

Position Description Questionnaire

Hello,

You have been selected to participate in a study on your position with the County of Riverside. This study is being conducted by the Classification and Compensation Unit. The study process aids the department in ensuring that the County's classification and compensation plans are current with our organization's business model and the current market.

As part of the study, we are requesting that you please take time to fill out this brief electronic Position Description Questionnaire (PDQ). This questionnaire will ask you a series of questions pertaining to your job and essential duties. The questionnaire should take you no more than 30 minutes to complete, and will be electronically submitted to the Classification and Compensation Unit upon completion. There are no right or wrong answers to this questionnaire. This process is the first step in ensuring that your classification accurately reflects your role within the organization.

Thank you and we sincerely appreciate your cooperation in this process. Please feel free to contact Brittany Roy at (951) 955-5159, or Tangy Carlos at (951) 955-1131 should you have any questions or require assistance in completing the questionnaire.

Regards,

County of Riverside Human Resources - Classification and Compensation Unit



Employee Information

What is your name? (first and last)

What is your official job title?

What is your employee ID?

What department are you assigned to?

What unit/division?

What is your telephone number?

What is your work address? Please include the city.

Who is your supervisor?

What is your supervisor's official job title?

What is your supervisor's telephone number?

What is your work schedule? Please indicate both days and hours worked. (Example: Monday-Friday, 8am-5pm)

If you are selected for a job audit, what are the best days of the week for us to schedule it? (Please select all that apply)

Job audits are conducted at your work site and typically last about 1-1.5 hours.

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are selected for a job audit, what is the best time frame for us to schedule it? (Please select all that apply)

7 am 8 am 9 am 10 am 11 am 12 pm 1 pm 2 pm 3 pm 4 pm 5 pm 6 pm 7 pm

How long have you been in your current position?

Years

Months (only necessary if you have worked in this position for less than a year)

If you were employed with the County of Riverside prior to your current position, what position did you have?

List your educational degree, special certification, training, and other qualifications which are important in the performance of your job.

Please list the degree /certification / training, the date it was received / completed, and the degree / major summary of training.

Please briefly describe the main purpose of your job (Examples: Conduct inspections and complaint investigations-OR- Review and approve plans for development and construction projects -OR- Prepare inspection reports.)

In the following section, please explain the essential functions and duties that you currently perform in your job.

Essential Duty #1

Please title this duty (e.g., Records Management) and then explain the tasks that go into this duty (e.g., files documents into case files, pulls and files cases from/into file cabinet/shelving, etc.)

Title of essential duty # 1

Task 1

Task 2

Task 3

Task 4

Task 5

Essential Duty #2

Please title this duty (e.g., Records Management) and then explain the tasks that go into this duty (e.g., files documents into case files, pulls and files cases from/into file cabinet/shelving, etc.)

Title of essential duty # 2

Task 1

Task 2

Task 3

Task 4

Task 5

Essential Duty #3

Please title this duty (e.g., Records Management) and then explain the tasks that go into this duty (e.g., files documents into case files, pulls and files cases from/into file cabinet/shelving, etc.)

Title of essential duty # 3

Task 1

Task 2

Task 3

Task 4

Task 5

Essential Duty #4

Please title this duty (e.g., Records Management) and then explain the tasks that go into this duty (e.g., files documents into case files, pulls and files cases from/into file cabinet/shelving, etc.)

Title of essential duty # 4

Task 1

Task 2

Task 3

Task 4

Task 5

Essential Duty #5

Please title this duty (e.g., Records Management) and then explain the tasks that go into this duty (e.g., files documents into case files, pulls and files cases from/into file cabinet/shelving, etc.)

Title of essential duty # 5

Task 1

Task 2

Task 3

Task 4

Task 5

Please rate the importance of the duties of your position on a scale of 1 through 5, 1 being not important and 5 being very important. In addition, please indicate how frequently each category is performed, e.g. daily, weekly, etc.

	Importance					Frequency					
	Not Important	Neutral	Fairly Important	Slightly Important	Very Important	Daily	Weekly	Monthly	Quarterly	Annually	Never
	1	2	3	4	5						
Essential Duty 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential Duty 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential Duty 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential Duty 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Essential Duty 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information:

List those job duties that, in your opinion, are not within the class to which your position is presently assigned.

Knowledge

In this section we would like for you to identify the knowledge that you believe is necessary to perform your job (e.g., knowledge of state and federal principles governing social services, knowledge of Microsoft Office, etc.)

Knowledge #1

Knowledge #2

Knowledge #3

Knowledge #4

Knowledge #5

Knowledge #6

Knowledge #7

Knowledge #8

Knowledge #9

Knowledge 10

Abilities

In this section we would like for you to identify the abilities that are necessary to perform your job (e.g., the ability to write clear and concise reports, critical thinking, the ability to maintain effective working relationships with others, etc.)

Ability #1

Ability #2

Ability #3

Ability #4

Ability #5

Ability #6

Ability #7

Ability #8

Ability #9

Ability #10