|  |
| --- |
| **STATE OF SOUTH DAKOTA****Career Banding Questionnaire**BIT—Technology Engineering |
|  **EMPLOYEE SECTION** |
| 1. **Personal Data**
 |
| *Name:* | *Position Number:*  | *OR Employee Number:* |
|  |  |  |
| *Job Class or Position Title:* | *Working Title (if different):* |
|  |  |
| *Division/Program:* | *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).
* **Project Management or Project/Contract Administration**
* **Research** (includes analysis of data, infrastructure; and developing, maintaining, and applying knowledge)
* **Design, Configuration, Installation, Testing, and Maintenance**
* **Client/Vendor Relations**
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.
 |

|  |  |
| --- | --- |
| 1. Accountability: **Project Management or Project / 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:* |
| *
 |
| *Describe the nature of the technical oversight and assistance you receive from senior level IT professionals 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: **Research**
 | **% 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 IT professionals or managers:*  |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |

|  |  |
| --- | --- |
| 1. Accountability: **Design, Configuration, Installation, Testing and Maintenance**
 | **% 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 IT professionals or managers:*  |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |

|  |  |
| --- | --- |
| 1. Accountability: **Client / Vendor Relations**
 | **% 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 IT professionals or managers:*  |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |

|  |  |
| --- | --- |
| 1. **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 IT professionals or managers:*  |
| *
 |
| *List the people (internal or external) you frequently deal with related to this accountability and the nature of the relationships:* |
| *
 |

|  |  |
| --- | --- |
| 1. **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 IT professionals or managers:*  |
| *
 |
| *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 of the IT-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(s) of IT, 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:**      |