name of your work location if appropriate. Enter your job title as it appears on official records. Indicate how long you have been performing your present job duties that you list on this form. Record the name and title of your management supervisor.

Name: _____ Division/Department: _____
Current Job Title: _____ Time in Current Position: _____
Name/Title of Management Supervisor: _____

Organization Level

Using the table provided, record the category level of your position by using the alpha letter that corresponds to your job level. Then indicate the appropriate category for your management supervisor, as well as the first level of the positions under your direct supervision. If you are not a supervisor, answer item #1 by marking with the letter E or F.

- | | |
|--------------------------------------|---------------------------------------|
| | <u>Position Table</u> |
| 1. Your Position: _____ | A. President |
| 2. Your Management Supervisor: _____ | B. Vice President |
| 3. Level Directly Supervising: _____ | C. Division/Department Manager |
| | D. Department Supervisor |
| | E. Management Professional |
| | F. Non-Supervisory Management Support |
| | G. Classified and/or Faculty |

Position Summary

In two or three sentences, summarize your major responsibilities and/or the primary functions of your position (example – Responsible for supervising the entire financial function of the College, including all accounting, investment, cash management, budgeting, and endowment accounts. Supervise accounting and finance staff. Represent the College in financial matters at the Board level and in all community activities.)

Major Job Duties

List the major duties that you perform throughout a whole year in order of importance, including those that you perform only once or twice a year. Each task statement should be a clear description of the duty and should start with an action word, such as develop, evaluate, supervise, etc. In each statement, identify if this is a task you do individually, as part of a work team, or as part of a decision-making group. (Example: *As part of a selection team, interview and recommend final candidates to V.P. for hiring.*) Once you have listed all the major activities, then rate each one using the numerical codes provided below, in terms of the frequency and time spent doing it.

Role Scale:	Time Spent Rating Scale:	Frequency Rating Scale:
(1) <i>Individually</i>	(1): <i>very little; task does not take much of your time or is minor.</i>	(1): <i>quarterly, semi-annually or yearly</i>
(2) <i>Part of a work team</i>	(2): <i>some; takes some time but is not a major portion of total time spent.</i>	(2): <i>monthly</i>
(3) <i>Part of a decision-making group</i>	(3): <i>moderate; duties are a routine and recurring part of job assignments.</i>	(3): <i>weekly</i>
	(4): <i>significant; takes a substantial amount of time, represents a significant commitment of your time.</i>	(4): <i>daily</i>
	(5): <i>major; one of the primary duties you are involved with that occupies large portions of your time.</i>	

Role:	Major Job Duties	Time Spent (refer to scale above)	Frequency (refer to scale above)
Select		Select	Select
Select		Select	Select
Select		Select	Select
Select		Select	Select

Select		Select	Select
Select		Select	Select
Select		Select	Select
Select		Select	Select
Select		Select	Select
Select		Select	Select
Select		Select	Select
Select		Select	Select
Select		Select	Select
Select		Select	Select

Describe any secondary or other responsibilities that this position performs that are not essential to the primary role of this position, such as duties you perform because you know how, not because they are a formally assigned part of your position.

Role:	Major Job Duties	Time Spent (refer to scale above)	Frequency (refer to scale above)
Select		Select	Select
Select		Select	Select
Select		Select	Select
Select		Select	Select
Select		Select	Select

Education and Experience

Please indicate the level of formal education that is required to perform your job. (DO NOT indicate your personal education level, rather the minimum level required to perform the job.) Likewise, indicate the level of work experience necessary to competently perform the position’s responsibilities, NOT your personal work experience. Please also indicate the type of experience required.

Formal Education/Training:

Which formal education level is required to perform your job?

	Level of Education	Specialization
<input type="checkbox"/>	High school education or equivalent.	
<input type="checkbox"/>	Some higher education or vocational training	
<input type="checkbox"/>	Associate degree or equivalent	
<input type="checkbox"/>	Bachelor degree or equivalent	
<input type="checkbox"/>	Master’s degree or equivalent	
<input type="checkbox"/>	Doctorate degree or equivalent	

What kind/type of training is required to perform your job? Indicate the amount of time and whether the training is attained on the job or in a classroom setting:

Does your job require certain licenses, certificates, registrations? Explain:

Work Experience:

Please indicate the amount and type of work experience that is required to do your job:

	Duration	Identify type of experience required.
<input type="checkbox"/>	1-6 months	
<input type="checkbox"/>	6-12 months	
<input type="checkbox"/>	1-2 years	
<input type="checkbox"/>	2-4 years	
<input type="checkbox"/>	4-8 years	
<input type="checkbox"/>	More than 8 years	

Knowledge of other College functions:

Describe the extent of knowledge about other College functions that are required to perform your job; include amount of experience needed, if any. (For example, Department Managers need to understand the organization structure, accounting procedures, and personnel procedures in order to coordinate the work of their departments with other areas of the organization.)

Describe to what extent you are entrusted with and/or required to communicate confidential or sensitive information?

- (0) *No Contact*
- (1) *Contacts contain some discussion about confidential/sensitive matters.*
- (2) *Contacts regularly contain confidential/sensitive information necessitating discretion at all times.*
- (3) *Contacts consistently contain confidential/sensitive information necessitating discretion at all times.*

<u>Internal Contact Group</u>	Entrustment Code			
	0	1	2	3
A. Non-supervisory employees within/without own department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Subordinate employees under your supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Individuals in peer group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Your Management supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Executive Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Board of Directors/governing body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>External Contact Group</u>	Entrustment Code			
	0	1	2	3
A. Individuals in other organization, colleges, vendors, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Students, public, donors, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Compliance officers from regulating agencies, legislators, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Executives, Administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What about the information you deal with makes it confidential or sensitive?

Supervision Responsibility

Describe any supervisory responsibilities assigned to your position:

- Job is not supervisory in nature.
- Job is supervisory to the extent that daily work direction is provided to direct reports and/or work-study students.
- Job includes full supervisory responsibilities such as hiring, evaluating, performance coaching, etc.

If job is supervisory, indicate how many are supervised:

- Number of employees under your direct supervision: _____
- Number of work-study students you direct: _____
- Number of employees you supervise through subordinate supervisors: _____

Identify categories of subordinate staff (clerical, service, work-study students, professional, etc.):

Leadership

In the space below, describe the role and responsibilities you have regarding leadership within the College. Consider the role modeling you are expected to do, the way in which you need to support organizational policy and practice, and the situations that require you to speak on behalf of College operations or programs.

Job Scope

Choose the description that best fits the overall nature and complexity of the work that you perform. Evaluate and choose the best description that defines the degree to which there are established policies and procedures to guide your work and decision-making activity and the degree of supervision you receive.

A. Describe the nature of recurring work vs. diverse, new work that you perform:

- Recurring work situations with occasional variations from the norm.
- Frequent new and varied work situations.
- Wide diversity of work situations.

B. Describe the level of complexity related to your essential functions/major responsibilities:

- Job involves a moderate level of complexity.
- Job involves a significant degree of complexity.
- Job involves a high degree of complexity.

What about your job assignments or tasks contribute most to the complexity of your work?

C. To what degree do formal policies and procedures exist which guide your work? (check all that apply)

- Usually operate from specific and definite directions and instructions.
- Regularly operate from established and well known procedures.
- Determine own practices and procedures related to personal work.
- Contribute to the development of new concepts affecting others.
- Responsible for developing policies and objectives.

D. Describe the degree to which your job is performed independently, without direct supervision:

- Receive moderate supervision.
- Operate independently with minimal supervision.
- Perform duties with little direction given.
- Perform duties independently with reporting accountability only.

E. Describe the scope of decision-making authority assigned and exercised in your position.

- Decisions are usually made within institutional operating guidelines.
- Decisions are made within College policy parameters.
- Decisions are made without specific guidance usually considering only interpretation of applicable laws, governmental regulations.
- Other (describe):

Describe typical decisions made:

F. Describe the overall consequences of errors in judgment, accuracy of work or effectiveness of decisions made in the performance of the major duties of your job, to you, other College staff, or the College.

- Slightly critical: may cause operating delays easily corrected with minimal financial and legal implications.
- Moderately critical: may cause operating difficulties that should be avoided and financial or legal implications may exist to some degree.
- Critical: may cause operating difficulties to the point that work is stopped and situation is very difficult to correct. Serious financial or legal implications.
- Highly critical: may create such operating difficulties that all work must be redone. Non-correctable errors that have far-reaching financial and legal implications that are damaging to the College.

G. Describe the scope of budgetary accountability encountered in your job:

- Not accountable for budget preparation or compliance.
- Make budgetary recommendations.
- Partial budgetary preparation/compliance accountability in assigned areas.
- Total budgetary preparation/compliance accountability in assigned areas.
- Other (describe): _____

Estimate the annual level of your operating budget:

- | | |
|--|---|
| <input type="checkbox"/> No operating budget | <input type="checkbox"/> \$100,000-\$250,000 |
| <input type="checkbox"/> Under \$50,000 | <input type="checkbox"/> \$250,000-500,000 |
| <input type="checkbox"/> \$50,000-100,000 | <input type="checkbox"/> Greater than \$500,000 |

H. Capital assets are equipment, facilities, and physical resources for which you are accountable or you manage in your job. Describe the scope of capital asset control accountability in your job:

- Not accountable for control of capital assets.
- Partially accountable for control of capital assets.
- Totally accountable for control of capital assets in assigned areas.

Estimate the value of capital assets for which you are accountable:

- | | |
|---|---|
| <input type="checkbox"/> Under \$25,000 | <input type="checkbox"/> \$100,000-\$250,000 |
| <input type="checkbox"/> \$25,000-50,000 | <input type="checkbox"/> \$250,000-500,000 |
| <input type="checkbox"/> \$50,000-\$100,000 | <input type="checkbox"/> Greater than \$500,000 |

I. Describe the scope of long-range planning involvement (both departmental and College) encountered in your job:

Operational (Internal):

- Informally makes recommendations concerning long-range operational planning.
- Partially accountable for long-range operational planning in assigned areas.
- Totally accountable for long-range operational planning in assigned areas.

Strategic (External):

- Not involved in long-range strategic planning.
- Informally makes recommendations concerning long-range strategic planning.
- Partially accountable for long-range strategic planning.
- Totally accountable for long-range strategic planning.

Specific Job Skills

Skills, Knowledge and Abilities

Please list the minimum requirements to do the job:

Education: _____

Experience: _____

Skills:

Please list the job skills necessary to adequately perform the major duties in the course of performing your job. List the **skills** needed and if required the specific level of skill necessary for competent performance of the major duties of the job (e.g. technical skills, interpersonal skills, decision making, judgment, supervisory skills, communication skills.)

Knowledge:

Please list the specific areas of **knowledge** needed (e.g. regulations, operational procedures, accounting procedures, College policies) and indicate whether a person needs:

- (1) *general knowledge*
- (2) *working knowledge*
- (3) *detailed knowledge*

Knowledge	Type of Knowledge
	Select
	Select
	Select
	Select
	Select
	Select
	Select
	Select
	Select
	Select
	Select
	Select
	Select
	Select

Mental Activities:

For the purposes of ensuring that reasonable accommodation can be made where appropriate, please complete the following sections regarding mental activities of the position.

Please indicate which of the following mental activities are required by the work. Use the following codes to indicate how often you use, or how much of your work involves the use of, each mental activity:

Mental Activities	Frequency <i>C = Continuously (81+%)</i> <i>F = Frequently (51-80%)</i> <i>R = Rarely (0-20%)</i> <i>O = Occasionally (21-50%),</i> <i>N = Never (0%)</i>
Decision Making	Select
Interpersonal Skills	Select
Teamwork	Select
Creativity	Select
Customer Service	Select
Training/Supervising	Select
Use of Discretion	Select
Presentations/Teaching	Select
Problem Analysis	Select
Negotiation	Select
Mentoring	Select
Perform routine Math (add, subtract, multiply and divide)	Select
Perform advanced Math (analysis, statistics, significant data or number manipulation).	Select
Perform basic programming (database setup, setting	Select

system defaults, some software modification.)	
Perform advanced programming (software development and/or modification, and system development)	Select
Independent Judgment and/or Independent Action	Select

Describe any other mental activities required: _____

Please list any additional comments that will provide a more accurate or complete description of your job:

Management Supervisor's Comments

Supervisors are requested to review the information provided by the job incumbent on the job analysis questionnaire. Supervisors should make any comments concerning accuracy, thoroughness, etc. in the space below. Identify whether this position is accurately described, over or understated. Explain difference between this description and the position's responsibilities as you see them.

Supervisors are requested to sign this form as a means of verifying their review of the information submitted by the job incumbent. Completed forms should be returned to Human Resources.

Supervisor's Signature

Date