



## Position Audit Questionnaire

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Banner ID: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Phone Extension: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Job Title/ Classification: \_\_\_\_\_

Department: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Title of Immediate Supervisor: \_\_\_\_\_

What classification are you attempting to achieve through this audit process:

Regular Work Schedule/Hours (including exceptional hours e.g. weekends, on call etc.):

Equipment Operated Not on Current Position Description:

Please specify any Licensure(s) and/or Certifications obtained as they relate to your position:

Discretion/Judgement Exercised:

- ☐ I check with my supervisor before I do other than the established procedures.
- ☐ I develop new solutions that have not been previously applied and implement them.

List names and job titles of regular (i.e. non-student/graduate student) employees supervised:

Check supervisory responsibilities exercised:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Approve timesheets            | <input type="checkbox"/> Approve/disapprove leave requests | <input type="checkbox"/> Complete/sign evaluation forms |
| <input type="checkbox"/> Train employees               | <input type="checkbox"/> Make work assignments             | <input type="checkbox"/> Provide work direction         |
| <input type="checkbox"/> Recommend disciplinary action | <input type="checkbox"/> Other (explain) _____             |   |

Check the appropriate Department of Labor Exertional Level:

- ☐ **SEDENTARY:** work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.
- ☐ **LIGHT:** work involves exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects, requiring: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight or the materials is negligible. (The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.)
- ☐ **MEDIUM:** work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.
- ☐ **HEAVY:** work involves exerting 50 to 100 pounds of force occasionally, or 25 pounds of force constantly to move objects.
- ☐ **VERY HEAVY:** work involves exerting 100 pounds of force occasionally, or 50 pounds of force constantly to move objects.

Unusual hazards or other extreme working conditions:

Please indicate any duties that have been eliminated from the existing position description; provide details as appropriate:

Please specify any additional or changed responsibilities; provide details as appropriate:

Instructions for Completing the Job Duties Section:

1. List and describe job duties and arrange them into groups of similar or related duties (see position description).
2. Estimate percentage of time spent on each group (to total 100%)
3. List most important duties first, regardless of percentage, insert additional pages if necessary.
4. Related materials/samples may be included if necessary.

Percent of Time %	Job Duties

Percent of Time %	Job Duties

Percent of Time %	Job Duties

I am requesting an audit of my current position.

I certify that the answers I have made to each and all of the questions in this form are complete and true to the best of my knowledge and belief.

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Employee Signature

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Date

Please submit all completed materials to the Office of Human Resources.