



**PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION QUESTIONNAIRE (PDQ)**

INSTRUCTIONS:

For currently filled positions, the Position Description Questionnaire (PDQ) should be completed jointly by both the incumbent(s) and the supervisor; however, the supervisor is responsible to ensure the accuracy of the information provided in the PDQ. If the PDQ is being completed for a new or vacant position, the supervisor should complete the PDQ.

Questions regarding the position that is being reviewed

Position Title: _____

Reports To: _____

Organization: _____

of incumbents: _____

Incumbent work schedule Full-time Part-time Both

A. Position Summary

Briefly describe the basic purpose of the position in one or two sentences.

Describe the position's primary roles and responsibilities (beginning with the most essential)	Approx. % of Time per Year
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	100%

Approximately what percent of the working time does the employee spend performing **office or non-manual work**?
 What percent of working time is spent on **physical or manual work**?
 Total should equal 100%

Office/Non-Manual: % Physical/Manual: %

Additional Notes and Comments *(if you have any)*



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What knowledge, skills, and abilities are needed to perform the primary duties of the position?

Knowledge
Skills
Abilities

B. Supervisory Role

Formal supervisory responsibilities?	YES	NO
<i>(Formal supervisory responsibilities include preparing and delivering performance reviews) If No, go to Section C. Other Responsibilities below.</i>	<input type="checkbox"/>	<input type="checkbox"/>

If yes, what facility, department, or function does employee supervise?

If yes, how many full-time equivalent (FTE) employees does incumbent supervise?
(Include both filled and vacant positions)

Full-time regular	_____	# of FTEs
Part-time regular	_____	# of FTEs
Temporary or Contracted	_____	# of FTEs
TOTAL	_____	# of FTEs

List the position titles supervised.

Title:	FTE % or annual hours worked
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Additional Notes and Comments *(if you have any)*



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Does the incumbent perform the following? *Check Yes or No for each.*

Personnel Actions	YES	NO
Interviews applicants/candidates	<input type="checkbox"/>	<input type="checkbox"/>
Makes decision or recommends which applicants to hire	<input type="checkbox"/>	<input type="checkbox"/>
Makes decision or recommends discipline, including termination	<input type="checkbox"/>	<input type="checkbox"/>
Training and Work Assignments	YES	NO
Trains employees on their duties and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Assigns work to employees	<input type="checkbox"/>	<input type="checkbox"/>
Plans or prioritizes employees' work assignments	<input type="checkbox"/>	<input type="checkbox"/>
Distributes work among employees	<input type="checkbox"/>	<input type="checkbox"/>
Determines which techniques, supplies, materials, or tools employees use in their work assignments	<input type="checkbox"/>	<input type="checkbox"/>
Sets and adjusts work schedules for employees	<input type="checkbox"/>	<input type="checkbox"/>

Approximately what percent of the working time does the incumbent spend on supervisory activities (such as those listed above) versus non-supervisory activities? *Total should equal 100%*

Activities related to supervisory responsibilities:	%
Work activities NOT related to supervisory responsibilities, including performing the same duties as subordinates:	%
TOTAL	100%

Additional Notes and Comments *(if you have any)*

C. Other Responsibilities

Does the incumbent have any of the following responsibilities or authority? *Check Yes or No for each.*

Financial Responsibilities and Authority	YES	NO
Develops or drafts an annual budget	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, what is the current year's budget: \$</i>		
Has authority to revise, reallocation funds, or deviate from the budget	<input type="checkbox"/>	<input type="checkbox"/>
Develops or recommends changes to the policies or standard operating procedures/practices for the department or unit	<input type="checkbox"/>	<input type="checkbox"/>
Provides consultation or expert advice to the leadership of the organization	<input type="checkbox"/>	<input type="checkbox"/>
Makes or recommends decisions that have a significant impact on the operations or finances of the organization	<input type="checkbox"/>	<input type="checkbox"/>
Decides which supplies, materials, services, or merchandise to purchase	<input type="checkbox"/>	<input type="checkbox"/>
Has the authority to approve purchases	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, indicate any dollar limit of that authority: \$</i>		
Has the authority to approve payment of bills	<input type="checkbox"/>	<input type="checkbox"/>
<i>If yes, indicate any dollar limit of that authority: \$</i>		



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Other Responsibilities and Authority	YES	NO
Has the authority to commit the organization in matters that have a significant financial impact.	<input type="checkbox"/>	<input type="checkbox"/>
Represents the organization during contract negotiations	<input type="checkbox"/>	<input type="checkbox"/>
Analyzes and recommends changes to operating practices or policies	<input type="checkbox"/>	<input type="checkbox"/>
Has authority to waive or deviate from established operating practices or policies without prior approval	<input type="checkbox"/>	<input type="checkbox"/>
Independently investigates and resolves matters on behalf of the organization	<input type="checkbox"/>	<input type="checkbox"/>
Monitors activities in the unit for compliance with legal regulations	<input type="checkbox"/>	<input type="checkbox"/>
Implements procedures to ensure legal compliance	<input type="checkbox"/>	<input type="checkbox"/>
Acts as a representative of the organization with external agencies	<input type="checkbox"/>	<input type="checkbox"/>
Plans long-term or short-term business objectives	<input type="checkbox"/>	<input type="checkbox"/>
Maintains production or sales records for use in supervision or control	<input type="checkbox"/>	<input type="checkbox"/>
Investigates and resolves matters of significance on behalf of management	<input type="checkbox"/>	<input type="checkbox"/>
Responsible for the safety or security of employees	<input type="checkbox"/>	<input type="checkbox"/>
Responsible for the security of any facilities/physical areas	<input type="checkbox"/>	<input type="checkbox"/>
Performs work primarily concerned with the administration of curriculum	<input type="checkbox"/>	<input type="checkbox"/>
Performs work primarily concerned with quality and methods of instruction	<input type="checkbox"/>	<input type="checkbox"/>
Performs work primarily concerned with the administration of school testing programs	<input type="checkbox"/>	<input type="checkbox"/>
Performs work primarily concerned with establishing and maintaining academic and grading standards	<input type="checkbox"/>	<input type="checkbox"/>
Additional Notes and Comments <i>(if you have any)</i>		



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D. Information Technology Employees

Does the incumbent work in the Information Technology field or a related department/unit?	YES	NO
<i>If No, go to Section E. Position Requirements below.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate whether the position involves any of the following.	YES	NO
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Systems analysis	<input type="checkbox"/>	<input type="checkbox"/>
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Computer programming	<input type="checkbox"/>	<input type="checkbox"/>
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Software engineering or development	<input type="checkbox"/>	<input type="checkbox"/>
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Troubleshooting computer software or hardware problems	<input type="checkbox"/>	<input type="checkbox"/>
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Manufacturing or repairing computer hardware and related equipment	<input type="checkbox"/>	<input type="checkbox"/>
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Applying systems analysis techniques and procedures (including consulting with users) to determine hardware, software or system functional specifications	<input type="checkbox"/>	<input type="checkbox"/>
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Designing, developing, or creating computer systems or programs, based on (or related to) user or system design specifications	<input type="checkbox"/>	<input type="checkbox"/>
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Testing or modifying computer systems or programs based on (or related to) user or system design specifications	<input type="checkbox"/>	<input type="checkbox"/>
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Analyzing or documenting computer systems or programs based on (or related to) user or system design specifications	<input type="checkbox"/>	<input type="checkbox"/>
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Designing, creating, or modifying computer programs related to operating systems	<input type="checkbox"/>	<input type="checkbox"/>
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Additional Notes and Comments *(if you have any)*



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E. Position Requirements

Does this position require a degree?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
If yes, indicate the type of degree required, including a major course of study or subject areas		
Does this position require any specialized training?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
If yes, indicate the specific type of training required		
Does this position require a professional license or certification?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>
If yes, indicate the license or certification required		

Experience requirements related to the current position
(indicate years of experience and type of experience)

Duties performed by the employee that directly relate to any required degree, training and/or certification

Additional Notes and Comments *(if you have any)*

F. Discretion and Independent Judgment

Does the position require the individual to use discretion and independent judgment? **YES** **NO**
See the examples below.

Examples of discretion and independent judgment **MAY be:**

- Makes choices that depart from prescribed standards or department protocols, without prior approval
- Makes decisions that affect the overall policies of the division/department or organization
- Forms recommendations regarding division/departmental policies, even if a senior staff member has to review and accept (or reject) the recommendations
- Participates in the formation of policies for the division/department or organization
- Provides consultation or expert advice to senior staff
- Plans long-term or short-term business objectives
- Represents the organization in handling complaints, arbitrating disputes, or resolving grievances
- Investigates and/or independently resolves matters of significance on behalf of the organization
- Commits the organization in matters that have a significant financial impact (such as purchasing decisions that bind the organization on significant purchases or negotiating employment agreements)

Discretion and independent judgment are **NOT:**

- Follows specific standards or policies
- Forms recommendations based on collecting facts concerning compliance with known standards
- Applies technical knowledge to follow prescribed procedures (or decides which procedures to follow)
- Performs skilled secretarial or administrative assistant work
- Handles large amounts of cash
- Tabulates data, conducts research or collects facts and information
- Performs inspection work (such as building/construction inspection, fire prevention/safety, health or sanitation, etc.) even if the skills require special training or experience
- Makes decisions that **do not** commit the organization in matters that have a significant financial impact



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If you checked Yes, give at least **four examples** of the kinds of decisions or actions that require the employee to use discretion and independent judgment in this position.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

G. Working Conditions and Physical Effort

Select the drop-down option that best describes the surroundings or physical conditions under which the work must be performed, to the extent to which they make the position disagreeable. Where working conditions vary with specified work assignments the degree selected must represent the average of all the conditions encountered.

Work Environment/Locations	Physical Effort Requirements ¹		
	Sedentary	Medium	Heavy
Good: Relatively free from unpleasant environmental conditions or hazards. Office environment.	Choose an item.		
Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.			
Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.			

¹ **Sedentary Work** - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Medium Work - Exerting up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Heavy Work - Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

H. Work Environment

Select the drop-down option that indicates how often your work requires you to be in the following types of environments.

Work Environment/Locations	Frequency Working in Designated Environment
Office or similar indoor environment	Choose an item.
Outdoor environment	Choose an item.
Street environment (near moving traffic)	Choose an item.
Construction site	Choose an item.
Confined space	Choose an item.
Vehicle	Choose an item.
Warehouse environment	Choose an item.
Shop environment	Choose an item.
Other Click or tap here to enter text.	Choose an item.



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I. Supervisor Authorization

The signature below indicates confirmation that the responses contained within the PDQ accurately represent the duties, responsibilities, and qualifications required for this position.

Supervisor Name:

Supervisor Title:

Signature:

Date:

Chief Name:

Signature:

Date:
