



Position Description Questionnaire (PDQ) Instruction Guide

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Human Resources has developed this instruction guide to assist managers in writing a Position Description Questionnaire (PDQ) for a new or existing position. The PDQ is an important part of establishing the foundation for setting job expectations and performance, pay, and determining whether the position meets Fair Labor Standards Act (FLSA) requirements. Although this guide pertains to writing a PDQ for Administrative Faculty positions, this document can also be used as a guide to write the Position Description, or NPD-19, for classified positions.

Summarize the main points, 1-3 paragraphs, of the position description which may include key functions/responsibilities, and duties; and any other pertinent information. This exercise will help to structurally define the overall responsibilities. Additionally, this section can be used to develop the vacancy announcement for recruitment. Here is an example:

Reporting to the Dean of xxx, this position serves as the Business Manager of the College of xxx. The Business Manager is responsible for the organization, direction, and management of all administrative and business services including budget and planning, college liaison, human resources, grant administration and event planning, within the most research-rich and complex college at the University of Nevada Las Vegas. The Business Manager is responsible for significant contributions to institutional planning and operational strategy development.

The Business Manager also has general oversight and accountability for 100+ administrative staff in various college units and academic departments who contribute to the performance of financial and administrative functions. The Business Manager supports the Dean in ensuring effective use of the COE budget of approximately \$150 million with research expenditures exceeding \$70M annually.

A position will typically have 4-

Primary Job Category #2 - College Liaison (25%)

- Liaise with appropriate University offices to ensure college's financial and business- related policies and practices are compliant with University goals and regulations.
- Attend managers meetings to learn about best practices to improve business operations
- Represent the department by serving on various committees and having authority to make recommendations on the college's behalf.

Primary Job Category #3 - Office Management and Supervision (30%)

- Recruit, hire, schedule, train, coach and discipline classified staff.
- Meet routinely to provide operational updates, expectations and customer service standards which will foster and promote a strong culture of collegiality and respect.
- Collaborate with Central Human Resources to ensure adherence to relevant policies and procedures related to faculty and staff.

Marginal Job Category #4 - Event Coordination (5%)

- Create and execute logistical plans for events, including budgets and contract management.
- Collaborate with campus partners for venue, catering, parking, etc...
- Coordinate travel arrangements for guest lecturers/speakers.

When job duties are well written and organized, they can accurately convey the complexity, scope, and level of responsibility of a job.

To summarize, here are some things to remember when completing the job duties section of the position description:

- The Job Duties section should contain 4 - 5 Primary/Essential Functions and no more than 1-3 Marginal Functions
- Title each Job Category to summarize the function / role.
- Include 3 - 4 concise job duties for each job category. The job duties should expand upon that particular area of responsibility as well as describe the complexity of the position.
- Begin job duty with an (see page 8 for a list).
- Limit the listing of categories and job duties to what is required to perform the job.
- Do not include duties that are no longer performed or those that may be required in the future.
- Write the duties in terms of what the position requires, based upon the capabilities of any individual.
- Determine an accurate percentage of time the incumbent should spend on each function over the course of a year.

& Classification unit will determine the appropriate level/ grade and classification by performing a comparative job analysis.

Range	Career Level
E	: Senior leadership role with long-term strategic impact on the course of the university.
D,E	: Manages significant administrative functions with major impact on the university. Involves direction of one or several senior or middle managers.
C,D	Manages complex department or function with responsibility for coordinating multiple administrative activities.
C	Manages a department or program. May also apply to professionals and consultants who are recognized as university authorities in their fields of expertise.
B,C	Typically requires a bachelor's degree or equivalent and four or more years of experience.
A,B	Typically requires a bachelor's degree or equivalent and two to four years of experience.
A	Typically requires a bachelor's degree or equivalent.

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the corresponding job duties)

Call your Compensation Analyst for guidance

include any travel the incumbent will be required to complete

Ensure responsibilities are not being replicated/duplicated with other positions

Base the content of the job description on the capabilities, skills, and interests of the incumbent

Write the job description based upon the desired job classification

Write the job description as step by step guide on how to do the job

Include minor or occasional tasks, which are not unique to a specific job

Inflate the business title

Use discriminatory language

