

SCRIPT: CLASSIFICATION AND COMPENSATION STUDY – POSITION DESCRIPTION QUESTIONNAIRE

SLIDE	NARRATION
1	<p>Hello, and welcome to this video on the Classification and Compensation Study – completing the Position Description Questionnaire. I will provide you with an overview of the questionnaire and some tips for completing it.</p>
2	<p>The purpose of the PDQ is to provide all Executive Branch Classified employees with the opportunity to describe the work they do as well as to give their opinion about the education and experience required of their job.</p> <p>The best way to develop a modern classification and compensation system is to ask state employees for their opinions on their assigned duties and related responsibilities. The responses to the PDQ will help us create updated job descriptions that accurately reflect those duties identified by you, our employee.</p> <p>Please know that the answers to the questionnaire will not reduce your current pay.</p> <p>While completing the questionnaire is not required, it will be very helpful in identifying necessary changes to the current classification system.</p>
3	<p>Before we get started, I would like to point out a few tips:</p> <ul style="list-style-type: none"> ➤ We want you to tell us what you do; not what you are assigned to do and what you may not be assigned to do. ➤ You may find it helpful to review your job description, but please do not copy it word for word. ➤ Please use basic, simple, easy to understand language. ➤ Avoid using acronyms, abbreviations or other language that may be common in your workplace or job, which will help the consultants as they review the PDQs. ➤ You do not have to complete the document all in one sitting. The consultants estimate that it will take 2 hours to complete. You may wish to spend 20 minutes at a time, then go back to it later. This may help you remember additional items to include in your PDQ.
4	<p>Now, let's get started. Open the PDQ on the Division of Human Resources' website at the link provided here. It can also be found on the HR website under the State Employee Center tab on the left side of the screen. Look for "HR Class Study."</p> <p>Save the PDQ to your local drive by clicking SAVE AS, and then save it using the naming convention instructions on the top of the page. As an example, the document should be saved with Your Last Name.[dot] Your First Name.[dot] State of Rhode Island.</p> <p>Don't forget to save the document periodically while you are working on it.</p> <p>Please note that all sections marked with an asterisk * must be completed.</p>
5	<p>Employees may complete the PDQ during normal business hours and may complete it individually or in a group with others that share your job title, which are referenced in the PDQ as incumbents. Select which type you are completing—either individual or group—and be sure to list all employees' names if you are completing a group PDQ.</p> <p>If you have co-workers who wish to complete the PDQ as part of a group, but you want to complete your PDQ on your own, you can do so.</p> <p>Fill in your name, the date, your official job title and the job title class code associated with your position. The 8-digit class code is found at the top of your job description, also called job</p>

	<p>specification. Access your job description by going to the HR website link listed here.</p> <p>On Page 2, complete the information about your department, division, and work email address and phone number, if available. Please select from the drop down menu the amount of time you have been in your position.</p> <p>The next section asks you to provide information about your immediate supervisor. Your immediate supervisor is the person who authorizes your absences and time and attendance.</p> <p>The next section asks you for the name, title, and contact information of the person your immediate supervisor reports to. If not known, proceed to the next question.</p>
6	<p>Number 2 asks you to provide a short summary description of your job. Describe the purpose and major duties of your position in 1 to 3 sentences.</p> <p>On Page 3, Number 3 asks you to identify if you have any supervisory duties. Select the appropriate response. If your answer is “Yes,” complete the next section regarding the number of employees you supervise.</p> <p>Number 4 asks you to identify at least 2 required duties of your position. Consider that even though you may be doing a lot of different things, this is where you should report the duties that MUST be done to fulfill the responsibilities of your job. Use strong action verbs to describe the duty and include enough detail so that someone who does not know much about your job will have a clear understanding of what it is you do.</p> <p>For each required duty, identify the frequency of the duty from the drop down menu, ranging from “Daily” to “Occasionally,” and the percent of time you spend completing that duty. For each duty you identify, it should take at least 5 percent of your time. The duties required of your job should total 100 percent.</p> <p>Pages 3 through 8 provide enough space to identify and provide details for up to 10 required duties.</p>
7	<p>Question 5 begins on Page 8 and asks you to identify the knowledge and skills that are required, in your opinion, for entry into your position. You should not use this section to report on your own individual knowledge and skill set, but what should be required for hire into the position.</p> <p>“Knowledge” refers to concepts and information gained through experience, training and/or education.</p> <p>“Skills” refers to proficiencies that can be demonstrated.</p> <p>There is space to include up to 5 items related to “Knowledge and Skills.”</p> <p>Question 6 on Page 9 asks you to select, in your opinion, the level of education that best describes the minimum level that would be required for someone to enter into your position. As in Question 5, you should not use this section to report on your own individual level of education, but what you think should be required for hire into the position.</p> <p>Question 7 on the bottom of Page 9 asks you to identify the type of experience, in your opinion, is required for entry into your position. Space is available to identify 2 types of experience and the years of experience. An example may be “2 years of experience in a similar position.”</p> <p>For Questions 8 and 9 on Page 10, list any specialized requirements, such as registrations,</p>

	<p>certifications, or licenses, or specialized tools and equipment used in your work. Please do not list common office equipment or software, such as copiers and Microsoft Office.</p>
8	<p>Question 10 on the bottom of Page 10 asks you to describe the types of decisions that you typically make in your job. These decisions should be what occur in the normal course of your work, and those that you make independently. Space is provided to list 2 decisions.</p> <p>On Page 11, please select the option that best describes how you reach a decision.</p> <p>Please select all the boxes that describe the types of decisions you regularly make.</p>
9	<p>The next few questions on Pages 11 through 15 ask about the physical factors and working conditions for your job. Your answers to these questions will not affect your current job.</p> <p>First, select the option that best describes your overall physical factors from the 5 options.</p> <p>Next, several types of physical activity are listed, including climbing and lifting. The drop down menus for each list the importance of the factors ranging from 0 to 3. There is also a drop down menu for you to select the frequency of each factor, ranging from “Never” to “Greater than 50 percent” of your time.</p> <p>Lastly, on Page 15, select from the drop down menus the frequency and applicability of the working conditions listed. The options here range from “Does Not Apply” to “Frequently and Greater than 50 percent of your time.”</p>
10	<p>Question 13 provides space for you to add any additional comments about your job that you feel were not addressed in other questions in the PDQ.</p> <p>Once you have completed your PDQ, you should check the “Employee Certification” box on Page 16 and follow the directions for emailing your completed PDQ to your supervisor as an attachment.</p>
11	<p>Questions 14 and 15 are for your Immediate Supervisor, and if necessary, the Next Level Manager, to complete.</p> <p>Your immediate supervisor will review the PDQ and agree or disagree with its content. Your Supervisor cannot change the answers to your PDQ.</p> <p>If they agree with the PDQ as written, your Immediate Supervisor will check the box, save the document, and email it to HR for review and submission to the study consultants.</p> <p>If your Immediate Supervisor does not agree with the PDQ as written, he or she will note those areas in the comment box provided. Your Immediate Supervisor will then send the PDQ to their Next Level Manager and copy you on the email. The Next Level Manager will review and provide any additional comments, then email the PDQ to HR for review and submission to the study consultants.</p>
12	<p>Thank you for viewing this video. We hope it has been helpful to you. Your input and assistance with this initiative is extremely valuable.</p> <p>If you have additional questions, please feel free to send them to doa.hrclass@hr.ri.gov.</p>