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**Classified Staff**

**Position Description Questionnaire (PDQ)**

* **Employee participation in completing this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the work assignment and ensuring the accuracy of this information.**
* **Fill out this questionnaire in language that would be clear to someone completely unfamiliar with the job.**
* **If this position’s work assignment significantly changes the work assignments of other positions in your department, the other positions’ PDQs should also be revised.**

**Position Data**

|  |  |
| --- | --- |
| **Position Number:** |  |
| **Job Code:** |  |
| **Current Class Title:** |  |
| **Requested Class Title (optional):** |  |
| **Working Title (optional):** |  |
| **Full / Part Time:** |  |
| **Standard Hours / FTE:** |  |
| **Campus Department:** |  |
| **Work Unit:** |  |
| **Reports To:**  (include position number) |  |
| **Appointing Authority:**  (include position number) |  |
| **Funding Speedtype(s):** |  |
| **Type of Review:** | **New Position** – Create new position and description for action  **Vacant Position** – Update existing description before action  **Occupied Position** – Requesting change in job code / salary  **Update Only** – No change in job code or salary |
| **Comments / Additional Information:** |  |

**Attach a current organizational chart which includes class titles, position numbers and FTE of:**

* **position**
* **first level supervisor(s)**
* **second level supervisor(s)**
* **other positions reporting to the first level supervisor(s)**
* **subordinate positions**
* **student, seasonal and other positions which are part of the regular/permanent staffing pattern**

*Exclude temporary positions and personal services contractors*.

**General Information**

**Briefly describe the purpose of the work unit.**

**Describe any staffing or organizational changes, duties added OR eliminated, and any affect on other positions (include position #’s).**

**If you requested a class title for this position, why did you choose that title?**

**Job Description**

**Document current, permanent, primary job duties and the percent of time the position performs each duty. The total of all duties must equal 100%. For each duty, provide a general overview at the top of each section, and then describe the duty’s specific components below.**

**Job Summary**

|  |
| --- |
| **Job Summary** |
| **Briefly describe the purpose of this position in a short summarized description of the overall scope of work:** |
|  |

**Duties / Examples of Work Performed**

|  |  |
| --- | --- |
| **A. Duty:** | **%** |
| **Brief Description:**    **Decision making - Provide specificexamples of regular, on-going decisions made by this position related to this duty.**    **Complexity - In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.** | |
| **B. Duty:** | **%** |
| **Brief Description:**    **Decision making - Provide specificexamples of regular, on-going decisions made by this position related to this duty.**    **Complexity - In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.** | |
| **C. Duty:** | **%** |
| **Brief Description:**    **Decision making - Provide specificexamples of regular, on-going decisions made by this position related to this duty.**    **Complexity - In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.** | |
| **D. Duty:** | **%** |
| **Brief Description:**    **Decision making - Provide specificexamples of regular, on-going decisions made by this position related to this duty.**    **Complexity - In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.** | |
| **E. Duty:** | **%** |
| **Brief Description:**    **Decision making - Provide specificexamples of regular, on-going decisions made by this position related to this duty.**    **Complexity - In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.** | |
| **F. Duty:** | **%** |
| **Brief Description:**    **Decision making - Provide specificexamples of regular, on-going decisions made by this position related to this duty.**    **Complexity - In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.** | |
| **G. Duty:** | **%** |
| **Brief Description:**    **Decision making - Provide specificexamples of regular, on-going decisions made by this position related to this duty.**    **Complexity - In performing this duty, provide examples of typical problems or challenges encountered by this position, and the guidance used to resolve the problem.** | |
|  | |

**Line/Staff Authority – Supervision Exercised**

**Check the category that best describes the position’s formal, direct supervisory responsibility and/or staff authority status. Please note: the calculation of 1 Full Time Equivalent (FTE) = 2080 hours/year or 40 hours/week for 52 weeks.**

|  |
| --- |
| **No formal supervisory authority** |
| **Work leader:** *Partially accountable for work product of others (2.0 FTE or more). May provide input on performance planning and evaluations but does not have signature authority.*  **#FTE:**  **Position #s:** |
| **Supervisor:** *Accountable, and has signature authority, for actions and decisions impacting the pay, status, and tenure of others, including performance planning and evaluations (3.0 FTE or more).*  **#FTE:**  **Position #s:** |
| **2nd Level Supervisor:** *Supervises multiple units.*  **#FTE of subordinate supervisors:**  **Position #s:**  **Total #FTE in unit:** |
| **3rd Level Supervisor:** *Supervises multiple units, including 2nd level supervisors.*  **#FTE of subordinate 2nd level supervisors:**  **Position #s:**  **Total #FTE in units:** |
| **Staff Authority:** Directly influences campus-wide management decisions in programmatic area of expertise. Staff authorities have a specialized level of expertise for the program that does not exist in any other functional unit, program, or assignment. Management and peers campus-wide regularly rely on the staff authority when considering program direction.  *A letter of support from the position's appointing authority, Vice Chancellor, or other campus department administrator must be attached to the PDQ form to document this position's role as a campus-wide staff authority (except information technology positions working in a campus or system level IT department).*  **Why does this position qualify as a staff authority?** |
| **Senior Authority:** Directly influences management decisions in agencies throughout the state.  *A letter of support from the position's appointing authority, Vice Chancellor, or outside entity must be attached to the PDQ form to document this position's role as a senior authority with statewide influence.*  **Why does this position qualify as a senior authority?** |

**Typical Functions / Functional Attributes**

**Your input must be verified and approved by Employment Services before any items in this section are accepted as official.**

**Physical Demands**

Please refer to definitions to the below selections here: <https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functional-attributes.pdf>

Accommodation

Balancing

Climbing

Color Vision

Control of Others (physical)

Crawling

Crouching

Depth Perception

Far Acuity

Feeling

Field of Vision

Fingering

Handling

Hearing

Kneeling

Near Acuity

Reaching

Stooping

Talking

Tasting / Smelling

Other -

**Mental Functions**

Please refer to definitions to the below selections here: <https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functional-attributes.pdf>

Analyzing

Communicating

Comparing

Compiling

Computing

Coordinating

Copying

Instructing

Interpersonal Skills/Behaviors

Negotiating

Synthesizing

Other -

**Environmental Conditions and Physical Surroundings**

Exposure results in marked bodily discomfort. Please refer to definitions to the below selections here: <https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functional-attributes.pdf>

Atmospheric Conditions

Confined/Restricted Working Environment

Exposure to Weather

Extreme Cold

Extreme Heat

Noise

Vibration

Wet and/or Humid

Potential Exposure to Biological Substances & Infectious Materials

Other -

**Hazards**

Please refer to definitions to the below selections here: <https://www.cu.edu/sites/default/files/pages/884-documentation-resources/docs/functional-attributes.pdf>

Exposure to electrical shock

Exposure to radiant energy

Exposure to toxic or caustic chemicals

Proximity to moving, mechanical parts

Working in high, exposed places

Working with explosives

Other -

**Qualifications and Competencies**

**Your input must be verified and approved by Employment Services before any items in this section are accepted as official.**

**Minimum Qualifications**

**These must be things that can be screened for on paper - experience, education, licensure, or certification ONLY. Referencing the State’s established minimum qualifications (**[**https://www.colorado.gov/pacific/dhr/jobclasses**](https://www.colorado.gov/pacific/dhr/jobclasses)**), please insert proposed minimum requirements for this position:**

**Preferred Qualifications**

**Please describe any “highly desirable” qualities for this position. These must be things that can be screened for on paper - experience, education, licensure, or certification ONLY.**

**Competencies / Knowledge, Skills and Abilities**

**Please describe any mandatory and/or highly desirable qualities for this position. Highly desirable qualities can be added to the job announcement and can be assessed during interviews and/or a testing process. Example – knowledge, skills, abilities, proficiencies, familiarity, etc.**

**Conditions of Employment / Necessary Special Qualifications**

Some positions may require that applicants meet special qualifications in addition to the state-established minimum qualifications for consideration during the selection process. A special qualification typically must be met from the first day on the job and cannot be obtained through training during probation/trial service. **Do you think this position requires a special qualification that differs from the established minimum qualifications for other positions in the class?**  **Yes**  **No**

**If yes, please describe the special qualification. Categories for qualifications may include: job related formal courses, legal requirements, certifications or licensures not included in the State’s minimum qualifications, willingness or ability to perform certain tasks, non-standard work schedules, unusual physical demands, travel demands, etc.**

**Why can the special qualification NOT be obtained through training during the probationary/trial service period?**

**Fair Labor Standards Act (FLSA)**

**Your input must be verified and approved by Employment Services before any items in this section are accepted as official.**

**FLSA Status**

**Non-Exempt** (eligible for overtime)

Does not meet exemption criteria established by DOL

Salary Threshold - paying less than $47,476 annually

**Exempt** (NOT eligible for overtime)

**Exemption Reason:**

Administrative

Academic Administrative

Executive

Computer Employee

Creative Professional

Learned Professional

Teacher

Practice of Law or Medicine

Administrative – ex: manager, supervisor, administrator

Computer-Related – ex: network or database analyst, developer, programmer, software engineer

Executive – ex: chief executive officer, controller, director

Professional (Learned & Creative) – ex: accountant, nurse, engineer, composer, singer, graphic designer

**Drug Free Workplace**

**For purposes of the Drug Free Workplace Act of 1988 and the Colorado State Employee Substance Abuse Policy, is the position safety related? Safety-related positions are defined as those involving safety and health, state security, or other responsibilities involving a high degree of trust and confidence. Such positions may be subject to drug testing.**  **Yes**  **No**

**Additional Requirements**

**Pre-placement Physical - *Describe any special physical requirements*:**

**Driver’s License:**

**Will be required to drive a University vehicle (Colorado driver’s license)**

**Will be required to transport other people utilizing a University vehicle (CDL endorsement)**

**Will be required to drive, but will operate personal vehicle (valid driver’s license, any state)**

***List any other endorsements required*:**

**Essential Services –**

***Designated by campus Provost or Vice Chancellor for positions required to report without delay or interruption to provide essential or emergency services to ensure health, safety and welfare of campus residents.***

**Background Check (*Select all that apply*):**

***Criminal*** *(mandatory for all)*

***Financial/Credit* - *reason(s):***

***Motor Vehicle* - *reason(s):***

Requires valid driver’s license

Receives University vehicle

**Pre-Employment Drug Screening** *(must have approved drug testing policy on file)*

**Sex Offender Registry Check**

**Other Background Check -**

**Shift Work — *Explain*:**

**On-call Hours — *Explain*:**

**Health Insurance Portability and Accountability Act (HIPAA)**

Research

Treatment, payment, or health care operations

Both research and treatment, payment or health care operations

Duties other than research, treatment, payment or health care operations

Work duties DO NOT require access to protected health information

**Health and Safety Training**

This assignment requires the use or handling of or exposure to (check all that apply):

hazardous chemicals.

radioactive materials or ionizing radiation.

infectious materials, recombinant DNA, or human blood or bodily materials.

**Certification**

**As I am delegated accountability for the assignment, I understand that I am responsible for the accuracy of this questionnaire. I certify that this document is an accurate and complete description of the position’s assignment.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Name (Print) Work Phone**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature Date**

**I certify that I have read and understand the assignment documented in this questionnaire.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Name (Print) Work Phone**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature Date**

**As I am legally accountable for the assignment, I understand that I am responsible for the accuracy of this questionnaire. I certify that this document is an accurate and complete description of the position’s assignment.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appointing Authority Name (Print) Work Phone**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appointing Authority Signature Date**

**STOP HERE if you are NOT posting this position**

**Continue to next page if you ARE posting to fill Job Ad Template**

**Job Ad/Posting Details**

**(this is your preview/draft of the posting)**

**\*\* Include when a search will be conducted \*\***

**University of Colorado Anschutz Medical Campus**

**Department:**

**Job Title:**

**Position: # – Requisition: #**

|  |  |
| --- | --- |
| **Job Summary:** | Explain why this role is such a great opportunity and how it will be important to the college/unit, department, or university. Excite applicants by giving a preview of specific projects they will be working on or what they will be doing day-to-day. Try to limit this to 1-2 paragraphs.  Highlight 5-7 key responsibilities for the role.  Key Responsibilities: |
| **Work Location:** | Onsite – this role is expected to work onsite and is located in City, State.  Hybrid – this role is eligible for a hybrid schedule of # days per week on campus and as needed for in-person meetings. |
| **Why Join Us:** | Use your college/unit or department as a selling point. Think about the “what’s in it for me” candidate viewpoint. You do not need to include everything, just the most appealing parts of working for your college/unit or department. Keep this section short and concise for effectiveness - in general, try to limit it to 1-2 paragraphs.  Benefits statement to include in all benefits-eligible positions:  The University of Colorado offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, tuition benefits, ECO pass, paid time off – vacation, sick, and holidays and more. To see what benefits are available, please visit: <https://www.cu.edu/employee-services/benefits-wellness>. |
| **Diversity and Equity:** | The University of Colorado Anschutz Medical Campus is committed to recruiting and supporting a diverse student body, faculty, and administrative staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications from women, ethnic minorities, persons with disabilities, persons within the LGBTQ+ community and all veterans. The University of Colorado is committed to diversity and equality in education and employment. |
| **Qualifications:** | **Please make sure to include the following in your resume: job title, duties, months and years employed, and average hours worked per week as minimum experience is calculated on a 40 hour/week basis.**  **Minimum Qualifications:**   * X   (Optional substitution statement language for minimum qualifications if allowed by the state. Please refer to the state of Colorado classification standards for each specific job code and consult the talent acquisition team.)  Colorado law requires that candidates for state government jobs be residents of Colorado at the time of application.  *Applicants must meet minimum qualifications at the time of hire.*  **Preferred Qualifications:**   * X   **Knowledge, Skills, and Abilities:**   * X |
| **How to Apply:** | Questions should be directed to: NAME, Email address (your Talent Acquisition Consultant)  **Application Materials Instructions:**  APPLICATION DEADLINE: This announcement is open \_\_\_\_\_\_\_  To apply, please submit the following materials to this posting:   * A cover letter and resume that specifically addresses the job requirements and outlines your qualifications.   **Special Instructions to Applicants**  Classified Staff positions have specific application requirements:   * Submit all required documents indicated in this posting and include a current email address and phone number. * Please address minimum qualifications, competencies and preferred qualifications in your cover letter, as these along with previous work experience will be used in the assessment process. * Click here to view Veteran and other General Information regarding Classified Staff positions: <https://www.cu.edu/cu-careers/special-instructions-classified-staff-applicants>   For those who meet minimum qualifications, the comparative analysis process will include one or all of the following:   * Preferred Qualifications Application Review based on the preferred qualifications listed in the posting.   + Candidates will be evaluated and rated against the preferred qualifications based on information submitted within their application materials. Note: Candidates are not physically present for this portion of the comparative analysis. * Interviews based on the job requirements, preferred qualifications and competencies listed in the posting.   + Candidates will be evaluated, scored and ranked based on oral responses   + Interviews may be over the phone, videoconference or in-person   You will be notified via email if the comparative analysis process changes or includes additional assessment tools other than those listed above. |
|  |  |
| **Anticipated Pay Range:** | The starting salary range (*or hiring range*) for this position has been established as **HIRING RANGE PER MONTH (minimum – 2nd Quartile)**.  The above hiring range represents the University’s good faith and reasonable estimate of the range of possible compensation at the time of posting.  This position is/is not eligible for overtime compensation.  Your total compensation goes beyond the number on your paycheck. The University of Colorado provides generous leave, health plans and retirement contributions that add to your bottom line.  Total Compensation Calculator: <http://www.cu.edu/node/153125> |
| **ADA Statement:** | The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact the Human Resources ADA Coordinator at [hr.adacoordinator@ucdenver.edu](mailto:hr.adacoordinator@ucdenver.edu)​. |
| **Background Check Statement:** | The University of Colorado Anschutz Medical Campus is dedicated to ensuring a safe and secure environment for our faculty, staff, students, and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees. |
| **Vaccination Statement:** | The University of Colorado has a requirement for COVID-19 vaccinations and full completion thereof by 9/1/21 or upon start date.  Information regarding this requirement, and exemptions can be found at:  Anschutz: <https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/3000-general-admission/3012---covid-19-vaccination-requirement-and-compliance.pdf?sfvrsn=4e9df3ba_2>  Unit-Specific Exemptions:   * Anschutz Campus – Accommodations may be granted for medical or religious reasons.   The University of Colorado seeks individuals with demonstrated commitment to creating an inclusive learning and working environment. We value the ability to engage effectively with students, faculty, and staff of diverse backgrounds. |

Required Prescreening Questions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Question | Answer | Required/Asset | Weight | |
| A resume that includes employment dates (months & years) and average hours worked is REQUIRED as part of the application packet for this position. Experience will be calculated and pro-rated based on a 40 hour work week. If you do not include this information in your resume we will not be able to consider you for this position. Please certify that you acknowledge and understand this requirement by selecting “Yes”. | Yes | Required | 0 | (0%) |
| No |  |  |  |
| Are you a current resident of the State of Colorado? | Yes | Required | 0 | (0%) |
| No |  |  |  |
| Are you willing and able to successfully pass a national criminal background and sex offender registry check? | Yes | Required | 0 | (0%) |
| No |  |  |  |
| Refer to Chapters 4 and 8 of the State Personnel Board (SPB) Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for information about the appeals process. The SPB Rules and Personnel Director's Administrative Procedures and a standard appeal form are available at www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board, 1525 Sherman Street, 4th Floor, Denver, CO 80203, or fax it to 303-866-5038 and provide a copy to the Respondent. The 10-day deadline and these appeal procedures also apply to all charges of discrimination. I CERTIFY THAT I HAVE READ AND UNDERSTAND THE APPEAL RIGHTS AS EXPLAINED ABOVE AND WITHIN THE JOB POSTING. | Yes | Required | 0 | (0%) |
| No |  |  |  |
| I have read and understood the COVID-19 vaccination requirements for CU Anschutz campus, including exemption qualifications. If you haven't read the CU Anschutz COVID-19 vaccination requirements, please visit https://www.cuanschutz.edu/coronavirus/vaccine-information to learn more. | Yes Required  No | | | |
| Are you a veteran who is eligible for veteran’s preference? If you answer yes, and wish to be considered for veterans’ preference, you MUST attached a copy of your DD-214 Member 4 form or letter of disability. | Yes, and I can provide a DD-214 Member 4 Form or letter of disability  No, I am not an eligible veteran  Yes, I am a veteran, but I do not wish to be considered for veteran's preference | | | |
| How did you hear about this employment opportunity? | * InsideHigherEd.com * HigherEdJobs.com * CU Careers * Indeed.com * Dice.com * Monster * LinkedIn * Twitter * Facebook * Craigslist * Publication * Job board * Job/Career Fair * Personal referral * I'm a current CU employee * Contacted by HR Consultant * Other | | | |
| If you answered "Other" in the previous question, please provide where you heard about this posting. |  | | | |
| Insert any other sample questions that you think will help the committee assess minimum and preferred qualifications. |  | | | |
|  |  | | | |