



POSITION CLASSIFICATION QUESTIONNAIRE
Addendum for Research positions

Date: _____

Nature of request

- | | |
|---|---|
| <input type="checkbox"/> Re-evaluation
(no significant change in duties) | <input type="checkbox"/> New position |
| <input type="checkbox"/> Reclassification (significant change in duties) | <input type="checkbox"/> Other (please specify) |

Position data

Position #: _____ Vacant Occupied

Job data

Current job title		Current job grade	
Requested job title		Requested job grade	

Employee / Department Data

Employee name		Division/college	
Employee ID#		Supervisor's name	
FTE		Supervisor's title	
DEPTID		Supervisor's phone #	
Department name		Supervisor's "reports to" position #	

When requesting a title that has a Research focus, please answer the questions below and include this addendum with the PCQ.

1. What is the purpose or goal of the research this position conducts? *Please provide a summary:*

2. What type of experiments does this position perform? *Explain and provide examples:*

a) What is the difficulty of these experiments? *Explain and provide examples:*

b) Can performing these experiments be learned on the job? *Explain and provide examples:*

c) Who designs the experiments? *Explain and provide examples:*

3. Does this position conduct source research for assigned projects? *Explain and provide examples:*

4. Does this position complete reports and written analysis for projects? *Explain and provide examples:*

5. Is a person in this position required to review applicable literature to a specialized area of research? *Explain and provide examples:*

6. Does this position determine procedures and methods? *Explain and provide examples:*

7. Is this position expected to modify protocols? *Explain and provide examples:*

a) How significant are these modifications? *Explain and provide examples:*

b) Does this position modify with or without the primary investigator's permission? *Explain and provide examples:*

c) Does this position design and/or fabricate equipment? *Explain and provide examples:*

8. Does this position direct program(s) or project(s) or a significant portion/phase of a program or project? *Explain and provide examples:*

9. Does this position give research related presentations? *Explain and provide examples:*

a) To whom?

b) Does this position write and publish articles based on the research being conducted?

c) Would the person in this position be the sole author or co-author?