



Pierce County

# POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

November 2018

Your Last Name:	<b>Hawkins</b>
Your First Name:	<b>Holly</b>
Your Official Job Classification:	Accountant 2
If this form represents multiple employees, please list all other employees in this classification in the field to the right:	<b>Not Applicable</b>
If you are unable to locate your job title in the drop-down above, please type your job classification in the field to the right:	<b>Not Applicable</b>
Your Working Title (if different):	<b>Not Applicable</b>
Your Department:	Finance
Your Division within the Department:	<b>Accounting</b>
Your Supervisor's Name:	<b>Susan Smith</b>
Your Supervisor's Title:	<b>Accountant 3</b>
Date Prepared:	<b>10/23/18</b>

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# Instructions

Segal Waters Consulting is reviewing the job descriptions for a majority of the job titles in the county to ensure they accurately reflect the work that you all do.

To assist with this analysis, we ask that you complete this questionnaire to provide information about your position. You are an important part of this project. We thank you for your effort!

## EMPLOYEE INSTRUCTIONS

1. Please read each item carefully and enter your responses.
2. Complete this survey electronically in Microsoft Word. Once complete, please save the file as “[Job Title. Your last name. Your first name]-PDQ.docx”.
  - a. For multiple incumbents filling out one form, please title documentation with “[job title. author last name. author first name].Multiple - PDQ.docx”. Make sure to include all incumbents first initial and last names at the beginning of the form in the Your Name section.
3. Email your completed PDQ to your supervisor **no later than Wednesday, November 21<sup>st</sup>**

## 1<sup>st</sup> REVIEWER INSTRUCTIONS

1. Ensure employees complete the PDQ by the deadline.
2. Review the employee’s answers to each question. Employee responses should reflect their **current major duties**, not anticipated changes. Write your comments in the 1<sup>st</sup> Reviewer Comment box provided in each section and/or use the pages provided at the end of the questionnaire.
3. **Do not edit or change** the employee’s responses. Also, do not make any comments regarding the employee’s performance or personal capabilities.
4. Please complete your review of the questionnaire and send them to the designated 2<sup>nd</sup> Reviewer **no later than Friday, November 30<sup>th</sup>**.
5. We encourage you to discuss your comments with the employee.

## 2<sup>nd</sup> REVIEWER INSTRUCTIONS

Please review the document, add any comments in the 2<sup>nd</sup> Reviewer Section, and email the completed questionnaire to the Human Resources Department at [TotalComp@piercecountywa.gov](mailto:TotalComp@piercecountywa.gov) **no later than Friday, December 7<sup>th</sup>**.

## Your Duties and Responsibilities

### Basic Job Summary

Briefly describe the basic purpose of your job. This job summary should be two or three sentences that describe the primary responsibility and purpose of the position. The next section provides the opportunity to describe each duty and responsibility in more detail. This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

*Example: To receive and process incoming invoices in an efficient and timely manner. To assist vendors with billing questions and issues.*

**Performs moderate to complex accounting tasks for general ledger maintenance in all areas of the county, with a focus on grants; and performs tasks needed for grant funding, reporting and administration.**

**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**

**This is a senior level position.**

**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**

**No Additional Commentary.**

**Instructions for the Next 7 Pages:**

- In the following section, please list and describe your **most important** essential job duties and responsibilities in descending order. Start with the major duty or responsibility that takes the **greatest portion** of your time each year. It is not necessary to list every duty performed by the position unless it is integral to the job and makes up at least 5% of your time annually.
- Describe your position as it exists today, not as it was in the past or how it might be in the future.
- Please describe these major duties as if you were explaining them to a new employee who is not yet familiar with your work or with Pierce County, Washington. Please **do not use abbreviations or acronyms**.
- Indicate **about how often** you perform each duty (daily, weekly, etc.) and the approximate **percent of time** you spend on this duty in a typical year.
- Describe the knowledge, skills, and abilities that you think are needed to perform this duty or responsibility.
- Please use action words such as prepares, calculates, operates, etc. to start off each statement when describing your duties.

SAMPLE

## Essential Duties and Responsibilities

Describe your actual current duties, even if they differ from your job description.

Describe the duty or responsibility that takes the greatest portion of your time each year.	
1. Performs general ledger maintenance, which includes analyzing accounts in preparation for year-end closing and discussing findings with department heads of related accounts.	% of Time
	50%
Approximate Frequency (check one)	
<input checked="" type="checkbox"/> Daily (or almost daily)	<input type="checkbox"/> Semi-Annually (about 2x a year)
<input type="checkbox"/> Weekly (or almost weekly)	<input type="checkbox"/> Annually or less often
<input type="checkbox"/> Monthly (or almost monthly)	<input type="checkbox"/> Other _____
In your opinion, what <u>knowledge, skills, and abilities</u> are needed to perform this work?	
<b>Knowledge of tax rules and regulations</b>	
<b>Ability to interpret guidance provided by the Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB)</b>	
<b>Knowledge of Microsoft Office Suite, accounting software, and databases</b>	
<b>Knowledge of Generally Accepted Accounting Principles (GAAP)</b>	

1<sup>st</sup> REVIEWER COMMENTS (if you have any)

**No Additional Commentary**

2<sup>nd</sup> REVIEWER COMMENTS (if you have any)

**No Additional Commentary**

Describe your actual current duties, even if they differ from your job description.

Describe the next duty or responsibility that takes the greatest portion of your time each year.	
<b>2.</b>	% of Time
<b>Manages facets of county grants, which includes budget set up and transfers, accounting, reporting and coordinating with county grant administrators.</b>	<b>25%</b>
Approximate Frequency (check one)	
<input checked="" type="checkbox"/> Daily (or almost daily)	<input type="checkbox"/> Semi-Annually (about 2x a year)
<input type="checkbox"/> Weekly (or almost weekly)	<input type="checkbox"/> Annually or less often
<input type="checkbox"/> Monthly (or almost monthly)	<input type="checkbox"/> Other _____
In your opinion, what <u>knowledge, skills, and abilities</u> are needed to perform this work?	
<b>Knowledge of federal grant contracts development and compliance</b>	
<b>Ability to organize and maintain paper documents and electronic files</b>	
<b>Skill in interpreting verbal and written communication</b>	

**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**  
**No Additional Commentary**

**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**  
**No Additional Commentary**

Describe your actual current duties, even if they differ from your job description.

Describe the next duty or responsibility.	
3. <b>Prepares financial reports and analysis for Accounting and Finance staff and other internal customers.</b>	<b>% of Time</b> <b>15%</b>
Approximate Frequency (check one)	
<input type="checkbox"/> Daily (or almost daily)	<input type="checkbox"/> Semi-Annually (about 2x a year)
<input checked="" type="checkbox"/> Weekly (or almost weekly)	<input type="checkbox"/> Annually or less often
<input type="checkbox"/> Monthly (or almost monthly)	<input type="checkbox"/> Other _____
In your opinion, what <u>knowledge, skills, and abilities</u> are needed to perform this work?	
<b>Abiliy to present analytical findings in a clear and concise manner</b>	
<b>Skill in financial reporting</b>	
<b>Knowledge of Microsoft Excel and other computer-base accounting systems</b>	

**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**  
**No Additional Commentary**

**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**  
**No Additional Commentary**



Describe your actual current duties, even if they differ from your job description.

Describe the next duty or responsibility.	
4. <b>Assists internal and external auditors by providing formal reconciliations, responding to audit memos and questions regarding new or updated procedures.</b>	<b>% of Time</b> <b>5%</b>
Approximate Frequency (check one)	
<input type="checkbox"/> Daily (or almost daily)	<input checked="" type="checkbox"/> Semi-Annually (about 2x a year)
<input type="checkbox"/> Weekly (or almost weekly)	<input type="checkbox"/> Annually or less often
<input type="checkbox"/> Monthly (or almost monthly)	<input type="checkbox"/> Other _____
In your opinion, what <u>knowledge, skills, and abilities</u> are needed to perform this work?	
<b>Ability to meet schedules and deadlines of the work</b>	
<b>Ability to compare data from a variety of sources for accuracy and completeness</b>	
<b>Ability to maintain well-organized materials, files, systems and tools.</b>	

**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**  
**No Additional Commentary**

**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**  
**No Additional Commentary**

Describe your actual current duties, even if they differ from your job description.

Describe the next duty or responsibility.	
5. <b>Reviews monthly expenditures of departments to ensure compliance with budget and analyzes significant budget variances.</b>	% of Time <b>5%</b>
Approximate Frequency (check one)	
<input type="checkbox"/> Daily (or almost daily)	<input type="checkbox"/> Semi-Annually (about 2x a year)
<input type="checkbox"/> Weekly (or almost weekly)	<input type="checkbox"/> Annually or less often
<input checked="" type="checkbox"/> Monthly (or almost monthly)	<input type="checkbox"/> Other _____
In your opinion, what <u>knowledge, skills, and abilities</u> are needed to perform this work?	
<b>Ability to organize large volumes of detailed data and information</b>	
<b>Knowledge of accounting codes</b>	
<b>Knowledge of Microsoft Excel and other computer-base accounting systems</b>	

**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**  
**No Additional Commentary**

**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**  
**No Additional Commentary**

Describe your actual current duties, even if they differ from your job description.

Describe the next duty or responsibility.	
6.	% of Time
Approximate Frequency (check one)	
<input type="checkbox"/> Daily (or almost daily)	<input type="checkbox"/> Semi-Annually (about 2x a year)
<input type="checkbox"/> Weekly (or almost weekly)	<input type="checkbox"/> Annually or less often
<input type="checkbox"/> Monthly (or almost monthly)	<input type="checkbox"/> Other _____
In your opinion, what <u>knowledge, skills, and abilities</u> are needed to perform this work?	

**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**

**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**

Describe your actual current duties, even if they differ from your job description.

Describe the next duty or responsibility.	
7.	% of Time

**Approximate Frequency (check one)**

<input type="checkbox"/> Daily (or almost daily)	<input type="checkbox"/> Semi-Annually (about 2x a year)
<input type="checkbox"/> Weekly (or almost weekly)	<input type="checkbox"/> Annually or less often
<input type="checkbox"/> Monthly (or almost monthly)	<input type="checkbox"/> Other _____

**In your opinion, what knowledge, skills, and abilities are needed to perform this work?**


**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**


**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**


## Supervisory Responsibilities

**Do you have formal supervisory responsibilities over any other employees?**

Please indicate the nature of supervision performed by this job by selecting the most applicable from the drop-down options in the table below via the third column.

Nature of Supervision		
1	Job has <b><u>no responsibility</u></b> for the direction or supervision of others.	2. Lead worker
2	Work requires <b>providing guidance and operates as a <u>lead worker</u></b> . This position may oversee work quality, training, instructing and work assignments.	
3	Work requires <b><u>supervising and monitoring performance for a regular group of employees (2 or more full-time employees)</u></b> including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations and realigning work as needed.	
4	Work requires <b><u>managing and monitoring work performance of a business unit (i.e. Human Resources), division, or key work area</u></b> including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.	

What is the degree of complexity of the work performed by those being supervised?

Degree of Complexity		
A	<b>Semi-complex</b> - The jobs or tasks of the group are in a somewhat technical or advanced activity where work methods are fairly well-established.	A
B	<b>Complex</b> - The jobs or tasks of the group are typically in an advanced field of activity where work methods follow only generally standardized processes.	

If in the 'Nature of Supervision' table above option 4 or higher was selected, please list number of positions that this classification typically has responsibility over by employee type, the job titles and names of incumbents in the titles you supervise.

Employee Types	# of Positions
Regular Full-Time Exempt	
Regular Full-Time Non-Exempt	
Regular Part-Time	
Part-time, Seasonal or Temporary	

Job Title	Names of Employees within Job Title
<i>Example: Senior Accountant</i>	<i>Sam Knox, Heather Peterson</i>

Employee additional notes or comments, if you have any.

**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**  
**This position does not supervise, but is a lead/mentor.**

**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**  
**No Additional Commentary**

## Minimum Job Requirements

### Job-Related Work Experience

In your opinion, what is the lowest (minimum) level of job-related work experience that should be required of any new employee in this position?

#### Years of Job Related Work Experience

Years of Experience: 3 to 5 year's experience

List any specific types of experience you think should be required for new employees in your job. *For example: Experience resolving past due accounts*

#### Type of Job Related Work Experience

Specific Type of Experience: **Progressively responsible accounting experience, preferably in the public sector**

### Level and Type of Education

In your opinion, what is the lowest (minimum) level of education that should be required of any new employee in this position?

#### Level of Education

Education: Bachelor's Degree

List any specific types of education you think should be required or preferred for new employees in your job. *For example: Bachelor's degree in Accounting, Finance, or Business*

#### Type of Education

Specific Type of Education: **Accounting or Finance**

### Licenses and Certifications

Does your job require a Professional Skilled Trade License, Certification, or Registration to perform this work (e.g. CPA, electrician's license, Microsoft certification, etc.)?

**CPA**

**Does your job require you to have a Driver's License?**

No

**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**

**A CPA would be desirable, but not required at this level.**

**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**

**Agree with comment above.**

SAMPLE



## Discretion and Independent Judgment

**Does your job involve using discretion and independent judgment? See examples below.**

**No**

**Examples of discretion and independent judgment may be:**

- Making decisions that affect the overall policies of the department or Pierce County.
- Ability to depart from standards or division/department protocols without prior approval.
- Forming recommendations regarding changes to departmental policies or standards.
- Participating significantly in the formation of policies for the department.
- Providing consultation or expert advice to Pierce County's senior leadership.
- Planning long-term or short-term business objectives.
- Representing Pierce County in handling complaints, arbitrating disputes or resolving grievances.
- Investigating and/or independently resolving matters of significance on behalf of Pierce County.
- Committing Pierce County in matters that have a significant financial impact (such as decisions that bind Pierce County to pay for significant purchases).

**Discretion and independent judgment is NOT:**

- Making recommendations by collecting facts concerning compliance with standards or regulations.
- Applying technical knowledge to follow procedures (or to decide which procedures to follow).
- Determining whether specific regulations or policies have been followed or completed.
- Performing skilled secretarial or administrative assistant work.
- Handling large amounts of cash.
- Tabulating data, conducting research or collecting facts and information.
- Making decisions that do not commit Pierce County in matters that have significant financial impact.

**If you checked Yes, give at least two examples of the kinds of decisions or actions that require you to use discretion and independent judgment on the job.**


**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**

**No Additional Commentary**

**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**

**No Additional Commentary**

## Freedom to Act and Impact of Actions

Select the option that best describes the extent you are free to act in the absence of supervision or standard operating policies or procedures.

	Description	
1	<b>Receives Immediate Direction</b> You normally perform assignments after <b>receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation.</b> The immediate supervisor may, at times, provide close and constant review.	General Direction
2	<b>Receives Procedural Direction</b> You normally perform assignments after receiving general instructions as to methods, procedures, and desired end results. <b>There is some opportunity for discretion when making selections among a few, easily identifiable choices.</b> The assignment is usually reviewed upon completion.	
3	<b>Receives General Direction</b> You normally perform the job by following established standard operating procedures and/or policies. <b>There is a choice of the appropriate procedure or policy to apply to duties.</b> Performance reviewed periodically.	
4	<b>Receives Limited Direction</b> You normally perform assignments <b>according to your own judgment, requesting supervisory assistance only when necessary.</b> Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.	
5	<b>Receives Administrative Direction</b> You normally <b>perform assignments within broad parameters defined by general organizational requirements and accepted practices.</b> End results determine effectiveness of job performance.	

To what degree does achieving or mishandling of the situation by the job incumbent affect financial, public, or employee relations aspects of the organization?

Impact of Actions		
A	<b>Moderate</b> - Moderate benefits or costs in time, money, or public/employee relations are achieved or lost.	A
B	<b>Significant</b> - Considerable benefits or costs in time, money or public/employee relations are achieved or lost.	

**Provide specific meaningful examples of the type of decisions made by this job title and the types of decisions referred to a Supervisor or Manager.**

**Examples of Decisions made by employees in this classification:**

**Which assets to capitalize, unless there is a high degree of uncertainty**

**How to code accounting transactions**

**Examples of Decisions that employees in this classification would refer to the Supervisor or Manager:**

**Any situation with a high degree of uncertainty or a lack of established guidance**

**Changes to established processes**

**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**

**No Additional Commentary**

**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**

**No Additional Commentary**

## Fiscal Responsibility

Select the option that best describes the accountability and participation, if any, as it relates to the fiscal accountability for your department or assigned area(s) of responsibility.

Description		
1	Position has <b>no fiscal responsibility</b> .	
2	Position has <b>limited fiscal responsibility</b> . May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.	
3	Position has <b>moderate fiscal responsibility</b> . May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.	
4	Position has <b>major fiscal responsibility</b> . Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.	2. Limited fiscal responsibility
5	Position has assigned division and/or <b>agency-wide fiscal responsibility</b> . Assures that appropriate linkages exist between division and agency-wide budget, funding limitations and services levels, to meet specific division/departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. May prepare financial statements and budget reports.	

**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**

**This position has moderate fiscal responsibility (3)**

**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**

**Agree with comment above**

## Technical Skills

This factor measures the technical job difficulty in terms of the application of the technical skill required by the job. Select the option that best describes the job's required skill level and application of those skills.

Level of Technical Skill Requirements		
1	<b>Standardized Skill Requirements:</b> Work requires the use of standard technical skills appropriate to the work environment of the organization.	
2	<b>Moderate Skills in a Technical Field:</b> Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	2. Moderate skills
3	<b>Advanced Skills and Knowledge:</b> Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	

### 1<sup>st</sup> REVIEWER COMMENTS *(if you have any)*

**This position requires moderate skills (2). Advance knowledge of excel is preferred to turn data into information. The understanding and implementation of processes is also important.**

### 2<sup>nd</sup> REVIEWER COMMENTS *(if you have any)*

**No Additional Commentary**

## Human Collaboration

Please indicate the interaction category that best describes your position from the drop-down in the third column.

Human Collaboration	Description of Requirement	Please Select One:
Interaction 1	Work requires regular interaction involving exchange and receipt of information.	
Interaction 2	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Interaction 3	Interactions may result in <b>decisions regarding implementation of policies</b> . Contact may involve support of controversial positions or the negotiation of sensitive issues or making important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.	Interaction 2
Interaction 4	Interactions and communications may result in <b>recommendations regarding policy development and implementation</b> . May also evaluate customer satisfaction, develop cooperative associations and utilize resources to continuously improve customer satisfaction.	
Interaction 5	Communications and discussions may result in <b>decisions regarding policy development and implementation</b> . Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.	

Pierce County, Washington Position Description Questionnaire

Please indicate the titles and/or types of people (i.e. General Public, Community Leaders, Board Members, etc.) you interact with and how often you interact with them below. (Co-worker titles can be included as it relates to work responsibilities.)

<b>Titles/Types of People</b>	<b>Amount of Interaction (daily, weekly, monthly, yearly)</b>
<b>Department Managers</b>	<b>Monthly</b>
<b>Accounting Staff</b>	<b>Weekly</b>

**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**

**No Additional Commentary**

**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**

**No Additional Commentary**

# Physical Requirements

Please indicate the level of physical effort required by this position.

Physical Demands	Description	Please Select One:
<b>Sedentary Work</b>	Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, with common physical demands involving desk or office related work. Jobs are sedentary if walking and standing are required only occasionally and incumbents only exert up to 10 pounds of force occasionally.	Sedentary Work
<b>Light Work</b>	Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.	
<b>Medium Work</b>	Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.	
<b>Heavy Work</b>	Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.	

**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**

**No Additional Commentary**

**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**

**No Additional Commentary**



## Working Conditions

### Work Environment or Locations

Select the drop-down option that best describes the job's work environment. Where working conditions vary with specified work assignments the degree selected must represent the average of all the conditions encountered.

Work Environment/Locations	Please Select One:
<p><b>Good:</b> Relatively free from unpleasant environmental conditions or hazards. Office environment.</p>	<p>Good Conditions / Office Environment</p>
<p><b>Satisfactory:</b> Occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.</p>	
<p><b>Disagreeable:</b> Frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.</p>	

Employee notes or comments regarding work environments, if you have any.

**1<sup>st</sup> REVIEWER COMMENTS (if you have any)**

**No Additional Commentary**

**2<sup>nd</sup> REVIEWER COMMENTS (if you have any)**

**No Additional Commentary**

## Exposures

Indicate how often your work requires you to be exposed to the following from each drop-down box.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Seldom or Never
Extreme cold ( <i>below 32 degrees</i> )	Seldom or Never
Extreme heat ( <i>above 100 degrees</i> )	Seldom or Never
Communicable diseases	Seldom or Never
Moving mechanical parts	Seldom or Never
Fumes or airborne/blood borne	Seldom or Never
Toxic or caustic chemicals or substances	Seldom or Never
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )	Seldom or Never
Other	Choose an item.

Employee notes or comments regarding work exposures, if you have any.

**1<sup>st</sup> REVIEWER COMMENTS** (*if you have any*)

**No Additional Commentary**

**2<sup>nd</sup> REVIEWER COMMENTS** (*if you have any*)

**No Additional Commentary**

## Job Family Differences

If your job is part of a job family (example: Customer Service Specialist I, II, or III), please note the other positions in the series and tell us what you think is the primary difference between your job and others in the job family.

Position Titles in Job Family	Primary Difference between Your Job and Others in Job Family
<b>Accountant 1</b>	<b>Entry level, fewer years of experience required than level 2</b>
<b>Accountant 2</b>	<b>Intermediate level requiring a more in depth knowledge and experience in general ledge maintenance and financial reporting.</b>
<b>Accountant 3</b>	<b>Supervises level 1 and 2 accountants. Performs hiring / firing and disciplinary actions. Requires an in depth knowledge and ability to handle complex accounts / issues</b>

**1<sup>st</sup> REVIEWER COMMENTS** *(if you have any)*

**No Additional Commentary**

**2<sup>nd</sup> REVIEWER COMMENTS** *(if you have any)*

**No Additional Commentary**

Thank you for taking the time to tell us about your job!

Please save the file as “[job title. your last name. your first name] – PDQ.docx”  
For example, if your name is John Doe and your job title is Secretary, save the file as  
Secretary.Doe.John – PDQ.docx.

For multiple incumbents filling out one form, please title documentation with “[job title. author last name. author first name].Multiple - PDQ.docx.” Make sure to include all incumbents first and last names on the front page of the form.

Then email your completed questionnaire to your reviewer no later than **Wednesday, November 21<sup>st</sup>**.

SAMPLE

# 1<sup>st</sup> Reviewer Section

To be completed by the 1<sup>st</sup> Reviewer of the individual(s) who completed the questionnaire.

1 <sup>st</sup> Reviewer Name:	<b>Susan Smith</b>
1 <sup>st</sup> Reviewer Title:	<b>Accountant 3</b>

**1. What do you think is the most appropriate job title for this position?**

If you think the current title is the most appropriate, enter “same as current.”

If this questionnaire includes responses from multiple employees, indicate the title that you think is appropriate for each individual position.

**Senior Accountant**

**2. Please review the employee’s responses and write any comments in the “1<sup>st</sup> Reviewer Comments” section on each page.**

We encourage you to share your responses with the employee; however, please do not change anything that the employee has written. Also, please **do not** make any comments regarding the employee’s performance or personal capabilities.

**3. Please tell us anything else you think we should know about this position.**

**No Additional Commentary**

Please email the completed questionnaire to the 2<sup>nd</sup> Reviewer no later than **Friday, November 30<sup>th</sup>**.

## 2<sup>nd</sup> Reviewer Section

To be completed by the 2<sup>nd</sup> Reviewer of the individual(s) who completed the questionnaire.

2 <sup>nd</sup> Reviewer Name:	<b>Linda Taylor</b>
2 <sup>nd</sup> Reviewer Title:	<b>Chief Accountant</b>

**1. What do you think is the most appropriate job title for this position?**

If you think the current title is the most appropriate, enter “same as current.”

If this questionnaire includes responses from multiple employees, indicate the title that you think is appropriate for each individual position.

**Senior Accountant**

**2. Please review the employee’s responses and write any comments in the “2<sup>nd</sup> Reviewer Comments” section on each page.**

We encourage you to share your responses with the employee; however, please do not change anything that the employee has written. Also, please **do not** make any comments regarding the employee’s performance or personal capabilities.

**3. Please tell us anything else you think we should know about this position.**

**No Additional Commentary**

Please email the completed questionnaire to the employee who originated the questionnaire as well as to the Human Resources Department at [TotalComp@piercecountywa.gov](mailto:TotalComp@piercecountywa.gov) no later than **Friday, December 7<sup>th</sup>**.