

**Berkeley Campus Office of Human Resources
Compensation Unit**

**POSITION EVALUATION QUESTIONNAIRE
For
STAFF RESEARCH ASSOCIATES**

EMPLOYEE FULL NAME		EMPLOYEE ID NO.	
DEPARTMENT		CAMPUS	
PRESENT PAYROLL TITLE/TITLE CODE		STEP/GRADE	
WORKING TITLE IF DIFFERENT		PERCENT OF TIME	
SUPERVISOR'S NAME Phone: Email:		SUPERVISOR'S PAYROLL TITLE	
DEPARTMENT HEAD'S NAME IF DIFFERENT		DEPARTMENT HEAD'S TITLE	
NAMES OF THOSE SUPERVISED		PAYROLL TITLE	

This form is to assist you in providing necessary and basic information about your responsibilities. You do not need to fill out the Job Description Form when you use this questionnaire. If you have any questions on any item, please call your Compensation Analyst.

Please include a copy of the organization chart.

To further clarify your responsibilities, your Compensation Analyst may talk with you. It would be helpful at that time to have examples available to illustrate your most difficult or responsible assignments as discussed in each of the following sections, as well as reprints of material if you have participated in publication.

1. OUTLINE OF RESEARCH PROJECT(S)

State briefly, but as specifically as possible, the objective(s) of the research project(s) to which you are assigned. (For example, not “nutrition research” but “nutrition experiments with rats to study the effects of maternal vitamin deficiencies during pregnancy.”)

II. SKILLS AND VARIETY OF FUNCTIONS REQUIRED BY POSITION

- A. State briefly, but specifically, the major technical procedures and/or functions you perform, indicating as appropriate the general field(s) in which you are working, For example:

“Virology: virus back titrations, neutralization tests, plaque formation, infection foci formation, total virus titrations;”

or “Biochemistry: extraction and fractionation of antigens using different centrifugation and fractional precipitation methods, analyze antigens, antigenic fractions and enzymes using gravimetric colorimetric and spectro-photometric methods;”

or “Animal surgery: preparation techniques, oraietomy, orchidectomy, total mamnectory, whole gland transplantation, tumor transplantation, dissociated cell transplants.”

- B.** Please list those aspects of the technical procedures you perform that are the most difficult or critical in terms of skills required. Skills may be observational or relate to manual dexterity, or a combination of the two, and typically are acquired through on the job experience. For example, in animal surgery, the inaccessibility of a structure and its proximity to a vital organ might be the conditions that require the most delicate skills. In a biochemical method for enzyme measurement, the rapid handling of small amounts of biological materials using unstable reagents and complex equipment would represent the most difficult aspects. In citing critical or difficult conditions, be as specific as possible, e.g., if one such condition is the small size of samples, specify the actual amount.

- C.** Are you expected to
- | | | |
|--|-----|----|
| (a) select methods of statistical analysis? | YES | NO |
| (b) computations? | YES | NO |
| (c) compile and/or summarize data? | YES | NO |
| (d) select methods of data presentations? | YES | NO |
| (e) prepare charts, graphs, tables, etc.? | YES | NO |
| (f) write up methods and results? | YES | NO |
| (g) draft reports of problems, methods, results and tentative conclusions? | YES | NO |

- D.** Are you now being trained to perform additional techniques or functions? YES NO
 Explain:

- E.** Have you obtained any additional formal training since date of hire on present position, e.g. extension courses, regular UC courses, etc? YES NO If “yes” please briefly elaborate?

III SUPERVISION RECEIVED

- A. Do you participate:
- | | | |
|---|-----|----|
| (a) in overall planning of the laboratory's research projects? | YES | NO |
| (b) in determining experimental conditions for your assigned projects? | YES | NO |
| (c) in selecting methods of approach for desired results for your assigned projects? Give a specific example for each "Yes" answer: | YES | NO |
- B. How is your work assigned to you (e.g., by weekly consultation, daily receipt of samples)?
Explain:
- C. Do you schedule your own work within specific assignments? YES NO
Do you determine priorities of execution of projects if more than one YES NO
is assigned? If either answer is "yes," on what basis is this done
(e.g., perishability of samples, availability of experimental
animals or specimens, critical importance of the project)?
Explain:
- D. (a) Are you expected to recognize irregularities and invalid results? YES NO
(b) Do you investigate unanticipated side effects or problems? YES NO
(c) If either answer is "yes," would you investigate a problem after
discussion with your supervisor for
independently If independently, give a specific example:
- E. Is your work reviewed with your supervisor in terms of:
- | | | |
|--|-----|----|
| (a) separate steps of a technical procedure? | YES | NO |
| (b) final test results? | YES | NO |
| (c) unusual or out-of-line results only? | YES | NO |
| (d) summary of project results? | YES | NO |

IV ORIGINALITY/INNOVATION REQUIRED BY THE POSITION

A. Does your work require consulting the literature? YES NO If so, what literature and what purposes?
Explain:

B. Does your work require:
(a) modifying existing procedures? YES NO
(b) adapting and or standardizing new ones? YES NO
Give specific examples for each "Yes" answer:

C. Have you developed any new techniques, methods, or other solutions to problems including suggestions for new areas of investigations YES NO IF "Yes," explain providing examples:

D. Do you present on your findings? YES NO
co-author or publish findings? YES NO
or communicate with other laboratories and/or YES NO
universities engaged in similar research?
For each "Yes" answer provide an explanation and/or example:

V. LABORATORY MANAGEMENT INCLUDING SUPERVISORY RESPONSIBILITY

A. What service, training, or consultation do you provide to others (e.g., students, research personnel)
 (a) within your department?

(b) outside your department (e.g., teach an extension course)?

B. Do you supervise other laboratory personnel? YES NO If so, give name and classification of each person supervised:

C. Do you determine need for additional laboratory personnel? YES NO
 interview? YES NO hire? YES NO
 train? YES NO plan and assign work? YES NO
 review work? YES NO recommend salary increases? YES NO
 Do you perform each "Yes" independently? YES NO If not, explain:

D. Does your present work involve planning use of space and facilities? YES NO
 scheduling of facilities? YES NO determining priorities in use? YES NO
 Explain each "Yes" answer:

E. Do you maintain the laboratory's supplies? YES NO recommend need for equipment? YES NO
F. select and/or search for equipment? YES NO obtain repair services: YES NO

G. If you write justifications and/or specifications for unusual laboratory equipment, explain providing an example(s) and including to whom justification is addressed.

H. If you control expenditure of funds for supplies and equipment, what is the approximate annual amount involved?
 \$

VI OTHER

A Please add any other information about your job which has not, in your opinion, been adequately covered by the foregoing questions:

After completing this questionnaire, please review it, sign below and return it to your supervisor.

TO THE SUPERVISOR:

Please review the questionnaire thoroughly.

Make any additional comments you believe warranted (for example, your evaluation of the employee’s command of technical procedures, and the extend to which supervisory guidance is required.) When submitting this questionnaire, please include your department’s organization chart.

Indicate your approval of the completed questionnaire by signing below.

Signed:

Title:

Note: If you are submitting this form by email, please check the following boxes as appropriate:

The employee has seen and signed the original of this document.

The employee’s supervisor has seen and signed the original of this document.

The Department Head has seen and signed the original of this document.

Date of document: