

INDIANA UNIVERSITY

POSITION INFORMATION QUESTIONNAIRE (PIQ)

Campus Location (check box): BL EA IN KO NW SB SE

Department ID (e.g., BL-BUS, IN-MED):

HRMS Position #:

Position Salary Grade:

Position Title:

Incumbent Name:

Supervisor Name:

Title:

What is the primary or fundamental purpose of the position – the main or most important duty that the position performs? Provide 2 - 3 descriptive, concise sentences. The primary duty is not a summary of position duties, rarely equals 100%, and describes the dominant reason for which the position exists.

Indicate the percentage of time associated with the primary duty: _____% (typically between 50 and 80%)

What is the job-related education, experience, and certification necessary for the position at entry?

- Education:** specify degree and degree specialty, if any:
- Experience:** specify years and type of experience (in addition to degree):
- Equivalency:** specify years and type of experience or education that can be substituted, if any:
- Certifications or Licensure:**
- Programming Languages:** specify programming languages needed, if any:

Does the position have supervisory/managerial responsibility/authority for an organizational unit?

___ Yes ___ No (If Yes, complete remaining section below; if No proceed to next section.)

Number of employees supervised: ___ Appointed Staff ___ Other (i.e. students, hourly)

Indicate supervisory responsibilities:

- | | |
|-------------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Interview, select and train | <input type="checkbox"/> Hire/fire |
| <input type="checkbox"/> Set and adjust pay and hours | <input type="checkbox"/> Recommend hire/fire |
| <input type="checkbox"/> Direct work | <input type="checkbox"/> Appraise performance |

Select the type of work that best describes how the position functions – check one box and explain.

- Establishes and implements strategies that impact the entire department; operates with a high level of authority.
- Executes work in line with operational plans and/or predetermined goals.
- Sets and implements operational plans; works from policies but exercises authority within policies.

Provide at least one clear, concrete example describing how the position functions and its impact -- include the strongest or most frequent example.

Select the problem solving and analysis that best describes how the position functions - check one box and explain.

- Creates new methods, techniques, policies and/or processes and sometimes adapts existing policies or procedures to address the situation. Applies policies to complex situations.
- Updates or modifies procedures within own work area or function relying on current procedures. Applies standardized systems and procedures.
- Analyzes complex multi-dimensional issues impacting multiple functional areas. Creates new methods, techniques policies and/or processes to address a major issue or problem.
- Identifies problems and improves or adapts methods without the benefit of defined procedures. Applies a variety of systems, procedures and understanding of policies.

Provide a concrete example of the position's work that describes this problem solving -- include the strongest or most frequent example.

Does the position function as below? If yes, check box and provide an explanation including the constraints which limit the position's freedom to act.

- Have authority to waive/deviate from established policies or procedures without prior approval? **Explain:**

- Have authority to commit the university in matters of significance? **Explain:**

- Have financial responsibilities for oversight of accounts and budgets?
 - o Size (amount) of budget managed
 - o Number and type of accounts
 - o Limit for committing funds

- Have responsibility for policy administration (i.e. revise, recommend)? **Explain** (indicate the impact on the operating unit or department):

Signatures

Certification that the information provided is accurate and reflective of the work performed by the position and the incumbent:

Form Completed by _____
(printed name & signature)

Date _____

Management Approval _____
(printed name & signature)

Date _____

Organizational Relationships

- Include detailed organizational charts which show the organization and the relationships above and below this position. Include names, titles, and position numbers of appointed positions.
- Bloomington and IUPUI positions - complete the Relationship Chart that is attached.

Relationship Chart

Please check the location where the position resides.

Responsibility Center <input type="checkbox"/>		
Department <input type="checkbox"/>	Center/Institute <input type="checkbox"/>	Program <input type="checkbox"/>
Division/Section <input type="checkbox"/>	Center/Institute <input type="checkbox"/>	Program <input type="checkbox"/>
Sub Section <input type="checkbox"/>	Center/Institute <input type="checkbox"/>	Program <input type="checkbox"/>

Please check the level that the position primarily impacts.

University system <input type="checkbox"/>		
Campus <input type="checkbox"/>		
Responsibility Center <input type="checkbox"/>		
Department <input type="checkbox"/>	Center/Institute <input type="checkbox"/>	Program <input type="checkbox"/>
Division/Section <input type="checkbox"/>	Center/Institute <input type="checkbox"/>	Program <input type="checkbox"/>
Sub Section <input type="checkbox"/>	Center/Institute <input type="checkbox"/>	Program <input type="checkbox"/>