



**POSITION CLASSIFICATION QUESTIONNAIRE**  
**Addendum for Research positions**

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

**Nature of request**

- Re-evaluation *(no significant change in duties)*  New position
- Reclassification *(significant change in duties)*  Other (please specify)

**Position data**

Position #: \_\_\_\_\_  Vacant  Occupied

Funding source: \_\_\_\_\_

**Job data**

<b>Current job title</b>		<b>Current job grade</b>	
<b>Requested job title</b>		<b>Requested job grade</b>	

**Employee / Department Data**

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

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?