



POSITION CLASSIFICATION QUESTIONNAIRE
Addendum for IT positions

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

Nature of request

Re-evaluation
(no significant change in duties)

Reclassification (significant change in duties)

New position

Other (please specify)

Position data

Position #: \_\_\_\_\_

Vacant

Occupied

Job data

Table with 4 columns: Current job title, Requested job title, Current job grade, Requested job grade

Employee / Department Data

Table with 4 columns: Employee name, Employee ID#, FTE, DEPTID, Division/college, Supervisor's name, Supervisor's title, Supervisor's phone #, Supervisor's "reports to" position #

When requesting a title that is in the Information Technology family of titles, please answer the questions below and complete the IT Competencies Matrix which follows. Include the completed addendum with the PCQ.

1. Does this job entail systems analysis techniques and procedures? Explain and give examples:

Yellow rectangular box for answer to question 1

2. Does this job entail the design, development, documentation, analysis, creation, testing, or modification of computer systems, programs, or machine operating systems? Explain and give examples:

Yellow rectangular box for answer to question 2

3. Provide a list of the last three projects that a person in this position has worked on (or a list of proposed projects that she/he will work on). Include a brief description, time frame, resources used, and colleagues (include titles) with whom this position might work and their roles on the project:

4. Describe the scope and impact of the work this position does, e.g. program-wide, department-wide, college-wide, etc.:

5. What languages, operating systems, platforms, etc. does this position use on a regular basis?

6. What type of support, if any, does this position provide? (E.g. user, departmental).

## IT COMPETENCIES MATRIX

**Instructions:** review the level designation description associated with each competency. Check the appropriate box to indicate the competency demonstrated by incumbent for each demonstration of skills.

		Level designation			
Demonstration of skills	<b>Technical</b>	Demonstrates <i>basic technical skills</i> at the depth and scope required for the position.  <input type="checkbox"/> <b>Entry</b>	Demonstrates <i>intermediate technical skills</i> at the depth and scope required for position. Functional working knowledge of technologies within area of specialty.  <input type="checkbox"/> <b>Specialist</b>	Demonstrates advanced technical skills in carrying out responsibilities of position. Applies technology within and outside the body of knowledge and specialty of this position.  <input type="checkbox"/> <b>Expert</b>	Recognized in local IT community as <i>the expert for a major technology area</i> .  <input type="checkbox"/> <b>Principal</b>
	<b>Problem solving &amp; analysis</b>	Developing <i>basic problem-solving skills</i> and appropriately applying proven solutions. Consistently <i>delivers prescribed outcomes</i> in a timely and accurate manner with appropriate guidance.  <input type="checkbox"/> <b>Entry</b>	Routinely and accurately <i>recognizes new problems and determines working solution</i> . Seeks new solutions to existing problems. Work <i>assignments are typically given in terms of expected outcomes</i> .  <input type="checkbox"/> <b>Specialist</b>	<i>Autonomously analyzes complex problems</i> ; identifies critical elements and alternatives, organizes existing resources and new information to implement most appropriate solution. <i>Identifies</i> emerging requirements and solutions.  <input type="checkbox"/> <b>Expert</b>	<i>Understands needs of broader community, state of industry to design</i> significant integrated solutions which successfully address the depth and scope requirements of all customers. <i>Incorporates creative thinking to find optimum solution</i> .  <input type="checkbox"/> <b>Principal</b>
	<b>Communication &amp; interaction</b>	<i>Demonstrates</i> listening and oral and written communication <i>skills sufficient to understand and carry out routine assignments</i> . Interactions occur within defined parameters.  <input type="checkbox"/> <b>Entry</b>	Is able to communicate and interact with audience at level of detail required to <i>resolve issues of moderate complexity</i> .  <input type="checkbox"/> <b>Specialist</b>	Is able to communicate and interact to <i>readily and clearly define issues and predict effects/outcomes</i> . Ensures users understand the scope of their requests and the consequence of their decisions.  <input type="checkbox"/> <b>Expert</b>	<i>Communicates</i> problems, technologies, and policies with a wide and/or diverse audience. Frequently requires skills to instruct, advise, and/or consult multi-specialty/multi-department teams.  <input type="checkbox"/> <b>Principal</b>
	<b>Leadership</b>	Realizes the contributions of others and <i>productively works within a team environment</i> .  <input type="checkbox"/> <b>Entry</b>	<i>Works both independently and on a team and may have some responsibility for team deliverables</i> .  <input type="checkbox"/> <b>Specialist</b>	Responsible for interfacing team deliverables. Frequently has <i>team leadership responsibilities</i> .  <input type="checkbox"/> <b>Expert</b>	<i>Leads the local IT community to cost effective solutions</i> and ensures existing resources (systems & people) are utilized to fullest extent for maximum benefits to the community.  <input type="checkbox"/> <b>Principal</b>