



Position Description Questionnaire

Purpose of this form:

This form helps the City evaluate your current position for classification and pay grade decisions.

Please describe your job as it is today, not how it used to be, how it might change, or how well you perform it. Focus on the duties that are regularly expected over the course of a typical year.

This is not a measure of your personal qualifications, work performance, or how many staff are needed.

Before You Start:

- Read all questions and instructions.
- Answer every question thoroughly and clearly.
- Avoid acronyms unless written out first (e.g., PDQ = Position Description Questionnaire).
- Write “N/A” for questions that do not apply.

If you're submitting as a group (two or more employees with the *same* job title, duties, and supervisor), complete one shared PDQ.

When finished, save as a PDF titled: **LastName, FirstName PDQ YYYY.MM.DD.pdf** and email it to your supervisor. They'll review and forward it to leadership. An additional sign-off form will verify discussion before submission to HR.

Refer to your union agreement for applicable timelines. Contact HR with questions.

1. Employee Information:

Employee Name:	<input type="text"/>
Date Completed:	<input type="text"/>
Department/Division:	<input type="text"/>
Phone:	<input type="text"/>
Email Address:	<input type="text"/>
Submission Type:	<input type="checkbox"/> Individual <input type="checkbox"/> Group

2. Position Information:

Job Title:	<input type="text"/>
Position Number:	<input type="text"/>
Classification:	<input type="text"/>
Current Grade:	<input type="text"/>
Status:	<input type="checkbox"/> Full-time (1.0 FTE) <input type="checkbox"/> Part-time
Current Step & Pay:	<input type="text"/>
How long have you been in this title and grade?	<input type="text"/>

5. Supervision:

a) **Do you supervise or guide others** (complete performance reviews, approve leaves, etc.)?

- I do not supervise others
- I supervise others— _____ FTE
- I supervise supervisors/managers/professionals - _____ FTE

Check all that apply.

- I establish procedures that others follow
- I give advice others must seriously consider
- I assign work
- I monitor work for quality/completion
- I help with hiring/evaluations/scheduling
- I can hire or recommend hiring
- I recommend promotions
- I can reassign or transfer staff
- I set work goals for an individual, team or unit
- I coach staff on performance issues
- I resolve grievances
- I recommend or take disciplinary action
- I can terminate or recommend termination

b) **List job titles of direct reports and your time spent supervising.**

Job Title	# Hourly	# Salaried	% Time Sent Supervising

6. Working Relationships

a) **Attach an organizational chart with your position highlighted.**

b) **Who do you work with regularly?**

- **Internal:** (e.g., other departments, teams)
- **External:** (e.g., vendors, other agencies)

c) Nature of collaboration (check all that apply)

Type	Internal	External
Routine info exchange	<input type="checkbox"/>	<input type="checkbox"/>
Problem solving	<input type="checkbox"/>	<input type="checkbox"/>
Handling confidential data	<input type="checkbox"/>	<input type="checkbox"/>
Identifying needs and solutions	<input type="checkbox"/>	<input type="checkbox"/>
Persuading/negotiating	<input type="checkbox"/>	<input type="checkbox"/>
High-level conflict resolution	<input type="checkbox"/>	<input type="checkbox"/>
Building long-term relationships	<input type="checkbox"/>	<input type="checkbox"/>

Additional notes if needed:

7. Duties & Responsibilities

a) Complete at least two duty descriptions. Each duty should:

- Be 10%+ of your time, or
- Be critical to the job, or
- Require specific expertise

1.	Duty Statement:		
	Decision Required:		
Frequency:		% of Time:	Is this a new duty? <input type="checkbox"/> Yes <input type="checkbox"/> No

2.	Duty Statement:		
	Decision Required:		
Frequency:		% of Time:	Is this a new duty? <input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Duty Statement:		
	Decision Required:		
Frequency:		% of Time:	Is this a new duty? <input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Duty Statement:		

	Decision Required:		
	Frequency:	% of Time:	Is this a new duty? <input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Duty Statement:		
	Decision Required:		
	Frequency:	% of Time:	Is this a new duty? <input type="checkbox"/> Yes <input type="checkbox"/> No
	6.	Duty Statement:	
Decision Required:			
	Frequency:	% of Time:	Is this a new duty? <input type="checkbox"/> Yes <input type="checkbox"/> No

7.	Duty Statement:		
	Decision Required:		
Frequency:		% of Time:	Is this a new duty? <input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Duty Statement:		
	Decision Required:		
Frequency:		% of Time:	Is this a new duty? <input type="checkbox"/> Yes <input type="checkbox"/> No

b) Policy Responsibility (check all that apply):

- Develop City-wide policy
- Develop department policy
- Enforce policy
- Interpret policy
- Follow policy

If applicable, list example(s) of interpreting, enforcing and/or developing policies (if applicable)

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8. Complexity & Decision-Making

a) Describe two difficult tasks you've solved in the past year. How did you resolve them? What did you rely on (e.g., policies, judgment)?

I.	
II.	

b) Describe two regular challenges or decisions you make and how you solve them.

I.	
II.	

c) What can you change without your supervisor's approval? (Check all that apply)	
<input type="checkbox"/>	Objectives of your job
<input type="checkbox"/>	How to reach objectives
<input type="checkbox"/>	Method or sequence of work
<input type="checkbox"/>	Establishing policy or procedure for the assigned work

d) When making decisions, which one best describes you? (Check only one)	
<input type="checkbox"/>	Routinely check with supervisor
<input type="checkbox"/>	Follow procedures using limited discretion
<input type="checkbox"/>	Recommend changes with supervisor approval
<input type="checkbox"/>	Create and apply new solutions independently

e) How much independence does this position have? (Check only one)	
<input type="checkbox"/>	Work follows a set routine with limited decisions on pace and order. Tasks are closely supervised with detailed instructions provided.
<input type="checkbox"/>	Decisions involve choosing between known options within defined procedures and policies. Work is carried out independently using established methods, with a supervisor available for problem-solving.
<input type="checkbox"/>	Independent judgment is guided by departmental policies and goals, with significant discretion to interpret policies, laws, or theories. The role involves setting goals and determining how to achieve them with minimal guidance. Decisions often require selecting among multiple valid methods and typically rely on advanced training.
<input type="checkbox"/>	Responsible for developing strategic plans and making resource allocation decisions to meet goals set at the Director level. Determines how the City responds to new policies, rules, or unique situations, requiring interpretation of specific policies, laws, and theories.
<input type="checkbox"/>	City policies and mission guide independent judgment, often requiring new decision-making frameworks or innovative application of principles. Decisions focus on developing long-term plans and goals across functions to fulfill directives set by the City Manager or Council.

f) How complex are the problems you solve? (Check only one)	
<input type="checkbox"/>	Problems are routine and simple, with solutions chosen from a few prescribed options. The job requires minimal specialized skills, and tasks are typically performed by following clear, repetitive procedures.
<input type="checkbox"/>	Problems are relatively simple, requiring some thought or research to choose the best option from a limited set. The role involves interpersonal, analytical, or organizational tasks that most people could perform with proper training.
<input type="checkbox"/>	Problems are moderately complex, requiring data analysis and evaluation of potential outcomes. Issues are generally recurring, with precedents to guide decisions. The role involves tasks that require advanced or specialized training in interpersonal, analytical, or organizational skills.
<input type="checkbox"/>	Problems require proficiency in specialized techniques, drawing on established practices, precedents, and underlying principles. Solutions involve analyzing diverse data and evaluating the desirability or likelihood of various outcomes.
<input type="checkbox"/>	Problems require in-depth analysis and innovative thinking. The role involves some of the most complex challenges within the City.

g) Who is impacted by your mistakes? (Check all that apply)	
<input type="checkbox"/>	My own work. No significant impact on anyone else.
<input type="checkbox"/>	The work of others in my work group.
<input type="checkbox"/>	The work of others in my department.
<input type="checkbox"/>	Others in work areas or functions outside of my department.
<input type="checkbox"/>	Other external agencies and institutions including vendors, suppliers, and/or contractors.
<input type="checkbox"/>	The public

h) Consequence of error (Check one)	
<input type="checkbox"/>	Errors are easily detected and resolved, with minimal impact. Checks and balances help prevent significant consequences.
<input type="checkbox"/>	Errors may be hard to detect but are typically easy to fix; consequences are minor but not negligible.
<input type="checkbox"/>	Errors are difficult to detect and fix; consequences may involve added time, cost, or disruption.
<input type="checkbox"/>	Errors are complex to resolve and can lead to major costs or hinder program or goal achievement.
<input type="checkbox"/>	Errors carry significant cost, disrupt operations, or damage public or Council confidence in City functions.

9. Fiscal Responsibility

a) Do you make financial decisions for the City? Describe an example.

b) Check all that apply:

- Monitor spending
- Track budgets
- Prepare budget materials
- Recommend budget use
- Analyze financial data
- Reconcile accounts
- Develop/manage a budget
- Purchase items
- Manage grants
- Other (specify): _____

c) What's the size and/or number of budgets, expenditures, programs, or other resources this position is responsible for managing?

d) Budget impact of decisions (Check only one):

- Nominal:** Would have little or no budgetary responsibilities. The impact of the job would generally affect the services or products which an individual employee or customer would receive.
- Marginal:** Decisions would only have a small impact on current organizational results and/or would only impact a small segment of customers and/or employees.
- Minor:** Decisions could have a minor impact on current City goals and objectives, and/or could impact a segment of customers and/or employees within a functional area
- Limited:** Decisions would generally impact a segment of customers and/or employees across several functional areas and could have a limited but noticeable impact on current City goals and objectives.
- Noticeable:** Decisions would be organization wide and would generally impact all segments of customers and employees. These broad-based decisions could have a noticeable impact on current results and organizational goals and objectives and/or a limited impact on the long-term goals and objectives of the City.
- Significant:** Decisions would be organization wide and would generally impact all segments of customers and employees. These broad-based decisions could have a significant impact on both current and long-term City goals and objectives.
- Major:** Decisions would be organization wide and could impact all segments of customers and employees. These broad-based decisions would have a major impact on both current and long-term organizational goals and objectives. Generally limited to position designated as Department Directors.

10. Knowledge & Skills

Check the level of knowledge required:

- No specialized knowledge required.
- Basic understanding of fundamental concepts, practices and procedures and ability to apply in varied situations.
- Working knowledge of concepts, practices and procedures and ability to use in varied situations.
- Comprehensive knowledge of theories, concepts and practices and ability to use in complex, difficult and/or unprecedented situations.
- Requires **advanced** knowledge in the field of science, computers, or similar which is customarily acquired by a prolonged course of specialized intellectual instruction.

If applicable, list 3 different examples of work responsibilities that require this “**advanced**” knowledge:

1.

2.

3.

11. Working Conditions

a) Work Environment (check one):

- Office/controlled setting
- Occasional exposure to elements or hazards
- Frequent exposure to elements or hazards

b) Job Hazards (check one):

- No risk
- Occasional hazard
- Frequent hazard

12. Additional Comments

(Use this space to describe anything else important about your job)

13. Employee Certification:

I certify the information provided is complete and accurate.

Employee Name (Typed): _____

Date: _____

When complete, save and email the final PDF to your supervisor.

Required Submission Packet:

*Supervisor and/or Director Signoff

*Employee Final Signoff