



**Shelby County Schools  
Office of Compensation  
Human Resources Department  
JOB ANALYSIS QUESTIONNAIRE<sup>©</sup>**

The purpose of the Job Description 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** 1) Choose one of the following:

- New position                       Reclassification, Filled                       Reclassification, Vacant

- 2) **GENERAL COMMENTS ABOUT THE POSITION:** Click or tap here to enter text. Choose an item.
- 3) **REASON FOR REQUEST:** Click or tap here to enter text.
- 4) **SPECIFIC POSITION DATA**
- Get Position Number and Home Dept. ID/Name – from Finance
  - If the position is unfilled – fill in with “Vacant”

<b>Position Number:</b> Click or tap here to enter text.	<b>Home Dept. ID:</b> Click or tap here to enter text <b>Home Dept. Narr :</b> Click or tap here to enter text.
<b>Current Grade:</b> Click or tap here to enter text	<b>Current Job Title:</b> Click or tap here to enter text.
<b>Proposed Grade:</b> Click or tap here to enter text.	<b>Proposed Job Title:</b> Click or tap here to enter text.
<b>Supervisor Name:</b> Click or tap here to enter text. <b>Supervisor Title :</b> Click or tap here to enter text.	<b>Supervisor Phone:</b> Click or tap here to enter text <b>Supervisor Email:</b> Click or tap here to enter text.
<b>Incumbent Name:</b> Click or tap here to enter text.	<b>Incumbent ID:</b> Click or tap here to enter text.
<b># Months work a year:</b> Click or tap here to enter text.	<b># Hours work a day:</b> Click or tap here to enter text.
<b># Day work a year:</b> Click or tap here to enter text.	<b>Central Office or in a School:</b> Click or tap here to enter text.

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### PART B: ORGANIZATIONAL CHART

Attach an organizational chart with **detailed reporting structure** for the **WHOLE** department including:

1) **ALL** Management positions **above** this level 2)

**This** position

3) All **other** positions in **this department** 4) All

**direct reports** to this position if applicable **Click**

**or tap here to enter text.**

### PART C: POSITION DESCRIPTION

- Attach a **detailed specific** job description with **THESE ADDED**:
  1. **Percent of overall time** spent on each essential function - **Sum** of **all** functions totals 100%
  2. **Frequency** the task is performed (daily, weekly, monthly, annual etc.) - if greater than 5% of time
  3. **Is it a new task for the job?** - Yes or No

**OR**

- 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:

Examples of Essential Functions:

<b>What – Describe the Action or what gets done as a result of the action</b>	<b>How – Describe how the action is performed. Include any equipment, tools, software or work aids that are used</b>	<b>Why – Describe the purpose of the action</b>
Reviews and verifies budget data for accuracy	By analyzing reports using Excel spreadsheets	To maintain accurate records and to ensure consistency with financial objectives
Interviews candidates applying for positions	By phone or in person	To determine if qualified for the position
Receives incoming shipments and moves items to appropriate areas	By unloading trucks using forklifts	For proper storage until items are needed

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<p><b>Essential Function</b>  <b>Specific examples</b> - List only significant tasks that <b>take up at least five percent (5%) or more</b> of the incumbent's time.</p> <p>See examples above</p>	<p><b>% Overall Time Spent on Task</b>  <b>Sum of all functions totals 100%</b></p> <p>To convert <b>time words to percent</b>:</p> <p><b>Occasionally</b> choose a number between <b>1% to 33%</b></p> <p><b>Frequently</b> – choose a number between <b>34% to 66%</b></p> <p><b>Continuously</b> -choose a number between <b>67% to 100%</b></p>	<p><b>Frequency</b></p> <p><b>Daily</b>  <b>Weekly</b>  <b>Monthly</b>  <b>Annually</b></p>	<p><b>New function for job?</b></p> <p><input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b></p>
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<p><b>Essential Function #1:</b> Click or tap here to enter text.</p>	<p><b>% Overall Time Spent on Task:</b>          Click or tap here to enter text.</p>	<p><b>Frequency:</b>          Click or tap here to enter text.</p>	<p><b>New function for job?</b>  <input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b></p>
<p><b>Specific Examples:</b> Click or tap here to enter text.</p>			

<p><b>Essential Function #2:</b> Click or tap here to enter text.</p>	<p><b>% Overall Time Spent on Task:</b>          Click or tap here to enter text.</p>	<p><b>Frequency:</b>          Click or tap here to enter text.</p>	<p><b>New function for job?</b>  <input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b></p>
<p><b>Specific Examples:</b> Click or tap here to enter text.</p>			

<p><b>Essential Function #3:</b> Click or tap here to enter text.</p>	<p><b>% Overall Time Spent on Task:</b>          Click or tap here to enter text.</p>	<p><b>Frequency:</b>          Click or tap here to enter text.</p>	<p><b>New function for job?</b>  <input type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b></p>
<p><b>Specific Examples:</b> Click or tap here to enter text.</p>			

<p><b>Essential Function #4:</b> Click or tap here to enter text.</p>	<p><b>% Overall Time Spent on Task:</b>          Click or tap here to enter text.</p>	<p><b>Frequency:</b>          Click or tap here to enter text.</p>	<p><b>New function for job?</b>  <input type="checkbox"/> <b>Yes</b></p>
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	text.		<input type="checkbox"/> No
<b>Specific Examples:</b> Click or tap here to enter text.			

<b>Essential Function #5:</b> Click or tap here to enter text.	<b>% Overall Time Spent on Task:</b> Click or tap here to enter text.	<b>Frequency:</b> Click or tap here to enter text.	<b>New function for job?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specific Examples:</b> Click or tap here to enter text.			

<b>Essential Function #6:</b> Click or tap here to enter text.	<b>% Overall Time Spent on Task:</b> Click or tap here to enter text.	<b>Frequency:</b> Click or tap here to enter text.	<b>New function for job?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specific Examples:</b> Click or tap here to enter text.			

<b>Essential Function #7:</b> Click or tap here to enter text.	<b>% Overall Time Spent on Task:</b> Click or tap here to enter text.	<b>Frequency:</b> Click or tap here to enter text.	<b>New function for job?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specific Examples:</b> Click or tap here to enter text.			

<b>Essential Function #8:</b> Click or tap here to enter text.	<b>% Overall Time Spent on Task:</b> Click or tap here to enter text.	<b>Frequency:</b> Click or tap here to enter text.	<b>New function for job?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specific Examples:</b> Click or tap here to enter text.			

<b>Essential Function #9:</b> Click or tap here to enter text.	<b>% Overall Time Spent on Task:</b> Click or tap here to enter text.	<b>Frequency:</b> Click or tap here to enter text.	<b>New function for job?</b> <input type="checkbox"/> Yes
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	here to enter text.	<input type="checkbox"/> No
<b>Specific Examples:</b> Click or tap here to enter text.		

<b>Essential Function #10:</b> Click or tap here to enter text.	<b>% Overall Time Spent on Task:</b> Click or tap here to enter text.	<b>Frequency:</b> Click or tap here to enter text.	<b>New function for job?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specific Examples:</b> Click or tap here to enter text.			

<b>Essential Function #11:</b> Click or tap here to enter text.	<b>% Overall Time Spent on Task:</b> Click or tap here to enter text.	<b>Frequency:</b> Click or tap here to enter text.	<b>New function for job?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specific Examples:</b> Click or tap here to enter text.			

<b>Essential Function #12:</b> Click or tap here to enter text.	<b>% Overall Time Spent on Task:</b> Click or tap here to enter text.	<b>Frequency:</b> Click or tap here to enter text.	<b>New function for job?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specific Examples:</b> Click or tap here to enter text.			

<b>Essential Function #13:</b> Click or tap here to enter text.	<b>% Overall Time Spent on Task:</b> Click or tap here to enter text.	<b>Frequency:</b> Click or tap here to enter text.	<b>New function for job?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specific Examples:</b> Click or tap here to enter text.			

<b>Essential Function #14:</b> Click or tap here to enter text.	<b>% Overall Time Spent on Task:</b>	<b>Frequency:</b> Click or tap	<b>New</b>
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	Click or tap here to enter text.	here to enter text.	<b>function for job?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specific Examples:</b> Click or tap here to enter text.			

<b>Essential Function #15:</b> Click or tap here to enter text.	<b>% Overall Time Spent on Task:</b> Click or tap here to enter text.	<b>Frequency:</b> Click or tap here to enter text.	<b>New function for job?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specific Examples:</b> Click or tap here to enter text.			

### KNOWLEDGE, SKILLS AND ABILITIES:

Clearly describe the **Knowledge, Skills and/or Abilities (KSAs)** necessary in order to be successful in this position. Examples:

- **Knowledge** of laws, disciplines, or software etc.
  - Knowledge of laws related to Human Resources
  - Knowledge of Generally Accepted Accounting Principles (GAAP)
  - Knowledge of Microsoft Office Excel, PowerPoint and Word □
  - Any specific **Skills** relevant to the job:
  - Skill in speaking before large audiences
  - Skill in using food preparation equipment for large quantities
  - Skill in developing data supported solutions using fact based logic
- **Ability** to interpret and explain concepts or use specific equipment etc.:
  - Ability to communicate benefit plans in simple understandable terms
  - Ability to operate 2-way radio
  - Ability to analyze data, draw conclusions and devise practical solutions

<b>KSA #1:</b> Click or tap here to enter text.
<b>KSA #2:</b> Click or tap here to enter text.
<b>KSA #3:</b> Click or tap here to enter text.
<b>KSA #4:</b> Click or tap here to enter text.
<b>KSA #5:</b> Click or tap here to enter text.
<b>KSA #6:</b> Click or tap here to enter text.
<b>KSA #7:</b> Click or tap here to enter text.

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<b>KSA #8:</b> Click or tap here to enter text.
<b>KSA #9:</b> Click or tap here to enter text.
<b>KSA #10:</b> Click or tap here to enter text.

**WORKING CONDITIONS:**

Describe the Job Site Conditions which **most accurately** describe the **extent** of the **specific activity** performed in this job:

- 1) **Specific examples** - such as: **Stoops, knees or crouches to repair plumbing pipes.**
- 2) **Percentage of overall time** spent on function (**sum of all functions totals 100%**). - To convert time words to percent:
  - a) **Occasionally** choose a number between **1% to 33%**
  - b) **Frequently** choose a number between **34% to 66%**
  - c) **Continuously** choose a number between **67% to 100%**
- 3) **Frequency** - Choose **daily, weekly, monthly, annual, etc.**

<b>Activity Performed: Give Specific examples (except general office) such as: Kneels, crouches, crawls around to repair plumbing pipes</b>	<b>% Overall Daily/Weekly Spent on Task:</b>	<b>Frequency: Monthly/Annually</b>
<b>General office Conditions - Sitting, Standing, Walking, Bending Over, Eye/hand coordination</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Crawling, Climbing, Crouching, Kneeling, Stooping</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Reaching Overhead, Balancing, Grasping</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Repetitive use of hands/arms, Repetitive use of legs</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
text. Any other <b>unusual</b> aspect of this job? Click or tap here to enter text.		

**PUSHING, PULLING, CARRYING OR LIFTING**

<b>Activity Performed: Give Specific examples such as: Lift up to 50 pounds and places it on a dolly to move around warehouse</b>	<b>% Overall Time Spent on Task:</b>	<b>Frequency: Daily/Weekly Monthly/Annually</b>
<b>Pushing or Pulling Specific Example:</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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<input type="checkbox"/> up to 10 lbs	<input type="checkbox"/> Up to 25 lbs	<input type="checkbox"/> Up to 50 lbs	<input type="checkbox"/> Up to 75 lbs	<input type="checkbox"/> Up to 100 lbs	<input type="checkbox"/> Over 100 lbs
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<b>Carrying Specific Example:</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.			
<input type="checkbox"/> up to 10 lbs	<input type="checkbox"/> Up to 25 lbs	<input type="checkbox"/> Up to 50 lbs	<input type="checkbox"/> Up to 75 lbs	<input type="checkbox"/> Up to 100 lbs	<input type="checkbox"/> Over 100 lbs

<b>Lifting Specific Example:</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.			
<input type="checkbox"/> up to 10 lbs	<input type="checkbox"/> Up to 25 lbs	<input type="checkbox"/> Up to 50 lbs	<input type="checkbox"/> Up to 75 lbs	<input type="checkbox"/> Up to 100 lbs	<input type="checkbox"/> Over 100 lbs

Any other unusual aspects of this job? Click or tap here to enter text.

<b>TOOLS, EQUIPMENT AND MACHINERY</b> used in this job exactly which ones such as: Uses sharp knives and cleavers to prepare food:	<b>% Overall Time Spent on Task:</b>	<b>Frequency: State Daily/Weekly Monthly/Annually</b>
<b>Tools/Equipment/Heavy Equipment, etc.</b> Click or tap here to enter text. here to enter to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Dangerous Equipment: Hot Temperature (Devices), Burners, here Flame Torches, etc.</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Safety Equipment needed like respirators, eye/hearing protection, etc.</b> Click or tap here to enter text. here to enter	Click or tap here to enter text.	Click or tap here to enter text.
<b>Machinery/Moving Mechanical Parts, etc.</b> Click or tap here to enter text. here to enter to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Operates motorized vehicles, etc.</b> Click or tap here to enter here to enter to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

other unusual aspect of this job? Click or tap here to enter text.

**ENVIRONMENTAL CONDITIONS:**

<b>Environmental Conditions for this job State exactly which ones (except general office) such as: Works outside in the heat/cold/humidity to repair outside electrical lines:</b>	<b>% Overall Time Spent on Task:</b>	<b>Frequency: Daily/Weekly Monthly/Annually</b>
<b>Inside: General Office Conditions</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Inside: Cold/Heat, etc.</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Outside: Cold/Heat/Humid, etc.</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.



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	here to enter text.	to enter text.
<b>Hazards: Biological, Chemical, Electrical, Radiation, Sharp Objects/Tool, etc.</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Unprotected/Constricted Spaces: High Places, High Height , Underground, Dirty, Wet, etc.</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Fumes, Gases, Odors, Dust, Grease, Oil, Mud, etc.</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Slippery/Uneven Surfaces: Slippery areas, Uneven surface , Uneven ground, etc.</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Unusual Noise, Vibration, etc.</b> Click or tap here to enter text	Click or tap here to enter text.	Click or tap here to enter text.
<b>Special Safety conditions such as: Needs to be able to discriminate colors, etc.</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Any other **unusual** aspect of this job? Click or tap here to enter text.

Is there any other information which would be helpful in understanding this position?

**Physical** - State the information Click or tap here to enter text.

**Mental** - State the information Click or tap here to enter text.

**Performance Requirements** - State the information Click or tap here to enter text.

**PART D: BUDGET RESPONSIBILITY:**

Does this position have budgetary responsibilities?

Yes (see below)  No

<b>Budgetary and/or Fiscal Responsibility: Indicate the size and number of payrolls, budgets and/or grants, that affect the scope of this position</b>	<b>Level of Budget Responsibility (see below)</b>	<b>Size of annual budget (in \$mm)</b>
<b>Payroll:</b> Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Department Operating Budget:</b> Click or tap here to ente	Click or tap here	Click or tap here to

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text.	to enter text.	enter text.
<b>Contracts/Grants: List ALL Types Separately:</b> Click or tap here to enter text	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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: MANAGEMENT/SUPERVISION:**

Does this position have **Management** responsibilities?  Yes (see below)  No

Does this position have **Supervisory** responsibilities?  Yes (see below)  No

**FTE** – Full time equivalents is determined by adding together all of hours of part-time employees and dividing that number by 40.

No. Full-time Direct Reports	No. Part-Time FT : Direct Reports	No. Full-Time In-Direct Reports	No. Part-Time FTE In-Direct Reports	No. Shifts per Day
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

**PART F: QUALIFICATIONS EDUCATION:**

Indicate the <b>Minimum</b> education level <b>normally required</b> 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.
Identify <b>Preferred</b> education level to perform all of the duties of this position. Click or tap here to enter text.

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**EXPERIENCE:**

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

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

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

**PART G: DEPARTMENT APPROVALS**

<b>Employee Signature:</b>	Date:
<b>Manager Signature:</b>	Date:
<b>Chief Signature:</b>	Date:

If you have questions, contact Office of Compensation at [compensation@scsk12.org](mailto:compensation@scsk12.org) or 416-2832

The completed JAQ should be sent to:

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**Office of Compensation**

**160 S. Hollywood, Barnes Room 108**

**Memphis, TN 38112**