OPS EXEMPT EMPLOYEES

INSTRUCTIONS

Please answer the questions so that readers will be provided a clear and complete understanding of the specific duties and responsibilities of the position.

Base your responses on the routine, day-to-day job duties and responsibilities of the position.

Be sure to allow ample time to complete the questionnaire. Some sections require detailed information unique to the position.

When completing this survey,

• Be objective and accurate
• Do not understate or inflate the job
• Base your responses on typical duties and responsibilities of the job under normal conditions - not unusual circumstances or temporary assignments
• Explain any abbreviations or acronyms

Questionnaires must be signed and dated by the immediate supervisor before submission.

Please return to:
Human Resources
Classification and Compensation Services
6245 A University Center
Mail Code 2410

SUPERVISORY APPROVAL

__________________________  ______________________
Supervisor Signature                         Date

__________________________  ______________________
Dean/Director/Department Head Signature      Date

__________________________  ______________________
Other Required Signature (if applicable)     Date

GUIDE TO APPENDICES

A: GUIDANCE AND EXAMPLES
Sample statements and clarification to help you complete this questionnaire.

B: ACTION VERBS
A list of action verbs to assist with describing job functions.

C: GLOSSARY
A reference of terms used in this questionnaire.
POSITION SUMMARY

EMPLOYEE INFORMATION
Fill in all fields

NAME

Last name  First name  MI

POSITION INFORMATION

Position number  Position title  Department

WORK SCHEDULE
Review the statements below and check all that apply. Fill in information as applicable to the position and its tasks.

HOURS WORKED PER WEEK: ___________  (Do not include overtime)

BIWEEKLY SALARY: ___________

SUMMARY OF POSITION
In two to three sentences, describe the position you hold at Florida State University.

POSITION QUALIFICATIONS
Check the minimum level of education necessary to perform assigned duties of this position

FORMAL EDUCATION REQUIREMENTS:

☐ Ability to read and write
☐ High school
☐ Some college; vocational or associates degree
☐ Four-year college degree
☐ Masters degree
☐ Ph.D.
☐ Other  (Please describe below)

LIST ANY OFFICIALLY RECOGNIZED CERTIFICATION OR LICENSURE NECESSARY FOR THIS POSITION:

(Position Qualifications continued, next page)
**POSITION REVIEW**

**ESSENTIAL FUNCTIONS OF THE POSITION**

In descending order of importance, list the major functions of your position. **What do you do?** List at least three job duties that are important in your position. Use action verbs, and indicate the approximate amount of time spent on each function as a percentage per month. Percentages should total 100%.

<table>
<thead>
<tr>
<th>% OF TIME PER MONTH</th>
<th>MAJOR OR ESSENTIAL FUNCTIONS OF THE JOB</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>% 100</td>
<td></td>
</tr>
</tbody>
</table>

**MARGINAL FUNCTIONS**

List and describe the marginal functions of your job.

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**Position Information Questionnaire**

Employee Response

Page 2
**APPENDIX A**

**EMPLOYEE RESPONSE**

1. **POSITION SUMMARY**

   **A. Employee Information**
   
   This section asks for your name and basic position information.
   
   If you are unsure of any answers, please see your Departmental Rep or immediate supervisor.

   **B. Summary of Position**
   
   In this section, your brief response is should give the reader a basic understanding of what you do in your job and why your job exists.
   
   State the duties, functions, and responsibilities of the position without giving detailed information.
   
   Limit your response to three or four sentences at most.
   
   Some examples of appropriate answers are shown below.

2. **POSITION REVIEW**

   **A. Essential Functions of the Position**
   
   This section requests a more detailed description of your duties, and responsibilities in your job. List each job duty and its related tasks, beginning with the duties that take the largest portion of time. Keep in mind that these are activities that you do on a routine, day-to-day basis and/or important responsibilities of your job.
   
   - Only duties that are fundamental or essential to the position should be listed in this section.
   - Include the percentage of time you typically spend performing each duty.
   - Be specific about the degree of responsibility involved and the equipment, processes and equipment used.
   - Begin each statement with an action verb. See Appendix B for a list of action verbs.

   **B. Marginal Functions of the Position**
   
   This section requests a description of the duties, functions and responsibilities that are not essential to the position and could easily be assigned to other staff with similar qualifications.
   
   Below are some examples of appropriate answers:
   
   - Serve as back-up for sorting and distributing department mail
   - Assist with yearly department inventory
   - Serve as back-up for time and leave entry
   - Answer telephone and greet visitors when front desk receptionist is out on leave or away from the desk

   **C. Position Qualifications**

   1. **Formal Education**
   
   This section is asking the minimum qualifications in education that an employee must possess on the first day to adequately perform the job’s duties and responsibilities.
   
   State the level of education that would provide the knowledge required for entry into the position.
   
   Do not state your own level of education.
   
   For more information, refer to the glossary in Appendix C.
2. Official Certification or Licensure

This section asks you to list any and all occupational certifications and/or licenses necessary for entry into your position. List the certifications and/or licenses necessary to perform the duties of the position.

In most cases, certification or licensure requires successful completion of a test or examination.

3. Knowledge, Skills and Abilities

This section asks you to share any and all knowledge, skills or abilities required to do your job, and also the previous work experience required for entry into this position. List all the knowledge, skills, or abilities that you use to complete the tasks related to the essential functions of your position.

For more information, refer to the glossary in Appendix C.

Remember, formal education and certification/licensure were covered in previous sections and are not appropriate responses for this section.

Below are some examples of appropriate answers:

Example Statements of Knowledge

- Knowledge of state and University policies and procedures related to travel and purchasing
- Knowledge of University and community resources available to students
- Knowledge of university testing policies and procedures
- Skill in repair and maintenance of vehicles
- Knowledge of generally accepted accounting principles (GAAP) and practices
- Knowledge of Omni financial systems, or ability to perform queries.
- Knowledge of cleaning methods, tools, equipment and chemicals

Example Statements of Skill

- Skill in speaking to large groups
- Skill in repair and maintenance of vehicles
- Skill in basic computer operations to include E-mail and word processing
- Skill in troubleshooting software problems
- Skill in the use of hand and power tools

Example Statements of Ability

- Ability to read blueprints or schematics
- Ability to communicate effectively verbally and in writing
- Ability to prioritize and organize work assignments
- Ability to drive a 15 passenger van
- Ability to work independently

Some areas of expertise that are listed as a knowledge, skill, or ability may fit in one or more categories. It is not necessary to duplicate the information in more than one category.

For example:

Ability to operate a motor vehicle

OR

Skill in the operation of a motor vehicle.
## APPENDIX B

### LIST OF ACTION VERBS

For use in describing essential and marginal functions of the position. This list is provided to serve as a guide and is not all-inclusive.

<table>
<thead>
<tr>
<th>Act</th>
<th>Construct</th>
<th>Flag</th>
<th>Lecture</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate</td>
<td>Consult</td>
<td>Forecast</td>
<td>List</td>
<td>Summarize</td>
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<tr>
<td>Adapt</td>
<td>Control</td>
<td>Follow Up</td>
<td>Load</td>
<td>Supervise</td>
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<tr>
<td>Administer</td>
<td>Convert</td>
<td>Form</td>
<td>Maintain</td>
<td>Support</td>
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<tr>
<td>Advise</td>
<td>Cooperate</td>
<td>Fortify</td>
<td>Manage</td>
<td>Survey</td>
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<tr>
<td>Aid</td>
<td>Coordinate</td>
<td>Further</td>
<td>Measure</td>
<td>Sweep</td>
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<tr>
<td>Allocate</td>
<td>Counsel</td>
<td>Gather</td>
<td>Minimize</td>
<td>Tabulate</td>
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<td>Analyze</td>
<td>Cultivate</td>
<td>Generate</td>
<td>Motivate</td>
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<td>Guide</td>
<td>Negotiate</td>
<td>Tend</td>
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<td>Obtain</td>
<td>Test</td>
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<td>Hire</td>
<td>Operate</td>
<td>Train</td>
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<td>Distribute</td>
<td>Host</td>
<td>Organize</td>
<td>Transcribe</td>
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<tr>
<td>Block</td>
<td>Drive</td>
<td>Identify</td>
<td>Outline</td>
<td>Transition</td>
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<td>Edit</td>
<td>Implement</td>
<td>Overhaul</td>
<td>Translate</td>
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<tr>
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<td>Encourage</td>
<td>Improve</td>
<td>Oversee</td>
<td>Transmit</td>
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<td>Enforce</td>
<td>Inform</td>
<td>Pack</td>
<td>Treat</td>
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<td>Carry</td>
<td>Engineer</td>
<td>Initiate</td>
<td>Perform</td>
<td>Troubleshoot</td>
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<td>Check</td>
<td>Ensure</td>
<td>Inspect</td>
<td>Photograph</td>
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<td>Launch</td>
<td>Sanitize</td>
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<tr>
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<td>Fix</td>
<td>Lead</td>
<td>Standardize</td>
<td>Write</td>
</tr>
</tbody>
</table>
GLOSSARY

Notated terms are defined below

GENERAL REFERENCE

Ability
A natural talent or acquired proficiency. Relates to the capacity to perform an observable behavior or produce an observable product.

Administrative (duties)
Duties which are generally carried out in support of work in a program area/unit and specifically relate to the direction and/or control of that program area/unit or function within an area/unit.

Certification (Certificate)
For the purposes of this survey, see Licensure

Clerical
Duties which involve office operations and communications.

Essential Functions
Activities performed by an employee in his/her position necessary for University operations. Limited number of employees available to perform duties/functions, and duties/functions are highly specialized among positions.

Formal Education
The process of training and developing within a structured and certified program.

Hours Worked
The time during which an employee performs duties that pertain to University business or that benefit the University. Time spent for an employee to attend meetings, conferences or training that are required by the supervisor.

Knowledge
The fact or condition of knowing something with familiarity gained through experience or association.

Licensure
The state or condition of having a license or certificate granted by an official or legal authority to perform processes and procedures or serve as a subject matter expert within a profession not permitted by persons without such credentials.

Managing
Duties which involve directing the operation of a program area or work unit.

Marginal Functions
Duties can be removed without changing the intent of the position.

Skill
Relates to the proficient manual, verbal or mental manipulation of data or things that an individual must possess for successful job performance. A skill is observable, quantifiable or measurable.

Subordinate
An employee who is under the supervision or authority of another.

Supervisor
Primarily responsible for spending a majority of time communicating with, motivating, training and evaluating employees and planning and directing work. Duties include the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline subordinate employees or to effectively recommend such actions.

Work Schedule (Workweek)
The workweek is from 12:01 a.m. Friday to 12:00 midnight the following Thursday except for those departments which have obtained authorization from the Human Resources Director to use a different workweek.