MinnState ADMINISTRATOR POSITION ANALYSIS QUESTIONNAIRE

**Minnesota State Colleges & Universities**

Employee’s Name: Date:

Current Position Title:

Employee Signature: Date:

Supervisor’s Signature: Date:

***Appropriate President/Vice President or College/University Designee: I have read the contents of this document and confirm that this position has been delegated the responsibilities described herein.***

Signature: Date:

University Designee’s Title, if applicable:

As a supplement to the position description which you have completed, please respond to the following questions and attach this document to your position description. If the question is not applicable to your position, please note “N/A.” Be concise but thorough in your responses.

1. Does the position have delegated responsibility for providing authoritative advice

on how to handle special problems or unusual situations where established guidelines and regulations do not exist? ***Check One*:** Yes No If yes, provide examples of situations which are illustrative of this responsibility.

1. Does the position have delegated responsibility for policy/procedure development, interpretation and/or application? ***Check One*:** Yes No If yes, list examples.
2. Describe the types of decision-making this position has been delegated. In your response address each of the following: 1) Types of decisions which require integration of information or recommendations from several sources on a regular basis; and 2) Who/what is affected by the decisions? Provide examples of situations which are illustrative.
3. Does the position have delegated responsibility for use of data, documents or communications classified as sensitive, private or confidential?

***Check One:*** Yes No If yes, describe the data, documents, communications used and how they are used.

1. Does the day-to-day work of this position require innovation/improvisation or use of creativity and originality? ***Check One*:** Yes No If yes, describe situations which are illustrative and their frequency.
2. Is this position designated to act, on a recurring basis, as a representative of the university or system? ***Check One*:** Yes No If yes, provide examples of situations in which this position represents the university/system.
3. Is the position designated as a university signatory (position is included on an official list of approved signatures maintained in the President’s Office)?

***Check One*:** Yes No If yes, provide examples and a list of documents the position is authorized to sign.

1. Does the position require participation, on a recurring basis, on committees,

task forces or project teams? ***Check One*:** Yes No If yes, the response to this question should focus on whether the responsibilities inherent in the position require that the incumbent participate on such committees, etc. This question is not intended to address participation in committees for other reasons. Give examples of involvement on committees, etc. and the relationship of such committees, etc. to this position.

1. How often is the position required to have formal contact with any of the following groups and what is the primary reason for and nature of these contacts?
   1. Chancellor and Chancellor’s Office staff/President and President’s Cabinet.
   2. Deans and/or department heads.
   3. Government or regulatory entities (Legislature, Human Rights, Attorney General,Department of Employee Relations, Department of Finance, Department of Administration, Federal agencies, EEOC, NCAA, etc.).
   4. Faculty and/or staff members.
   5. Students (including potential students). Teaching and academic advising may be included in this response. Report advising of campus student organizations under Question #11.
   6. General public (may include donors, alumni, vendors, special community groups, parents, etc.). Do not include volunteers.
2. Does the position have delegated responsibility for personnel decisions? ***Check One*:** Yes No If yes, on the checklists below, check the supervisory responsibilities delegated and any higher authority which must approve such decisions/recommendations. NOTE: There are two checklists provided -- one for staff and one for student employees. Please provide appropriate responses for both checklists.

**Activity Staff StudentEmployees**

Hire Participate in process

Make final recommendation

Make final decision (higher authority may sign

papers, but decision is made by this position)

Transfer Participate in process

Make final recommendation

Make final decision (higher authority may sign

papers, but decision is made by this position)

Suspend Participate in process

Make final recommendation

Make final decision (higher authority may sign

papers, but decision is made by this position)

Promote Participate in process

Make final recommendation

Make final decision (higher authority may sign papers, but decision is made by this position)

Terminate Participate in process

Make final recommendation

Make final decision (higher authority may sign papers, but decision is made by this position)

Assign Work Participate in process

Make final recommendation

Make final decision (higher authority may sign papers, but decision is made by this position)

Reward Participate in process

Make final recommendation

Make final decision (higher authority may sign papers, but decision is made by this position)

Discipline Participate in process

Make final recommendation

Make final decision (higher authority may sign papers, but decision is made by this position)

Adjust Participate in process Grievances

Make final recommendation

Make final decision (higher authority may sign papers, but decision is

made by this position)

(If this position participates in supervisory decisions, or makes final recommendations, what position has final authority for making the decisions?)

***Complete for student employees only:*** Describe the amount and type of training which is required by external entities for the students supervised by this position.

Identify the mandating entity.

1. Does the position have delegated responsibility for directing, training and supervising volunteers and/or student groups? ***Check One:*** Yes No If yes, provide details.
2. Does the position have delegated responsibility for budget development, revenue generation and/or control of expenditures? ***Check One***: Yes No If yes, provide details.
3. Describe potential errors that might occur in the regular course of work and the consequences of such errors including those entities affected.
4. Provide any other comments you believe might be helpful in the evaluation of this position.