

## CWA Job Analysis Questionnaire

**Job Title:**

**Grade:**

**Job Summary** - Briefly describe the purpose of the job, what is done and how.

1. **Description of Duties**

Describe the duties for which you are responsible and the percentage of each week you spend in the performance of each duty. List duties and responsibilities in order of importance.

<u>Typical Weekly Duties</u>	<u>% of Time Spent on Task</u>
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
<b>TOTAL</b>	_____ %
_____	_____ %

2. **Other Duties:** Please describe other duties or special projects that are not typically performed on a weekly basis (e.g. monthly reporting requirements).

---



---



---



---



---



---



---



---



---



---



---



---



---



---



---



---

3. **Equipment and Monetary Responsibilities:**

1. Please indicate the extent to which you are responsible for the following equipment in your job. Place a ✓ in all appropriate boxes.

<b>TYPE OF EQUIPMENT</b>	<b>OPERATE</b>	<b>MAINTAIN</b>	<b>REPAIR</b>	<b>AVERAGE HOURS PER WEEK</b>
Computers/Printers				
Xerox Machine				
Fax Machine				
Adding Machine				
Dictaphone				
Typewriter				





4. **Working Conditions:**

1. Describe the frequency in which your job requires you to do the following. Place a ✓ in the appropriate boxes.

<b>Activity</b>	<b>All the time</b>	<b>Some of the time</b>	<b>Rarely</b>
Stand			
Walk			
Lift (under 30 lbs)			
Lift (over 30 lbs)			
Stretch			
Bend			
Crouch			
Kneel			
Other (please specify)			

2. Please place a ✓ before the statement that most accurately describes the intensity of your work.

\_\_\_ Pace of work is moderate and even. Duties are mostly repetitive and simple. Deadlines are infrequent and generally predictable. Deadlines can generally be managed without breaking the regular pace of work.

\_\_\_ Pace of work is moderate and even. Duties are somewhat diverse, although most are relatively simple. Deadlines are common but generally predictable. On rare occasions, extended hours are necessary to accomplish deadlines.

\_\_\_ Pace of work is erratic, with periods in which work is rapidly paced. Duties are generally diverse, with some duties requiring analysis and reasoning. Work requirement and deadlines may be unpredictable and extended hours are sometimes required to meet job requirements.

\_\_\_ Work is rapidly paced, relatively simple and extended hours are frequently necessary to meet job requirements.

\_\_\_ Work is rapidly paced. Duties are generally diverse, with most duties requiring considerable thought, analysis and reasoning. Extended hours are frequently necessary to meet job requirements.

3. Does your work involve exposure to extreme noise and/or exposure to chemicals or hazardous machinery? If yes, please explain.

4. Approximately how many hours do you spend working on a computer?

\_\_\_\_\_ hrs/day/week/month (circle one)

5. Does your work require driving? If yes, how often?

\_\_\_\_\_ hrs/day/week/month/year (circle one)

5. **Knowledge, Skills and Abilities**

1. Please indicate which of the following best describes the minimum knowledge, skills and abilities that would be required to perform your job. This may be different from the knowledge, skills and abilities you, personally, possess. Please place a ✓ in the space preceding the most appropriate description.

- \_\_\_\_\_ (1) Familiarity with basic work procedures or routines and/or use of simple equipment or machines. Requires the basic ability to understand and follow oral or simple written instructions.
- \_\_\_\_\_ (2) Knowledge of routine, slightly technical work practices. Ability to understand and follow detailed instructions of a slightly technical nature. Basic math, writing, typing or computer skills may be required.
- \_\_\_\_\_ (3) Special knowledge of technical work practices and/or use of complex equipment or machines. Ability to understand and follow moderately technical instructions. Somewhat advanced math or computer skills may be required.
- \_\_\_\_\_ (4) Advanced technical knowledge of work practices and/or use of complex equipment or machines. Ability to understand and follow highly technical instructions. Basic analytical skills and/or advanced math, writing, composition, shorthand or computer skills may be required.
- \_\_\_\_\_ (5) Advanced technical knowledge in a specialized field. Knowledge covers the scope of practices and principles for a discipline or field, as they relate to the specific function or department. Advanced math, writing, analytical or computer skills are generally required.
2. Please describe the specific knowledge, skills and abilities necessary for performance of your job.

6. **Delegation of work**: Do you have ongoing responsibility for delegating the work of an office? If yes, please describe.

7. **Decision Making**

1. Please place a ✓ before the description that most closely fits your job. If you check descriptions 3, 4 or 5, please provide examples of the types of decision required in your job.
- \_\_\_\_\_ (1) Relatively few decisions are required.
- \_\_\_\_\_ (2) Frequent decisions are required, although decisions are routine and generally limited to choices among clearly-defined, preexisting alternatives.
- \_\_\_\_\_ (3) Frequent decisions are required, often involving initiative in identifying problems and potential solutions.
- \_\_\_\_\_ (4) Frequent substantive decision making is required. Few guidelines exist for performance of duties and tasks.
- \_\_\_\_\_ (5) Regular substantive decision making is required. Job content is determined by the incumbent within the bounds of general job objectives.
2. What kinds of judgement and initiative are required for your job? Please be specific.



9. **Additional information:** Please provide any additional information about your job that you do not feel was adequately covered in previous sections of this questionnaire.