

**HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT**  
**CLASSIFICATION QUESTIONNAIRE**

**PART ONE:**

**Instructions:**

The information requested by this questionnaire will be used in either reclassification or classification studies to evaluate your duties and responsibilities. Fill in the appropriate spaces on this page, then proceed to complete the remaining parts of this questionnaire. Please read the questions carefully and completely. Organize your answers to fully and accurately provide the information requested. **PRINT LEGIBLY OR HAVE YOUR ANSWERS TYPED; NO HANDWRITTEN RESPONSES.** When completed, please submit the original copy to Human Resources and one copy to the Personnel Commission.

Your name: \_\_\_\_\_ Payroll Title: \_\_\_\_\_

Department or School: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Work Hours: From \_\_\_\_\_ To \_\_\_\_\_

All statements made by me on this form and questionnaire are complete and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

**PART TWO:**

To be completed by supervisor(s) ONLY.

NOTE TO SUPERVISOR(S): Basis for a reclassification is a gradual accretion of duties over at least a three year (or greater) period of time. You **MAY NOT** change or remove any information from this questionnaire that has been submitted by the employee.

I hereby certify that, to the best of my knowledge and belief, the statements made herein are accurate and complete, except as indicated here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Your signature acknowledges that you have reviewed the enclosed information, and does not indicate you support or approval for this reclassification.

Date \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_ Telephone # \_\_\_\_\_

Date \_\_\_\_\_ Division Head or Principal \_\_\_\_\_

Date \_\_\_\_\_ Asst. Superintendent, Human Resources \_\_\_\_\_

## CLASSIFICATION SUMMARY

1. State briefly what you believe to be the main purpose of your job.

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2. From whom and in what form do you receive your work?

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## TASKS

### INSTRUCTIONS

Please review the two scales described on this page. On the following pages, you will be asked to apply Scale I to help us determine the amount of time that would be spent performing specific tasks and Scale II to help us determine the level of importance of each of these tasks.

#### SCALE I – RELATIVE TIME SPENT

- 1 = Task is performed **Occasionally** (2% to 15% of the time) on the job.
- 2 = Task is performed **Regularly** (16% to 40% of the time) on the job.
- 3 = Task is performed **Often** (more than 40% of the time) on the job.

#### SCALE II – CRITICALITY/IMPORTANCE

- 1 = Satisfactory performance of this task is of **Moderate Importance** to acceptable performance on the job, and this task is a **Non-Essential** function of the job.
- 2 = Satisfactory performance of this task is **Important** for acceptable performance on the job, and this task is a **Non-Essential** function of the job.
- 3 = Satisfactory performance on this task is of **Moderate Importance** for acceptable performance on the job, and this task is an **Essential** function of the job.
- 4 = Satisfactory performance of this task is **Important** for acceptable performance on the job, and this task is an **Essential** function of the job.
- 5 = Satisfactory performance of this task is **Crucial** to overall performance on the job, and this task is an **Essential** function of the job.

List and describe the duties you perform throughout the year. Include what you do and how you do it. Next to each duty, use the scales provided on the following pages to describe the **Relative Time Spent** and **Criticality/Importance** associated with those duties.





4. How long have you been performing these duties on your present job? (circle a letter)

- A) 6 months to 1 year
- B) 1 year to 2 years
- C) 2 years to 3 years
- D) 3 or more years

5. List all machines and other equipment (including motor vehicles) you are required to use or operate. Use the scale to describe the **Relative Time Spent** using each while on the job.

**Scale I  
Relative Time Spent**

- 0. Machine/Equipment used **rarely** (1% of the time or less)
- 1. Machine/Equipment used **occasionally** (2% to 15% of the time)
- 2. Machine/Equipment used **regularly** (16% to 40% of the time)
- 3. Machine/Equipment used **often** (more than 40% of the time)

Relative Time Spent	Machines/Vehicles/Other Equipment

6. List any license, registration, permit, certification, etc., you are required to have to perform your job.

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# KNOWLEDGE, SKILLS AND ABILITIES

## INSTRUCTIONS

Please review the two scales described on this page. On the following page, you will be asked to apply Scale I to help us differentiate the knowledge, skills and abilities (KSA) that can be readily learned once on the job from those that a new hire must already know to be able to function efficiently on the very first day of the job. Use Scale II to indicate how important each KSA is to effectively perform on the job.

### SCALE I – EXPECTED AT ENTRY

- 1 = Possession of **Some** of the knowledge, skill or ability is expected upon entry to the job.
- 2 = Possession of **Most** of the knowledge, skill or ability is expected upon entry to the job.
- 3 = Possession of **All** of the knowledge, skill or ability is expected upon entry to the job.

### SCALE II – CRITICALITY/IMPORTANCE

- 1 = Possession of the knowledge, skill or ability is **Helpful or Desirable** for overall job satisfactory job performance.
- 2 = Possession of the knowledge, skill or ability is **Important** for overall job satisfactory job performance.
- 3 = Possession of the knowledge, skill or ability is **Essential** for overall job satisfactory job performance.





8. Describe the type of **written material** you use in doing your job such as instructions, manuals, labels, letters, reports, books, journals, etc. Indicate what this written material is used for and who you receive it from.

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9. Are you required to communicate in **writing** with anyone while you are working? Describe the type of written material you develop and who reviews or checks your written work?

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10. Do you use **math** in doing your job? Indicate what **type** of math (addition, subtraction, multiplication, division, fractions, decimals, algebra, geometry, accounting, statistics, etc.) and **what** is it used for?

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11. List the consequences of you not doing your work properly. Refer to those duties you listed in question #3.

*For example, if you do your work incorrectly, how will it affect: 1) the mental and physical health and safety of the public/students, 2) the District time, money, property, efficiency, and 3) services provided for the benefit of the District.*

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12. Describe what contact you have with: 1) co-workers, 2) students, 3) subordinates, 4) District administrators, 5) parents or 6) others during the normal course of your duties.

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13. Describe what contact you have with: 1) the public, 2) organizations and 3) agencies or authorities outside the District during the normal course of your duties.

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15. Give examples of decisions you make and independent actions you take in doing your job.

*For example, (a) Does your job require you to recognize the need for action and carry through on your own? (b) What decisions do you make or participate in making? (c) Do you make the decision and implement it, approve it, review it, recommend it or report facts upon which the decision may be made by others? (d) Have you been given any guidelines for making decisions? If so, what are they? (e) In what way, when, and by whom are your decisions checked?*

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16. Give examples of problems (other than mathematical problems) you solve which require you to evaluate and/or compare information which requires you to develop conclusions, plan for effective action and/or recommend an action.

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17. Describe any situations in which **concentration, attention to details, interruptions, interpersonal relationships** are required by your job and that result in fatigue. Please indicate how often these situations occur and for how long they last.

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