

SECTION 3.20 SUPERVISOR RESPONSIBILITIES

Last Update: 7/15

Supervisors are responsible for assigning job duties and reviewing all Position Description Questionnaires (PDQs) for positions under their supervision. The review includes an opportunity for clarification of any information provided by the employee, and identification of the origin of any new duties, basic purpose of the position, essential job functions, special requirements and selective certification. Supervisors should reference the [Drafting Essential Functions](#) tool for assistance in identifying essential functions. Supervisors are also responsible for writing PDQs for new and vacant positions, and ensuring PDQs are updated when there has been a change in duties.

Supervisors are responsible for completing the sections titled “Supervisor Review of PDQ” and “Supervisor Comments and Signature.” Once completed, the supervisor should forward the PDQ on to the appointing authority for completion of the section titled “Appointing Authority Comments and Signature.” Both the supervisor and appointing authority may indicate whether or not a request for reclassification is supported and provide comments in these sections. Regardless of the supervisor’s or appointing authority’s decision to support or not support the request, the PDQ should be forwarded to the Department of Administrative Services – Human Resources Enterprise (DAS-HRE) for review. In situations where the employee has prepared the PDQ and submitted it to the supervisor, management must forward the PDQ to DAS-HRE within 30 calendar days after receiving the PDQ from the employee.

If the employee has prepared a PDQ and the supervisor believes the information is inaccurate or incomplete, the supervisor should discuss the issues with the employee. The supervisor makes the final determination of duties assigned to a position and incorporates those duties into the PDQ. The employee should sign the PDQ indicating that they have reviewed the document. If the affected employee declines to sign, the PDQ should be signed by the supervisor adding a note to the PDQ indicating that the employee declined to sign the PDQ.