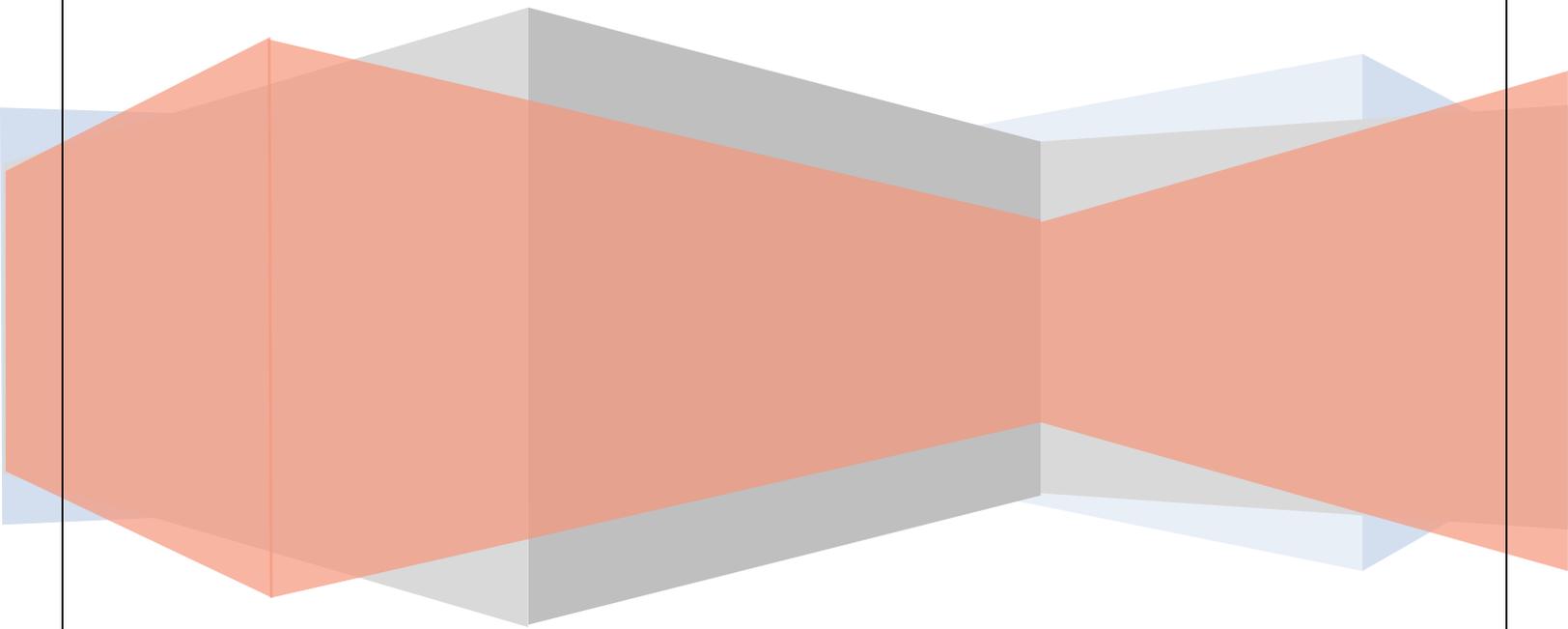


**UT**Rio Grande Valley™

**Online Job Description  
Questionnaire (JDQ) User  
Manual**

Office of Human Resources - Compensation



# User Manual

---

## Table of Contents

Job Description Questionnaire Overview .....	3
Navigation Path .....	4
Create JDQ .....	4
Acknowledgement.....	5
<u>Section I.</u> Budgetary Information .....	5
<u>Section II.</u> Type of Classification .....	6
Revise Job Title.....	6
New Job Title.....	6
<u>Section III.</u> Job Description Information .....	7
<u>Section IV.</u> Organization Structure .....	8
<u>Section V.</u> ADA Physical Requirement Worksheet .....	9
<u>Section VI.</u> Optional Supporting Information .....	10
<u>Section VII.</u> Permission to Perform Job Analysis Review .....	11
Email Notifications .....	11
Approval Process .....	11
Search for Saved for Later, Submitted or Approved JDQ's .....	12

## 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.)

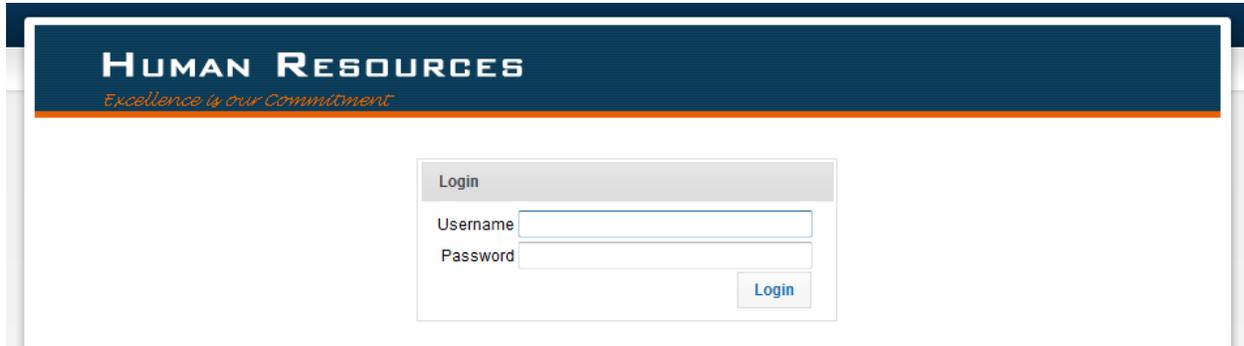
The online form can be accessed by using the link supplied on the HR forms.

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)

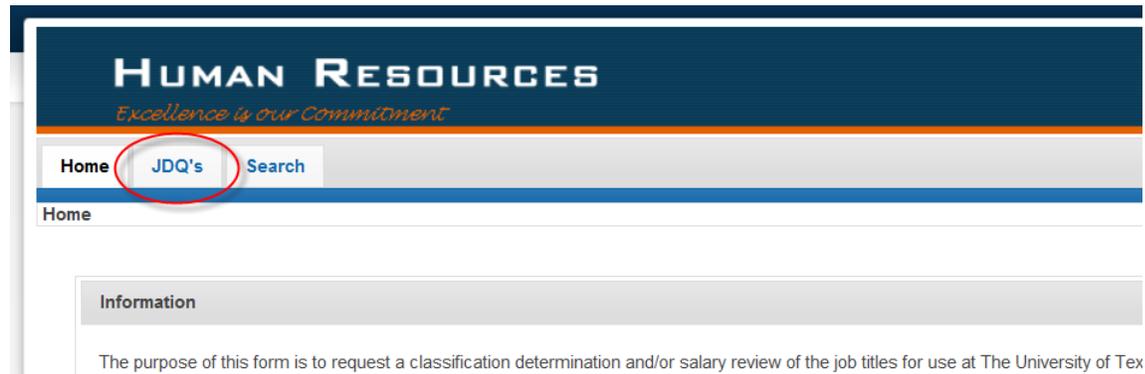


The screenshot shows the login interface for the Human Resources system. It includes a header with the organization's name and tagline, and a central login form with fields for username and password, and a login button.

## Creation of a new JDQ

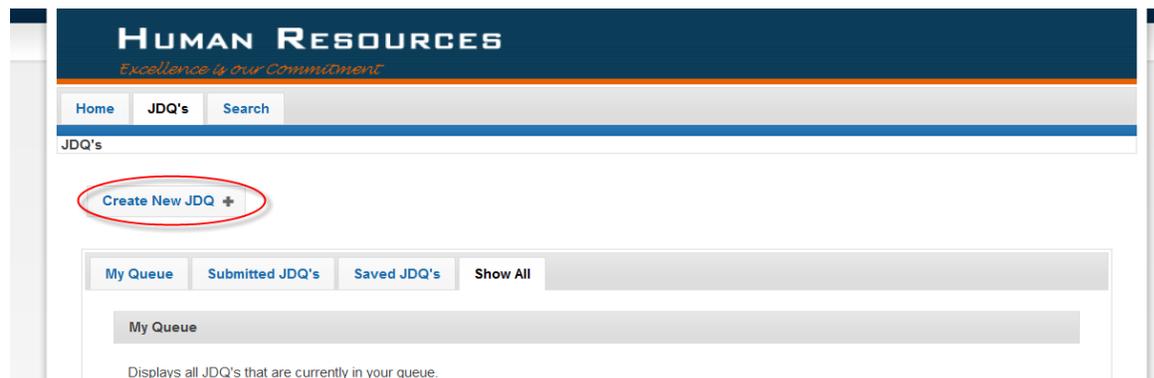
Initiating a JDQ

1. Click on the second tab 'JDQ's' on the top section of the webpage.



This screenshot shows the 'JDQ's' section of the website. The 'JDQ's' tab is highlighted with a red circle. The page content includes an 'Information' section with a brief description of the form's purpose.

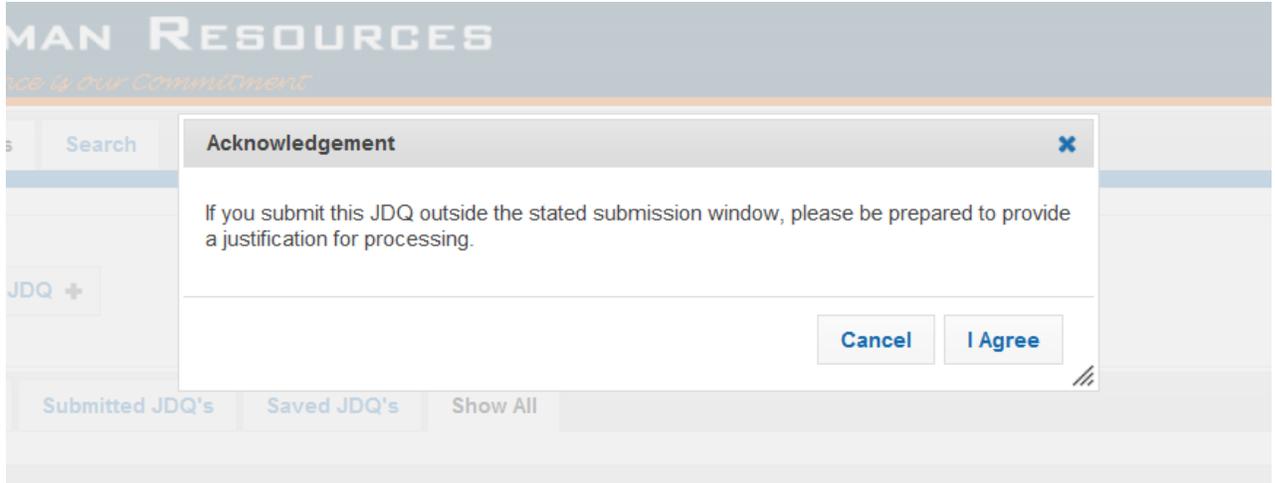
2. Click on the tab 'Create JDQ' on the top section of the webpage.



This screenshot shows the 'Create New JDQ' button highlighted with a red circle. The page content includes a 'My Queue' section with a brief description of the queue.

## 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.

A screenshot of a web application interface showing a form titled 'Section I. Budgetary Information for Position'. The form has a navigation bar at the top with 'Home', 'JDQ's', and 'Search' buttons. Below the navigation bar, there is a breadcrumb trail: 'JDQ's > Create JDQ'. The form contains the following fields:

- \* 1. a. Department name this position will report to: Human Resources
- b. Division: Operations & Chief of Staff (dropdown menu)
- 2. Is this position budgeted for the current fiscal year?  Yes  No
- 3. If yes, answer questions 3a and 3b. If no, skip question #3.
  - a. Current job title and class code: 09023 Recirds and Information Analyst
  - b. Annual budgeted salary for this position: \$25,000

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.

Section II. Type of Classification

\* 1. Is the job title and/or functions currently in existence in the UTRGV Institutional Pay Plan?  Yes  No

2. If yes, provide a response. If no, please skip question #2 and #3.  
Please list the Job Class Code and Job Title: 09019 Administrative Assistant II

3. Are you revising the job duties, education, experience, or equipment required for the existing job title?  Yes  No  
(Please note that any revisions to a job description will cause a review of the salary range currently in place.)

**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.

Section II. Type of Classification

\* 1. Is the job title and/or functions currently in existence in the UTRGV Institutional Pay Plan?  Yes  No

2. If yes, provide a response. If no, please skip question #2 and #3.  
Please list the Job Class Code and Job Title:

3. Are you revising the job duties, education, experience, or equipment required for the existing job title?  Yes  No  
(Please note that any revisions to a job description will cause a review of the salary range currently in place.)

4. Please indicate when the new job classification is expected to be used:  Immediately  Next Fiscal Year

5. Please provide justification if the JDQ is submitted outside the established processing timeframe: (Review will not be performed if left blank)

\* 6. Please list the proposed title: Customer Services Representative IV

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.

Section III. Job Description (Additional information can be uploaded under Section IV or Section VI)

\* 1. Please describe the main function of this position. EX: To manage the daily operation of the department.

to manage the department of ...

\* 2.a Please list the main fifteen(15) tasks of this position in the order of importance. 1=Most Important, 15=Least Important  
(do not include tasks that take less than 5% of the work time)

	Task Listing	% of time
1.	Complies with all federal and state statutes and university policies	30
2.	Maintains the operation of an efficient and effective Records Center	20
3.	Analyzes statistical data and prepares reports to document system effectiveness	50

**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.

\* 2.a Please list the main fifteen(15) tasks of this position in the order of importance. 1=Most Important, 15=Least Important  
(do not include tasks that take less than 5% of the work time)

	Task Listing	% of time
3.	Analyzes statistical data and prepares reports to document system effectiveness	50
1.	Complies with all federal and state statutes and university policies	30
2.	Maintains the operation of an efficient and effective Records Center	20

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.

Section IV. Organization Structure [Upload File](#)

\* 1. Will this position's incumbent be a Project Manager (Assumes the responsibility for verifying the legitimacy, appropriateness, and necessity of transactions recorded against the project)?  Yes  No

\* 2. Does this position's incumbent have the ability to determine and/or request a full time regular employee's salary, hiring, termination, promotion, or demotion?  Yes  No

\* 3. Will this position's incumbent be a department head?  Yes  No  
Department Name:

\* 4. Organization Hierarchy - List the job title(s) and name(s) of regular full-time employees this position supervises and reports to, do not include temporary assignments (direct wage, work-study, etc...). You can either upload your existing organizational chart or provide the information using the sample organizational chart below.  
[Sample Organization Hierarchy PDF](#)

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.

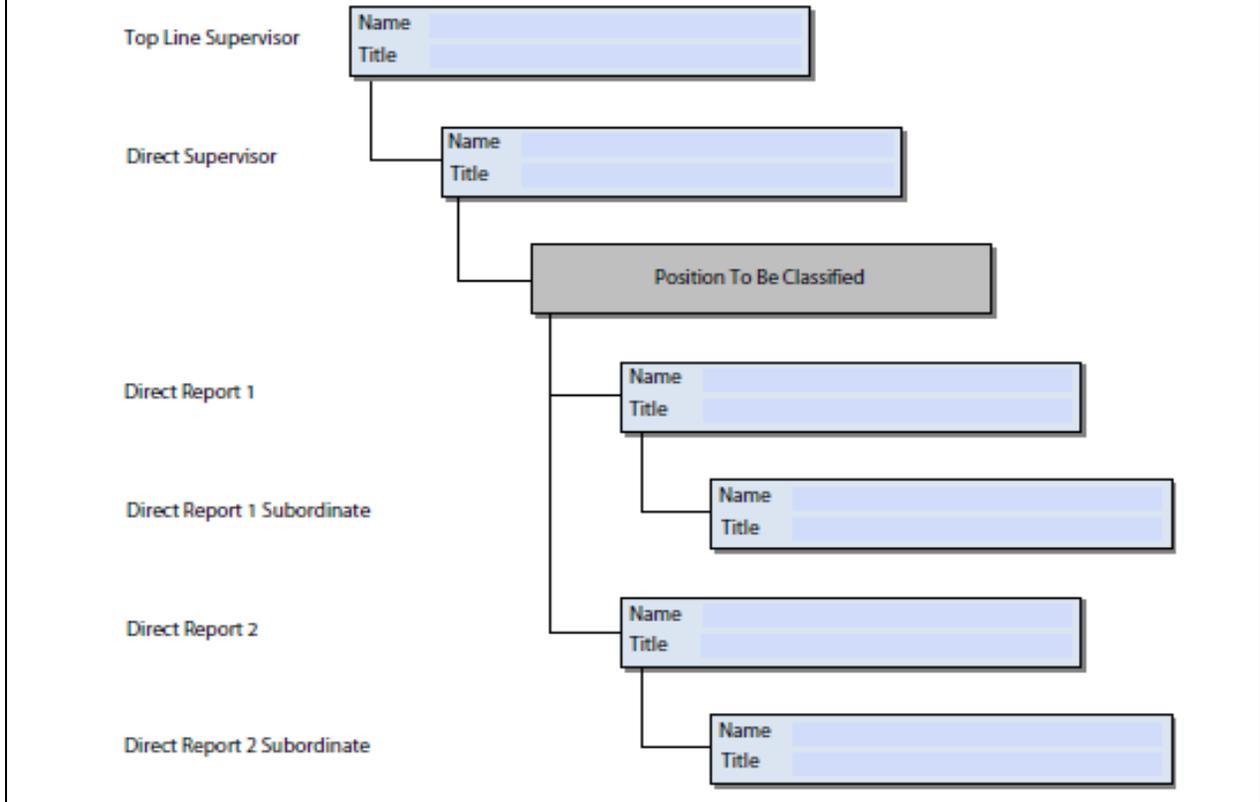
The sample Organization Hierarchy (see following page) can be filled out by populating the necessary information and then saving it. The saved file may then be uploaded using the "Upload File" button. When prompted, the file needs to be identified as the organization chart. If the file is not labeled 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.

## Organization Hierarchy

List the Job Title(s) and Name(s) of regular full-time employees this position supervises and reports to. Do not include temporary assignments [ Direct Wage, Workstudy, etc ].

Save the PDF to your desktop and upload via the Upload File button when complete.



## 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 V. ADA Physical Requirement Worksheet

#### PHYSICAL REQUIREMENTS

\* Check which of the following best describes the position:

- Sedentary work - Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
- Light work - Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of the time, the job is considered light work.
- Medium work - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Check essential physical requirements of the job: (Those that cannot be delegated to a co-worker.)

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Visual acuity | <input type="checkbox"/> Seeing              | <input type="checkbox"/> Hearing              |
| <input type="checkbox"/> Talking                  | <input type="checkbox"/> Climbing            | <input checked="" type="checkbox"/> Balancing |
| <input type="checkbox"/> Stooping                 | <input type="checkbox"/> Kneeling            | <input type="checkbox"/> Crouching            |
| <input type="checkbox"/> Reaching                 | <input checked="" type="checkbox"/> Standing | <input type="checkbox"/> Walking              |
| <input type="checkbox"/> Pushing                  | <input type="checkbox"/> Pulling             | <input checked="" type="checkbox"/> Grasping  |

## 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 VI. Optional Supporting Information

Comments:

## 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.

Section VII. Permission to Perform Job Analysis Review

Please route document for required approvals. You are responsible for determining who the next approver will be.

\* Next Approver:

- Hernandez-Navarro, Mr Martin - Maintenance Worker I
- Navarro, Mr Martin A - Software Engineer II
- Navarro, Ms Marcela - Human Resources Rep II

**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.

Submitted JDQ's

Displays all JDQ's that you have participated in.

ID	FY	Proposed Title	Department	Assigned To	Status	Step	Initiator	Date Initiated
15	2013	Job Title Test (aguadot)	Human Resources	Chavez, Mrs Kristina Koch	Pending	Establish Job	Aguado, Mr Tomas David	06-FEB-2013
14	2013	LD Accountant	Labor Distribution	Chavez, Mrs Kristina Koch	Pending	Establish Job	Garza, Miss Brenda	06-FEB-2013
13	2013	ASO for HR	Human Resources	Chavez, Mrs Kristina Koch	Pending	Establish Job	Garza, Miss Brenda	06-FEB-2013
11	2013	Director	HR	Chavez, Mrs Kristina Koch	Pending	Compensation Review	Chavez, Mrs Kristina Koch	06-FEB-2013
10	2013	Coordinator	HR	Chavez, Mrs Kristina Koch	Pending	Establish Job	Chavez, Mrs Kristina Koch	04-FEB-2013

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”**.

## Submitted JDQ's

Displays all JDQ's that you have participated in.

ID	FY	Proposed Title	Department	Assigned To	Status	Step	Initiator	Date Initiated
15	2013	Job Title Test (aguadot)	Human Resources	Chavez, Mrs Kristina Koch	Pending	Establish Job	Aguado, Mr Tomas David	06-FEB-2013
14	2013	LD Accountant	Labor Distribution	Chavez, Mrs Kristina Koch	Pending	Establish Job	Garza, Miss Brenda	06-FEB-2013
13	2013	ASO for HR	Human Resources	Chavez, Mrs Kristina Koch	Pending	Establish Job	Garza, Miss Brenda	06-FEB-2013
11	2013	Director	HR	Chavez, Mrs Kristina Koch	Pending	Compensation Review	Chavez, Mrs Kristina Koch	06-FEB-2013
10	2013	Coordinator	HR	Chavez, Mrs Kristina Koch	Pending	Establish Job	Chavez, Mrs Kristina Koch	04-FEB-2013
8	2013	Assistant Director of Employee Relations	Human Resources	-	Complete	End	Navarro, Ms Marcela	25-JAN-2013

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.

## Section VII. Permission to Perform Job Analysis Review

### Participants:

Sequence	Name	Title	Action	Date
1	Aguado, Mr Tomas David	Business Analyst III	Initiated	06-FEB-2013
2	Chia, Ms Hui Chin (Vangie)	Dir HR Information Systems	Declined	06-FEB-2013
3	Aguado, Mr Tomas David	Business Analyst III	Initiated	08-FEB-2013
4	Vasquez, Miss Carina	Business Analyst II	Declined	08-FEB-2013
5	Aguado, Mr Tomas David	Business Analyst III	Initiated	08-FEB-2013
6	Vasquez, Miss Carina	Business Analyst II	Approved	08-FEB-2013
7	Sandoval, Miss Noemi	Spec Assignment Staff	Approved	08-FEB-2013
8	Castillo, Mr Alberto	Immigration Services Manager	Approved	08-FEB-2013
9	Chavez, Mrs Kristina Koch	Compensation Manager	Approved	11-FEB-2013
10	Navarro, Ms Marcela	Human Resources Rep II	Approved	11-FEB-2013
11	Aguado, Mr Tomas David	Business Analyst III	Approved	11-FEB-2013

1 - 11

## 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.

The screenshot shows the Human Resources website interface. At the top, there is a navigation bar with "Home", "JDQ's", and "Search" tabs. The "JDQ's" tab is selected, and a red arrow points to it. Below the navigation bar, there is a "Create New JDQ" button. Underneath, there are tabs for "My Queue", "Submitted JDQ's", "Saved JDQ's", and "Show All". The "My Queue" tab is active, and it displays a table of JDQs currently in the user's queue. The table has columns for ID, FY, Proposed Title, Department, Assigned To, Status, Step, Initiator, Date Initiated, and Cancel. One JDQ is listed with ID 17, FY 2013, Proposed Title Coordinator, Department HR, Assigned To Navarro, Ms Marcela, Status Pending, Step Pre Executive Approval, Initiator Chavez, Mrs Kristina Koch, and Date Initiated 13-FEB-2013. The table footer indicates "row(s) 1 - 1 of 1".

All JDQs that have being assigned to the user and are currently pending action can be viewed by clicking on **“My Queue”**:

My Queue Submitted JDQ's Saved JDQ's Show All

**My Queue**

Displays all JDQ's that are currently in your queue.

ID	FY	Proposed Title	Department	Assigned To	Status	Step	Initiator	Date Initiated	Cancel
17	2013	Coordinator	HR	Navarro, Ms Marcela	Pending	Pre Executive Approval	Chavez, Mrs Kristina Koch	13-FEB-2013	-

row(s) 1 - 1 of 1

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

My Queue Submitted JDQ's Saved JDQ's Show All

**Submitted JDQ's**

Displays all JDQ's that you have participated in.

ID	FY	Proposed Title	Department	Assigned To	Status	Step	Initiator	Date Initiated
15	2013	Job Title Test (aguadot)	Human Resources	Chavez, Mrs Kristina Koch	Pending	Establish Job	Aguado, Mr Tomas David	06-FEB-2013
14	2013	LD Accountant	Labor Distribution	Chavez, Mrs Kristina Koch	Pending	Establish Job	Garza, Miss Brenda	06-FEB-2013
13	2013	ASO for HR	Human Resources	Chavez, Mrs Kristina Koch	Pending	Establish Job	Garza, Miss Brenda	06-FEB-2013
11	2013	Director	HR	Chavez, Mrs Kristina Koch	Pending	Compensation Review	Chavez, Mrs Kristina Koch	06-FEB-2013
10	2013	Coordinator	HR	Chavez, Mrs Kristina Koch	Pending	Establish Job	Chavez, Mrs Kristina Koch	04-FEB-2013
8	2013	Assistant Director of Employee Relations	Human Resources	-	Complete	End	Navarro, Ms Marcela	25-JAN-2013
7	2013	janitor 2	Human Resources	Chavez, Mrs Kristina Koch	Pending	Establish Job	Castillo, Mr Alberto	24-JAN-2013
6	2013	New Title	HR	Chavez, Mrs Kristina Koch	Pending	Establish Job	Casas, Mr Danny	18-JAN-2013
5	2013	Coordinator final 2	hr	-	Complete	End	Chavez, Mrs Kristina Koch	16-JAN-2013

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

My Queue Submitted JDQ's Saved JDQ's Show All

**Saved JDQ's**

Displays all JDQ's that you have saved. You can continue working on a saved JDQ by clicking on the link in the report.

ID	Proposed Title	Status	Saved On
21	-	Saved	18-FEB-2013
20	Customer Services Representative IV	Saved	14-FEB-2013
19	-	Saved	14-FEB-2013
9	student development specialist	Saved	30-JAN-2013

row(s) 1 - 4 of 4

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