

Job Analysis Questionnaire



**Shelby County Schools
Office of Compensation
Human Resources Department**

JOB ANALYSIS QUESTIONNAIRE[©]

The purpose of the Job Analysis Questionnaire (JAQ) is to collect position specific information to assist in the classification of a new position and reclassification of an existing position.

When completing this form, provide specific and accurate details pertaining to the position.

Employees are encouraged to participate in completing this document; however, the supervisor or manager is accountable for establishing the work assignments and ensuring the accuracy of this information.

PART A: POSITION INFORMATION

New position Reclassification

GENERAL COMMENTS ABOUT THE POSITION:

Click or tap here to enter text.

REASON FOR REQUEST:

Click or tap here to enter text.

Position Number: Click or tap here to enter text.	Home Dept. ID/Name: Click or tap here to enter text.
Current Grade: Click or tap here to enter text.	Current Job Title: Click or tap here to enter text.
Proposed Grade: Click or tap here to enter text.	Proposed Job Title: Click or tap here to enter text.
Supervisor Name/Title: Click or tap here to enter text.	Supervisor Phone/Email: Click or tap here to enter text.
Incumbent Name: Click or tap here to enter text.	Incumbent ID: Click or tap here to enter text.

PART B: ORGANIZATIONAL CHART

Attach an organizational chart with detailed reporting structure to include this position (including superiors, peers, and direct reports where applicable).

Click or tap here to enter text.

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PART C: POSITION DESCRIPTION

1. Attach a detailed specific job description with these added:
 - a. percent of time spent on each key function and
 - b. frequency the task is performed [Click or tap here to enter text.](#)

OR

2. Complete the essential functions/performance expectations below:

PURPOSE AND SCOPE: – Briefly summarize the purpose and scope of this position: [Click or tap here to enter text.](#)

ESSENTIAL JOB FUNCTIONS/PERFORMANCE EXPECTATIONS:

Clearly describe the essential job functions for this position. For each essential function, provide **specific** examples, percentage of overall time spent, frequency and whether or not the function is new.

List only significant tasks that take up at least five percent (5%) or more of the incumbent's time.

Essential Function #1: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

Essential Function #2: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

Essential Function #3: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

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Essential Function #4: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

Essential Function #5: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

Essential Function #6: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

Essential Function #7: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

Essential Function #8: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

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Essential Function #9: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

Essential Function #10: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

Essential Function #11: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

Essential Function #12: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

Essential Function #13: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

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Essential y Function #14: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

Essential Function #15: Click or tap here to enter text.	% of Time: Click or tap here to enter text.	Frequency: Click or tap here to enter text.	Is this New? <input type="checkbox"/> Yes <input type="checkbox"/> No
Specific Examples: Click or tap here to enter text.			

KNOWLEDGE, SKILLS AND ABILITIES:

Clearly describe the Knowledge, Skills and/or Abilities (KSAs) needed for this position

KSAs #1: Click or tap here to enter text.
KSAs #2: Click or tap here to enter text.
KSAs #3: Click or tap here to enter text.
KSAs #4: Click or tap here to enter text.
KSAs #5: Click or tap here to enter text.
KSAs #6: Click or tap here to enter text.
KSAs #7: Click or tap here to enter text.
KSAs #8: Click or tap here to enter text.
KSAs #9: Click or tap here to enter text.
KSAs #10: Click or tap here to enter text.

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PART D: BUDGET RESPONSIBILITY:

Does this position have budgetary responsibilities?

Yes (see below) No

Indicate the size and number of grants, budgets, and/or payrolls that affect the scope of this position

Budgetary and/or Fiscal responsibility includes which of the following (explain if applicable):	Level of Budget Responsibility (see below)	Size of annual budget (in \$mm)
FTE Count/Payroll: Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Department Operating Budget: Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Contracts/Grants: Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Level of Budget Responsibility Codes:

- A. Monitor expenditures against budget; prepare necessary documentation for supervisory review/approval; tabulate budgetary data, calculate figures, and check for accuracy
- B. Analyze budgetary data, verify figures, and develop budget proposals; recommend allocation of budgetary funds
- C. Full responsibility for planning, forecasting, and final approval of budget

PART E: QUALIFICATIONS

EDUCATION:

<p>Indicate the Minimum education level normally required to perform all of the duties of this position. The minimum education indicated must be consistent with the job description. Click or tap here to enter text.</p>
<p>Identify Preferred education level to perform all of the duties of this position. Click or tap here to enter text.</p>

EXPERIENCE:

<p>Indicate the Minimum years of experience normally required to perform all of the duties of this position. The minimum experience indicated must be consistent with the job description. Click or tap here to enter text.</p>
<p>Identify Preferred years of experience to perform all of the duties of this position. Click or tap here to enter text.</p>

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LICENSE(S) AND/OR, CERTIFICATION(S)

Are License(s) and or certification(s) required ? If Yes, state type: Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are License(s) and or certification(s) preferred ? If Yes, state type: Click or tap here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART F: DEPARTMENT APPROVALS

Employee Signature: Click or tap here to enter text.	Date: Click or tap here to enter text.
Manager Signature: Click or tap here to enter text.	Date: Click or tap here to enter text.
Chief Signature: Click or tap here to enter text.	Date: Click or tap here to enter text.

If you have questions, contact Office of Compensation at compensation@scsk12.org or 416-2832