


## **INSTRUCTIONS AND GUIDELINES FOR COMPLETING YOUR POSITION DESCRIPTION QUESTIONNAIRE (PDQ)**

Please either type your questionnaire or write legibly. In order to make this process easier for you, we recommend you first read through the entire questionnaire so that you understand the information we are asking for in each section. Next, complete as much of the questionnaire as you can and then put it down for a day. On the next day, complete the rest of the questionnaire. Finally, just before you turn it in, read it again to make sure you haven't forgotten anything.

1. The information you provide on the following position description questionnaire (PDQ) will be used to review your position with Contra Costa County and to determine the correct classification for your job. It is very important that you provide accurate, detailed information about your current job duties.
2. The information that you provide on the questionnaire will be very important in determining the appropriate job classification for your position in the new system. Accuracy is very important. Providing overstated questionnaires may have a negative effect and will not result in a higher classification. The questionnaire must be reviewed and signed by your immediate supervisor and your division manager.
3. Please spend the majority of your time on the sections indicated by arrows,  as these are the most important sections in determining job classifications in the new system.
4. **Please review your answers for accuracy and completeness.** We suggest that you keep a copy of the final document for your records.

# Contra Costa County Position Description Questionnaire

## POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

Please read entire questionnaire before completing form.

### I. BACKGROUND

In this section you will provide information regarding your name, current job title, your immediate supervisor, length of employment and the hours worked. This will help us to make sure we refer to the correct job throughout the study.

Name: Nancy Campbell Date: 9/16/2022

Current Job Title: Systems Accountant II Position Number: LWVB  
TU to Information Systems Project  
Manager since May 2021

Department: Auditor -Controller Telephone: 608-9324

Immediate Supervisor: Name: Haj Nahal  
Title: Assistant Auditor-Controller  
Telephone: 608-9300

Total Time Employed in Current Position: Years: 15 Months: 3

Work Hours: Start: 8:30AM am/pm Finish: 5:00PM am/pm

### II. POSITION SUMMARY

This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. *Usually it is better to write this after you have completed the remainder of the questionnaire.* Briefly describe what you consider to be the major purpose or objective of the job. Simply stated what are you attempting to accomplish in your position.

Example: Computer Support Technician

**Summary: To operate, maintain and repair computer equipment and to provide technical assistance to users.**

To serve as County Project Lead for the implementation and support of the new  
County-wide Workday Financials ERP system. To support, manage, and enhance the  
County's Financial system and related sub-systems and to manage and train the core  
support staff for these systems. To improve processes within the Auditor-Controller's  
Office by identifying and utilizing new and evolving technologies.

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### III. ORGANIZATIONAL RELATIONSHIPS - THIS IS VERY IMPORTANT

The organizational chart asks for specifics regarding those positions working in your department. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. **Your supervisor** is your immediate supervisor and is the person that holds you responsible for accomplishing your duties. **Your subordinates** are those individuals that you have supervisory authority over, meaning you not only assign work but evaluate their work as well. **Your coworkers** are other people in your department that report to your supervisor or manager.

Complete the organization chart below. Please fill in the applicable position titles: (1) your immediate supervisor (the person who signs your performance evaluation); (2) your coworkers, employees you work with and who also report directly to your supervisor; and, (3) your subordinates, any employees you supervise\*.

#### YOUR SUPERVISOR

Assistant Auditor-Controller

#### YOUR JOB

Systems Accountant II

#### YOUR COWORKERS

Financial Systems Manager

Payroll Systems Administrator

Auditor-Controller Division Manager

#### YOUR SUBORDINATES\*

Systems Accountant I

Accountant - Auditor I

- List only those jobs over which you have full managerial/supervisory authority.

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• **IV. SUPERVISION GIVEN - THIS IS VERY IMPORTANT**

This section asks for information regarding your supervisory responsibilities. This information will help us to fully understand the level of authority that you have. For example, do you have lead authority and assign and monitor work, or do you have full supervisory authority and sign performance evaluations. Please check all that apply and list the number of employees you have supervision over. These questions, other than the first one, should apply to those titles which are listed as *Your Subordinates* on the organizational chart, or any others that may report to those positions listed under *Your Subordinates*.

Check the following phrase or phrases that apply to your job and indicate the number of employees:

	<b>Number of Employees</b>
<input type="checkbox"/> I do not officially supervise other employees (sign performance reviews).	_____
<input type="checkbox"/> I evaluate and sign performance reviews of other regular employees	X (3)
<input type="checkbox"/> I evaluate and sign performance reviews of part-time, temporary or contract employees.	_____
<input type="checkbox"/> I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	X (3)
<input type="checkbox"/> I make work assignments for others.	X (3)
<input type="checkbox"/> I make hiring and hiring pay recommendations.	_____
<input type="checkbox"/> I recommend pay changes (i.e. performance bonuses).	_____
<input type="checkbox"/> I recommend termination for poor performance.	X
	(probationary employees)
<input type="checkbox"/> I provide advice to peers that they must consider carefully before making a decision.	X
<input type="checkbox"/> I provide information to supervisors/management that they use in making a decision. Example:	X

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I notified the Auditor-Controller and Assistant Auditor-Controller of critical problems with how capital project budgets and expenditures would be recorded and reported in Workday. I identified the options available to remedy the problems and gave pros and cons with each along with my recommendation. The critical problems with the capital projects would be a County-wide issue and involve over \$100 million.

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## Contra Costa County Position Description Questionnaire



### V. DUTIES - THIS IS VERY IMPORTANT

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. Essential duties are those duties which make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or whatever other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., To start off each statement. In the decision required section, list the decisions you make in order to carry out those duties. Please be sure to place frequencies and percentages in the last two columns so that it is clear as to where you spend the majority of your time. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of all duties should equal 100% over a one year period of time.

**Essential Duties:** Describe five to ten essential duties that make up your job. Try to describe your job so that someone not familiar with your work can understand it. Begin each duty statement with an action verb ("calculates", "operates", "establishes") that tells what is done or why and how it is done. Examples are shown below. Use additional sheets if needed.

**Decisions Required:** For each duty you have listed, state the decision(s) you must make in order to carry out the duties required. Refer to the examples given.

**Frequency:** Indicate how often you perform each duty:

**D = Daily, W = Weekly, M = Monthly, Q = Quarterly, A = Annually, O = Occasionally.**

**Percent of Time:** Indicate how much of your time you spend on each task. The total of these percentages should not be more than 100%. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day.

Essential Duties	Decisions Required	Frequency						% of Time
		D	W	M	Q	A	O	
<i>EXAMPLES:</i>								
<b>1. Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.</b>	Articles to include, editorial changes, graphics, layouts			M				25%
<b>2. Performs inventory spot checks and monthly counts of supplies in warehouse.</b>	When to check supplies			M				10%

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Essential Duties	Decisions Required	Frequency D W M Q A O	% of Time
<p>1. Supervise and manage large systems development projects. Plan and provide work assignments and give lead supervision to both functional and technical project staff. Set priorities for work assignments. Review work of project staff, provide feedback, and assist with improvements. Supervise the creation of training plans and training curriculum for end users. Coordinate with project team members, department representatives, project oversight committee, vendors and other project stakeholders. Participate in process to select project staff, contractors and vendors and evaluate their performance.</p>	<p>Methods or technologies to utilize, methods of security control, design choices, schedules, assignments and priorities, evaluation of staff performance</p>	<p>D</p>	<p>85%</p>
<p>2. Evaluate emerging technologies and software developments and make recommendations for hardware and software improvements and upgrades for the Department or County. Analyze business processes and requirements and develop and implement system solutions. Oversee and make decisions and recommendations on the deployment and setup of the Auditor's network, servers, workstations and peripherals. Perform network administration duties; monitor server updates and patches; add, modify and remove system users, ensure compliance with County security standards.</p>	<p>Methods or technologies to utilize, business requirements, design choices, cost/benefit analyses</p>	<p>M</p>	<p>3%</p>

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<p>3. Assist, train, and direct staff on how to analyze data, properly use the County financial systems, and improve time management/organization. Assist and train staff on the use of various software packages including Microsoft Office, Laserfiche imaging software, and Adobe.</p>	<p>Training materials/media, analytical tools, business requirements</p>	<p>D</p>	<p>3%</p>
<p>4. Support the County financial systems and other complex, county-wide systems. Monitor changes in federal and state laws regarding government accounting requirements. Identify solutions and make recommendations for system modifications to achieve compliance. Work with other departments, agencies, financial institutions and vendors to develop, test, implement and maintain system interfaces for the exchange of financial data. Assign duties and provide lead supervision to Finance systems and network staff.</p>	<p>Methods or technologies to utilize, design choices, schedules, assignments, and priorities</p>	<p>D</p>	<p>4%</p>
<p>5. Perform user and technical training. Develop user and system documentation. Develop test plans and conduct and supervise testing. Prepare system and program specifications.</p>	<p>Training materials/media, testing methods and tools, system design tools, languages and platforms, staff assignments</p>	<p>O</p>	<p>3%</p>
<p>6. Design, create, and maintain Access databases which are used by staff to locate and analyze financial and employee data. Create new reports and queries as needed to assist staff in their data analysis. Develop and implement maintenance and upgrade plans for Access and SQL databases.</p>	<p>Methods or technologies to utilize, design choices, priorities, software, and operating systems or platforms to use</p>	<p>M</p>	<p>2%</p>

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### VI. REQUIRED KNOWLEDGE AND SKILL

This section helps us to understand the minimum levels and types of knowledge and skill needed in order to perform your job at the *entry level*. Those items you list are those required, and not what *you* might necessarily know or are able to do after being in the position for a number of years, nor is it necessarily, a description of your education and experience.

**Knowledge:** refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

**Skills:** refers to the proficiency that can be demonstrated and are typically manual in nature and/or can be measured through testing. Please list specific knowledge or skills required by essential duties you noted in Section V referenced by the associated duty number.

Knowledge/Skills:	Duty #
1. Knowledge of government accounting and budgeting practices, standards and legal requirements	1-6
2. Knowledge of information systems analysis & design	1-6
3. Knowledge of systems development, testing, training, and implementation methodologies	1-6
4. Knowledge of database management, SQL, and programming practices	1-5
5. Knowledge of project management and principles of leadership, performance evaluation, and staff motivation	1-6
6. Analytical and problem solving skills	1-6
7. Excellent verbal and written communication skills	1-6
8. Familiarity with mainframe, server, and personal computer operating systems and applications	1-6
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	



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### VII. EDUCATION AND EXPERIENCE - THIS IS VERY IMPORTANT

This section helps us to determine the minimum level of education and experience required to perform the job at the entry level. Please list those educational and experience requirements that you have, and those educational and experience requirements that you believe someone would need to have at *entry level into the job*. This should be the minimum level an individual should be required to have for human resources to consider an application for the position. Please note in d), any licenses or certifications required for your position upon *entry into the job*.

**A)** What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at *entry level*? Check the level that applies to your job:

<b>YOU HAVE</b>	<b>YOU NEED</b>
---------------------	---------------------

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 8 <sup>th</sup> grade or less (ability to read, write, and follow directions)                 |
| _____ | _____ | High School Diploma or equivalent (G.E.D.)  |
| _____ | _____ | Up to one year of specialized or technical training beyond high school                        |
| _____ | _____ | Associate degree (A.S., A.A.) or two-year technical certificate                               |
| X     | X     | Other (explain): Bachelor's degree is required, I have Bachelor's and Master's (MBA) degrees. |

**B)** What kinds of experience do you have and what minimum kinds of experience are needed to enter your job at *entry level*?

<u>Type of Experience</u>	<u>Minimum Time Required</u>
<b>You Have</b>	<b>What is Needed</b>
25 years experience researching software and data problems, explaining solution options to management, assisting in selecting an appropriate option, and implementing the solution selected	Experience researching and resolving software and data problems <span style="float: right;">3 Years</span>
25 years experience identifying gaps in end user knowledge, initiating the creation of accurate documentation and training curriculums	Experience training end users and developing documentation <span style="float: right;">3 Years</span>
25 years experience identifying manual and automated financial work processes, systems, and procedures that need improvement; devising a plan for improvement; explaining the options to management; assisting in selecting the best option; and implementing the solution selected	Experience analyzing manual and automated financial work processes, systems, and procedures <span style="float: right;">3 Years</span>

**C)** What field (s) should training or degree be in?

Computer Science or Finance/Accounting

**D)** Are any state, federal, or professional licenses or certificates required to enter your job? If so please list:

No

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### VIII. PROBLEM SOLVING

The problem solving section is used to help in understanding the types of problems that your position typically is required to resolve.

Briefly describe two typical problems or difficult/sensitive situations you have been called upon to deal with in performing your work and how you dealt/solved the situation.

a.

The Banking and Financial Accounting consultant for the Workday Finance implementation project was behind on assignments and was inefficient at leading his meetings. Worked to get an additional resource from the consultant's firm to assist the consultant, who the firm admitted had too heavy a load. Worked with the consultant to change the way he structured his meetings. Worked with the County project team to review and modify as necessary the upcoming agendas.

b.

The County project team for the Workday Finance implementation project extracted data from the Fixed Asset database and from the Finance system for a test load to Workday.

I helped the team identify that the file from the Fixed Asset database was not extracted correctly and would not reconcile with the Finance file. Helped the team identify how to extract the correct data from the database and how to reconcile it with the Finance file.

### IX. NATURE OF ASSIGNMENTS

This section is used to help in understanding the types and levels of decisions you are required to make in your position.

1. If I see the need, I can change the following **without my supervisor's approval-**

- a.  The objectives I am trying to achieve (refer to page 2 - position summary for position's objective).
- b.  The means for achieving the objectives of my job (i.e., My work methods or procedures of my duties).
- c.  The way assigned work methods are carried out (i.e. The order of or frequency of my duties).

2. Give an example of how you have modified or developed new work methods to deal with new or unusual circumstances on your job.

When the County's vendor for imaging Finance documents ceased operation, I implemented scanning of Finance documents for the County by Public Works, including hardware setup, software configuration, creation of end user documentation, testing, and end user training.  
When Public Works eliminated imaging services, I oversaw moving the operation into the Auditor's Office. This included supervising systems staff who selected and setup the hardware,

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configured the software, created new documentation, tested and trained end user staff.

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### X. CONTACTS

The contact list is a brief listing of those individuals (other than those listed on the organizational chart) you come into direct contact with. This contact list will help us to understand the level of your contacts in other organizations and your level of decision making authority. The list does not have to be all inclusive and should include contacts within your organization and with others outside the organization. Also, please tell us the reason for contacting each individual (nature of contact).

*Other than the person(s) to whom you report and who report to you, who are the principal individuals/groups (both internal and external) with whom you have direct interpersonal contact? Your answers do not need to be all-inclusive. Just give brief, typical examples:*

Title and Unit of Organization	Nature of Contact
Auditor-Controller	Discuss Workday implementation project status and issues and solutions for problems faced by the team. Discuss short and long-range systems plans for the department and other items as needed.
Auditor-Controller Division Manager	Review current procedures and improve processes through automation. Troubleshoot and resolve production issues.
Assistant County Treasurer	Discuss Workday implementation project and interfaces between EDP, the current Finance system, the Redeemed Warrants system, Workday, and Wells Fargo Bank.
Public Works Chief of Fiscal Services	Discuss Workday implementation project. Coordinate information exchange between departments, discuss system enhancements. Troubleshoot and resolve production issues.
Chief Information Officer (DOIT)	Provide status of Workday implementation project.
Department Fiscal Officer (DCD)	Discuss Workday implementation project. Coordinate information exchange between departments, discuss system enhancements. Troubleshoot and resolve production issues.
Health Services IT Director	Discuss Workday implementation project. Coordinate information exchange between departments, discuss system enhancements.

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## EQUIPMENT

Please list any equipment that you would regularly use in your position (examples: computer and software, calculator, forklift, etc.). This listing will help us to understand the *types* of equipment you are expected to operate in order to perform your job. Examples would include computers, fax machines, copiers, forklifts or hand and power tools.

List the duty number from Section V. (Duties page 5-7) and the equipment you use to perform that duty.

Example: Duty 1 - Computer, camera, etc.

Duties 1 to 5 – Computers (mainframe, server, and personal), software, printers,  
multi-function copiers, scanners, and other peripherals. Duty 6 - Computers (server and  
personal), software, printers, multi-function copiers, and other peripherals.

## XI. ADDITIONAL DUTIES

1. Do you have additional duties and responsibilities that you feel are of a higher level than your current classification? If not, please go to Section XII below. If so, please list them below along with the percent of time you spend on each of these duties.

Currently County lead for a multi-year, multi-million dollar project to implement  
a new financial ERP system for the County, which will include general ledger,  
project costing, accounts payable, grants, banking, and other components.  
Supervise, plan, and coordinate work of both functional and technical staff.

2. If you listed additional duties and responsibilities in 1.above, when did these duties start?  
2019

3. Who assigned you these duties?  
Auditor-Controller

4. What classification do you believe is appropriate for your current duties ?

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### XII. ADDITIONAL COMMENTS

In this section please note any additional comments you may have and/or attach additional sheets. Also, please sign and date the questionnaire on this page and on page 16 to note your agreement with the contents of the questionnaire. You may wait to sign page 16 until after you have read any comments made by your supervisor.

Are there any additional comments you would like to make to be sure you have described your job adequately (Use additional sheets if necessary)

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Employee Signature: Nancy Lang Hill Date: 10-19-22

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## XIII. PHYSICAL ACTIVITIES / REQUIREMENTS

Name: Nancy Campbell Job Title: Systems Accountant II

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the county remains in compliance with the Americans with disabilities act.

This section is designed to address the specific requirements of the Americans with disabilities act. The county is required to document any physical requirements in order to legally defend restrictions that are imposed. Please indicate the frequency and importance of the physical activities/requirements of your job. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government.

### Frequency

How frequently is the activity performed?

- 0 - never
- 1 - Annually
- 2 - Quarterly (at least 3 per year)
- 3 - Monthly (at least 8 per year)
- 4 - Weekly (at least 3 per month)
- 5 - Daily (at least 3 per week)

### Importance

How important is the activity in accomplishing the job's purpose?

- 0 - Not Important
- 1 - Somewhat Important
- 2 - Very Important
- 3 - Extremely Important

### Frequency   Importance   Physical Activity

(0 - 5)                      (0 - 3)

1. **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion. 0,0
2. **Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. 0,0
3. **Stooping:** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. 0,0
4. **Kneeling:** bending legs at knee to come to a rest on knee or knees. 0,0
5. **Crouching:** bending the body downward and forward by bending leg and spine. 0,0
6. **Crawling:** moving about on hands and knees or hands and feet. 0,0
7. **Reaching:** extending hand(s) and arm(s) in any direction. 0,0
8. **Standing:** particularly for sustained periods of time. 0,0
9. **Walking:** moving about on foot to accomplish tasks, particularly for long distances. 0,0
10. **Pushing:** using upper extremities to press against something with steady force in order to thrust forward, downward or outward. 0,0
11. **Pulling:** using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. 0,0
12. **Lifting:** raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles. 0,0
13. **Fingering:** picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling. 0,0

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14. **Grasping:** applying pressure to an object with the fingers or palm. 0,0
15. **Feeling:** perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips. 0,0
16. **Talking:** expressing or exchanging ideas by means of the spoken word. those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. 5,3
17. **Hearing:** perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts. 5,3
18. **Seeing:** the ability to perceive the nature of objects by the eye. seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. a high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors). 5,3
19. **Repetitive Motions:** substantial repetitive movements (motions) of the wrists, hands, and/or fingers. 5,3

### Frequency

How frequently is the activity performed?

- 0 - Never
- 1 - Annually
- 2 - Quarterly (at least 3 per year)
- 3 - Monthly (at least 8 per year)
- 4 - Weekly (at least 3 per month)
- 5 - Daily (at least 3 per week)

### Importance

How important is the activity in accomplishing the job's purpose?

- 0 – Not Important
- 1 – Somewhat Important
- 2 – Very Important
- 3 – Extremely Important

### Frequency    Importance    Physical Requirements

(0 – 5)            (0 – 3)

1. **Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. 5,2
2. **Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work. 0,0
3. **Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. 0,0
4. **Heavy Work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. 0,0
5. **Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. 0,0

## **XIV. WORKING CONDITIONS**

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an

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old office building but only those factors that have to do with the job itself. In this section, please place an x by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. **Please note, there is a choice for does not apply, if most of your work is in an office setting.**

    X     Does Not Apply

Condition	Less than 25% of the time	25 – 50% of the time	More than 50% of the time
<u>          </u> Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	<u>          </u>	<u>          </u>	<u>          </u>
<u>          </u> Atmospheric conditions (fumes, odors, dusts, gases, poor ventilation)	<u>          </u>	<u>          </u>	<u>          </u>
<u>          </u> Hazardous materials (chemicals, blood and other body fluids, etc.)	<u>          </u>	<u>          </u>	<u>          </u>
<u>          </u> Extreme temperatures	<u>          </u>	<u>          </u>	<u>          </u>
<u>          </u> Inadequate lighting	<u>          </u>	<u>          </u>	<u>          </u>
<u>          </u> Work space restricts movement	<u>          </u>	<u>          </u>	<u>          </u>
<u>          </u> Intense noise	<u>          </u>	<u>          </u>	<u>          </u>
<u>          </u> Travel	<u>          </u>	<u>          </u>	<u>          </u>

**THANK YOU FOR COMPLETING THIS QUESTIONNAIRE.  
AFTER YOU OR YOUR GROUP HAVE COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR DEPARTMENT HEAD WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO THE HUMAN RESOURCES DEPARTMENT.**



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## XIII. SUPERVISOR REVIEW AND COMMENTS

This section is to be used by the supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. The supervisor does not need to read the entire PDQ. Simply check the areas identified with arrows for accuracy, as these are the most important in classifying the jobs. If these sections are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing indicate below the question number and your comments. Please note the form should have all three signatures to ensure all have read the attached questionnaire.

<u>Question no.</u>	<u>Comments</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please check the appropriate statement:

I agree with the incumbent's position questionnaire as written.

The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

Supervisor's Signature:  Date: 10-19-22

I have noted the modifications made by my supervisor in the comment section above.

Employee's Signature:  Date: 10-19-22

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Department Head comments.

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Signature: 

Date: 10/14/27