

ROLE DESCRIPTION QUESTIONNAIRE

Title _____

Incumbent _____

Agency and Agency Number _____

Department _____

Section _____

PIN Number _____

Date _____

Endorsed By _____

1. ROLE PURPOSE: *Briefly summarize why the role exists.*

2. MAJOR ACCOUNTABILITIES:

Identify the major results expected from your role. These should reflect the main reasons that the roles exists. Please list in order of importance. Please indicate the time each takes as a % of your total time. List supporting activities that show how each major results is accomplished. Try to specify the skills and personal qualities that are most important.

First Major Accountability: _____

% of Time: _____

Supporting Tasks:

Second Major Accountability: _____

% of Time: _____

Supporting Tasks:

Third Major Accountability: _____

% of Time: _____

Supporting Tasks:

Fourth Major Accountability: _____

% of Time: _____

Supporting Tasks:

Fifth Major Accountability: _____

% of Time: _____

Supporting Tasks:

Sixth Major Accountability: _____

% of Time: _____

Supporting Tasks:

3. MAJOR CHALLENGES:

Describe the more difficult types of challenges or opportunities you or your team may face in doing your job.

4. DECISION MAKING REQUIREMENTS:

Indicate decisions that you make and also areas where your recommendations influence others.

Decisions Made by You: _____

Decisions Made in conjunction with Others: _____

Decisions Recommended: _____

5. SCOPE DATA:

Describe the influence your role has on the delivery of I.T. services.

Typical Projects:

Complexity of Work:

Typical Team Size:

6. ORGANIZATIONAL RELATIONSHIPS:

Your Manager's Manager

Your Manager

Your Title

The Titles of Your Peers

Roles & Numbers

Reporting to You

*(indicate relationship
e.g., employee or
contractor)*

Others you deal with
within the State *(on a
frequent basis)*

The nature of the relationship (e.g., discuss project plans, support for system)

Describe the frequency and nature of interface you have with end-users

External parties you deal with (on a frequent basis)

The nature of the relationship (e.g., negotiate contracts)

7. TEAM INVOLVEMENT:

Please describe your role within ongoing or project teams. For example, describe the composition and size of the team(s) and your role in them.

8. KNOWLEDGE, SKILLS, EXPERIENCE AND CAPABILITIES:

Please describe the knowledge, skills, experience and capabilities required or preferred to perform this role in a fully competent manner. Do **not** describe your *personal* education and/or training, and/or job related experiences, unless they directly relate to the job. Do **not** overstate the job requirements. In addition, describe the required knowledge of systems/business practices within the State, and at what level this knowledge is required.

Minimum Education/
Training and Experience

Minimum Experience

Preferred skills,
knowledge, and
experience

Preferred experience

State of Mississippi
systems/business
practices knowledge

9. CHANGING NATURE OF ROLE:

Describe in what way your role has changed over the past 2 years:

9. CHANGING NATURE OF ROLE (cont'd.)

Describe the changes you anticipate will occur in your role in the next 2 years:

10. OTHER COMMENTS:

Please add any other comments that you feel are relevant in describing the role you are currently performing.

11. SUPERVISORS/MANAGERS COMMENTS:

What do you consider the most important aspects of this role?
