

POSITION INFORMATION QUESTIONNAIRE (PIQ) *

The Position Information Questionnaire (PIQ) was designed as the first step in the process of reviewing your position. If an on-site review is deemed necessary, your written responses will be used to establish the focus of review, i.e., we will seek to clarify your responses, expand the scope of your responses, and see examples of your work.

Additional positions in the organization may be reviewed if your duties and responsibilities impact and overlap on those contained in other positions in the organizations.

Instructions to Employees:

1. Please read the entire questionnaire before completing it.
2. Remember that there are no right or wrong answers to any question. There are only answers that tell us about the work you do. Always indicate the answer that best describes your duties as actually required now (and not how they are planned to be done in the future).
3. Kindly provide answers based on your current duties, not on past work you no longer perform or work you may be assigned in the future. Do not fill any section labeled "Supervisors only."
4. When you have completed the questionnaire, give it to your supervisor for review and comment.

Instructions to Supervisors:

1. Please do not change the employee's description of his/her position, without first discussing it with him/her.
2. It is important that you review the completed questionnaire, and the employee's comments, as your understanding of the work may differ from that of the employee.
3. Think of the position as it exists today and not what it will be, or could be someday. This process does not deal with level of performance or ability of the incumbent.
4. Please sign the PIQ. Any discrepancies between your viewpoint and that of the employee may be discussed at this point (before you sign).
5. Send the completed PIQ to the Internal Audit Service.

Based on the PIQ of the University of Toledo, Vancouver Island University & University of Missouri Compensation Program

Personal Information

Name *

Fatima B.Morbos

*

☒ Permanent

☐ Contractual

☐ Job Order

Office/Division/Section/Unit *

FMS Accounting Division

Current Position Description Title/Salary Grade *

Admin. Aide 1 /Gr. 1

Monthly Compensation *

10165

Length of Time in This Position *

20 yrs.

Type of Position *

☐ Supervisory

☒ Non-Supervisory

Questions

1. What is the function of the organizational unit in which you belong? *

Processing unit

2. List the major actual functions/duties you perform in your job. Estimate the percentage of time spent on each over a one-year period, or the amount of time in an average week or other period, whichever is more appropriate to your job. Please ensure that the total percentage is equivalent to 100%. *

	10 %	20%	30%	40%	50%	60%	70%	80%	90%	100%
a.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
b.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
c.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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d.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
e.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
f.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. What do you consider the most important function(s) or aspect(s) of your job/office? Explain: *

Recording thru ERMS

4. How do you see the function of your job as it relates to the activity of your agency? *

very important

5. Who gives you your assignments? Indicate position only. *

Chief Accountant

6. Who reviews and signs/approves your work? Indicate position only. *

Chief Accountant

7. What type of decisions or judgments do you make in performing your job? *

- ☒ Level I (clerical, trades, crafts and custodial service positions which involve non-professional or sub-professional work in a non-supervisory or supervisory capacity requiring less than four years of collegiate studies)
- ☐ Level II (professional, technical and scientific positions which involve professional, technical or scientific work in a non-supervisory capacity requiring at least four years of college work up to Division Chief level)
- ☐ Level III (cover positions in the Career Executive Service)

8. Are you responsible for the approval of work products or official documents? (If yes, list those documents for which you have signatory authority) *

- ☒ Improve/Correct
- ☐ Recommend
- ☐ Approve

Documents

Disbursement vouchers

9. What guidelines (handbook, manuals, regulation, etc.) do you use in performing your job? *

SOS

10. What contacts do you have with other offices within the agency? and outside the agency? What is the purpose of these contacts? *

SOS

11. Do you supervise or oversee the work of anyone? If so, who and in what manner (List name(s), position(s) and grade(s)). *

no

12. Who does your job when you're not there? (Give name & position) *

Adora Gabiana/Admin Assistant

13. Are there any additional facts which impact on the nature and difficulty of your job? *

none

14. How do you feel your job could be improved? *

yes

15. Is there anything else you feel the Internal Auditor should know prior to completion of this audit? *

yes

16. Who is your alternate when you go on leave? (State the position only).
What services is left undelivered when you are not around? *

Adora Gabiana

Supervisor use only

Reviewed by:

Signature

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