



Hamilton County Human Resources
Request for Job Evaluation
Position Analysis Questionnaire

Date Recv'd by HR:

Instructions: This form is used for requesting the reclassification of a position. The request may be made by the employee or the supervisor. All blanks must be filled in as accurately and detailed as possible.

Request Made By (Please select one): [ ] EMPLOYEE [ ] SUPERVISOR

THIS IS A REQUEST FOR RECLASSIFICATION TO THE FOLLOWING:

Classification Title: \_\_\_\_\_ Classification No.: \_\_\_\_\_

How long have the duties of this requested classification been performed? \_\_\_\_\_

EMPLOYEE - CURRENT INFORMATION

NAME: \_\_\_\_\_

COUNTY DEPARTMENT/OFFICE/UNIT: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_ POSITION CONTROL NO.: \_\_\_\_\_

CLASSIFICATION TITLE: \_\_\_\_\_ CLASSIFICATION NO.: \_\_\_\_\_

LENGTH OF SERVICE WITH HAMILTON COUNTY: \_\_\_\_\_

LENGTH OF TIME IN PRESENT POSITION: \_\_\_\_\_

PREVIOUS POSITION TITLE (if applicable): \_\_\_\_\_

POSITION STATUS: (Please select one in each Section - Section 1, Section 2 and Section 3)

Section 1

[ ] Bargaining

[ ] Non-Bargaining

Section 2

[ ] Classified

[ ] Unclassified

Section 3

[ ] Full Time [ ] Seasonal

[ ] Part-Time [ ] Other

SUPERVISOR - CURRENT INFORMATION

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_ POSITION CONTROL NO.: \_\_\_\_\_

RETURN THE COMPLETED FORM TO:
Hamilton County Human Resources
Attention: Compensation & Benefits Division
138 E. Court Street, Room 707
Cincinnati, Ohio 45202

**1. EXACT WORK LOCATION:**

Street Address: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
 Name of Institution or Building: \_\_\_\_\_ Room #: \_\_\_\_\_

**2. WORK SCHEDULE: (Indicate the hours of work)**

Week Days: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Saturday: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Sunday: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Total Regular Hours Worked Per Week: \_\_\_\_\_

**Explain a rotating shift, any overtime worked on a regular basis, and/or any work that is outside of regular hours whether compensated for or not (i.e., night attendance at meetings, etc.).**

**3. UNUSUAL WORKING / ENVIRONMENTAL CONDITIONS, IF ANY: (Include hazardous duties.)**

**4. EQUIPMENT OPERATED: (List any equipment/vehicles regularly operated during work.)**

Type of Equipment	Operation Performed	Overall % of Time Spent	Learned on Job?
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO

**5. PHYSICAL DEMANDS (Select only ONE):**

- Position requires light physical activity (NOTE: a typical desk/office job with filing is at this level).
- Position requires occasional or frequent moderate physical activity.
- Position requires continuous moderate or occasional heavy physical activity.
- Position requires frequent to continuous heavy physical activity.

**Describe the most physically demanding activities of this position and the overall percentage of time spent on these activities:**

6. **WORK SUMMARY:** (In your own words, summarize this position’s work in three or four sentences.)

7. **JOB DUTIES (TOP 5):** Please list the five (5) MOST IMPORTANT duties performed on the job by order of importance with the most important one first. Under each duty, please identify any tasks performed in order to accomplish the duty. Include the process, contacts, where the information goes, etc. Also include the percentage of time spent on each job duty. Remember that the most important duty may not necessarily take the most time.

**For Example:** An Administrative Assistant in a Human Resources Office may process in-coming applications. The “JOB DUTY” is “Process Incoming Applications.” The “% OF TIME PERFORMING DUTY” is 20%. The “TASKS” would be: “Date stamp incoming application, make a copy for the posting folder and file original in alphabetical drawer. Email HR Officer that application has arrived.”

a. **Job Duty:** \_\_\_\_\_ % of time performing duty: \_\_\_\_\_

Tasks: \_\_\_\_\_

b. **Job Duty:** \_\_\_\_\_ % of time performing duty: \_\_\_\_\_

Tasks: \_\_\_\_\_

c. **Job Duty:** \_\_\_\_\_ % of time performing duty: \_\_\_\_\_

Tasks: \_\_\_\_\_

d. **Job Duty:** \_\_\_\_\_ % of time performing duty: \_\_\_\_\_

Tasks: \_\_\_\_\_

e. **Job Duty:** \_\_\_\_\_ % of time performing duty: \_\_\_\_\_  
**Tasks:**

8. **OTHER DUTIES:** Please list any duties performed only occasionally (once a week, month, etc.), including the tasks involved in performing the duty and percent of time spent performing the duty.

a. **Job Duty:** \_\_\_\_\_ % of time performing duty: \_\_\_\_\_  
**Tasks:**

b. **Job Duty:** \_\_\_\_\_ % of time performing duty: \_\_\_\_\_  
**Tasks:**

c. **Job Duty:** \_\_\_\_\_ % of time performing duty: \_\_\_\_\_  
**Tasks:**

9. Does this job require any planning or analysis?  YES  NO  
If so, please describe any reports required of this position, research and analysis of data, administrative functions, planning, or similar tasks. Please provide brief examples:

10. Defining "Policy" as County departmental policies and procedures, does this position? (check all that apply):

- Follow Policy?                       Interpret Policy?                       Enforce Policy?  
 Develop unit policy?                       Develop agency-wide policy?

11: Does this position have delegated responsibility for budget development, revenue generation and/or control of expenditures?  YES  NO

If yes, briefly describe the size of the budget, extent of the position's signature authority, and involvement in the budget process:

12. **SUPERVISION / LEAD WORK EXERCISED:** (Check NONE if this item does not apply to this job.)  NONE

Check which category applies to this position:  Supervisory  Lead Work

Is the supervisory/lead work performed on a daily basis?  Yes  No

If NO, please explain:

**Check all that apply:**

<input type="checkbox"/> Assign Work	<input type="checkbox"/> Review Work
<input type="checkbox"/> Interview Job Applicants	<input type="checkbox"/> Train Staff
<input type="checkbox"/> Recommend/authorize disciplinary actions	
<input type="checkbox"/> Receive grievances or employee complaints/authorized to adjust them	
<input type="checkbox"/> Recommend/authorize leaves by signing official Request for Leave forms	

If the position is a supervisor/lead worker, list the Classification and Position Control Numbers (PCN) of the subordinates (note: in some county departments, PCNs are not applicable):

Classification:		PCN:	

13. **ORGANIZATIONAL CONTACTS / CUSTOMER SERVICE RELATIONSHIPS**

Is contact with others *outside of the work unit* a part of this job?  YES  NO

If YES, describe the people/groups this position interacts with and explain its role. (DO NOT INCLUDE DIRECT SUPERVISORS, COWORKERS, OR SUBORDINATES.)

**Please check only ONE description that fits this position most closely:**

- Requires normal courteous interaction and basic interpersonal skills and tact to communicate with others. Forwards complaints or non-routine inquiries or requests to someone else to handle.
- Requires moderate interpersonal and communication skills to ensure that customer requests or needs are met. Acknowledges and clarifies customer inquiries, requests, or complaints to ensure that needs are identified, documented and addressed.
- Assesses and diffuses problem situations and requires influencing others to reach consensus. Requires advanced interpersonal and communications skills to establish and maintain internal and external customer relationships. Explores alternatives and creative solutions to meet the needs of the customer.
- Anticipates customer needs and regularly motivates or influences others to deliver customer service excellence. May troubleshoot highly sensitive or confidential issues. Personally ensures problem resolution. Identifies barriers to effective customer service and sets customer service standards. Establishes a customer feedback system and holds self accountable for customer service excellence within the department.

**Give an example of a routine customer service relationship required by this position:**

**14. INDEPENDENT JUDGMENT / PROBLEM SOLVING**

**Please check only ONE description that fits this position most closely:**

- Perform tasks and duties under direct supervision, using well-defined policies and procedures. Work is reviewed by supervisor. Limited opportunity exists for exercising independent judgment and decision making. Refer most problems to supervisor.
- Perform tasks and duties under general supervision, using established procedures and innovation. Choose from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often make recommendations to work procedures, policies and practices. Refer unusual problems to supervisor.
- Perform duties within scope of general County policies, procedures and objectives. Analyze problems and perform needs assessments. Use judgment in adapting broad guidelines to achieve desired result. Regularly exercise independent judgment within accepted practices. Make recommendations that affect policies, procedures and practices. Refer exceptions to policy and procedures to the supervisor.
- Develop objectives and general policies and procedures for a specific program or functional area of responsibility within general scope of established operational goals and plans. Day-to-day work and decisions do not require direction or review by immediate supervisor. End results are reviewed by supervisor. Strategic issues are referred to supervisor.
- Develop strategic direction, goals, plans and policies for an area of responsibility. Set broad objectives and am held accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Require high degree of independent judgment and problem solving of complex problems.

**Give an example of routine independent judgment and problem solving required by this position:**

**15. IMPACT OF DECISIONS ON OTHERS**

How often does this position make decisions that impact others?

- Never    Occasionally    Regularly    Frequently

**Briefly describe example(s) of the typical and key decisions that have impact:**

**WITHIN THE DEPARTMENT:**

**OUTSIDE THE DEPARTMENT, BUT WITHIN THE COUNTY:**

**OUTSIDE THE COUNTY:**

**16. LICENSE, CERTIFICATION, OR REGISTRATION REQUIREMENTS**

In order to perform the duties, does this position require any specific licenses, certifications, registrations, or special accreditation standards? (**Examples:** Valid Drivers' License, Commercial Drivers' License [CDL], Journeyman License [Electrician, HVAC, etc.], Professional Engineer License, Certified Public Accountant [CPA], Registered Nurse [RN], Licensed Social Worker [LSW], RCIC, LEADS, CPR, EMD, etc.)

YES     NO

If YES, please list all licensures, certifications, registrations or special accreditations below:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**17. COMPUTER SOFTWARE SKILLS**

**Check all that apply to the type and level of software required to do this job:**

<u>Program</u>	<u>Required</u>	<u>Beginner</u>	<u>Intermediate</u>	<u>Expert</u>
Database Management (MS Access, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheet Applications (MS Excel, Lotus, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Applications (MS Outlook, GroupWise, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Management (MS Project, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation Software (MS PowerPoint, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word Processing (MS Word, WordPerfect, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publishing/Graphic Design Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web Development Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**18. OTHER SKILLS**

List any other skills needed to perform this job (i.e.; ability to speak a foreign language, first aid, etc.):

**19. KNOWLEDGE, SKILLS AND ABILITIES**

Certain knowledge, skills and abilities are required for an employee to perform any given job. Please review the list below in each category and check all that apply and add additions as necessary.

**KNOWLEDGE – a body of information to perform a function. (Example: knowledge of the hiring process such as the application, testing and the interview.)**

- Budgeting
- Bookkeeping
- Inventory Control
- Accounting
- Management
- Labor Relations
- Workforce Planning
- Employee Training and Development
- Human Resources Development
- Lead Work
- Supervision
- Safety Practices
- Security Practices
- Public Relations
- Human Relations
- Office Management
- Office Practices and Procedures
- Agency Policies and Procedures
- Government Structure and Process
- Counseling
- Interviewing
- Business (Specify)
- Engineering (Specify)
- Natural Sciences (Specify)
- Social Sciences (Specify)
- Electronic Data Processing (Specify)
- Law (Specify)
- Other (Specify)
- Other (Specify)

**SKILLS – a learned behavior. (Example: skill in typing business correspondence at 50 words per minute.)**

- Data Entry
- Typing
- Word Processing
- Dictation/Speedwriting/Transcription
- Internet Applications
- Skilled trade (Specify)
- Equipment Operations (Specify)
- Other (Specify)
- Other (Specify)

**ABILITIES – an individual’s capability for performing certain tasks. (Example: ability to use basic arithmetic to calculate daily totals of applications processed.)**

REASONING (Abilities)

- Carry out simple instructions
- Recognize unusual or threatening conditions and take appropriate action
- Carry out detailed but basic written or oral instructions
- Deal with problems involving few variables in familiar context
- Carry out instructions in written, oral or picture form
- Deal with problems involving several variables in familiar context

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- Apply principles to solve practical, everyday problems
- Deal with variety of variables in somewhat unfamiliar context
- Interpret variety of instructions in written, oral, picture or schedule form
- Understand practical field of study (e.g., engineering, business administration)
- Define problems, collect data, establish facts and draw valid conclusions
- Interpret extensive variety of technical material in books, journals and manuals
- Understand most difficult classes of concepts
- Deal with many variables and determine specific action (e.g., research, production)
- Others (Specify):

NUMERICAL (Abilities)

- Count, do basic addition and subtraction
- Read and record figures accurately
- Comprehend and record figures accurately
- Add, subtract, multiply and divide whole numbers
- Calculate fractions, decimals and percentages
- Use algebra
- Use geometry and trigonometry
- Use statistical analysis
- Use calculus
- Others (Specify):

VERBAL (Abilities)

- Follow basic oral instructions (not necessary to read or write)
- Recognize safety warnings
- Read individual words
- Comprehend individual words
- Read short sentences with basic, concrete vocabulary
- Comprehend short sentences with basic, concrete vocabulary
- Copy records precisely without error
- Read simple sentences with common vocabulary
- Comprehend simple sentences with common vocabulary
- Copy material accurately and recognize grammatical and spelling errors
- Complete routine forms
- Maintain accurate records
- Transcribe dictation, make appointments
- Screen mail
- Originate routine business letters reflecting standard procedures
- Interview applicants/customers effectively
- Understand manuals and verbal instructions, technical in nature
- Prepare meaningful, concise and accurate reports
- Proofread technical materials, recognize errors and make corrections
- Use proper research methods in gathering data
- Prepare and deliver speeches before specialized audiences and general public
- Originate and/or edit articles for publication
- Originate instructions and specifications concerning proper uses of machinery
- Develop complex reports and position papers
- Originate and/or edit technical, scientific or advance literary publications
- Prepare deeds, leases, wills, mortgages, and/or contracts
- Lecture on politics, economics or science to highly specialized groups
- Comprehend and discuss highly abstract material (e.g., logic, philosophy)
- Others (Specify):

CLERICAL (Abilities)

- Arrange items in numerical or alphabetical order
- Sort items into categories according to established methods
- Code items from one symbolic form to another
- Check pairs of items that are similar or dissimilar
- Gather, collate and classify information about data, people or things
- Others (Specify):

INTERPERSONAL (Abilities)

- Work in isolation
- Work alone on most tasks
- Cooperate with co-workers on group projects
- Communicate with others in a professional manner
- Answer routine telephone inquiries from public
- Establish friendly atmosphere as supervisor of work unit
- Handle sensitive inquiries from and contacts with officials and general public
- Establish friendly atmosphere as division or large section head
- Develop good rapport with inmates and/or clients
- Resolve complaints from angry citizens and government officials
- Others (Specify):

20. **GENERAL COMMENTS:**

a.) In detail, please explain why you feel the current job duties are outside and/or above the current classification for this position:

b.) In detail, explain why you feel this position should be reclassified to the classification you are requesting:

c.) Because no single questionnaire can cover every part of a job, use this section to record any other information that you consider important in understanding this job:

21. **CERTIFICATION**

**I CERTIFY THAT THE ABOVE ANSWERS ARE ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
Signature of Person Completing Form

\_\_\_\_\_  
Date

EMPLOYEE

SUPERVISOR

\_\_\_\_\_  
Printed Name of Person Completing Form