

JOB DUTY ANALYSIS QUESTIONNAIRE

NORTH DAKOTA HUMAN RESOURCE MANAGEMENT SERVICES
 DIVISION OF OFFICE OF MANAGEMENT AND BUDGET
 SFN 54325 (4/05)

Position Number/Classification	Agency/Division
Employee's Signature	Date
Supervisor's Signature	Date

Instructions:

- Gather all existing duties/tasks of the job from the various sources and check each source that was considered in the box below.
- An analysis should be completed for each position. Documentation for jobs with multiple positions, unless the position duties/tasks are essentially different, will likely be able to be duplicated for all the positions in the class. In the case of multiple position jobs, be sure to identify any unique differences of a specific position.
- This questionnaire should be completed jointly by the supervisor and employee. However, the supervisor will complete the "Essential/Marginal" block.
- Make as many copies of the next page as needed for each duty/task on the PIQ.
- Place an 'X' in each box for every 'yes' answer. If necessary, provide additional comments in the remarks section to document the rationale for a particular response.
- Include tasks that are done occasionally, seasonally, or annually (i.e., annual reports, weekly computer file back-ups, duties associated with inclement weather, etc.). Some duties that are only done occasionally may still be essential.
- Jobs are to be described in terms of what has to be done and not in terms of mental or physical attributes. The job analysis should be focused on outcomes or results, not processes.

Source of Information for Analysis

- | | |
|--|--|
| <input type="checkbox"/> PIQ
Date: | <input type="checkbox"/> Job Description
Date: |
| <input type="checkbox"/> Job Announcement
Date: | <input type="checkbox"/> Critical Job Elements
Date: |
| <input type="checkbox"/> Performance Standards | <input type="checkbox"/> Job Analysis (performed for various reasons:
e.g. classification/salary comparisons)
Date: |
| <input type="checkbox"/> Supervisors | |
| <input type="checkbox"/> Incumbents | <input type="checkbox"/> General agency expectations or standards of
behavior (e.g. regular attendance,
confidentiality) |
- Other:

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Place an 'X' in each box for every 'yes' answer.

Analysis	Tasks										
Job Duty #:	A	B	C	D	E	F	G	H	I	J	K
Does the position exist to perform this task? In other words, if the task was removed, would the position change?											
Is this task viewed as important to the agency's operation, whereby the mission could not be accomplished or significant consequences result if the task was not performed?											
Can this task only be performed by one person, instead of distributed to other people in the office on a regular basis?											
Is 10% or more of this position's time devoted to performing this task (i.e., 10% of a 40-hr. work week = 4 hrs.)?											
Must the person have expertise to perform this task (i.e., special training, education, and/or license/certificate)?											
Would a person be discharged if he/she couldn't perform this task?											
ESSENTIAL/MARGINAL If you placed an 'X' behind the question for any of the tasks identified, mark an 'E' in the box for that task. For any task without an 'X', place an 'M' in the box.											
Remarks: (Attach additional sheets if necessary)											
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