

THE UNIVERSITY OF MISSISSIPPI
JOB ANALYSIS QUESTIONNAIRE - NON EXEMPT POSITION

Type of request: ? Establish new position ? Reclassify existing position ? Other Date: _____

Proposed title: _____

Work currently performed by (name and title): _____

Department: _____ School, College, or Division: _____

Immediate supervisor of this position (name and title): _____

INSTRUCTIONS:

The document you are about to complete is a Job Analysis Questionnaire. The purpose of the form is to collect information about the nature of the work done by the individual in this particular position. The form is not intended to measure job performance, and is not intended to adversely affect anyone who assists by completing the form. The information will be used to assist in appropriately classifying the position. PLEASE ATTACH ANY ADDITIONAL DOCUMENTATION WHICH YOU BELIEVE WILL BE BENEFICIAL IN THIS PROCESS.

I GENERAL INFORMATION

- (1) *What other University positions would you consider to be comparable with this one?*

- (2) *If an existing position, briefly detail the reason for the request to reclassify the position. Please be sure and detail what demonstrable changes (additions and/or deletions) have taken place since the last review of this position.*

II FUNCTION AND ORGANIZATIONAL STRUCTURE

- (A) *Describe the general purpose of the position?*

- (B) *What type of choices are made by the incumbent without involving the supervisor of the position?*

- (C) *Does the incumbent in this position have supervisory responsibilities? If yes, please explain.*

- (D) *Attach an organizational chart for the unit. **Please note that this form will not be processed until an organizational chart has been received by the Department of Human Resources.***

III DUTIES, AND KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

This section is very important and will require careful thought. Describe the position in detail so that the information can be used to properly identify the duties of the position; and the knowledge, skills and abilities (KSAs) that are necessary to perform in this position.

DEFINITIONS:

- \$ Duty** - a distinct, major role or function assigned to position; represents a principle responsibility for the incumbent.
- \$ Knowledge** - the subjects, topics, and items of information that a new employee should know at the time he or she is hired or moved into the job; knowledge represents bodies of information that are applied directly to the performance of work functions.
- \$ Skills** - technical or manual proficiencies which are usually learned or acquired through training, skills should be measurable, and observable.
- \$ Abilities** - the present demonstrable capacity to apply several knowledge and skills simultaneously in order to complete a task or perform

an observable behavior; abilities may also relate to personal and social attributes which tend to be innate or acquired without formal instructions. An example is the ability to deal effectively with the public in giving and obtaining information.

(A) Complete the following tables by describing the duties associated with this position. Generally, a position will have at least two (2) duties, with a maximum of ten (10). A few positions, however, may have more than ten (10) important duties. An example is provided.

% OF TIME	DESCRIPTION OF REGULARLY PERFORMED DUTIES
15%	<i>Makes travel arrangements, files reimbursements, and maintains travel logs.</i>

(B) Identify the Knowledge, Skills, and Abilities (KSAs) that are necessary to perform in this position (Examples: Knowledge of accounting sufficient to put journal entries into an accounts payable register; skill in operating an electronic calculator; ability to record and total numerical figures with a minimal number of errors):

IV SIGNATURES

Supervisor of Position Date

Dean Date

Department Head Date

Vice Chancellor Date

Provost Date