



**Wayne State University  
Management/Professional Position Questionnaire**

**Incumbent:** \_\_\_\_\_ **Classification Title:** \_\_\_\_\_

**SSN#:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Classification Title:** \_\_\_\_\_

**Length of Service in Classification:** \_\_\_\_\_ **Previous Incumbent:** \_\_\_\_\_ **Current Date:** \_\_\_\_\_

---

**Position Purpose:**

*Describe in one to two sentences the primary purpose of your position or why the position exists in the organization.*

**Organization Information:** *(Please attach a current organization chart.)*

*Briefly describe the mission and role of your department or work unit including services provided and any other information that will enhance understanding of how the department functions within the organization.*

*Describe how your position fits into the context of your department or work unit including your immediate supervisor, your position, other positions that report to your supervisor, and if appropriate, positions that you directly supervise.*

<b>Organization Relationships</b>	<b>Position Titles</b>	<b># in Position</b>
Your Immediate Supervisor		
<b>Your Position</b>		
Other Positions Reporting to Your Supervisor		
Positions You Directly Supervise		

*If you are responsible for providing work direction (but not full supervision) for one or more positions list the name of the positions involved and describe the nature of work direction that you provide.*

**Essential Job Functions:**

*In order of their importance, describe up to seven essential job functions or responsibilities that you perform as a part of your position. Indicate the approximate percent of time over the course of a year that you spend on each. In general, if you spend less than 5% of your time, the activity is not a key responsibility for the position. Also, check whether or not the described function is a new or existing duty.*

*These responsibilities may be described in one sentence including what you do, how you do it, and expected results from the accountability. For example, **Oversee department budget which includes approving fiscal allocations, developing projections, monitoring monthly expenditures and preparing reports to ensure budget is managed in accordance with department and University policies and goals.***

#	Description	% Time	New Duty	Existing Duty
1				
2				
3				
4				
5				
6				
7				

**Project Responsibilities:**

*Select up to three typical projects that you have worked on within the last 12 months. Describe the general nature of the project, your role on the project team, and expectations for deliverables from your position.*

Nature of Project	Role on the Project Team	Expectations for Deliverables

**Scope Data:**

*Provide current scope data that you are directly responsible for that will best describe or measure size, influence or effect on your department or the University. State all figures on an annual basis.*

**Operating Budget:**

Payroll	Contractors	Supplies	Other	Total

**Dollar Measures:**

Accounts	Boardlines	Expenditures	Other	Total

General Fund	Grant	Auxiliary	Other	Total

**Employees Supervised:**

Direct	Indirect	Total

Describe other measurable ways your position impacts your department or the University's operations by indicating what the measure is and how your position impacts that measure.

**Problem Solving Challenges:**

*Describe the problems and challenges confronted of your position. Please provide an example of a typical as well as complex work situation.*

**Key Customers:**

*Describe up to three of the most important contacts you have with individuals who are your customers. Include the position and the nature of your contact with that individual.*

Position	Nature of Contact

**Authority and Organizational Impact:**

*Describe the types of decisions you have total authority to make without review or specific instructions from your immediate supervisor. Include decisions regarding issues of policy and procedure, personnel and administrative matters.*

**Knowledge, Experience and Skills:**

*In order of importance, describe the minimum required job knowledge, years of experience and skills necessary to satisfactorily perform this job. Please do not include personal degrees or training that may not be applicable. If the job requires any specific certifications, registrations or licenses, please indicate.*

**Additional Information:**

*Provide any additional information that you believe describes the scope and complexity of your position and its impact on the University or your department.*

**Incumbent's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

