

**POSITION INFORMATION QUESTIONNAIRE (PIQ)**

**Instructions:** Answer all questions completely and provide examples of specific actions or tasks that an employee would perform when requested. Ensure all sections are completed fully and provide examples where requested.

Please forward the completed questionnaire to Human Resources at [classcomp@usf.edu](mailto:classcomp@usf.edu), Health HR at [hr-healthcompclass@usf.edu](mailto:hr-healthcompclass@usf.edu), or the appropriate branch HR office (Sarasota-Manatee at [sarasotahr@sar.usf.edu](mailto:sarasotahr@sar.usf.edu); St. Petersburg at [hr@usfsp.edu](mailto:hr@usfsp.edu)) when completed.

The PIQ is considered a working document and does not contain a final position description. Use the [Appointment Change Notification](#) form to document employee and supervisor acknowledgment of updated duties.

<b>A. POSITION SUMMARY</b>	<b>POSITION NUMBER:</b>
<b>Organizational Unit Summary (Summary of the unit or department; use the same summary for all positions in department.)</b>	
<b>Position Summary Statement (or, why does this position exist in the department?)</b>	
<b>Special Skills or Training: List any competencies (skills, knowledge, or abilities) required of an employee to successfully perform the functions and duties of this position.</b>	
Is this position designated Essential Personnel?                      Yes                      No	
<b>B. DECISION MAKING/PROBLEM SOLVING</b>	
<b>Choose the statement that best describes the decision making/problem solving requirements associated with this position and provide an example.</b>	
Example:	

C. ESSENTIAL DUTIES & RESPONSIBILITIES		POSITION NUMBER:	
<p>List the position's essential duties and responsibilities. Refer to <a href="#">CHR's Position Description</a> webpage for additional information on developing a position description.</p> <ul style="list-style-type: none"> <li>• <b>Description:</b> Group similar duties into 4 to 6 major functions.               <ul style="list-style-type: none"> <li>○ A <b>Function</b> is a group of duties that constitute one of the distinct and major activities of the position.</li> <li>○ A <b>Duty</b> is a detailed description of a distinct activity that is a logical, essential step in the performance of a function and includes <b>what</b> work is done (action); <b>how</b> the work is done (procedures, materials, tools or equipment); and <b>why</b> the work is done (purpose).</li> </ul> </li> <li>• <b>Essential or Marginal (E or M):</b> Identify whether the function and duties are:               <ul style="list-style-type: none"> <li>○ An <b>Essential</b> function is critical to performing the job. The position would not exist without these regular, fundamental responsibilities.</li> <li>○ A <b>Marginal</b> function is important, but not critical.</li> </ul> </li> <li>• <b>% Time:</b> Indicate the approximate percentage of time spent performing each duty, on average, as the work is performed over a 12-month period. Total percentages must equal 100%. The last 5% of the duties and responsibilities may be "Performs other duties as assigned" to capture the normal variations in work.</li> <li>• Be objective and accurate. Write the duties so that any reader will be able to understand the position's role.</li> </ul>			
Description	(Max 1300 Characters, Including Spaces - GEMS Limits)	E or M	% Time
1.			
2.			
3.			
4.			
5.			
6.	Performs other duties as assigned.		
Total of all percentages should equal 100%.			

<b>D. TASK COMPLEXITY</b>		<b>POSITION NUMBER:</b>
For each of the following statements, choose the percentage that most closely represents the time spent on tasks at each level. The three percentages should generally total 100%.		
Tasks are straightforward, routine and frequently repetitive. Requires general working knowledge of a function.		
	Example:	
Tasks are varied and moderately complex. Requires in-depth knowledge of a specialized or technical function or a general working knowledge of a professional field/recognized body of knowledge.		
	Example:	
Tasks are highly complex. Requires extensive theoretical and practical knowledge in specialized field or discipline and the ability to integrate and analyze practical information from such field or discipline.		
	Example:	
<b>E. ORGANIZATIONAL IMPACT</b>		
Organizational impact describes the potential affect the job has on the achievement of the University's education, research, and public service missions, as well as the impact when errors occur. Choose the option that best describes the impact this position has on the organization and provide an example.		
Example:		
<b>F. MANAGEMENT RESPONSIBILITIES</b>		
Choose the statement that best describes the position's responsibilities for providing functional guidance or direct supervision to employees. <b>(Response required for all PIQs.)</b>		
Answer the following questions if the position supervises employees (not including temp/student employees).		
What percentage of total time is spent managing and directing employees?		
How many employees report directly to this position?		
List position numbers of direct reports for this position:		
<b>G. BUDGET RESPONSIBILITY</b>		
Choose the statement that best describes the budgetary responsibility associated with this position. If the position is responsible for a budget, provide the size of the budget (including employee salaries).		
If applicable, provide number and size of accounts monitored/size of budget (including salaries):		

<b>H. NORMAL WORK ENVIRONMENT</b>		<b>POSITION NUMBER:</b>
Select the normal working conditions experienced by this position during normal operations.		
Work Environment		Percentage of Time
<b>I. PHYSICAL DEMANDS</b>		
Select the physical demands placed on this position during normal operations.		
Physical Demand		Percentage of Time
<b>J. OVERSIGHT AND SUPERVISION</b>		
Choose the statement that best captures the degree of supervision required by this position.		
<b>K. MINIMUM REQUIREMENTS</b>		
CHR has established class specifications to ensure consistency within the organization. All positions must meet the minimum qualifications for the requested job code. Minimum Qualifications are detailed within GEMS Job Code Table.		
<b>L. PREFERRED EDUCATION/EXPERIENCE</b>		
Identify the combination of education and experience, both work and skills, that are ideal for this position.		
If a specific degree is required, indicate the relevant fields of study:		
Does this position require a degree or is a combination of education and work experience acceptable?		
If specific experience is required, indicate the type:		
Indicate any licenses, certifications or registrations that are required to qualify:		