

# Position Description Questionnaire - Employee's Section

All information in this section of the PDQ should be prepared by you and *put in your own words*, without the aid of the class specifications or existing PDQs. You may receive assistance from your supervisor. Please contact your Human Resources representative or the Bureau of Human Resources (773.3148) if you need assistance or have any questions. (This section should be completed by the immediate supervisor if the position is new or vacant.)

## Part A - PERSONAL DATA

Name: \_\_\_\_\_

Employee number: \_\_\_\_\_

Position number: \_\_\_\_\_

Current job title/working title: \_\_\_\_\_

Work location (town, zip, bldg., room): \_\_\_\_\_

Phone number: \_\_\_\_\_

## Part B – DUTIES

Please break your job into two or more major job functions or areas of responsibility. (If necessary, copy the PDQ insert to list additional areas of responsibility.)

1. Major area of responsibility:	% of time:
Specific tasks within area of responsibility:	
Problems or challenges:	
Decisions you make:	
Decisions you refer to your supervisor:	
Physical requirements or hazardous conditions:	

2. Major area of responsibility:	% of time:
Specific tasks within area of responsibility:	
Problems or challenges:	
Decisions you make:	
Decisions you refer to your supervisor:	
Physical requirements or hazardous conditions:	

3. Major area of responsibility:	% of time:
Specific tasks within area of responsibility:	
Problems or challenges:	
Decisions you make:	
Decisions you refer to your supervisor:	
Physical requirements or hazardous conditions:	

4. Major area of responsibility:	% of time:
Specific tasks within area of responsibility:	
Problems or challenges:	
Decisions you make:	
Decisions you refer to your supervisor:	
Physical requirements or hazardous conditions:	

## Part C - GENERAL INFORMATION

### 1. Purpose

What is the overall purpose of your position?

### 2. Supervision

If you have responsibility for personnel selection, performance appraisal, and disciplinary action, please list your subordinates' names and titles:

### 3. Work Direction

Do you direct the work (e.g. train, assign or review work) of employees you do not formally supervise?

YES  NO

If yes, please list the employees' names and titles and describe the type of direction you give.

### 4. Challenges

Please explain the most difficult part of your job.

### 5. Contacts

List frequent or major contacts, the purpose of each contact, and the frequency (e.g. daily, weekly, monthly, annually). Do not include subordinates or your supervisor.

### 6. Fiscal Authority

Do you recommend or have authority for the expenditure of funds?  YES  NO

If yes, please describe your authority and list the amount.

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## Part D - HOW YOUR JOB HAS CHANGED

Do not complete this section for new positions.

1. Has your job changed?  YES  NO  
(If not, please skip to question 6.)
  
2. Describe how your job has changed (e.g. new or changed duties, increased responsibilities, etc.). Please note approximately when the change occurred.
  
  
  
  
  
  
  
  
  
  
3. Briefly explain why the changes were made (e.g. improve operations, new federal requirements, statutory changes, etc.).
  
  
  
  
  
  
  
  
  
  
4. Are these temporary changes?  YES  NO  
If yes, how long will you be performing these duties?
  
  
  
  
  
  
  
  
  
  
5. Do your new duties increase the difficulty of your job?  YES  NO  
If yes, how?
  
  
  
  
  
  
  
  
  
  
6. Why did you complete a PDQ?
  
  
  
  
  
  
  
  
  
  
7. Please add anything you believe may be helpful in classifying your position.

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This information was prepared by me and to the best of my knowledge, is true, accurate, and a complete description of my position.

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Incumbent's Signature

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Date Submitted

Major area of responsibility:	% of time:
Specific tasks within area of responsibility:	
Problems or challenges:	
Decisions you make:	
Decisions you refer to your supervisor:	
Physical requirements or hazardous conditions:	

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