

**TENNESSEE BOARD OF REGENTS
JOB ANALYSIS QUESTIONNAIRE**

Please refer to instructions before completing Questionnaire.

I. GENERAL INFORMATION

Employee Name: _____

Position Title: _____

Proposed Supervisor's Name: _____

Proposed Supervisor's Title: _____

Employee's Length of Time in Current Position: _____

II. POSITION SUMMARY

In the space provided below, briefly explain in one or two sentences the general purpose of the position.

IV. KNOWLEDGE

- (1) List the specific degrees, technical training, or post-high school course work and the field of study, if any, required to qualify for the position.

- (2) What licenses or certifications, if any, are required to qualify for the position?

- (3) What other knowledge, skills, or abilities are required in order to perform the duties of this position?

V. EXPERIENCE

- (1) Please describe the least amount and type of work experience required, if any, for a person entering this position. Please consider only the position's minimum requirements and not the employee's own qualifications.

Amount of Entry Experience Needed	Type of Entry Experience Needed

- (2) After being hired or moved into this position, how much on-the-job training and experience is required for a new employee to learn all major duties and be able to do them well?

VI. COMPLEXITY AND CREATIVITY

This question addresses the degree of problem solving required, the types of problems encountered, and how these problems are solved. It also addresses the degree of original thinking required to perform a job that is creative or artistic in nature.

In your response, please give one or two examples of the more difficult and complex tasks/projects/problems in which this position has handled in the past twelve months. Consider the amount of judgment and thought required and the availability of policies, procedures and standards to guide the position in solving problems. Also consider the degree in which creative thinking is required to organize and develop new or improved methods, ideas, procedures or techniques.

VIII. INTERNAL AND EXTERNAL CONTACTS

These questions address the responsibility for working with or through other people inside and outside the Board of Regents to get results. Consideration should be given to the nature of contact and level of interactions encountered on a regular, recurring and essential basis during operations.

- (1) With whom does this position regularly communicate inside the Board of Regents in order to perform the duties (e.g., office staff, professional personnel, department heads, etc.)? What does the position communicate about with these individuals? How often does this position communicate (daily, weekly, monthly, etc.)? Please list only those contacts outside your immediate work area.

Who	Communications About What	How Often

- (2) With whom does the position typically communicate outside the Board of Regents, if anyone, (e.g., vendors or suppliers, government officials, individuals of TBR institutions, etc.)? What does the position normally communicate about? How often does the position communicate (daily, weekly, monthly, etc.)?

Who	Communications About What	How Often

X. ORGANIZATIONAL REPORTING

(1) In the organizational diagram depicted below, please indicate the reporting lines by completing the boxes with the appropriate titles. The boxes are labeled according to the following key:

- (A) Job title of person to whom immediate Supervisor reports (Vice Chancellor or Chancellor)
- (B) The immediate Supervisor's job title
- (C) Job title for the position proposed and described in questionnaire
- (D) Examples of other equivalent job titles to the position, i.e., at the same level
- (E) Job titles which directly report to the position (if applicable)
- (F) Job titles which indirectly report to the position through other individuals the position directly supervises (if applicable)

If the position directly or indirectly supervises more positions than can be listed in boxes "E" AND "F", please indicate those titles (attach additional page (s) if necessary):" [Note: if an organizational chart of your area or department is available, the following diagram need not be completed. Simply attach the organizational chart of your area to this page and identify your position by highlighting or circling it.]

A.	
B.	
C.	
D.	
E.	
F.	

- (2) This question addresses the degree to which the position has supervisory, lead, or management-level responsibilities. Please check the title that best characterizes and describes the position's level of authority. Please check only one box.

_____ This level is involved in policy-making and is usually responsible for a major department or function of Board operations. Additionally, this level has input or participates in decisions of a Board-wide nature and collaborates with other management personnel on important matters affecting certain or many phases of overall operations. This level typically reports to the head of the division with all managers reporting to this position for operational coordination.

_____ This level is responsible for the execution and interpretation of policies, and for the successful operation of an assigned unit, section, or function. Positions at this level have a high degree of responsibility for individual initiative and judgment, acting under policies and directives of upper management. They generally have responsibility of recommending new and revised policies and for establishing objectives within their assigned area. Results are typically accomplished through lower levels of supervision. Generally this levels responsible for directing the work of first-line supervisors.

_____ This level is usually responsible to manager-level personnel for the execution of policies by rank-and-file employees, and for the attainment of objectives in assigned organizational units through practices and procedures approved and issued by upper management. It may include assistants to manager-level positions and staff functions of a lesser nature than those in the upper two management groups. This level typically functions as a first-line supervisor over assigned staff and has significant input in determining personnel actions, e.g. hiring, disciplining and appraising work performance.

_____ This level is typically responsible for leading, coordinating and monitoring the work of other employees who perform the same type of work as this position. Lead supervision includes training, checking the work of others and ensuring supplies and materials are provided at the work site.

_____ No formal responsibility for supervising other employees.

XI. MANAGEMENT COMMENT SECTION

This portion of the questionnaire is reserved for comments by a second level of management:

Vice Chancellor's Signature

Date