

DO NOT START TO FILL OUT THE QUESTIONNAIRE UNTIL YOU
READ THESE INSTRUCTIONS

INSTRUCTIONS AND SUGGESTIONS
FOR FILLING OUT THE CLASSIFICATION QUESTIONNAIRE
STATE OF KANSAS

What The Classification Survey is.

This is a job inventory. It is *not* concerned with your ability on the job nor with your qualifications. The kind of work you do, and the responsibilities of your position, are the things to be shown on the classification questionnaire.

This survey is simply an analysis of the duties and responsibilities of positions in the State service in order to develop a classification plan. This plan will consist of grouping together all positions having substantially similar duties and responsibilities and requiring like abilities and skills for successful performance. Such groups or classes of positions will be described, setting forth the work requirements and responsibilities of each.

The classification plan will be used as the basis for a sound system of promotion and transfer, and fair compensation standards. It is essential that the plan be accurate and fair. Therefore, detailed and exact knowledge of the duties and responsibilities of each position is necessary.

You are the best person to present complete information about your job. You know the exact duties you perform and your responsibilities. Consequently, you are asked to fill in the classification questionnaire. Use great care in doing this so that a clear and complete understanding of your job can be obtained by your answers. The class in which your position is placed will depend largely upon the information you supply. Your statements will not be changed by your superior.

Do not copy other people's answers even though their work is the same as your own. We want your own statement of your work—not the ideas of others about your work. Ask your supervisor to explain questions you do not understand, but use your own words in answering all questions.

PART I—TO THE EMPLOYEE

Read these instructions carefully. Write your answers on the yellow sheet. See that they are correct and complete. Then type your answers on the green and white sheets. *Use the Green for the Original and the White for the Carbon Copy.* Sign and return the typewritten forms within five days. Keep the yellow sheet.

If you cannot type yourself, write your answers on the yellow sheet and return the questionnaire to your superior for copying within five days. He will return the typed questionnaire to you for review, dating, and signature. Then return the typewritten copies to him and keep the yellow sheet.

The following explanation will help you to understand just what information is wanted. Read the explanation for each item just before answering each question.

ITEM 1—Give your last name first, then your first name, then your middle name or initial. Indicate whether Mr., Mrs., or Miss.

ITEM 2—The place you work should be indicated by room number and building, or by street address, if you do not work in a State building. If you work out-of-doors on general projects, give the district and location where you customarily work.

ITEM 3—Enter name of department, such as HIGHWAY COMMISSION or COMMISSION OF REVENUE AND TAXATION.

ITEM 4—Enter name of departmental sub-division, such as "Maintenance Department" or "Income Tax Division."

ITEM 5—Give your present official title as carried on the payroll. If you do not know, ask your superior.

ITEM 6—Write here the name you and your fellow workers use for your job.

ITEM 7—Enter your regular hours for starting and stopping work, your total number of hours worked per week, and the days on which you do not work. If you work different shifts, or have one shift one week and another the next, explain, using the margin if necessary.

ITEM 8—Your work may be for two hours a day, three days a week, two weeks per month, or four months per year. Or, your appointment may be for a term of six months. If on call, so state. If your work is irregular in any way, explain and, if possible, give the reason.

ITEM 9—This, the most important question on the form, is where you tell in detail exactly what you do. Each kind of work that you do should be carefully explained. The task which you consider most important should be given first, followed by the less important work, until the least important is described. If your work varies from season to season or at specific times, duties should be grouped together according to such periods. Give your complete work assignments over a long enough period of time to picture your job as a whole. If one kind of work takes one-half your time, say so. If another kind takes one day a month, say that. You may prefer to show the time spent on different duties as percentages or fractions, as 75% of your time, or one-third of the year. Use whatever method you think will give a clear understanding of how you spend your working time, but be sure to show how much time is used for each type of work. Do not state it is impossible to estimate the time spent on various tasks; it may be difficult, but you are in a better position to do this than any one else.

If you are performing duties other than those of your usual position, describe both. In describing the temporary position, you should give the name of the person you are replacing, how long you have been filling in for him, how long you expect to continue doing so, and the reason, such as, vacation, sick leave, etc.

If necessary for a full explanation of your job, attach copies of forms used, being careful to explain how each is used and what entries you make, but do not attach copies unless you feel they are needed to describe your work.

Make your description so clear that anyone who reads your answer, even if he knows nothing about your job, will understand exactly what you do. Be specific; do not use general phrases. Examples of the types of statements descriptive of work in different fields are given on the following pages as a guide to the kind of statements wanted. Do not copy these examples—use your own words. Ordinarily it will take all the space provided on the questionnaire to tell what you do. If you do not have enough space, attach additional sheets. (Continued on last page.)