Princeton University Library

Library Job Information Questionnaire

This questionnaire was designed to collect job content data for preparing the documentation necessary for a reclassification review for PULA staff. Please provide detailed comments and descriptions for all applicable sections. Include specific examples to illustrate job duties, complexity, type of decision-making, knowledge and skills. Examples will add clarity to this description.

A cover memo may be provided by the supervisor of this position. This memo should describe the reason(s) for this review and compare this position to others in the department. Please discuss the requirements of this questionnaire with the Office of Human Resources.

**POSITION INFORMATION**

[ ]  New Position (required review and slotting)

[ ]  Vacant Position/Assigned New Duties (review required)

[ ]  In-Range Adjustment

Classification Review/Current Position

Position Title (current)       Grade (current)

Department:

Unit:

Incumbent in Position (if any)

Incumbent Supervisor (current)

**THIS SECTION TO BE COMPLETED BY THE INDIVIDUAL COMPLETING THIS REQUEST**

Name:

Title:

Campus Address:

Phone: Fax

Email:

Position to Which Supervisor Reports:

**FOR HUMAN RESOUCES ONLY**

Date Received       Date Approved       Effective Date

Approved Title       Grade       Job Code

**I. POSITION SUMMARY**

**Summarize the overall functions or purpose of this position. This should be a concise description of the total position. Generally, the summary will require only a few sentences. The specific details related to position responsibilities should be listed in Section III. It is suggested that you write this section after completing the rest of the form.**

**II. SUMMARY OF CHANGE**

[If addition to staff, move to next section]

The following has changed in this position: (Check all that apply)

[ ]  Employment/Occupational Skills [ ]  Specialized Knowledge

[ ]  Organizational Knowledge [ ]  Level of Decision Making

[ ]  Complexity of Problem Solving [ ]  Leadership

[ ]  Initiative [ ]  Communication Skills

[ ]  New Skills/Other [ ]  New Position

**Please explain in detail:**

**III. DUTIES AND RESPONSIBILITIES**

**Indicate as clearly as possible the significant duties and responsibilities associated with the position in order of importance and the approximate percentage of time for each duty. Keep sentences brief and concise. Focus on major, rather than detailed, responsibilities.**

**Responsibility Approximate**

 **% of Time**

|  |  |
| --- | --- |
|  |       % |
|  |       **%** |
|  |        % |
|  |       % |
|  |       % |
|  |       % |

 =100%

To help you estimate approximate percentage [based on a 36.25 hr. workweek].

1½ day per week = 30%

1 ¼ day per week = 25%

1 day per week = 20%

½ day per week = 10%

2 hrs. per week = 5%

**A. EMPLOYMENT/OCCUPATIONAL SKILLS**

**Check the one box below that best represents the level of employment/occupational skills required for this job.**

[ ]  Requires the ability to listen to instructions and follow them, as well as possess entry-level computer skills.

[ ]  Requires the ability to use basic writing and math skills.

[ ]  Requires the ability to provide written and oral instructions and apply intermediate computer skills.

[ ]  Requires the ability to analyze information, make judgments and edit data.

[ ]  Requires a high level of analytical skills with computer data and/or the creation of databases, web pages and applications in the library to perform requirements of a recognized discipline.

**Please explain in detail**:

**B. SPECIALIZED KNOWLEDGE**

**Check the one box below that best represents the level of specialized knowledge required for this job**. Please refer to the following definitions when responding to this question:

* Procedure: A series of steps that follow a specific order to accomplish a desired result.
* Policy: A statement that guides decisions and actions.
* Professional and Standard/Defined Principle: A degree or level of requirement, excellence or attainment associated with a profession or field.

 [ ]  Requires knowledge of clearly defined procedures.

[ ]  Requires ability to interpret and select procedures.

[ ]  Requires ability to select procedures based on knowledge of operations/systems associated with a library function, involving interpretation or selection to ensure that proper procedures are followed.

[ ]  Requires knowledge of methodologies, theories and professional standards in order to meet related library standards.

**Please explain in detail**:

**C. ORGANIZATION KNOWLEDGE**

**Check the one box below that best describes the in-depth knowledge of the organization normally required of this job**. Keep in mind that while this job may be responsible for interacting with employees in other areas, this does not necessarily mean that this job is required to have an in-depth knowledge of those areas.

[ ]  Knowledge of immediate work unit.

[ ]  Knowledge of multiple other units.

[ ]  Knowledge of library organization.

[ ]  Knowledge of library and organizations outside of the university.

**Please explain in detail:**

**D. COMPLEXITY OF PROBLEM SOLVING**

**Check the one box below that best describes the complexity of problem solving required of this job.**

[ ]  Follows well-established procedures to perform general routines.

[ ]  Provides a service that requires interpreting or summarizing information.

[ ]  Provides analytical services to resolve routine problems.

[ ]  Provides analytical services to resolve more complex problems.

**Please explain in detail:**

**E. DECISION MAKING**

**Check the one box below that best represents the level of decision-making required for this job.**

[ ]  Requires following very clear and detailed instructions.

[ ]  The methods and routines to follow for doing the job are very clear with detailed instructions available to cover most decisions. The work is fairly closely supervised, and situations that fall outside of the normal routine are referred to the supervisor for resolution.

[ ]  The methods to follow when performing the job are clearly defined. The supervisor reviews the work regularly.

[ ]  The job offers some flexibility for determining how to organize work activities and are periodically reviewed by supervisor.

[ ]  The job is expected to make most decisions within policy guidelines. Supervision generally takes the form of consultation, approval of decisions exceeding policy guidelines and after-the-fact review of results achieved.

**Please explain in detail:**

**F. LEADERSHIP (FUNCTIONAL/SUPERVISORY/TECHNICAL)**

**Check the one box below that best represents the leadership/supervisory skill requirements for this job**. Consider regular staff and student training, as well as supervisory requirements.

[ ]  Occasionally required to provide training or advice.

[ ]  Regularly trains employees in work performed.

[ ]  Occasionally performs in a lead worker role.

[ ]  Regularly performs in the lead worker roles, which involves planning, organizing and assigning work to others or supervising students or casuals.

[ ]  Manages a function or supervises students and casuals in the work unit or on a project basis. May make performance appraisal recommendations. May serve as a resource or leader with responsibility for educating others or responding to requests for in-depth, high-level technical advice.

**Please explain in detail:**

**G. INITIATIVE**

**Check the one box below that best represents the level of initiative required to identify, develop and make improvements to procedures and work methods.**

[ ]  Follows established procedures.

[ ]  Identifies possible problems with existing procedures and work methods.

[ ]  Updates or modifies current procedures and work methods.

[ ]  Identifies new procedures and work methods and recommends changes.

[ ]  Assesses and tests the effectiveness of a new procedure, work method and/or process.

**Please explain in detail:**

**H. COMMUNICATION SKILLS**

**Check the one box that best represents the level of communication skills used with internal and/or external contacts to perform this job**.  **Do not consider communication skills used by the job in dealing with incumbents on a lead worker supervisory basis. Do not consider communication skills used in dealing with the job supervisor.**

[ ]  Uses skills needed to obtain or provide routine information and answer some straightforward questions. Communication often requires some interpretation (e.g. dealing with inquiries).

[ ]  Interprets facts and provides explanations verbally and in writing – investigating skills needed.

[ ]  Uses skills to work with internal and external customers on investigating problems and issues.

[ ]  Communication requires negotiation and explanation to gain acceptance of ideas and proposed actions.

**Please explain in detail:**

**IV. FORMAL EDUCATION**

Minimum practical work required for this position:

**V. WORK EXPERIENCE**

Minimum practical work required for this position:

------------------------------------------------------------------------------------------------------------

Employee Signature: Date:

Supervisor Signature: Date:

Human Resources: Date:

**When completed, please save your changes. Attach and send this document to Chrisoula Koenig (****cgkoenig@princeton.edu****) with subject line “Completed Library Questionnaire”**

* **or print and mail to:**

Chrisoula Koenig

Human Resources

100 Overlook Center