

UNIVERSITY OF CALIFORNIA TECHNICAL QUESTIONNAIRE

FOR HUMAN RESOURCES USE ONLY

APPROVED TITLE	EFFECTIVE DATE	TITLE CODE	EMP.REL. CODE

NAME	DEPARTMENT
PRESENT PAYROLL TITLE	RATE
WORKING TITLE (if different)	% OF TIME
SUPERVISOR'S NAME	SUPERVISOR'S PAYROLL TITLE
DEPARTMENT HEAD'S NAME (if different)	DEPARTMENT HEAD'S TITLE

Please read the entire questionnaire before filling it out to avoid duplication. In many instances, specific examples are requested; the same example may answer more than one question and may be referred to without restatement. Please use examples which are representative for the job aspect in question. Since this questionnaire was designed for a wide variety of technical jobs, you may find questions that do not apply to your position. Mark such questions as "Not Applicable." Space is provided at the end for additional duties, which you believe, have not been adequately covered. Attach additional sheets, if necessary. If this is for a new or vacant position, the supervisor should complete it.

1) 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 rather "nutrition experiments with rats to study the effects of material vitamin deficiencies during pregnancy.")

2) SKILLS AND VARIETY OF DUTIES REQUIRED BY POSITION

a) Briefly describe the most important duties you perform in the normal course of your work. Describe them, in order of their importance, and indicate the average percent of time devoted to each duty over the course of the year.

% of Total Work Effort	Description of Duties

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 related 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:	YES	NO
Select methods of statistical analysis?		
Perform calculations?		
Compile and/or summarize data?		
Select methods of data presentation?		
Prepare charts, graphs, tables, etc.?		
Draft a report of problem, methods, results and tentative conclusions?		

Explain:

d)

Are you now being trained to perform any additional techniques	YES	NO
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or duties?		
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Explain:

- e) Have you obtained any additional, formal training since date of hire on present position, such as extension courses, regular UC courses, etc.? If yes, please briefly elaborate:

3) SUPERVISION RECEIVED

a)

DO YOU PARTICIPATE IN:	YES	NO
Overall planning of the laboratory's research projects?		
Determining experimental conditions for your assigned projects?		
Selecting methods of approach for desired results for your assigned projects?		

- b) How is your work assigned to you? (e.g.: by weekly consultation, daily receipt of samples) Explain:

c)

DO YOU:	YES	NO
Schedule your own work within specific assignments?		
Determine priorities of execution of projects if more than one 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)

	YES	NO
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Are you expected to recognize irregularities and invalid results?		
Do you investigate unanticipated side effects or problems?		
If either answer is "Yes," would you investigate a problem after discussion with your supervisor or would you investigate independently?	Independently	Supervisor

e)

IS YOUR WORK REVIEWED WITH YOUR SUPERVISOR IN TERMS OF:	YES	NO
Separate steps of a technical procedure?		
Final test results?		
Unusual or out-of-line results only?		
Summary of project results?		

4) ORIGINALITY/INNOVATION REQUIRED BY THE POSITION

a)

	YES	NO
Does your work require consulting the literature?		

b)

DOES YOUR WORK REQUIRE:	YES	NO
Modifying existing procedures?		
Adapting and/or standardizing new ones?		

Give a specific example for each "yes" answer:

c)

	YES	NO
Have you developed any new techniques, methods, or other solutions to problems, including suggestions for new areas of investigation?		

Give a specific example for each "YES" answer:

d)

DO YOU:	YES	NO
Present papers on your findings?		
Co-author or publish findings?		
Communicate with other laboratories and/or Universities engaged in similar research?		

Give a specific example for each "YES" answer:

5) LABORATORY MANAGEMENT INCLUDING SUPERVISORY RESPONSIBILITY

a) What service, training, or consultation do you provide to others, such as students, research personnel, etc:

i) Within your department?

ii) Outside your department (e.g.: teach an extension course)?

b)

DO YOU:	YES	NO
Supervise other laboratory personnel?		

If so, give name and classification of each person supervised:

c)

DO YOU:	YES	NO
Determine need for additional laboratory personnel?		
Interview?		
Hire?		
Train?		
Plan and assign work?		
Review work?		
Recommend salary increases?		
Do you perform each of the above "Yes" answers independently?		

If not, explain:

d)

DOES YOUR WORK INVOLVE:	YES	NO
Planning use of space and facilities?		
Scheduling use of facilities?		
Determine priorities in use?		

Explain each "Yes" answer:

e)

DO YOU	YES	NO
Maintain the laboratory's supplies?		
Recommend need for equipment?		
Select and/or search for equipment?		
Obtain repair services?		

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

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

6) OTHER

- a) Please attach a separate sheet, if necessary, to add any other information about your job which has not, in your opinion, been adequately covered by these questions.

CERTIFICATION OF EMPLOYEE: I certify that the foregoing information is correct and complete and describes my job, as I understand it.

Employee Signature

Date

TO THE SUPERVISOR:

Please review this questionnaire thoroughly. Make any additional comments you believe warranted. Especially helpful are comments concerning the extent of supervisory guidance or review, the kind and degree of originality of innovational aspects of the work, and the ability of the employee to communicate research techniques or results by training others or by technical writing.

CERTIFICATION OF SUPERVISOR AND DEPARTMENT HEAD: I have reviewed this description and certify as to its accuracy, with any exceptions as noted.

Supervisor's Signature

Date

Department Head's Signature

Date