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Subject: FW: test
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Good morning!

Next week we will be sending the link to the Position Description Questionnaire (PDQ) to all non-faculty staff. These PDQs will be used to classify the job within this study; it is extremely important that you provide accurate, detailed information about your current job duties. To ensure that you are ready to begin the PDQ and can complete it in a timely manner, we would like you to prepare for the questions.

This week please do the following:

1. **Print or Save a copy of your job description.** If you do not have one or cannot find yours at on the TVCC Website under [Job Descriptions](#), please contact Human Resources so that we can send it to you. Read over the job description a couple of times. Notate anything you feel does not apply to you. Highlight any highly important components of your job/duties.
2. **Prepare yourself for the Questions on the PDQ.** We anticipate that you will need some time to consider some of your answers. Some of those questions include:
 - **Select which statement best describes your position:**
 - A. My job has been defined by my supervisor. I have no choice in the elements of my processes, just how the elements are performed.
How and when the operations are carried out is set by my supervisor.
 - B. I make decisions on how to carry out process indicated by my supervisor. I do have a choice as to how and when the operations are carried out.
 - C. My job involves determining the means or process of achieving the objectives, standards or guidelines established by my supervisors.
 - D. My decisions involve strategic plans and programs for departments needed to interpret and carry out the goals and objectives developed by leadership. I set precedents and establish what is to be done in similar circumstances in the future.

- E. My job deals with achieving the goals established by the board, president and/or CFO. My decisions are concerned with the formulation or adjustment of strategic direction for major functions, divisions/departments of the college and allocation of resources. I advise supervisors of major functions such as marketing, administration, or finance.
- F. My decisions determine the scope, the direction, and overall goals of the college. I take into consideration all the major departments, limit the funds available to each department, and the scope of programs. Law and/or economic conditions impose my limits.
- **If you frequently exercise independent judgement and discretion which significantly affects your department or college as a whole, be prepared to select one or more of the following statements:**
 - A. I customarily and regularly make decisions free from immediate supervisor.
 - B. I have the authority to formulate, affect, interpret, or implement management policies or operating practices.
 - C. I have the authority to waive or deviate from established policies or procedures, without prior approval.
 - D. I perform work or carry out major assignments that affect the business operations for the college as a whole.
 - E. I perform work or carry out major assignments that affect the business operations for the college as a whole.
 - F. Independently or on a committee, I either provide consultation or expert advice to management; is involved in planning long or short-term business objectives.
 - G. Regularly investigates and resolves matters of significance on behalf of management (concerning employees, vendors and/or students).
- **The number of employees you supervise, along with names and titles.**
- **Common internal and external contacts with whom you have frequent communication.**
- **Your top 3 to 5 essential duties and what percentage of time you spend annually on these duties.**

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 type of report(s) you may prepare. Also, please use action verbs such as prepares, manages, calculates, operates, etc., to start off each statement.

Decisions Required: List the decisions you make to carry out the essential duties.

Frequency: Indicate how often you perform each duty: daily, weekly, monthly, quarterly, annually, or occasionally.

Percent of Time: Indicate how much of your time you spend on each task annually. The total of those percentages should not be more than 100%. Example: Sally writes grant proposals 20% of the time, it may mean she spends one day out of five on that task, or that she spends around 2 hours of each day. As some tasks are periodic, consider the time spend on tasks over an entire year. 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.

- **The knowledge and/or skill required or needed to perform those essential duties.**
 - **What education is required including degree, certificates, and/or licenses?**
 - **What is the experience required as listed on the job description?**
 - **Any physical requirements of the job: walking, standing, stooping, reaching, etc.**
3. **Create a position summary** (2 to 3 sentences) and be prepared to include in the questionnaire. You may use the current job description position summary if you feel it is sufficient.

We look forward to completing this process. You will receive the link to get started with more instructions, next week DATE XXX

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