

The University of Scranton
Position Analysis Form - Clerical and Technical Positions

Employee(s) Name(s):

Current Position Title:

Current Grade: _____ Department: _____

I. Principal duties and responsibilities:

(In addition, please indicate the approximate % of time spent performing each. If desired, some duties and responsibilities may be grouped and a composite percentage given).

NOTE: If a piece of equipment is used when performing a duty, please name the piece of equipment when describing the duty. Ex.: Type letters from rough draft using a word processor.

Approximate % of time

Duties and Responsibilities
(Please cite examples)

Duties and Responsibilities Continued - Use a separate sheet if you need more space.

Approximate % of Time

Duties and Responsibilities
(Please cite examples)

NOTE TO SUPERVISORS:

Place a check mark before each duty or responsibility listed above that you feel meets the essential function definition described below:

Under the Americans with Disabilities Act, it is necessary to identify the essential functions of each position. Essential functions may be termed essential because:

- * The reason the position exists is to perform them.
- * There are limited employees available among whom that function can be distributed.
- * The function is highly specialized so that the incumbent is hired for his/her specific experience or ability.

Sample of essential and other functions for a proofreader position:

Essential Functions:

Must be able to proofread manuscripts, etc.

Edits for grammar, typos, spelling, semantics, etc.

Other Functions:

Picks up and delivers manuscripts.

Orders materials.

Orients new proofreaders.

Answers the telephone.

II. Education Requirements

What is the **minimum level** of formal education and/or specialized knowledge required to meet the minimum requirements of this position? (Please check one.)

- Equivalent to a high school or GED diploma. Must have knowledge of grammar, spelling and math skills (calculation of percentages, ratios etc.)
- Training beyond high school or equivalent program. Skills in one or more specific areas such as computer operations, secretarial bookkeeping and so forth. (*List the areas of skills needed*):

- An associate degree in a technical or administrative program or over 18 months and up to 3 years of equivalent knowledge. Knowledge of procedures and practices in a specialty or technical field or an advance skill such as computer programming, electronic technology or office administration. (*List the associate degree and/or areas of knowledge needed*):

III. Experience Requirements

What amount of experience and/or on-the-job training is needed to meet **minimum requirements**? (Please check one.) (*Do not include education or time spent in training after competency has been reached*).

- Up to and including 3 months
- Over 3 months up to and including 12 months
- Over 12 months up to and including 3 years
- Over 3 years up to and including 5 years
- Over 5 years up to and including 7 years

IV. Independence of Action and Resourcefulness

What independent actions must be taken by the employee in this position? How resourceful must the employee be based on the **complexity** of the position. (Please check one.)

- Normally employee works on repetitive or routine duties with definite procedures to follow and little individual judgement to exercise. The work is done under immediate supervision or involves little choice as to the methods to be followed.

- Routine duties involving the use of a variety of procedures according to standard practice. Minor decisions may be made and some judgment may be exercised.
- A variety of duties and responsibilities that are diversified and require the choices from among a wide range of procedures. May analyze facts and examine individual circumstances to decide appropriate action to be taken within the limits of standard practice.
- A wide variety of duties involving general knowledge of University policies and procedures within the scope of the responsibilities and their application to cases not previously covered. Considerable judgement is used to work independently toward general results. New methods may be devised or existing standard procedures may be modified to meet conditions. Decisions are made guided by precedent and University policies.

Cite Examples:

V. Supervision Received:

How will the employee carry out their day-to-day duties and responsibilities? To what degree does the supervisor outline the methods to be followed or the results to be obtained? To what extent does the supervisor check the work? Does the supervisor work in the same general work area as the employee? Check one of the following statements that best describes the supervision received by the employee:

- Work is assigned at frequent intervals and performance is checked regularly.
- Employee proceeds alone on routine work following the pre-established standard practice. All questionable cases are referred to the supervisor.
- Employee works from policies and general objectives. Only general supervision is given. Rarely is it necessary to refer cases to the supervisor unless interpretation of University policy or clarification of the issue is required.

Cite Examples:

VI. Errors:

What is the **probable** effect an error by carelessness will have on the University? What monetary loss related to damage of equipment, labor and materials costs to correct the error, loss of goodwill, loss of a candidate for admission and so forth might be incurred? Consider an error as a separate event, which has the probability of discovery and correction in succeeding operations or by the supervisor. (Please check one.)

- Only minor expenses would be incurred. Errors are easily detected by the employee. Minimal confusion may result.
- Errors would be detected in succeeding operations in all probability and would be confined to a single department within the University. Correction would involve some trouble in back checking by others. Most work is verified or checked.
- Serious errors within the confines of the University may be made which would involve losses such as improper costs, failure to take discounts, overpayments, waste of materials, damage to equipment and so forth. The work is not subject to direct verification or check.
- Errors would be difficult to detect and may result in bad relations external to the University. Work is not subject to audit. Considerable accuracy is required.

Cite Examples:

VII. Contacts:

What kinds of contact with others are required by the position? Do the contacts require providing information only or do they require persuasion or seeking information that needs to be interpreted? The levels of the contact within the organization should be taken into consideration as well. (Please check one.)

- Little or no contacts except with immediate associates or supervisor.
- Contacts within the department on routine matters or contacts with other departments or outside the University furnishing information requiring only ordinary courtesy and tact.
- Contacts with subordinates and/or other departments furnishing or obtaining information or reports, discussion of controversial subjects requiring tact to avoid friction and obtain cooperation. Contact outside the University where improper handling may affect results but where the primary responsibility rests with the next higher level of supervision.

- Outside or inside contacts involving carrying out University policy and programs and the influencing of others where improper handling will have a marked effect on operating results. Contact involving persons of substantially higher rank on matters that require explanation, discussion, persuasions and obtaining approvals.

List the title(s) of individuals with whom the person in this position has contacts (face-to-face, telephone, correspondence, etc.) and the nature of those contacts (furnishing information, discussion, persuasion, etc.)

Titles of Contacts	Nature of Contacts	Examples
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VIII. Confidential Data:

What confidential data is handled or available in the normal exercising of duties of the position and what would the result be if that data were disclosed inadvertently? Consider the character of the data, the degree to which the full import of the data is apparent to the employee and whether disclosure would affect internal relationships only or external as well. What integrity and discretion are needed by the employee? This factor measures inadvertent disclosure or the lack of proper judgement in handling confidential data. (Please check one.)

- Little or no confidential data is handled.
- Disclosure would be negligible. Works occasionally with some confidential data however the full import of the data is not apparent in the routines performed. *For example, budgets (without salary data).*
- Disclosure might have adverse internal or minor external effects. Regularly works with some confidential data. *For example, wage and salary rates.*
- Disclosure might be detrimental to the University's interests. Works regularly with confidential data of major importance. *For example, development plans; research results planned property acquisitions etc.*

Cite Examples:

IX. Mental or Visual Demand:

What degree of mental or visual attention is required when performing this position?
(Please check one.)

- Workflow requires attention for relatively short intervals. *For example, using a telephone, making handwritten notes, occasionally using a keyboard, etc.*
- Workflow requires frequent normal attention. *For example, frequently operating a computer, observing and reporting experimental results, etc.*
- Workflow requires normal mental and visual attention together with some manual dexterity on processes. *For example, production typing, data entry on a continuing basis, computer programming, etc.*
- Workflow is sustained for periods of time requiring concentrated mental and visual attention and coordination of manual dexterity with mental and visual attention.

Cite Examples:

X. Working Conditions:

Under what working conditions is the work performed? Are there negative factors such as cramped office location, heat, cold, noise, dirt, inclement weather and so forth? *Since stress is difficult to measure and affects people differently it is not considered here. Please check one.)*

- Typical office working conditions
- Good working conditions. Occasional exposure to one of the elements listed above with some element present to make conditions less desirable than unusually found in an office
- Somewhat undesirable working conditions. Exposed to some of the elements listed above but with none present to be disagreeable.

Cite Examples:

XI. Type of Supervision:

NOTE: This factor is used only when supervisory duties are involved. Only one non-exempt position within a particular department will receive credit for supervisory responsibility.

What kind of supervisory responsibilities are involved and to what degree is the employee held accountable for results in terms of methods, personnel and budget? (Please check one.)

- Part time immediate supervision over several employees (whose total work hours equate to at least one full time equivalent employee. Performs the same or directly related work most of the time as those supervised. Does not have direct responsibility for methods, personnel or budgets.
- Immediate supervision assessing a unit, section or department where time is spent in assigning, reviewing, checking work and eliminating ordinary difficulties, where procedures are standardized. Or, act as understudy to a higher opposite that has major supervisory responsibilities and occasionally is responsible for supervising the employees reporting to the supervisor in his/her absence.

Cite Examples:

XII. Number of Employees Supervised:

NOTE: Use this factor only when supervisory duties are involved and the TYPE OF SUPERVISION factor has been completed.

How many persons (full time equivalents - FTE's) are supervised by this position? FTE: for example, if the employee supervises 2 people who each work 20 hours per week he/she is actually supervising 1 FTE. (Please check one.)

- | | |
|--|------------------------|
| | (# hours per employee) |
| <input type="checkbox"/> One (1) to two (2) employees | _____ |
| <input type="checkbox"/> Three (3) to Ten (10) employees | _____ |
| <input type="checkbox"/> Eleven (11) or more employees. | _____ |

Organizational Chart

Complete as follows:

Line #1 - Title of this position and name of incumbent.

Line #2 - Name and title of immediate supervisor.

Line #3 - Name and title of supervisor's supervisor.

Lines #4A, #4B, and #4C - If applicable, the number of full-time and/or part-time employees under the **direct supervision** of this position. For this section, supervision is defined as assigning work to, and checking the work of others. It also implies hiring and dismissal authority. *NOTE: Only one position within a particular department will receive credit for supervisory responsibility.*

	3.	
	↓	
	2.	
	↓	
1.	_____	
4A. Clerical No. of _____	5B. Student Aides No. of _____	4C. Other No. of _____

Additional Remarks - Please provide any additional position descriptive informative material that you feel is relevant.

Form Prepared By: _____
(signature) (date)

Supervisor/Manager: _____
(signature) (date)

Divisional VP: _____
(signature) (date)

Dean: _____
(signature) (date)

(Dean's signature required for positions in education departments only)

NOTE: To proceed with the re-classification process, this form must be signed by the Divisional VP.