

***Providence College***  
***Position Description Questionnaire (PDQ)***  
***Administrative & Professional Staff***

The Position Description Questionnaire (PDQ) is to be completed by the supervisor of the position. Please read through the PDQ before completing it. Refer to your “*Guide for Writing a Position Description Questionnaire*” for additional instructions. The attached Guide should answer most of your questions. Any other questions should be discussed with a Human Resource Representative.

A Position Description Questionnaire (PDQ) should provide a clear understanding of the position, clarify the responsibilities performed and serve as the foundation for a job description. It must be specific, describing the responsibilities and the essential functions of the position, not the incumbent.

When the entire questionnaire has been completed, the supervisor should sign the form and have it approved by the appropriate Vice President before returning it to Human Resources. The completed form will be used to classify the position based on the current grading system used by the College and to formulate a finished job description.

# *Guide for Writing a Position Description Questionnaire for Administrative & Professional Staff*

The Position Description Questionnaire (PDQ) has been designed to elicit sufficient information so that the reader of the completed PDQ will understand the “What”, “How” and “Why” of the position. It will serve as the foundation for the job description. It should provide a clear understanding of the position, clarify the responsibilities performed and serve as the foundation for a job description. It must be specific, describing the responsibilities and essential functions of the position, not the incumbent.

- I. Identifying Information and Approvals:** Enter all position-specific data associated with the position. When the entire questionnaire has been completed, the supervisor should sign the form and have it approved by the appropriate Vice President before returning it to Human Resources.
  
- II. Position Profile:** This is a general overview of the purpose of the position. It should be brief, summarizing the overall purpose of the position. It is not a detailed listing of tasks. It explains the “Why” of the job not the “How”. This does not require a detailed list of activities the incumbent is expected to perform, which will be entered in section III.
  
- III. Primary Duties and Responsibilities:** This is the most important section. The number of responsibilities varies from position to position, but five or six major responsibilities are typical. Do not list any responsibilities that require 5% or less to perform. The objective is to get a clear picture of the most important, essential functions of the job, the things that require the most time to do. Be clear about what responsibility the person has in the task. Be careful about describing jobs in general terms such as “assists” in doing a task or “participates” in a task. Below are the steps you should follow to complete this section.
  1. Identify the “Major Responsibilities” of the position. These should reflect the main areas of accountability that are assigned to the position.
  2. List “Supporting Action(s)” to show how a major responsibility is accomplished. Several supporting actions may be performed for each major responsibility.
  3. For each “Supporting Action”, ask yourself “Why is the supporting action performed?” This should indicate the overall objective or expected “End Result” of each Major Responsibility. Give a percentage estimate of how much time is devoted to each “Major Responsibility” over the course of a year. Percentages for all Major Responsibilities should add up to 100% and should be entered as whole numbers.

4. Under “Major Responsibility” and “Supporting Action(s)”, begin each sentence with a present tense action verb. Avoid verbs that do not indicate the action directly involved.

*Examples of Action Verbs include but are not limited to the following:*

<i>Administers</i>	<i>Advises</i>	<i>Applies</i>
<i>Assigns</i>	<i>Controls</i>	<i>Coordinates</i>
<i>Creates</i>	<i>Designs</i>	<i>Develops</i>
<i>Directs</i>	<i>Evaluates</i>	<i>Maintains</i>
<i>Manages</i>	<i>Monitors</i>	<i>Operates</i>
<i>Plans</i>	<i>Prepares</i>	<i>Recommends</i>
<i>Assists</i>	<i>Initiates</i>	<i>Guides</i>
<i>Establishes</i>	<i>Interprets</i>	<i>Delegates</i>

- IV. Sensitive or Confidential Information:** The purpose of this section is to indicate the level of responsibility of the individual for managing or safe-guarding privileged information. Indicate the type of sensitive or confidential information with which this position works during the performance of the job. Some examples of working with the information are: compiling, entering, processing, modifying, maintaining or reviewing.
- V. Relationships and Contacts:** This section is designed to capture who the incumbent in this position comes in contact with, what the purpose is for making the contacts, show the relationship for each (how often the interaction occurs), and indicate how the contact may impact others. Give examples next to each category showing the reason or purpose for making the contact.
- VI. Supervision Provided:** This section will provide information on the scope and responsibilities of any supervision provided to others, if applicable. List the name(s) of all direct reports, the job title, and the Supervisor Activity Code(s) explaining the type of supervision provided by the incumbent.
- VII. Problems and Challenges:** This section shows to what extent and in what way this position requires originality and creativity in the analysis and resolution of problems. Show the nature and variety of the most typical and the most complex problems that are faced in this position. List two or three problems and/or challenges this position encounters and give examples. Focus on items specific to the job that occur on a regular basis.
- VIII. Judgment and Ingenuity:** This section indicates the nature and scope of independent action permitted within the position. List some examples of the independent decisions that can be made by the incumbent on a day-to-day basis. Try to show areas in which the position primarily impacts or influences others.

- IX. Position Requirements:** Under the “Minimum Requirements”, list the specific skills, both technical and personal, needed to do the job completely. Consider license(s) or certification(s) required, minimum years of job-related experience, minimum educational qualifications required and gained by formal schooling, self-study or related methods. If a specific degree is necessary, please indicate the specific area/discipline in the space indicated. After identifying the minimum requirements, any additional preferred education and experience that are helpful to have in the job may be addressed if needed.
- X. Additional Information:** If there is any additional information that would be important to fully understanding the role, responsibilities, nature, and scope of this position, please describe as clearly and concisely as possible.