

CHULA VISTA ELEMENTARY SCHOOL DISTRICT

RECLASSIFICATION QUESTIONNAIRE

2010-2011



Innovate for Excellence

Instructions: This questionnaire is designed to collect information about levels of skill, effort and responsibility required of job assignments. Please read the entire questionnaire before answering any of the questions. Space is provided at the end of the questionnaire for additional or expanded comments. Please type or print legibly.

SPECIAL NOTE: ONLY COMPLETED PACKETS SUBMITTED BY 5:00 P.M. DECEMBER 17, 2010 WILL BE REVIEWED.

Current Job Title _____

Print Name _____

School/Department _____

Immediate Supervisor's Name _____

How long have you been in your current position? _____ Years

I. JOB DESCRIPTION AND TASKS

Briefly describe the primary function of your job: _____

List the **major duties** of the job that you currently perform. Begin each statement with an active verb, for example, "Operate," "Record," "Prepare," etc. Indicate the frequency of the tasks by circling the appropriate number in the space provided. Please attach additional sheets if necessary.

- Frequency
 D = Daily--everyday
 W = Weekly--at least once a week
 6 = 6 Weeks--at least once every six weeks or monthly
 S = Semester--at least once a semester
 Y = Yearly--at least once a year

Task	Frequency				
<i>Example: Type correspondence for supervisor</i>	D	W	6	S	Y
1. _____	D	W	6	S	Y
2. _____	D	W	6	S	Y
3. _____	D	W	6	S	Y
4. _____	D	W	6	S	Y
5. _____	D	W	6	S	Y
6. _____	D	W	6	S	Y
7. _____	D	W	6	S	Y
8. _____	D	W	6	S	Y
9. _____	D	W	6	S	Y
10. _____	D	W	6	S	Y

List your three most significant job responsibilities:

1. _____
2. _____
3. _____

II. KNOWLEDGE/EXPERIENCE

This factor measures the required knowledge and experience that provides you with the abilities and skills necessary to perform your job satisfactorily.

(1) **Education** -- Circle the level of education required and write in any licenses or certifications required **before** entering the job.

- A. Some schooling
- B. High school or equivalency
- C. Business school or technical training school (Please specify) _____
- D. Associate's Degree (Please specify) _____

List any licenses or certifications **required** for job entry: _____

(2) **Experience** -- Circle the letter that best indicates the amount of related work experience necessary for a person to **enter** this job and, where applicable, indicate the number of years:

- A. No related work experience required
- B. Some work experience required _____(years)
- C. Specific work experience doing this kind of job required _____(years)
- D. Extensive work experience including supervision of other employees required _____(years)

(3) **Job Knowledge** -- Circle the letter that best describes the level of knowledge and skills required to perform the tasks and functions associated with the job tasks **before entering** the job:

- A. Ability to follow oral or written instructions
- B. Ability required to follow procedures or operate machines regularly used in performing job tasks
- C. Specialized knowledge required to interpret and apply technical procedures or repair complex machines
- D. Knowledge of all job-related skills necessary to train and oversee other employees

List any specific skills or job knowledge that are requirements to enter this job: _____

III. JOB COMPLEXITY

This factor identifies the nature and variety of activities you perform and the level of complexity involved in the job.

(4) **Job Structure** -- Circle the letter corresponding to the degree of control associated with the job:

- A. Most work activities set with little change from the established schedule of job tasks
- B. Self-initiative to determine sequence or priority of daily activities
- C. Determine whether or not to perform activity according to schedule of activities
- D. Determine and evaluate alternatives to achieve primary job goals

(5) **Work Assignments** -- What resources, if any, do you use daily or regularly to perform your primary job duties? (Include agencies, publications, manuals, etc.) _____

(6) **Difficulty** -- In the space below, list your most difficult job tasks and briefly explain what makes them difficult.

List the most difficult job tasks you perform:

1. _____

2. _____

3. _____

List what makes these tasks difficult: _____

(7) **Learning Time** -- Circle the letter corresponding to the amount of on-the-job training required **after entering** the job until you are producing independently and are aware of all tasks, even though you may not have performed every task yet:

- A. 1 week
- B. 6 weeks
- C. 3 months
- D. 6+ months

(8) **Supervision Received** -- Circle the letter that best describes the level of supervision you receive:

- A. Supervision usually present and work is regularly reviewed
- B. Supervision generally available and work reviewed or audited
- C. General directions given and work done according to established procedures
- D. Broad assignments are given involving numerous subprojects; employee typically chooses which assignments take priority
- E. Only results are checked; work is planned and arranged by employee to accomplish defined district objectives

IV. DECISION MAKING

This factor identifies the level of decision making typically involved in the job, the level of difficulty of job tasks, and the extent of planning and problem-solving activities required of the job.

(9) **Decision Making** -- In the space provided below, give some examples of the types of decisions you have to make in your job:

1. _____

2. _____

3. _____

Give an illustration of a routine decision in your job: _____

(10) **Problem Solving** -- Describe some typical job-related problems:

1. _____
2. _____
3. _____

(11) **Problem Solving** -- Circle the letter corresponding to the way knowledge, experience, and judgment are applied to typical job-related problems:

- A. Problems referred to supervisor
- B. Common sense resolves most problems
- C. Prior training or experience used to identify possible solutions and actions
- D. Relevant principles typically used to solve a variety of practical problems and situations

(12) **Indicate** the job title of the person you normally refer problems to that you cannot solve:

V. JOB ACCOUNTABILITY

This factor measures the degree of possible loss of goodwill, property, or funds, and the degree of financial activity in the job. It also measures the degree of public contact involved in the job.

(13) **Impact** -- Circle the letter that best describes the level of effect that a loss of goodwill, funds, materials and/or equipment could have on the district because of an error in the performance of your job:

- A. Some inconvenience to others or disruption within work unit
- B. Noticeable inconvenience to others or service effect on department or campus
- C. Noticeable disruption or service effect on department, campus, or district
- D. Major effect involving critical amounts of funds, materials, or goodwill

(14) **Effect of Errors** -- Give some *examples* of the type of serious errors that could be made in your job and the effect these errors would have on the department, campus, and/or district:

1. _____
2. _____
3. _____

(15) **Indicate** the job title(s) of persons normally referred to you for problems they cannot solve: _____

(16) **Financial** -- Circle the letter that best describes the type of involvement your job has in the budget process:

- A. Using or requesting resources to perform the job
- B. Purchasing, stocking, or distributing materials or equipment for others or self
- C. Regularly initiating requests or monitoring for others
- D. Approving (signing) resource requests and participating in the development of the budget
- E. Responsible for independently developing a component of the budget

Indicate the approximate dollar amount of the resources you are accountable for: \$ _____

(17) **Working with Others** -- What type of contact does this job frequently have with other people (other than the immediate supervisor and co-workers) inside and outside the district? Indicate the frequency, type, and purpose of these contacts. Circle the most significant contact and check the contact with whom you spend most of your time:

<u>Frequency</u>				<u>Type of Contact</u>	<u>Typical Purpose</u>
Example: D	W	6	S	Parents	Schedule meetings, answer questions
(Circle One)					
D	W	6	S	1.	1.
D	W	6	S	2.	2.
D	W	6	S	3.	3.
D	W	6	S	4.	4.
D	W	6	S	5.	5.

VI. WORK ENVIRONMENT

(18) **Equipment Operation** -- What types of office equipment, including computer hardware/software, or machinery, if any, do you **routinely** operate in this job? Please be specific: _____

(19) **Working Conditions** -- Indicate the degree of hazardous working conditions and physical demands that are normally present in this job. Circle the appropriate rating according to the following scales and indicate the percent of time in a normal work week spent working under such conditions:

1=Little or no discomfort 2=Some discomfort 3=Possible injury/illness 4=Potentially hazardous

<u>Type of Conditions</u>	<u>Hazard Level of Job</u>				<u>Percent of Time</u>
1. Lifting or carrying less than 10 lbs.	1	2	3	4	_____
2. Lifting or carrying 10 to 30 lbs.	1	2	3	4	_____
3. Lifting or carrying more than 30 lbs.	1	2	3	4	_____
4. Stooping, bending, or kneeling	1	2	3	4	_____
5. Keyboarding or reading	1	2	3	4	_____
6. Exposure to extreme hot or cold temperatures	1	2	3	4	_____
7. Walking, climbing, or reaching	1	2	3	4	_____
8. Exposure to toxic chemicals, materials, or other irritants	1	2	3	4	_____

Give an example for each category you rated a 3 or 4: _____

VII. SUPERVISION

This factor identifies the level of supervision and evaluation of employees involved in the job.

(20) **Employee Responsibility** -- Fill in the blanks to answer A and B. Check the appropriate boxes for the remaining questions:

A. How many employees do you supervise *directly*? _____

B. List job titles of employees you supervise _____

C. Do you initiate hiring of district personnel? Yes No

D. Do you initiate disciplinary action of district personnel? Yes No

E. Do you initiate firing of district personnel? Yes No

F. Do you direct or coordinate the activities of other employees? Yes No

(21) **Evaluation** -- Circle the letter that best identifies the evaluation responsibility the job has over other employees and list how many:

	How Many?	Illustration
A. None	_____	_____
B. Schedules work of other employees	_____	_____
C. Monitors the work of other employees	_____	_____
D. Assists in appraising other employees	_____	_____
E. Serves as primary appraiser	_____	_____

VIII. CURRENT JOB DESCRIPTION

Obtain your current job description from Human Resources. Make any recommended changes and submit with this questionnaire.

IX. ADDITIONAL COMMENTS

Describe any other information you feel is important about your job assignment: Proposed job title, pay range (OPTIONAL) _____

Additional Comments - continued -

Employee's Signature _____ Date _____

The Chula Vista Elementary School District is committed to providing equal educational, contracting, and employment opportunity to all in strict compliance with all applicable state and federal laws and regulations. The District office that monitors compliance is the Human Resources Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone (619) 425-9600, ext. 1340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the District's Human Resources Office.