

Guidelines for Classifying PAT Positions

Employee

This guide is to assist the employee in completing the PAT Position Description Questionnaire (PDQ). It is important that the PDQ is completed in its entirety. **PLEASE PRINT IN INK OR TYPE ON-LINE.**

- Complete items 1 through 6 of the PDQ.
- If the answer to item 6 is “yes,” complete a *Position Description Questionnaire PAT Supplement*.
- Submit the completed PDQ (plus supplement, if applicable) to your immediate supervisor. He/she will complete the appropriate sections and forward it, via the appropriate channels, to Human Resources.

The following definitions are provided for clarity:

Job Function - The main function of the position is a statement describing the overall purpose of the job. It should include the end results to be accomplished by all the tasks listed in the “Brief description of job function” on the PDQ. (It may be helpful to complete the Task List before the description of job function.) Examples of functional statements are: (1) to coordinate all departmental administrative matters on behalf of the college and (2) to develop and maintain effective computer applications programs.

Job Description - Job duties include (1) what end results or purposes are to be achieved and (2) how you do your job. To describe your job, first think of the various things done during the course of a day, month or year. Next, organize all of the things done into groups of items which naturally fit together. Each group should suggest some common purpose or end result. Examples of end results include: (1) manages departmental budget, and (2) assesses need for new computer services.

Finally, list all job duties on the form in order of importance and estimate the percent of time spent on each (ensure the total equals 100%). Additional duties may be listed on a separate page, if necessary. Write the end result for each job duty, first as a heading, then list the major job activities. Be as specific as possible and do not include material which does not give good information on the present duties of the position. The rank of each job duty in order of importance does not necessarily depend on the amount of time spent on the job - a job duty occupying the least amount of time spent may be the most important to achieving the overall objectives of the job.

General Supervision - Receives some instructions with respect to details of most assignments, but is free to develop work sequence within established procedures, methods and policies.

Direction - Receives a general outline of the work to be performed and is generally free to develop sequences and methods within the scope of established policies. Work is periodically checked for progress and conformance to established policies and requirements.

General Direction - In charge of a moderately sized organizational unit. Plans and carries out assignments with little supervision. Reports regularly to a supervisor, usually by means of occasional conferences to discuss work progress or new problems, which require advice from supervisor.

Administrative Review - Plans, develops and organizes all phases of the work necessary for its completion within broad program guidance. Develops and utilizes procedures and methods which do not conflict with major policies.

Supervisor

If there is no incumbent in the position, the supervisor completes the entire PDQ. If there is an incumbent, the supervisor completes the "To Be Completed by Immediate Supervisor" section before forwarding, through appropriate channels, to Human Resources.

Supervisor's Comments is the area of the PDQ for the supervisor to indicate agreement or disagreement with items 1 - 6 of the PDQ. This space may also be used to further explain/describe the job data given by the employee. For example, indicate a greater importance or emphasis assigned to a specific job duty than indicated by the employee.

Organizational Chart is important in classifying any position in order to clarify the relationship of one position to another, especially when the position under review supervises other positions. Ensure inclusion of current relationships and not outdated material, although it is helpful to include an outdated organizational chart along with the current one to show how a position has taken on additional responsibilities. Please indicate official classified job titles on the chart rather than working titles. Also, clearly indicate where the "position under review" is placed.

Suggestion: A cover letter summarizing the position under review and its place in the organization is helpful.

The UNH Classification Committee normally meets twice each month; after this Committee's review, it is reviewed by the USNH Classification Committee. Human Resources will provide written notification to the supervisor of the classification decision.