

Using the interactive Position Description Questionnaire

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General information

The Position Description Questionnaire is an interactive PDF. Depending on the selections and entries you make on the form, different sections will display or be hidden. This user guide will show you how the form changes as you complete it.

You will notice that each field has help text that will display when you hover your mouse over the field. If you have a question about what the field is for, the hover text should help. The “?” button will direct you to a page with instructions on how to complete the form. Most fields will expand to accommodate the text you enter.

The screenshot shows the top portion of the 'Position Description Questionnaire' form. On the left, there is a list of radio button options: 'New position', 'Update only', 'Review requested by employee', 'Review requested by appointing authority', and 'Response to DAS-HRE request'. A red arrow points to the 'New position' option, with a callout box stating 'Hover mouse here to display text shown in highlighted box below'. A small tooltip for 'New position' reads 'New position, vacant, not repurposing existing position'. On the right, the 'DAS-HRE use only' section contains fields for 'PDQ#:', 'Job class title:', '18 digit position #:', 'Reviewed by:', and 'Effective date:'. Below these are checkboxes for 'Ready to finalize' and 'Not ready to finalize'. In the top right corner, a red box highlights a '?' button with the text 'Jump to instructions page' and an arrow pointing to it. A 'Save' button is also visible in the top right.

Agency use only

When you choose any type of PDQ in the “Agency use only” section, you’ll see a pop-up window with help text. If you decide the help text doesn’t describe the reason you’re submitting the PDQ, click OK in the pop-up window, and select the appropriate PDQ type. You can only select one type of PDQ, but you can change the selection.

This screenshot shows the same form as above, but with a pop-up window open. A red box at the top left contains the text: 'When you select a PDQ type, a pop-up window will open. Click OK to close the pop-up window.' The pop-up window has a title bar that says 'Warning: JavaScript Window - Update only review requested.' and contains the following text: 'Assigned duties may or may not have not changed since the last PDQ review and no change in classification is requested. DAS-HRE will review this PDQ and issue a classification decision. This decision may or may not be the current classification. The review may result in reclassification to a higher/lower/lateral classification, as appropriate. The previous PDQ must be included when this PDQ is submitted for review.' There is an 'OK' button at the bottom of the pop-up. A red arrow points from the 'Update only' radio button to the pop-up window. The rest of the form, including the 'DAS-HRE use only' section and the '?' button, is visible in the background.

If you select any PDQ type other than update, a field for the M-5 number and a pop-up window with help text will display. The M-5# will be provided by your Human Resources Associate. You may not have an M-5 number when you begin working on a PDQ. If you're requesting a change in classification, the M-5 number should be entered before the PDQ is submitted to DAS-HRE. Click "OK" to close the pop-up window.

Position information

When you select "currently vacant position," the employee signature section is hidden. When you select "currently filled position," the "employee name" field and the employee signature section will display.

When you select "part time," the "hours worked per week" field will display.

Position information

Employee

Currently vacant position

Currently filled position

Current 18 digit position #: _____

Current job class title: _____

Department, division, bureau, section: _____

Work address: _____

Hours worked (shifts, rotations, travel):

Full time (40 hours per week) Part time Hours worked per week: _____

When you select "yes" to the question "Have the duties changed since this position was last reviewed for a classification decision?" a pop-up window will appear, reminding you to mark new tasks in the description of work table, and include discussion of the new tasks in your answer to the position information question about reason for review and in the supervisor review section. Click OK to close the pop-up window.

Position information

Currently vacant position

Currently filled position

Current 18-digit position #: _____

Current job class title: _____

Department, division, bureau, section: _____

Work address: _____

Hours worked (shifts, rotations, travel):

Full-time (40 hours per week)

Part-time

Have the duties changed since this position was last reviewed for a classification decision?

Yes No

Warning: JavaScript Window - New duties

Place an "X" beside each NEW task described in the table below

OK

Click the check box in the new duty column as needed. Use the "+" at the right end of the row to add a row below, or "-" to delete the current row. The total at the bottom of the table will change as you enter percentages. Be sure it enters 100% when the description of work is complete.

Description of work: Describe the work in detail. Make the description so clear that the reader can understand each task exactly. In the % column, enter the percent of time spent on each task during an average work week, not to exceed 100%. List tasks in descending order of time spent.

% of time	New duty = X	Description of work	Add/remove row	
55	<input checked="" type="checkbox"/>	List the work in descending order of time spent, so start with the type of work performed most. These fields will expand as you type. Avoid words like "manage," "administer," and "direct." Instead, describe the work that the position performs to manage, administer, or direct. Group similar tasks together, but be careful not to make the groups too large in terms of percentage of time spent. This section of work is marked with an "X" in the previous column to indicate that it's a new duty.	+	-
30	<input type="checkbox"/>	Any work that isn't new should not be marked with an "X."	+	-
25	<input type="checkbox"/>	Percentages of time should be adjusted since total is more than 100%	+	-
110		TOTAL MUST EQUAL 100%		

% of time	New duty = X	Description of work	Add/ remove row	
55	<input checked="" type="checkbox"/>	<p>List the work in descending order of time spent, so start with the type of work performed most. These fields will expand as you type. Avoid words like "manage," "administer," and "direct." Instead, describe the work that the position performs to manage, administer, or direct. Group similar tasks together, but be careful not to make the groups too large in terms of percentage of time spent.</p> <p>This section of work is marked with an "X" in the previous column to indicate that it's a new duty.</p>	+	-
30	<input type="checkbox"/>	Any work that isn't new should not be marked with an "X."	+	-
15	<input type="checkbox"/>	Correct total	+	-
100	TOTAL MUST EQUAL 100%			

Selecting "yes" for question "Is this position considered to be supervisory?" will display additional questions about supervisory responsibilities. Also display or hide text, as appropriate.

Additional questions display with yes answer

Is this position considered to be supervisory?

Yes No

What positions does this position supervise?

List the job class titles and number of employees the position directly supervises. Do not include inmates, volunteers, clients, or patients. Please indicate any positions that are part-time or temporary.

Job class titles	# of employees	Add/ remove row	
		+	-

Direct reports:

If any of the employees listed in the previous table directly supervise other positions, list the name of each of those employees and the number of positions they supervise.

Names	# of employees	Add/ remove row	
		+	-

Does this position participate in the hiring process?

Yes No

Choose one:

Additional questions display with yes answer

- Regularly serves on an interview committee that selects employees with little or no review by a higher-level supervisor.
- Regularly interviews and recommends applicants to a higher supervisor, who selects the employees this position will supervise.

Does this position do the following? (check all that apply)

- Sign performance evaluations for employees supervised as the first line supervisor?
- Determine final performance evaluation ratings for employees supervised?

Does this position have authority to do the following? (check all that apply)

- Call in off-duty employees when area is understaffed?
- Approve/require overtime?
- Approve/deny Name and job class title of higher-level supervisor displays with yes answer
- Change work assignments as work as staffing needs require?

Is a higher-level supervisor available to help this position with non-routine decision making?

Yes No

List the name and job class title: _____

Functional program areas supervised:

List each functional program unit/area this position supervises and the operating budget (i.e., dollar amounts for personnel, supplies, and equipment) for each unit/program area.

Functional area	Budget (in dollars)	Add/ remove row	
		+	-

Why are you requesting that this position be reviewed?

Be specific. If applicable, describe new duties or significant changes to duties.

If you have an Adobe Digital Signature, you can select "Display digital signature" to enable that field. If you don't have an Adobe Digital Signature, type your name in the signature field and complete the date field.

Employee signature

I certify that I have read the instructions for the completion of this questionnaire, that the answers are my own, and that they are accurate and complete.

The questionnaire was completed by agency management. I have read the form and have been provided a copy.

Display digital signature Hide digital signature

Form defaults to typed signature

Typed signature: Type your name Date: 7/31/2017 Save

If you have not been notified by your agency's management that this request has been sent to DAS-HRE for review within 30 days, you may choose to send this request directly to DAS-HRE for review. Submission instructions are at the bottom of the form.

Employee signature

I certify that I have read the instructions for the completion of this questionnaire, that the answers are my own, and that they are accurate and complete.

The questionnaire was completed by agency management. I have read the form and have been provided a copy.

Display digital signature Hide digital signature

Click here to display Adobe Digital Signature field, then click red flag to apply signature

Signature Date Save

If you have not been notified by your agency's management that this request has been sent to DAS-HRE for review within 30 days, you may choose to send this request directly to DAS-HRE for review. Submission instructions are at the bottom of the form.

Click the "Save" button to save the PDF to your computer drive before you email it for the next step.

Employee signature

I certify that I have read the instructions for the completion of this questionnaire, that the answers are my own, and that they are accurate and complete.

The questionnaire was completed by agency management. I have read the form and have been provided a copy.

Display digital signature Hide digital signature

Typed signature: Type your name Date: 7/31/2017 Save

If you have not been notified by your agency's management that this request has been sent to DAS-HRE for review within 30 days, you may choose to send this request directly to DAS-HRE for review. Submission instructions are at the bottom of the form.

Display digital signature
 Typed signature
 If you have 30 days, you must complete this form.
 Supervisor
 This section must be completed within 30 days after the PDQ is received from the employee. The employee must be notified of the decision to either support or not support the request. Regardless of this decision, the request must be forwarded to DAS-HRE. Submission instructions are at the bottom of the form.
 Indicate to what extent, if any, the statements on this form are, in your opinion, not correct or need clarification.

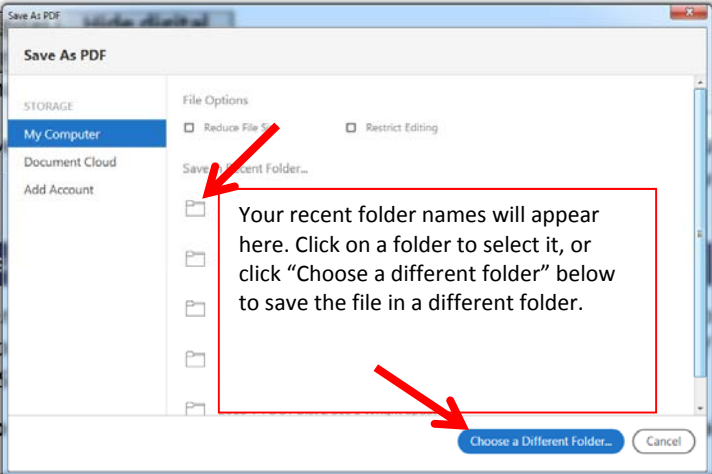
Date: 7/31/2017 Save

request has been sent to DAS-HRE for review within 30 days. Submission instructions are at the bottom of the form.

from the employee. The employee must be notified of this decision, the request must be forwarded to the appropriate authority for review, not correct or need clarification.

Are there any other positions that perform the same work?
 Yes No

What is the basic purpose of this position?



Libraries > Documents >

Organize > New folder

Some library features are unavailable due to unsupported library locations. Click here to learn more...

Documents library
 Includes: 2 locations

Name	Date modified	Type	Size
Folder		Folder	
Folder		Folder	
Folder		Folder	
Folder		Folder	
Folder		Folder	
Folder		Folder	
Folder		Folder	
Folder		Folder	

File name: My PDQ
 Save as type: Adobe PDF Files (*.pdf)

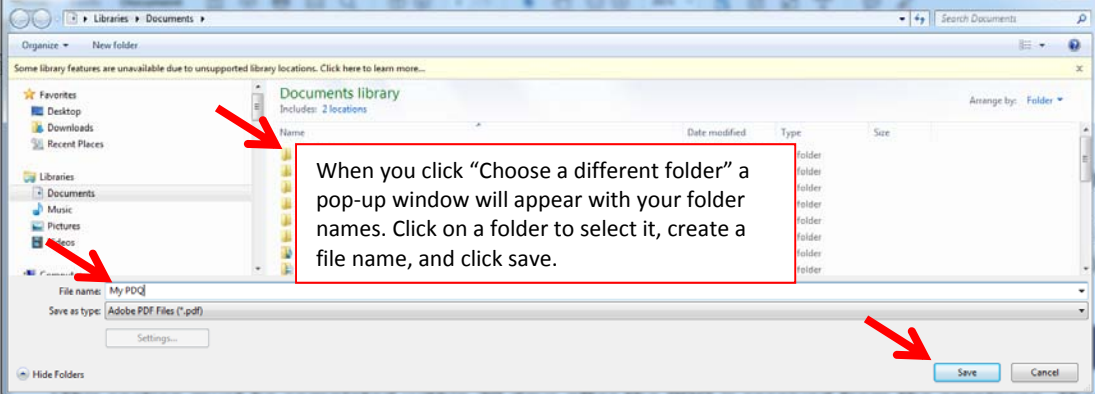
When you click "Choose a different folder" a pop-up window will appear with your folder names. Click on a folder to select it, create a file name, and click save.

Date: 7/31/2017 Save

request has been sent to DAS-HRE for review within 30 days. Submission instructions are at the bottom of the form.

from the employee. The employee must be notified of this decision, the request must be forwarded to the appropriate authority for review, not correct or need clarification.




Indicate to what extent, if any, the statements on this form are, in your opinion, not correct or need clarification.




Supervisor review

The answer to the new duties question in the position information section impacts the questions displayed for the supervisor. A “yes” answer displays additional questions. A “no” answer hides the additional questions.

“Yes” to new duties displays questions.

Supervisor review	
<i>This section must be completed within 30 days after the PDQ is received from the employee. The employee must be notified of the decision to either support or not support the request. Regardless of this decision, the request must be forwarded to DAS-HRE. Submission instructions are at the bottom of the form.</i>	
Indicate to what extent, if any, the statements on this form are, in your opinion, not correct or need clarification.	
	Describe the origin of any new duties (i.e., those marked with an "X" in item 12).
	How long have the new duties been performed (Enter N/A if not applicable)?
	Where were the new duties performed prior to being assigned to this position (Enter N/A if not applicable)?

“No” to new duties hides questions.

Supervisor review	
<i>This section must be completed within 30 days after the PDQ is received from the employee. The employee must be notified of the decision to either support or not support the request. Regardless of this decision, the request must be forwarded to DAS-HRE. Submission instructions are at the bottom of the form.</i>	
In your opinion	are clarifications needed?
<i>If other positions perform the same work, you will be prompted to list the names and job class titles</i>	
	Do any other positions perform the same work?
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	List the name(s) and job class title(s): _____

A request for exemption from collective bargaining or the merit system will display text that the Labor Relations Team will use to record exemption decisions. You do not send the PDQ to LRT for review – that step is completed at DAS-HRE during the PDQ review if needed. The bargaining exemption question does not display for supervisory positions.

Is this position currently exempt from collective bargaining or are you requesting review to determine coverage or exclusion from the collective bargaining provisions of Iowa Code Chapter 20?
For more information on common bargaining exemptions, click [here](#).
 Yes No

Why do you believe the position is exempt from collective bargaining? (e.g., specific statutory authority for exemption)

Is this position currently excluded from the merit system or are you requesting review to determine coverage or exclusion from the merit system provisions of Iowa Code Chapter 8A?
For more information on common merit system exemptions,click [here](#).
 Yes No

Why do you believe the position is exempt from merit system?

LRT comments and signature
LRT use only-to be completed after PDQ is submitted to DAS-HRE

Collective bargaining <input type="checkbox"/> Covered <input type="checkbox"/> Exempt Comments: _____ LRT signature: _____	Merit <input type="checkbox"/> Covered <input type="checkbox"/> Exempt Comments: _____ LRT signature: _____
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Because of the way the check boxes work in interactive forms and the way the LRT review section displays, once you click “yes” to one question and then change the answer to “no,” parts of the LRT review section may be hidden for a “yes” answer to the other question. Simply click the “yes” answer again, and all the sections will display.

Is this position currently exempt from collective bargaining or are you requesting review to determine coverage or exclusion from the collective bargaining provisions of Iowa Code Chapter 20?
For more information on common bargaining exemptions, click [here](#).
 Yes No

Why do you believe the position is exempt from collective bargaining? (e.g., specific statutory authority for exemption)

Is this position currently excluded from the merit system or are you requesting review to determine coverage or exclusion from the merit system provisions of Iowa Code Chapter 8A?
For more information on common merit system exemptions,click [here](#).
 Yes No

Collective bargaining
 Covered Exempt
Comments: _____
LRT signature: _____

LRT section header and signature line are hidden

Is this position currently exempt from collective bargaining or are you requesting review to determine coverage or exclusion from the collective bargaining provisions of Iowa Code Chapter 20?
For more information on common bargaining exemptions, click [here](#).
 Yes No

Why do you believe the position is exempt from collective bargaining? (e.g., specific statutory authority for exemption)

Is this position currently excluded from the merit system or are you requesting review to determine coverage or exclusion from the merit system provisions of Iowa Code Chapter 8A?
For more information on common merit system exemptions,click [here](#).
 Yes No

LRT comments and signature
LRT use only-to be completed after PDQ is submitted to DAS-HRE

Collective bargaining <input type="checkbox"/> Covered <input type="checkbox"/> Exempt Comments: _____ LRT signature: _____	Merit <input type="checkbox"/> Covered <input type="checkbox"/> Exempt Comments: _____ LRT signature: _____
---	---

Click yes again

LRT section header and signature line are displayed

If the position performs IT duties, the PDQ must be submitted to OCIO for review before submission to DAS-HRE. A “yes” answer will display a section for OCIO comments and signature. A “No” answer will hide the OCIO section. Save the PDQ to your computer drive before you email it to OCIO. OCIO will complete the review, apply a digital signature, and email the PDQ back to you.

Does the position perform work involving information technology (IT)? (Assigned IT duties, supervises IT staff, works in IT unit)
 Yes No

This position requires review and pre-approval from the Office of the Chief Information Officer (OCIO) before DAS-HRE will proceed with classification review. Use the save button below to save the form, and then email it to Robert.vonWaldenburg@ocio.dhs.gov. OCIO signature is required prior to submitting the PDQ to DAS-HRE for classification review.

Save the PDQ before emailing it to OCIO

Save

OCIO comments and signature

Approved to proceed with classification Not approved to proceed with classification

Comments: _____

OCIO signature: _____

The supervisor and appointing authority must indicate support/no support for the request and sign. Comments are optional. If you have an Adobe Digital Signature, you can select “Display digital signature” to enable that field. If you don’t have an Adobe Digital Signature, type your name in the signature field and complete the date field. Click the “Save” button to save the PDF to your computer drive.

Supervisor comments and signature

Support request Do not support request

Form defaults to typed signatures

Comments: _____

Display digital signature Hide digital signature

Click here to display Adobe Digital Signature field, then click red flag to apply signature

Signature: _____ Date: _____ Save

Appointing authority comments and signature

Support request Do not support request

Comments: _____

Display digital signature Hide digital signature

Click here to display Adobe Digital Signature field, then click red flag to apply signature

Signature: _____ Date: _____ Save

Submission instructions

To check the spelling on your form, click the spell check button. A pop-up window will appear. Click start to begin spell check, and click done to close the pop-up window.

Submission instructions

Use the save button below to save your work on your computer drive before you email the form to others for review/completion. Do not print the form and forward a hard copy.

Click the spell check button, and then click start to check spelling.

Click the check form button. If the form is not complete, you will receive an error message. Run the check form button again until all the fields marked in red.

Click the hide instructions button to hide the instructions. Click show instructions to display the instructions again.

Save the form when it is complete.

Remember to include a current organizational chart and the previous PDQ.

Spell check **Check form** **Save form** **Hide instructions** **Show instructions**

Some fields are required for DAS-HRE review. Click the “check form” button to see if all mandatory fields are completed. If a required field is blank, a pop-up window with instructions will display. Click OK to close the pop-up window.

Submission instructions

Use the save button below to save your work on your computer drive before you email the form to others for review/completion. Do not print the form and forward a hard copy.

Click the spell check button, and then click start to check spelling.

Click the check form button. If the form is not complete, you will receive an error message. Run the check form button again until all the fields marked in red.


Click the hide instructions button to hide the instructions. Click show instructions to display the instructions again.

Save the form when it is complete.


Remember to include a current organizational chart and the previous PDQ.

Spell check **Check form** **Save form** **Hide instructions** **Show instructions**

Incomplete mandatory fields are highlighted in red.

		?
Position Description Questionnaire		Save
Agency use only	DAS-HRE use only	
<input type="checkbox"/> New position	PDQ#: _____	
<input type="checkbox"/> Update only	Job class title: _____	
<input type="checkbox"/> Review requested by employee	18-digit position #: _____	
<input type="checkbox"/> Review requested by appointing authority	Reviewed by: _____	
<input type="checkbox"/> Response to DAS-HRE request	Effective date: _____	
	<input type="checkbox"/> Ready to finalize <input type="checkbox"/> Not ready to finalize	
Position information		
<input type="checkbox"/> Currently vacant position		
<input type="checkbox"/> Currently filled position		

Complete the required fields and click the “check form” button again. If all mandatory fields are complete, no pop-up window will display and the red highlighting is removed.

		?
Position Description Questionnaire		Save
Agency use only	DAS-HRE use only	
<input type="checkbox"/> New position	PDQ#: _____	
<input checked="" type="checkbox"/> Update only	Job class title: _____	
<input type="checkbox"/> Review requested by employee	18 digit position #: _____	
<input type="checkbox"/> Review requested by appointing authority	Reviewed by: _____	
<input type="checkbox"/> Response to DAS-HRE request	Effective date: _____	
	<input type="checkbox"/> Ready to finalize <input type="checkbox"/> Not ready to finalize	

Click the “hide instructions” button to hide the submission instructions. This allows you to save the form without displaying unnecessary text. Click “show instructions” if you need to review the instructions again.

Submission instructions

Use the save button below to save your work on your computer drive before you email the form to others for review/completion. Do not print the form and forward a hard copy.

Click the spell check button, and then click start to check spelling.

Click the check form button. If there are errors in the form, you will receive an error message. Run the check form button again until all the fields marked in red are completed and no longer marked in red.

Click the hide instructions button to hide these submission instructions. Click show instructions to display the instructions again.

Save the form when it is properly completed, and attach it to an email to pdq@iowa.gov.

Remember to include a current organizational chart and the previous PDQ.



Spell check	Check form	Save form	Hide instructions	Show instructions
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Click the "save" button to save the form to your computer drive, and then email it to DAS-HRE for review at PDQ@iowa.gov.

Appointing authority comments and signature				
<input type="checkbox"/> Support request <input checked="" type="checkbox"/> Do not support request				
Comments:				
Display digital signature		Hide digital signature		
Typed signature: _____				Date: _____
Save				
Spell check	Check form	Save form	Hide instructions	Show instructions

