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| **STATE OF SOUTH DAKOTA****Career Banding Questionnaire**Engineering |
|  **EMPLOYEE SECTION** |
| 1. **Personal Data**
 |
| *Name:* | *Position Number:*  | *OR Employee Number:* |
|        |        |       |
| *Class Title:* | *Working Title:* |
|       |       |
| *Department:* | *Division/Program:* |
|       |       |
| 1. **Purpose**

The purpose of a job is the primary reason why the job exists.  |
| *What is 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 and complete an accountability section (beginning on the next page) for each area that you perform:
* **Project Administration** (or Contract Administration)
* **Testing & Inspection**
* **Permit Writing**
* **Design Development** (or Application or Permit Development)
* **Design Review** (or Application or Permit Review)
* **Policies, Procedures & Legislative/Rule-Making Processes**
* **Public Relations**
* **Technical Assistance**
* **Personnel Management**
* **Financial Management**
1. If you do not perform any tasks under a listed accountability, ignore that accountability entirely.
2. If you perform additional tasks that do not fit under any of the listed accountabilities, add your own accountability (under the *Other Accountability* section) and specify the tasks you perform.
3. If you need to add more accountability sections than what is provided, please follow these steps:

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| **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*.).
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| 1. **Accountability: PROJECT ADMINISTRATION (or Contract Administration)**
 | **% 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 the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |
| *Describe the largest and most complex projects that have been assigned to you:*  |
| *
 |
| *Describe your responsibilities, if any, pertaining to financial agreements, budgeting, and/or resource allocation related to project administration:*  |
| *
 |
| *Describe the nature of the oversight and assistance you receive from senior level engineers and managers related to project administration:*  |
| *
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| 1. **Accountability: TESTING & INSPECTION**
 | **% 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 the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |
| *Describe the nature of the most important inspections that have been assigned to you (e.g., number of variables, type of regulations, locations):*  |
| *
 |
| *Describe the nature of the oversight and assistance you receive from senior level engineers and managers regarding tests and inspections:* |
| *
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| 1. **Accountability: PERMIT WRITING**
 | **% 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:* |
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 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |
| *Describe the nature and complexity of permits that you have written (indicate if any modeling is required):*  |
| *
 |
| *Describe the nature of the oversight and assistance you receive from senior level engineers and managers regarding permit writing:*  |
| *
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| 1. **Accountability: DESIGN DEVELOPMENT (or Application or Permit Development)**
 | **% 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 the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |
| *Describe the nature and complexity of designs you have developed:*  |
| *
 |
| *Describe the nature of the oversight and assistance you receive from senior level engineers and managers regarding the development of designs:*  |
| *
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| 1. **Accountability: DESIGN REVIEW (or Application and/or Permit 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:* |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |
| *Describe the nature and complexity of designs you review, and the job titles of those who develop them:*  |
| *
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| 1. **Accountability: POLICIES, PROCEDURES & LEGISLATIVE/RULEMAKING**

 **PROCESSES** | **% 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:* |
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 |
| *Decisions you refer to your supervisor:* |
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 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
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| 1. **Accountability: PUBLIC RELATIONS**

*I.e.,**serving as a representative to outside organizations.*  | **% 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:* |
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| *Decisions you refer to your supervisor:* |
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| *List the people or organizations to which you represent the department and describe the purpose.*  |
| *
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| 1. **Accountability: TECHNICAL ASSISTANCE**

*E.g., providing technical expertise to others (colleagues, management, or external parties); training others; assigning, directing, and reviewing work the work of others (other than Design Review), providing guidance in highly complex or sensitive projects and issues).*  | **% 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:* |
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 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *List the names and titles of those you provide technical assistance to, and the nature of the technical assistance:* |
| *
 |
| *If you have expertise in a specific engineering area, please describe this area and your level of expertise (i.e., relative to others in the department):* |
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| *Describe your role, if any, related to researching new or emerging technologies, or participating in short- and long-term planning to implement major technical changes across the state:* |
| *
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| 1. **Accountability: PERSONNEL MANAGEMENT**

*E.g., Selection; compensation; performance management; discipline; planning and assigning work; planning training and development; and conflict management.*  | **% 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:* |
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| *Decisions you refer to your supervisor:* |
| *
 |
| *List names and titles of staff who report to you (if any):* |
| *
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| *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:* |
| *
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| 1. **Accountability: FINANCIAL MANAGEMENT**

*E.g., Work unit budget preparation, and expense monitoring; oversight of equipment, supplies, or facilities; management of information systems and needs. Do NOT include budgeting or financial resource allocation related to Project Administration.*  | **% of time:** |
| *Briefly summarize your responsibilities related to this accountability:* *
 |       |
| *Specific tasks within area of accountability:* |
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 |
| *Describe the most challenging and complex aspects:*  |
| *
 |
| *Decisions you make:* |
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 |
| *Decisions you refer to your supervisor:* |
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 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
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| --- | --- |
| 1. **OTHER 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:* |
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 |
| *Decisions you refer to your supervisor:* |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
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| --- | --- |
| 1. **OTHER 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:* |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
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| 1. **Knowledge Requirements for the Position**
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| *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 of the engineering-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**
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| *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:**       | **Date:**      |