

**HOLYOKE COMPENSATION STUDY -  
INSTRUCTIONS FOR POSITION ANALYSIS QUESTIONNAIRE**

Please review the entire questionnaire before you begin. Each question should be answered completely and accurately. If a question is not applicable to your position, please enter “does not apply.” If you experience difficulty in filling out the questionnaire, contact your departmental supervisor or the department head.

If you wish to make additional comments regarding your position, add additional pages to the questionnaire. Please feel free to attach any other information you feel would be useful in describing your position.

The completed questionnaire should be routed through the appropriate administrative officials/offices and have the following information contained/attached:

1. Signature by Employee
2. Signature by Department Head
3. If you have a recent job description, please attach.

Please remember to keep a copy of the questionnaire for you and your supervisor. The City’s personnel department and/or a consultant may follow-up with you for additional information or questions as needed. Employees will have an opportunity for an interview with a consultant to review the employee’s completed questionnaire.

Essential Functions: Begin each statement with an action verb that describes the activities, whether physical or mental. The percentage of time should be an approximation of how much time per week the employee spends doing the task. Try to lump duties together when they are under 5 percent. Ensure duty descriptions include what the employee does, how she or he does it, to whom or what and for what purpose. Be sure the total of the percentages add up to 100 percent. Examples are on the following page.

**Poor Statements**

Assists in handling correspondence.

The employee is responsible for keeping all records.

Manages the office.

**Good Statements**

Receives, opens, date stamps, sorts and routes incoming mail to appropriate staff for needed action.

Compares invoices with purchase orders for consistency and accuracy. Reviews purchase requisitions submitted by the staff for accuracy and processes them through accounting system for payment.

Schedules work assignments of support staff to ensure effective use of resources. Assigns and prioritizes work, as needed. Reviews completed work for accuracy and timeliness. Approves time off, ensuring coverage for support work.