

POSITION CLASSIFICATION QUESTIONNAIRE

STATE OF ALABAMA
Personnel Department

PCQ# _____

- Employee's
- 1. Name (For Dept Use Only)
- 2. Classification
- 3. Working Title
- 4. Department
- 5. Division or Bureau
- 6. Section or Unit
- 7. Work Location (County)
Montgomery
- 8. Name and title of immediate supervisor (person who assigns work)
- 9. Position is: full-time , part-time , permanent , temporary .
- 10. SUPERVISION EXERCISED: Only complete this section if this position completes performance appraisals or actually participates in rating other employees. If the position functions as a lead worker and only assigns work, then list that responsibility on item 11B as a duty.
 - a. Total number of employees that this position supervises:
 - b. Percentage of time spent on supervision and related duties:
 - c. If this position DIRECTLY supervises 5 or less employees, give names and titles. If this position DIRECTLY supervises 5 or more employees give the number and official classification of each.

- d. As a supervisor, does this position: (Check the activities performed)

Make daily work assignments? <input type="checkbox"/>	Interview and make hiring recommendations? <input type="checkbox"/>
Approve and Disapprove leave requests? <input type="checkbox"/>	Recommend disciplinary actions? <input type="checkbox"/>
Reassign job duties on permanent basis? <input type="checkbox"/>	Prepare and conduct performance appraisals? <input type="checkbox"/>

11. DESCRIPTION OF DUTIES PERFORMED:

- a. In one or two sentences, describe the major purpose of this position.

12. **DECISION MAKING:** Give example(s) of the more important decisions made while performing the duties of this position. Then list the possible effect of error(s) on the organization or general public.

13. **FINANCIAL RESPONSIBILITY:** If this position has responsibility for controlling and/or authorizing the expenditure of funds, please describe and indicate approximate amount controlled.

14. **WORK GUIDELINES:** (Only include written guidelines) List the specific laws, regulations, instructions, manuals, or procedures that must be followed in performing this job and describe how they are used.

LIST ITEM	HOW USED

15. **SUPERVISION RECEIVED:**

How is this position's work reviewed? (Check one)

- Supervisor reviews most or all of work while it is being done.
- Supervisor spot checks work as it is being done.
- Supervisor reviews most or all of work after completion.
- Supervisor spot checks work after completion.
- Supervisor does not review work.
- Other. (describe fully)

16. **WORK CONTACTS:** With whom, outside of co-workers in this unit, must this position regularly come in contact?

Who Contacted	How (Phone, in person, etc.)	Purpose of Contact	How Often
			Daily
			Daily

