

**SHORT VERSION  
POSITION CLASSIFICATION QUESTIONNAIRE - PCQ**

<b>Last Name</b>		<b>First Name</b>	<b>Department</b>	<b>Budget Unit</b>
<b>Division &amp; Section</b>	<b>Work Number</b>	<b>Immediate Supervisor Name &amp; Title</b>	<b>Supervisor's Phone Number</b>	
<b>Work Address</b>		<b>Work Hours</b>	<b>E-Mail Address</b>	
<b>Current Classification</b>		<b>Date of Discussion with Supervisor</b>		

**Please answer the following areas as completely as possible. Attach a separate piece of paper if needed to answer one or more questions.**

1. Describe the general purpose of your position in one sentence:

2. Describe the work you do. Use your own words and make your description so clear that persons unfamiliar with your work can understand what you do. Give your complete work assignments over a long enough period of time to picture your job as a whole. Show the time spent on different duties as percentages in the right-hand column, e.g., as 75% of your time. Use whatever method you think will give a clear understanding of how you spend your working time.	
<b>Task Performed</b>	<b>% of Time Spent on Task</b>

<b>TOTAL = 100%</b>	

3. Give the names & class titles of employees you supervise. If you supervise no employees, write "NONE".

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4. List duties that you feel are outside your current classification.

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5. Do you feel that your duties are described by another County classification? If so, which one and why?

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6. What is the nature & extent of the check or review of your work? For example, are there automatic checks by other offices or procedures that catch errors you might make?

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8. Describe your contacts with departments other than your own, with outside organizations and with the general public. Explain the nature and purpose of contacts you have with people other than co-workers. Is the purpose to obtain or give information, to persuade others, or to obtain cooperation? What problems & difficulties are involved?

CERTIFICATION: I certify that the above answers are my own and are accurate and complete:

**Employee's  
Signature:** \_\_\_\_\_

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

**Submit this Position Description Questionnaire to your immediate supervisor.**

Forward entire completed PCQ to: Classification Manager, Human Resources, 70 W. Hedding Street, East Wing, 8<sup>th</sup> Floor

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