Online Job Description Questionnaire (JDQ) User Manual

Office of Human Resources - Compensation
# User Manual

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Job Description Questionnaire Overview

The purpose of the Job Description Questionnaire (JDQ) is to request a classification determination and/or salary review of a job title for use at The University of Texas Rio Grande Valley (UTRGV). This form may be used for the following purposes:

- To create a job title, not currently in existence at UTRGV; or
- Request a review of an existing job’s salary, duties, education, and/or experience. (The findings may trigger revisions to the established job description and established salary range.)

The online form can be accessed by using the link supplied on the HR forms.

It is divided into different sections that will need to be filled out completely in order to submit the form successfully. Since the information provided on the form will be used to establish or revise a job title/job description, it will need to be based on the duties that are normally performed and the minimum education and experience needed to perform them. Any minimum requirements will be validated through the Compensation and may be revised should the research show that other qualifications will also prepare an individual to perform the duties.

On the form, a department can identify a specific incumbent to be placed in the position. Based upon the research performed, it will be determined if the individual qualifies for the proposed job title and a salary recommendation will be made. Identifying an individual in the designated section will not guarantee that the person will meet the requirements to fulfill the duties nor be placed in the new job title.
Navigation Path

The link https://pdhapx.utrgv.edu/ords/f?p=700:101 opens the login page. (Note: Log in requires UTRGV username and password, use of Chrome browser, if off campus please ensure you are connected through Forti-Client since application requires the use of single-sign on)

Creation of a new JDQ

Initiating a JDQ

1. Click on the second tab ‘JDQ’ on the top section of the webpage.
2. Click on the tab ‘Create JDQ’ on the top section of the webpage.
Acknowledgement

The form can be accessed throughout the year and JDQ’s can be worked on, however, the submission timeframe is limited to the stated timeframes, unless a valid reason is presented and approved by the appropriate Vice President/President.

SECTION I. Budgetary Information

The initial section requires the department to give basic information regarding the existing organizational structure and funding allocated for the job title.

In addition, a department can identify a specific incumbent to be placed in the position. Based on the research performed it will be determined if the individual qualifies for the proposed job title.
SECTION II. Type of Classification

It is important to identify in this area if an existing job title will be reviewed or a new job title will be created:

- To review an existing job title, the Job Class Code and Job Title will need to be included. Job titles currently in existence in the UTRGV Institutional Pay Plan (including Job Class Code) can be researched at the UTRGV Human Resources - Compensation website or requested from Human Resources.

Note: The review of an existing title may need to be communicated with other divisions, since the job title may be in use throughout UTRGV.

- If the user is proposing to establish a new job title, questions #2 and #3 should be skipped and the proposed new job title needs to be stated under question #6.

Should the JDQ be submitted outside the established processing timeframe, the user will need to provide a justification explaining the need for the JDQ to be processed. If justification is not provided, the JDQ will not be forwarded to the next approver.
SECTION III. Job Description Information

When filling out Section III, the focus needs to be on the job duties that will be completed on a regular basis. If specific duties are performed infrequently, they should be grouped together. Otherwise, a generic statement, such as “Performs other duties as assigned” should be included. Explain the duties in complete sentences using action verbs (e.g. manages, assists, coordinates) to clearly identify the level of the duties being performed.

Note: The online form allows the user to revise the ranking of the tasks. This can be done by hovering with the cursor on the row number until a four arrow cross symbol appears and then dragging the box to a different level in the listing.

In this section, the proposed minimum education and work experience will be specified. When providing the information, please align the education and experience requirements with the duties and level of supervision expected. If various combinations of education and experience are possible, the information can be included in the Remarks Section in box 13. Please focus on the minimum qualifications for an
incumbent to successfully perform the responsibilities outlined. All proposed requirements will be validated through compensation. Indicate if licenses, certifications or specialized skills are required or preferred to perform the job successfully.

SECTION IV. Organization Structure

This section requires information regarding the level of management responsibility to be provided as well as an organizational chart to be attached.

The organizational structure for the proposed title is required to be uploaded. This can be done by using the PDF sample form provided or by uploading an existing file. The sample form can be downloaded by clicking on the Organizational Hierarchy PDF Hyperlink provided.

The sample Organization Hierarchy (see following page) can be filled out by populating the necessary information and then saving it. The saved file may then be uploaded using the “Upload File” button. When prompted, the file needs to be identified as the organization chart. If the file is not labeled correctly for the upload, the user will not be able to submit the JDQ to the next approver.

Note: Any file format that can be opened with software commonly used at UTRGV may be used for this upload.
SECTION V. ADA Physical Requirement Worksheet

This section focuses on the minimum physical requirements an employee will need to be able to perform in order to carry out the essential functions of the job. This section should not include any physical requirements that are not essential to the job and can be delegated to another employee to perform. For example, while the job duties of an administrative support position would normally include refilling the paper on the copier, it is not an essential duty. This task can easily be delegated to another person, while the individual can still successfully perform the essential duties of the job.
SECTION VI. Optional Supporting Information

If additional information in support of the proposed duties, education, and/or job title needs to be included, this information can be described or uploaded in this area. To upload a file, please complete the following steps:

1. Click the Upload File button
2. Click Browse
3. Select the Other Supporting information file
4. Click Open
5. Click the drop down list for File Type
6. Select “Other Supporting Information”
7. Click Upload
SECTION VII. Permission to Perform Job Analysis Review

Every individual initiating or forwarding the JDQ will be responsible for identifying the next approver. Based on the division, a specific approval process may need to be followed. Once the JDQ has been submitted to a specific approver and no alternate approver is established, the submitted JDQ will remain under the control of the selected individual until the individual takes action. A maximum of six approvers is permissible before the request will need to reach the respective division head.

Note: The field has an auto-complete functionality to assist in the selection of the next approver.

In order to submit the JDQ the “Submit JDQ” button will need to be clicked. As soon as the JDQ is submitted, an email will be generated to inform the initiator and selected approver of the initiated JDQ. Note: No updates to the JDQ are possible until after it has been rejected to the next approver once it was submitted. Should the user choose to save the form and not submit at this point in time, the draft can be saved using the “Save for Later” button and work can continue at a later time.

Email Notifications

Email notifications are sent out every time action is taken on the JDQ. The next approver is notified via email when action needs to be taken. The previous approver/initiator receive an email notification when the JDQ has been forwarded/rejected.

Following the Approval Process

The approval process can be monitored online under the JDQ link, either by checking under the “Submitted JDQ’s” or the “My Queue” tab. The column titled “Step” identifies where in the process the JDQ is at.

You can check to see under whom the JDQ is currently assigned to by looking under the “Submitted JDQ’s” tab, located under the column titled “Assigned to”.
By clicking on the paper icon located on the left hand side, you can open a specific JDQ to view its progress. The information is located in the bottom section of the JDQ under Section VII. The names of the individuals who approved or rejected are included along with the date of the action taken.

**Searching for JDQ's**

A user has the option to search for a JDQ that was either left incomplete or has been submitted. After login into the JDQ site, the user can look for the form by clicking on “JDQ's”. Different tabs can be used based upon what the user is looking for.
All JDQs that have being assigned to the user and are currently pending action can be viewed by clicking on “My Queue”:

All JDQs in which the user has participated in can be viewed by clicking on “Submitted JDQ’s”:

All saved JDQs can be viewed by clicking on “Saved JDQ’s”:

If you have any questions, please contact us via email HR@utrgv.edu or by calling (956) 665-2451.