☐ New Position
☐ Reclassification
☐ Existing Position

KIRKWOOD COMMUNITY COLLEGE
POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

PURPOSE

The purpose of the Position Description Questionnaire (PDQ) is to gather information on the essential functions, performance expectations, general physical activities, environmental conditions and minimum qualifications of a position. Please provide descriptive information in sufficient detail to establish a clear understanding of the position. This information should be by the supervisor with input from the current employee if possible. (Note: If you have a current job description that applies to this outline, please attach to the PDQ and indicate any changes.) Please feel free to contact Human Resources at 5615 if you need assistance or have any questions.

PART I: GENERAL INFORMATION

TITLE OF POSITION _____ **CURRENT CLASSIFICATION** _____

DEPARTMENT _____ **REPORTS TO** _____

PART II: GENERAL JOB SUMMARY

State briefly the general purpose and/or function of the position; why the job exists:

_____

_____

_____

_____

To what degree are work activities determined and controlled by supervisor and/or rules and regulations?

☐ Direct — Work assignments determined by supervisor and/or federal law policies on a frequent basis.
☐ Limited — Occasional supervision. Work activities overseen by supervisor.
☐ General — Work is determined by employee with very little supervision from supervisor.

List the number and type of personnel for whom this position is responsible.

	Number	FT/PT Student
1. Employees reporting directly to the position (e.g. employees who would be hired, fired, and evaluated by person in this position).	_____	_____
2. Employees for whom the position has functional responsibility (e.g., coordinate work activities for co-workers).	_____	_____

To what extent is position involved in the administration of a budget? Explain: _____

PART III: ESSENTIAL JOB DUTIES/RESPONSIBILITIES

Prior to filling out the next section, think about the essential job duties/responsibilities that are performed in this position. Consider the purpose of the function and the result to be accomplished. State the most essential job duties/responsibilities first and finish with the least important. Determine whether the function is constant, frequent, or occasional.

% OF TIME	ESSENTIAL JOB DUTIES/RESPONSIBILITIES
1. Constant (67-100%)	
2. Frequent (34-66%)	
3. Occasional (10-33%)	

PART IV: PERFORMANCE EXPECTATIONS

In this section, list the technical, analytical, managerial, interpersonal, human relations, academic and teaching skills that are required for acceptable performance and related to the essential job duties/responsibilities.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

PART V: GENERAL PHYSICAL ACTIVITIES WITH OR WITHOUT A REASONABLE ACCOMMODATION.

This section includes the general physical activities and physical demands of the job; the biological and/or physical hazards; and environmental conditions. A General Physical Activity and Environment Conditions Checklist is attached.

PART VI: MINIMUM QUALIFICATIONS

1. State the formal education **minimally** required to be considered for the position:

   _____

2. Identify occupational certifications or licenses, if any, that are required for this position in order to comply with the law or Kirkwood's policy.

   _____

3. State the nature and length of prior work experience **minimally** required for the position:

   _____

PART VII: COMMENTS AND SIGNATURES:

Are there aspects of this job which you feel are not adequately covered by this questionnaire? Please Explain.

Employee comments: _____

_____

_____

Signature: _____ **Date:** _____

Supervisor Comments: _____

_____

_____

Signature: _____ **Date:** _____

GENERAL PHYSICAL ACTIVITY AND ENVIRONMENTAL CONDITIONS CHECKLIST

Physical Activity (Please mark with the appropriate letter)

N = Not Applicable **F = Frequent (34-66%)**
O = Occasional (10-33%) **C = Constant (67-100%)**

_____Stooping:	Bending body downward and forward by bending spine at the waist.
_____Kneeling:	Bending legs at knee to come to a rest on knee and hands.
_____Crouching:	Bending body downward and forward by bending leg and spine.
_____Crawling:	Moving about on hands and knees or hands and feet.
_____Reaching	Extending hand(s) and arm(s) in any direction.
_____Standing:	Particularly for sustained periods of time.
_____Sitting:	Particularly for sustained periods of time.
_____Walking:	Moving about on foot to accomplish task, particularly for longer distances.
_____Pushing:	Using upper extremities to press against something with steady force in order to thrust forward, downward and outward.
_____Pulling:	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
_____Lifting:	Raising objects from a lower to a higher position or moving objects horizontally from position to position (Include maximum pounds and example of what objects need lifting.)
_____Grasping:	Applying pressure to an object with the fingers and palm.
_____Talking:	Expressing or exchanging ideas by means of the spoken word either on the telephone or in person.
_____Hearing:	Perceiving the nature of sounds.
_____Climbing:	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. (Include maximum height.)
_____Balancing:	Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or erratically moving surfaces, such as roofs, catwalks, etc.
_____Repetitive Motion:	Substantial movements (motions) of the wrists, hands, and/or fingers.
_____Visual Acuity:	View computer and/or close visual work less than 18" of distance.
_____Travel:	By means of transportation to on- and off-campus facilities, agencies, businesses, etc. (Specify if own transportation is needed or transportation is provided by Kirkwood)

ENVIRONMENTAL CONDITIONS (Check all that apply)

- ☐ A. Extreme cold; temperatures below 32 degrees for periods of more than one hour.
- ☐ B. Extreme heat; temperatures above 90 degrees for periods of more than one hour.
- ☐ C. Subject to noise; causes worker to shout in order to be heard.
- ☐ D. Subject to vibration; oscillating movements of the extremities or whole body.
- ☐ E. Subject to hazards such as moving mechanical parts and electrical current.
- ☐ F. Subject to work on scaffolding and high places.
- ☐ G. Exposure to blood or body fluids.
- ☐ H. Exposure to hazardous chemicals.
- ☐ I. Subject to atmospheric conditions that may affect the respiratory system or the skin; fumes, odors, dusts, mists, gases, or poor ventilation.
- ☐ J. Subject to oils; air and/or skin exposure to oils and cutting fluids.
- ☐ K. Required to wear respirator.
- ☐ L. None. Worker is not substantially exposed to adverse environmental conditions such as in typical office or administrative work.

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