



**DEPARTMENT OF HUMAN RESOURCES MANAGEMENT
RECRUITMENT & CLASSIFICATION DIVISION**

DHRM Use Only
Time/Date Stamp

POSITION DESCRIPTION QUESTIONNAIRE
PART II: SUPERVISOR'S REVIEW PORTION

The purpose of the Position Description Questionnaire (PDQ) form is to obtain information about the employee's current position including the duties that are performed, the level of authority exercised and responsibility, and the skills and abilities needed.

DIRECTIONS:

1. Review your employee's responses and add any notes/remarks below when there are omissions or areas in which you believe further explanation is necessary.
2. A hard copy of this document should be submitted to the Classification Supervisor **within two weeks** of receiving Part I from the incumbent.
3. Once you have reviewed and signed, please retain a copy for departmental records and submit the entire packet (Classification/Compensation Request form and PDQ Parts I & II) to: Department of Human Resources Management, ATTN: Classification Supervisor, 150 Frank H. Ogawa, 2nd Floor.
4. If you have any questions, please email class.comp@oaklandnet.com.

SECTION A - SUPERVISOR INFORMATION

Supervisor's Name:
Exact Classification Title:
Phone Number & Email:
Work Location:

SECTION B - CLASSIFICATION FACTORS

In responding to the factors listed below, read and utilize the current classification specification (job description) as well as any other documented agreements regarding duties and responsibilities between you and the employee. Remember to address only duties that are a regular and continuing part of the employee's job.		
CLASSIFICATION FACTOR	YES	NO
1. The complexity of the work has changed and now involves a higher level of knowledge/skills that are utilized on a regular and continuing basis.	<input type="checkbox"/>	<input type="checkbox"/>
2. The scope of responsibility has changed. (i.e., previously non-supervisory and now supervises staff including the completion of performance appraisals and approval of absences and leaves, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
3. One or more new functional areas of responsibility have been added (e.g., the position is responsible for providing clerical and administrative support but has additionally been assigned development of programs).	<input type="checkbox"/>	<input type="checkbox"/>
4. New requirements for education and training or certification may be necessary.	<input type="checkbox"/>	<input type="checkbox"/>
5. The position has a broader scope of supervisory duties involving diverse subordinate classifications.	<input type="checkbox"/>	<input type="checkbox"/>
6. The duties that are now being performed differ significantly (50% or more) from the duties necessary when the employee was hired for the position.	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C - COMMENTS

The incumbent's responses to the questionnaire adequately describe the duties, authority and responsibility of the work currently performed. No Yes

The incumbent's responses to the questionnaire overstate / understate the duties, authority and responsibility of the work currently performed.

Comments:

I have reviewed the incumbent's responses to Part I of the Position Description Questionnaire (PDQ) Form. I understand that the documents are time sensitive and need to be submitted to DHRM's Classification Supervisor within two weeks of receiving Part I from the incumbent.

Signature of Supervisor

Date

Signature of Agency Head/Director

Date