

IDAHO NATIONAL GUARD

DESK AUDIT

QUESTIONNAIRE

Your position has been identified for an audit to ensure that the proper pay plan, occupational series, grade and position description are utilized correctly based on your current duties and responsibilities. This questionnaire was designed as the first step in the process of auditing your position. Responses may be handwritten or typed.

In some cases, the written responses will be enough to make a classification decision. If an on-site audit is deemed necessary, your written responses will be used to establish the focus of your audits, i.e., HRO will seek to clarify your responses, expand the scope of your responses, and see examples of your work.

Additional positions in the organization may be audited if your duties and responsibilities impact and overlap on those contained in other positions in the organizations.

PERSONAL INFORMATION

Name

Full-time Unit/Function

Phone

Current PD, Title, Series,
Grade and No

Length of time in Branch/
Section

1. Please describe, in your own words, the general purpose of your position. (a) How does it function within the work unit? (b) How does it function within the Agency?

2. If you regularly supervise or direct the work activities of others, list them by name and job title.

3. If you supervise and/or lead others, circle those activities that you either perform directly or effectively recommend.

Hiring	Coaching	Promoting
Orienting	Counseling	Compensating
Training	Budgeting	Disciplining
Scheduling Work	Directing	Terminating
Developing	Measuring Performance	other

4. (a) Who gives you your work assignments, tasks or directions? (b) How are assignments, tasks or directions given to you?

5. (a) Where does your work go? (b) Who uses it? (c) Why do they use it? (d) How do they use it?

6. (a) Who reviews and/or approves your work? (b) When is it reviewed?

7. (a) How would you describe the successful completion of your work? (b) What would be the results of successful work completion? (c) How would your supervisor or others know your work was completed successfully?

8. Job Duties. Please describe specifically WHAT you do and HOW you do it. Rank-order those duty/duties you consider to be the most essential and/or critical in descending order with the most important first; then second most important, etc. Please identify daily, weekly, and monthly duties, and describe these duties. Also indicate the percentage of time spent performing these duties on a monthly basis. (Please use additional pages, if necessary.)

a) Most important duty/duties	% of time (monthly)
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b) Second most important duty/duties

% of time
(monthly)

c) Third most important duty/duties

% of time
(monthly)

d) Fourth most important duty/duties

% of time
(monthly)

e) Fifth most important duty/duties

% of time
(monthly)

f) Frequency of duties performed at irregular intervals (please state amount of time typically spent on this task in hours):

g) Do you have to leave the work site to perform any of your job duties? How frequently? Explain why this is necessary.

h) How long have you been performing these duties?

i) Have any duties been added or deleted since the last time your position description was revised? If so, please list all applicable changes.

j) Is there a better way to accomplish any of your duties? If so, please describe how.

9. (a) Which of your major tasks are more difficult than others? (b) What makes them more difficult?

10. Do you believe your position is properly allocated (classified) in the state's classification system? Why or why not? If not properly allocated (classified), what do you believe is the appropriate classification? (Note: Please, specify a class specification, and not a salary range.) Why do you believe the classification you stated is appropriate?

11. If you believe that your present duties, authority, and responsibilities exceed your current classification, what duties, responsibilities, and/or authorities do you think need to be removed to justify the duties and responsibilities of your current classification?

12. Experience and Skill. Please describe the amount of experience and skill needed to perform the duties, responsibilities, and authorities of your position effectively and efficiently.

13. If you have a procedure manual, references tables, laws, rules, etc., to assist you in performing your duties and responsibilities please identify and describe such materials and how they are used.

14. Are you ever assigned special projects? If so, how often and what percentage of the work year would normally be spent on special project assignments? Give examples of some of the projects you have been assigned recently.

15. Give some examples of decisions or commitment you regularly make without prior approval. Who is directly affected and how are they affected?

16 (a) How would you rate the importance of your position in relation to other comparable positions in the agency, as well as other federal agencies? (b) How critical is your position to the overall mission of the agency?

17. Does your work require you to drive an automobile or other vehicle? If so, describe what type of vehicle, purpose and how often.

18. List the main products or outputs of your job (e.g., typed correspondence, audited vouchers, direct efficient flow of traffic, etc.). When are these products reviewed? How are they reviewed? By whom?

19. What are your work products used for? Who are the end users?

20. What types of questions or problems would you usually take to your supervisor(s) for advice or resolution?
Give specific examples.

21. Describe your work environment. For example, do you have your own office? Do you work in an open work area with typewriters and phones around you? Do you work out-of-doors and in all types of weather? Do you work in a combination of situations and if so, approximate percentage of time in each situation on a monthly basis?

22. Does your work require any physical exertion such as bending, lifting, carrying, climbing or work in tight spaces, etc.? If so, please describe the circumstances of such activities and approximate what percentage of your work is spent in these situations on a monthly basis.

23. Whom are you required to contact in person or by telephone on a regular basis to do your job? These should be people or groups of people who provide you work or information or to whom you provide work or information. Specify the purpose for any contacts listed and how frequently the contacts occur.

24. Do you train or orient other employees? When do you do this and how? Indicate approximate percentage of the work year that you spend in this activity.

25. Clearly describe and provide examples of your role or active involvement in decision-making processes with other units of units of the agency operations. (For example, decisions made either in consultation with you or significant input from you in the form of recommendations and/or research to these units for such a decision or where your final approval is required). Please include the frequency of each unit's activity:

26. a)What guidelines (handbooks, manuals, regulations, etc) do you use in performing your job? b) Do you feel that the guidelines you use would present any significant problems as to their interpretation to a user who lacks extensive subject matter knowledge of them? If so, explain why?

I certify, to the best of my knowledge, that the information contained in this questionnaire, is an accurate description of my work duties, responsibilities and authority.

Signature

Date