

**UNIVERSITY OF PENNSYLVANIA  
HUMAN RESOURCES/COMPENSATION  
POSITION INFORMATION QUESTIONNAIRE SHORT FORM**

Check if new position is being created

Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

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

Job Class Code/Grade: \_\_\_\_\_

Penn ID: \_\_\_\_\_

School/Center: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

**POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of the position.**

**PRINCIPAL POSITION REPOSIBILITIES/DUTIES:** List up to ten major tasks starting with the most important for which the position is responsible. Include the estimated % of time spent on performing the task, with no task more than 50%. Place a check in the Essential Function column to designate an essential function of the job. At least 50% of the job must be designated “Essential”.

	<b>RESPONSIBILITIES/DUTIES</b>	<b>Estimated % of Time</b>	<b>Essential Function</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Duties/Responsibilities must equal 100%. Total Essential Functions must be at least 50%</b>			

Identify any of the above listed tasks that were added in the last year by listing the related numbers:

\_\_\_\_\_

**JOB EVALUATION FACTORS:** Listed below are job evaluation factors. Check the single best answer that applies

Q1 – Formal Education (minimum education required)			
1	H.S. Diploma or GED preferred	5	Bachelor’s Degree required <i>Major (optional)</i> _____
2	H.S. Diploma or GED required	6	Master’s Degree required <i>Major (optional)</i> _____
3	Vocational or Technical School required	7	M.D., Ph.D., Law Degree or equivalent doctoral degree required
4	Associate’s Degree or Two Year College equivalent required		

Q2 – Minimum Experience (minimum experience required)							
1	0 to 1 year	3	2 to 3 years	5	5 to 7 years	7	Over 10 years
2	1 to 2 years	4	3 to 5 years	6	7 to 10 years		

Q3a – Planning Scope (highest level of planning required)							
1	Daily	3	One to Four Weeks	5	Four to Twelve Months	7	Three Years or More
2	Current Week	4	One to Three Months	6	One to Three Years		

Q3b – Planning Level (level of primary scope of planning)					
1	Individual (position only)	3	Section or equiv. (> 15 faculty & staff)	5	School/Center
2	Unit or equiv. (<15 faculty & staff)	4	Department or equiv. (> 15 faculty & staff)	6	University-wide

Q4a – Impact on Operating Budget					
1	None	3	Supportive	5	Controlling
2	Incidental	4	Recommending	6	Delegating
Approximate Size of Budget:					

Q4b – Impact on Grant Funds					
1	None	3	Supportive	5	Controlling
2	Incidental	4	Recommending	6	Delegating
Approximate Size of Budget:					

Q4c – Impact on Revenue Generating					
1	None	3	Supportive	5	Major impact
2	Incidental	4	Contributory	6	Directing
Approximate Size of Budget:					

**Q5 – Complexity**

1	Standardized: duties are few and repetitive	5	Analytic: non-standardized and widely varied work
2	Routine: routine tasks, processes, or operations	6	Highly Complex: broad in scope covering one or more complicated areas
3	Basic: moderately complex procedures and tasks	7	Multifaceted: broad in scope covering the entire University's operations
4	Varied: complex and varied work		

**Q6 – Decision Making (level of direction & supervision)**

1	Standardized: little independent judgment required	5	Analytic: establish and review broad objectives relative to duties/responsibilities
2	Routine: limited opportunity for independent judgment	6	Highly Complex: review established objectives/recommend department/school objectives
3	Basic: provided on an as-needed basis; some independent judgment necessary	7	Multifaceted: review and approve major recommendations; establish procedures
4	Varied: establish general objectives relative to project; independent judgment required		

**Q7 – Problem Solving (typical level encountered over extensive period of time)**

1	Problems solved by reporting them to a supervisor	5	Problem solving involves identification and analysis of diverse problems
2	Problems solved by talking with a supervisor	6	Problems are complex, varied and only mildly related to those seen before
3	Solutions found by selecting from specific choices defined in standard work policies	7	Problem solving requires understanding and evaluation of impact upon the University
4	Solutions found by using methods chosen before in similar situations		

**Q8a – Internal Contacts**

1	Little or no contact	5	Regular contact to carry out programs; continuing contacts with officials at higher levels
2	Regular contact within department & periodic contact with other departments	6	Regular contact with internal persons of importance and influence
3	Regular contact within department & with other departments; supplying information	7	Continuing contacts involving difficult formal negotiations
4	Regular contact to carry out programs; occasionally with officials at higher levels		

**Q8b – External Contacts**

1	External communication with others is minimal	5	Regular external contacts, with continuing personal contact to enforce policies
2	Occasional contact with outside agencies & general public supplying information	6	Regular contact with external persons of importance and influence
3	Regular contact with outside agencies & general public supplying/seeking information	7	Continuing external contacts involving difficult formal negotiations
4	Regular external contacts to explain specialized matters, occasionally to enforce policies		

### Q9 – Supervisory Responsibility

1	No responsibility or authority for direction of others	5	Make recommendations re: HR issues; plan/assign/evaluate work of staff (bonafide)
2	Authority limited to direction of student &/or temporary workers	6	Supervise multiple functions, with full responsibility for effective operation & results
3	Orient/train others; may act in a lead capacity	7	Overall responsibility to provide direction and guidance for Penn
4	Provide limited supervision for one or more functions within a department (functional)	Number of Direct Reports <input type="checkbox"/> Number of Indirect Reports <input type="checkbox"/>	

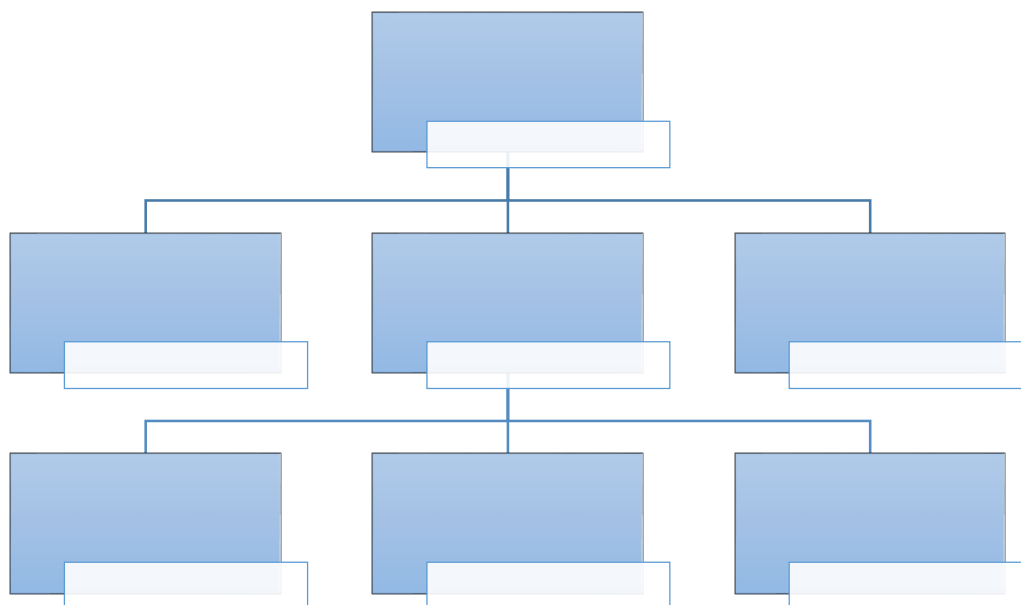
### Q10 – Job-Related Knowledge (knowledge and skill required to perform job)

1	Basic Skills	5	Entry Professional Skills
2	Intermediate Skills	6	Advanced Professional Skills
3	Advanced Skills	7	Multiple Professional Skills/External Expert
4	Formal Technical Skills		

### Q11 – Innovation/Creativity (degree job requires developing/improving procedures, policies, systems, etc.)

1	Opportunities for innovations are rare	5	Results generally affect a school/center within the University
2	Improved methods affect the immediate department	6	Results generally affect several schools/centers
3	Improved methods affect delivery of service to selected customer or students	7	Results generally affect the University as a whole; impact competitive position
4	Results impact several work groups, a large project or an extended customer base		

### ORGANIZATION CHART Use staff member names and position titles



## WORKING CONDITIONS/PHYSICAL EFFORT/RESOURCE EXPOSURE

**Instructions:** Please select at least one box from each section.

Working Conditions		
Office, library, computer room	Requires extensive safety training	Exposure to chemicals
Stockroom or warehouse	Alternative work schedules	Outdoor exposure to weather
High noise environment	On-Call (beeper)	Requires protective devices
High dust, dirt, grease environment	Exposure to moving machinery	Extensive travel (>1000 mi./month)

Physical Effort		
Typically sitting at a desk or table	Occasional lifting 25 lbs. or less	Typically running, climbing
Typically standing or walking	Occasional lifting 25-50 lbs	Climbing ladders/scaffolds
Intermittently sitting/standing/stooping	Frequent lifting 25 lbs. or more	Using tools requiring high dexterity
Typically bending, crouching, stooping		

Resource Exposure	
Handle credit cards (customer cards, Purchasing Card, or PennCards)	Handle controlled substances such as pharmaceutical, radiological or hazardous materials
Purchase supplies or material for the department/organization	Have broad access to University buildings (keys/PennCard, locksmith, custodian, etc.)
Have financial control of or access to budgets, resources, salaries, or other sensitive data	Work with children under the age of 18 or elders
Have access to private information such as SSN, credit card, personal data, or financial data for students, alumni, staff or faculty	Live in a University residence/student dormitory
Have access to sensitive data related to research projects and grants such as intellectual property (not HIPPA information)	Operate a University vehicle or drive a vehicle on University business
Be involved with patient/animal care	Background check is required by Federal, State, or local regulations or external regulatory agency
Have control of or manage grant funds	
<b>None of the Above</b>	

**I confirm that the information contained on this form is correct and accurately represents the responsibilities of the position.**

**Employee Comments**

**Supervisor Comments**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Department Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head's Name \_\_\_\_\_

Department Head's Title: \_\_\_\_\_

**POSTING INFORMATION:** *(TO BE COMPLETED ONLY IF POSITION IS TO BE POSTED)*

Write summary of position for posting purposes.

**Duties** (Description should be brief and only include principle details)

**Qualifications** (Qualifications should clearly indicate those that are required and those that are preferred)

Supervisor's signature \_\_\_\_\_

Date: \_\_\_\_\_