|  |  |  |
| --- | --- | --- |
| **STATE OF SOUTH DAKOTA**  **Career Banding Questionnaire**  Attorney | | |
| **EMPLOYEE SECTION** | | |
| 1. **Personal Data** | | |
| *Name:* | *Position Number:* | *OR Employee Number:* |
|  |  |  |
| *Job Class or Position Title:* | *Working Title (if different):* | |
|  |  | |
| *Division/Program – Work Location:* | *Supervisor’s Name:* | |
|  |  | |
| 1. **Purpose**   The purpose of a job is the primary reason why the job exists. | | |
| *In one or two sentences, describe the purpose of your position.* | | |
|  | | |
| 1. **Accountabilities**   Accountabilities are the major areas of responsibility in your job. | | |
| 1. Group your job tasks into the following *accountabilities.* For each area that you are responsible for, complete an accountability section (beginning on the next page).  * **Litigation** * **Legal Research & Interpretation** * **Legal Counsel** * **Legislation / Rule Making / Policies** * **Contract Preparation / Contract Review** * **Hearings and Adjudication** * **Human Resource Management (Supervision)**  1. If you perform additional tasks that do not fit under any of the accountabilities listed above, identify one or more additional accountabilities and specify the related tasks you perform.    * Two additional accountability sections are provided. To add another accountability section: Unprotect the document (click Developer tab, Restrict Editing option, Stop Protection button) and copy a blank accountability section. Do not re-protect the document and do not password-protect the document. 2. Email the completed document to your supervisor for review. 3. If you need to add more accountability sections than what is provided, follow these steps:   **Microsoft Word 2010**   1. Unprotect the document (*Developer → Restrict Editing*). 2. Choose *Stop Protection*. 3. Copy a current *Other Accountability* section and paste it on an additional page. 4. Protect the document (*Developer* *→ Restrict Editing*, choose *Yes, Start Enforcing Protection,* choose *OK*.). | | |

|  |  |
| --- | --- |
| 1. Accountability: **Litigation** | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* |  |
| *Specific tasks within area of accountability:* | |
|  | |
| *Describe the most challenging and complex aspects:* | |
|  | |
| *Decisions you make:* | |
|  | |
| *Decisions you refer to your supervisor:* | |
|  | |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:* | |
|  | |
| *Describe the nature of the technical oversight, training and work review you provide to others:* | |
|  | |
| *List any other people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* | |
|  | |

|  |  |
| --- | --- |
| 1. Accountability: **Legal Research and Interpretation** | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* |  |
| *Specific tasks within area of accountability:* | |
|  | |
| *Describe the most challenging and complex aspects:* | |
|  | |
| *Decisions you make:* | |
|  | |
| *Decisions you refer to your supervisor:* | |
|  | |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:* | |
|  | |
| *Describe the nature of the technical oversight, training and work review you provide to others:* | |
|  | |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* | |
|  | |

|  |  |
| --- | --- |
| 1. Accountability: **Legal Counsel** | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* |  |
| *Specific tasks within area of accountability:* | |
|  | |
| *Describe the most challenging and complex aspects:* | |
|  | |
| *Decisions you make:* | |
|  | |
| *Decisions you refer to your supervisor:* | |
|  | |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:* | |
|  | |
| *Describe the nature of the technical oversight, training and work review you provide to others:* | |
|  | |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* | |
|  | |

|  |  |
| --- | --- |
| 1. Accountability: **Legislation/Rule Making/Policies** | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* |  |
| *Specific tasks within area of accountability:* | |
|  | |
| *Describe the most challenging and complex aspects:* | |
|  | |
| *Decisions you make:* | |
|  | |
| *Decisions you refer to your supervisor:* | |
|  | |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:* | |
|  | |
| *Describe the nature of the technical oversight, training and work review you provide to others:* | |
|  | |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* | |
|  | |

|  |  |
| --- | --- |
| 1. **Accountability: Contract Preparation / Contract Review** | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* |  |
| *Specific tasks within area of accountability:* | |
|  | |
| *Describe the most challenging and complex aspects:* | |
|  | |
| *Decisions you make:* | |
|  | |
| *Decisions you refer to your supervisor:* | |
|  | |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:* | |
|  | |
| *Describe the nature of the technical oversight, training and work review you provide to others:* | |
|  | |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* | |
|  | |

|  |  |
| --- | --- |
| 1. **Accountability: Hearings and Adjudication** | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* |  |
| *Specific tasks within area of accountability:* | |
|  | |
| *Describe the most challenging and complex aspects:* | |
|  | |
| *Decisions you make:* | |
|  | |
| *Decisions you refer to your supervisor:* | |
|  | |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:* | |
|  | |
| *Describe the nature of the technical oversight, training and work review you provide to others:* | |
|  | |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* | |
|  | |

|  |  |
| --- | --- |
| **7. Accountability: Human Resource Management (Supervision)** | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* |  |
| *Specific tasks within area of accountability:* | |
|  | |
| *Describe the most challenging and complex aspects:* | |
|  | |
| *Decisions you make:* | |
|  | |
| *Decisions you refer to your supervisor:* | |
|  | |
| *List names and titles of staff who report to you (if any):* | |
|  | |
| *If you perform supervisory tasks for employees you do not formally supervise, list their names and titles, and describe the type of supervision you provide:* | |
|  | |

|  |  |
| --- | --- |
| **8. Accountability:** | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* |  |
| *Specific tasks within area of accountability:* | |
|  | |
| *Describe the most challenging and complex aspects:* | |
|  | |
| *Decisions you make:* | |
|  | |
| *Decisions you refer to your supervisor:* | |
|  | |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:* | |
|  | |
| *Describe the nature of the technical oversight, training and work review you provide to others:* | |
|  | |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* | |
|  | |

|  |  |
| --- | --- |
| **9. Accountability:** | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* |  |
| *Specific tasks within area of accountability:* | |
|  | |
| *Describe the most challenging and complex aspects:* | |
|  | |
| *Decisions you make:* | |
|  | |
| *Decisions you refer to your supervisor:* | |
|  | |
| *Describe the nature of the technical oversight and assistance you receive from senior level attorneys or managers:* | |
|  | |
| *Describe the nature of the technical oversight, training and work review you provide to others:* | |
|  | |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* | |
|  | |

|  |  |
| --- | --- |
| 1. **Knowledge Requirements for the Position** | |
| *What knowledge, skills, education (including professional licenses or certificates), and experience are required at entry for this position?* | |
| *Knowledge:* | |
| *Skills:* | |
| *Education (including licenses or certificates):* | |
| *Experience:* | |
| *What knowledge, skills, education (including professional licenses or certificates), and experience are required of a fully trained and competent employee in this position?* | |
| *Knowledge:* | |
| *Skills:* | |
| *Education (including licenses or certificates):* | |
| *Experience:* | |
| 1. **Your Education & Experience** | |
| *Describe your education (list all post-secondary education; if degree obtained list major; if no degree, list major or coursework, and number of years or semester hours).* | |
|  | |
| *List any professional licenses or certificates you hold.* | |
|  | |
| *List all Attorney-related jobs you have held (list title, employer, brief summary of duties, and number of years job was held).* | |
|  | |
| *Describe areas of knowledge or skill you have that contribute to successful job performance.* | |
|  | |
| *List any training you have received that contributes to successful job performance.* | |
|  | |
| 1. **Changes** | |
| *If applicable, describe how your job has changed over the past two years.* | |
|  | |
| *If applicable, describe any changes you anticipate will occur in your job in the next two years.* | |
|  | |
| 1. **Comments** | |
| *Describe any comments you feel may be relevant in describing your current position.* | |
|  | |
| **Employee Signature:** (type name to sign document) | **Date:** |

|  |  |  |
| --- | --- | --- |
| **SUPERVISOR SECTION** | | |
| *Employee Name:* | | *Supervisor Name* |
|  | |  |
| 1. **Information Accuracy** | | |
| *Comment on the accuracy of the information provided by the employee throughout the Employee’s CBQ.* | | |
| *Is the information in Section IV (Knowledge Requirements) accurate?* *Yes* *No If not, please comment.* | | |
| 1. **Scope & Complexity of Position** | | |
| *What are the most important aspects of this position?* | | |
|  | | |
| *What are the most complex aspects of this position?* | | |
|  | | |
| *If this employee is specialized or considered the technical expert in a specific area, describe those area(s) and the complexity of the area(s).* | | |
|  | | |
| 1. **Career Path** | | |
| *What previous experiences are needed for employees filling this position?* | | |
|  | | |
| *What is the next position that people in this job typically move to?* | | |
|  | | |
| *What positions are perceived to be similar in scope and complexity to this position?* | | |
|  | | |
| **Supervisor Signature:** (type name to sign document) | **Date:** | |