

# State University of New York College at Geneseo Professional Staff Position Questionnaire

Name: \_\_\_\_\_ Current Title: \_\_\_\_\_

Department: \_\_\_\_\_ Date: \_\_\_\_\_

The Personnel Services Office is currently conducting a review of professional staff positions at Geneseo to determine whether positions are properly classified under the Fair Labor Standards Act. The information requested is essential to classify positions properly and to avoid large fines that might result from a federal compliance audit.

## 1. Job Qualifications:

(a) The **minimum** skills, knowledge required to perform the job satisfactorily.

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(b) The minimum education level required to perform the job:

- Associate's Degree or two years of college
- Bachelor's Degree
- Master's Degree
- Professional License
- Doctoral Degree

(c) Minimum years experience required to perform this job.

- 0
- 1-2
- 3-5
- 6-10
- 11 or more

## 2. Type of supervision received:

- Incumbent works under **direct** supervision following standard practices and procedures.
- Incumbent works under supervisor's general direction planning own work.
- Incumbent works independently with consultative direction.

## 3. Supervision of others by incumbent:

- Incumbent does not exercise supervisory responsibilities.
- Incumbent provides supervision to student assistants only.
- Incumbent provides **direct** supervision to other employees.  
If yes, give names and titles: \_\_\_\_\_

4. The incumbent spends approximately \_\_\_\_\_% of work time supervising other employees and approximately \_\_\_\_\_% performing the same level work of other employees in the work unit.

5. Check each of the phrases below which describe the kind of supervision this position requires the incumbent to exercise.

- |   |   |
|---|---|
| <input type="checkbox"/> Plans work                                 | <input type="checkbox"/> Instructs on methods and procedures                      |
| <input type="checkbox"/> Assigns work                               | <input type="checkbox"/> Corrects errors  |
| <input type="checkbox"/> Makes hiring recommendations               | <input type="checkbox"/> Maintains employee records                               |
| <input type="checkbox"/> Makes final decision on hiring             | <input type="checkbox"/> Makes recommendations regarding unsatisfactory employees |
| <input type="checkbox"/> Makes final decision on promotions         | <input type="checkbox"/> Makes final decision regarding unsatisfactory employees  |
| <input type="checkbox"/> Recommends salary adjustments              | <input type="checkbox"/> Makes final decision on salary adjustments               |
| <input type="checkbox"/> Makes final decision on salary adjustments | <input type="checkbox"/> Recommends employee discipline                           |

6. How often is the incumbent expected to:  
use discretion in decision making:

- n/a     seldom     weekly     daily

make independent judgements:

- n/a     seldom     weekly     daily

be involved in the interpretation of results:

- n/a     seldom     weekly     daily

7. Choose the **one** item that best describes this position's responsibility for **interpreting** policy within the department.

- Perform simple, well defined duties; no real policy interpretation required
- Limited knowledge of department's work, some understanding for interpreting operating policies.
- Moderate knowledge of department's work; moderate understanding for interpreting policies
- Extensive knowledge of department's work; comprehensive understanding for interpreting most operating policies.

8. What would be the consequences of an error by the incumbent of this position considering work flow, confidentiality, and cost impact.

- Modest     Moderate     High     Extensive

9. Indicate below the magnitude of financial/budgetary responsibility (if any).

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Reviews expenses against budget?               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Maintains budget records?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Approves expenditures?                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Prepares budget request and written narrative? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

The above information accurately describes the duties and responsibilities of this position.

Supervisor: \_\_\_\_\_

Department Head(if different): \_\_\_\_\_

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*For Personnel Services Staff Only:*

Annual Salary for Position \_\_\_\_\_  Exempt  Non-exempt