

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

**POSITION ANALYSIS QUESTIONNAIRE**

NAME \_\_\_\_\_

PRESENT JOB TITLE \_\_\_\_\_

SCHOOL/DEPARTMENT \_\_\_\_\_

DATE \_\_\_\_\_

1. Briefly describe the major purpose of your position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List the areas or functions you supervise/manage (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Reporting and working relationships:

Your immediate supervisor: \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

4. Employees you supervise or manage (if applicable):

Working Title of Employees:

Number of Employees:

_____	_____
_____	_____
_____	_____
_____	_____

Position Analysis Questionnaire (Contd.)

5. Major Contacts  
in the School District  
(Positions or Departments)

Reason for the Contact:

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6. Major Contacts outside  
the School District  
(Positions or Departments)

Reason for the Contact:

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7. Do you manage a budget? \_\_\_\_\_

Amount of budget? \_\_\_\_\_

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Please briefly describe your budget responsibility/authority: \_\_\_\_\_

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Position Analysis Questionnaire (Contd.)

8.

Principal Responsibility

Tasks and Actions regularly performed  
to meet stated responsibility

a) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position Analysis Questionnaire (Contd.)

8. (Contd.)  
Principal Responsibility

Tasks and Actions regularly performed  
to meet stated responsibility

e) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

f) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

g) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

h) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Position Analysis Questionnaire (Contd.)

9. Please describe your work environment.

Do you regularly work under physically hazardous, uncomfortable, or disagreeable working conditions? If so, explain:

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Do you regularly work under demanding, stressful situations? If so, explain:

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10. What physical requirements or skills are necessary for your job?

Word Processor/Typewriter \_\_\_\_\_(wpm)

Computer \_\_\_\_\_

Calculator \_\_\_\_\_

Frequency of lifting? \_\_\_\_\_

Percentage of time on feet? \_\_\_\_\_

Operation of special equipment (list types) \_\_\_\_\_

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Special manual dexterity or coordination \_\_\_\_\_

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Other physical effort? \_\_\_\_\_

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11. What (if any) certificates or licenses are required in order to perform your assigned duties? Please list.

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Signature: \_\_\_\_\_

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