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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:* | |
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| *Department:* | *Division/Program:* | |
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| 1. **Purpose**   The purpose of a job is the primary reason why the job exists. | | |
| *What is the purpose of your position?* | | |
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| 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:  |  | | --- | | **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:* | |
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| *Describe the most challenging and complex aspects:* | |
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| *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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| *Describe the largest and most complex projects that have been assigned to you:* | |
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| *Describe your responsibilities, if any, pertaining to financial agreements, budgeting, and/or resource allocation related to project administration:* | |
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| *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:* | |
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| *Describe the most challenging and complex aspects:* | |
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| *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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| *Describe the nature of the most important inspections that have been assigned to you (e.g., number of variables, type of regulations, locations):* | |
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| *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:* | |
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| *Describe the most challenging and complex aspects:* | |
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| *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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| *Describe the nature and complexity of permits that you have written (indicate if any modeling is required):* | |
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| *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:* | |
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| *Describe the most challenging and complex aspects:* | |
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| *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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| *Describe the nature and complexity of designs you have developed:* | |
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| *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:* | |
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| *Describe the most challenging and complex aspects:* | |
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| *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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| *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:* | |
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| *Describe the most challenging and complex aspects:* | |
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| *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:* | |
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| *Describe the most challenging and complex aspects:* | |
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| *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:* | |
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| *Describe the most challenging and complex aspects:* | |
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| *Decisions you make:* | |
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| *Decisions you refer to your supervisor:* | |
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| *List the names and titles of those you provide technical assistance to, and the nature of the technical assistance:* | |
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| *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:* | |
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| *Describe the most challenging and complex aspects:* | |
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| *Decisions you make:* | |
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| *Decisions you refer to your supervisor:* | |
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| *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:* | |
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| *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:* | |
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| *Describe the most challenging and complex aspects:* | |
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| *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:* | |
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| *Describe the most challenging and complex aspects:* | |
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| *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. **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).* | |
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| *List any professional licenses or certificates you hold.* | |
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| *List all of the engineering-related jobs you have held (list title, employer, brief summary of duties, and number of years job was held).* | |
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| *Describe areas of knowledge or skill you have that contribute to successful job performance.* | |
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| *List any training you have received that contributes to successful job performance.* | |
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| 1. **Changes** | |
| *If applicable, describe how your job has changed over the past two years.* | |
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| *If applicable, describe any changes you anticipate will occur in your job in the next two years.* | |
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| 1. **Comments** | |
| *Describe any comments you feel may be relevant in describing your current position.* | |
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| **Employee Signature:** | **Date:** |