



CLASSIFICATION REVIEW POSITION QUESTIONNAIRE
Human Resource Programs

Instructions: The responses provided are used to analyze this position's classification. Ensure all information is accurate, specific and current. Avoid using overly technical terms, acronyms, or abbreviations. Do not embellish, nor generalize the tasks assigned. The classification review reflects the responsibilities of the position, not the individual performing the job or how well it's being performed. Performance is NOT being evaluated. Short, concise responses are appropriate.

To expedite processing, please attach:

- **Current Position Description**
- **Draft (proposed) Position Description**
- **Organizational Chart that reflects proposed position**

Circle choices: Review is being requested by: Employee/Supervisor
Purpose of Review: In-range progression / Reclassification / In-class Progression

1: Incumbent Information	
Position Title/Current Classification:	Proposed Title/Classification:
Incumbent's Name:	Supervisor's Name and Title:
Work Telephone Number:	Department/Division:
Incumbent's Signature/Date:	Administrator's Signature/Date:

PART 2: Original functions assigned to this position:

PART 3: Changes in Functions:

A. What additional functions have been added to this position?

B. What functions are no longer being performed by this position?

PART 4: Position Responsibilities:

In the table below, in order of priority, list the main activities performed and the percentage of time spent on each. Do not include committees or activities UNLESS they are position specific.

WORK ACTIVITIES	% OF TIME

PART 5: Scope and Nature of Work Relationships:

Internal/External Liaison. (The example provided below relates to an HR benefits coordinator.)

Contact Type (ex. All eligible employees)	Contact Purpose (ex. Provider benefit liaison)
Autonomy in performing job duties:	Supervisory Responsibility: Direct/Indirect Supervisor: Number & classification of direct reports:

PART 6: Position Knowledge and Skill Requirements:

Briefly describe the minimum requirements needed to perform the duties of the position competently.

Specialized Knowledge (ex.: Title 5, general accounting principles, CSU specific program policies, foreign language, etc.)
Specific Work Experience (ex.: state and federal grant preparation, PeopleSoft programming, etc.)
Work Specific Skills (ex.: Excel spreadsheet prep, forklift operator, tools or equipment, public speaking, etc.)
Campus Impact (ex.: Consequences of errors on overall campus, problem complexity, disaster potential)

PART 7: Unique characteristics of this position:

Work behaviors NOT knowledge/skill (ex.: unique working hours, or ability to lift certain weight)
