

### SUPPLEMENTAL JOB DESCRIPTION QUESTIONNAIRE FOR RESEARCH ASSOCIATE POSITIONS

Describe any physical demands, unfavorable working conditions, or hazards associated with this position. How frequently and when do these occur? Please be specific.

Check the category which best describes the role this position plays in managing resources (e.g., equipment, supplies, budgets) for the relevant program of work. State your reasons in the blank space provided.

- ] Has limited responsibility for resources
- ] Has overall responsibility for routine supplies and equipment and day to day resource management within a faculty members' program of work.
- ] (1) Independently manages the supplies and equipment for a subunit or other independent program within a department/station **OR** (2) manages the budget, supplies and equipment in a faculty member's overall program of work which involves diverse funds, supplies and equipment.
- ] Manages the budget and has responsibility for equipment and supplies for a subunit of a department/station.

List the types of equipment (field and laboratory) operated. Under "Purpose" indicate whether the position is responsible for maintaining and repairing this equipment. Also indicate whether this position is responsible for programming, calibrating or adjusting the equipment.

<u>Type Equipment</u>	<u>Frequency Operated (daily, weekly, etc)</u>	<u>Purpose</u>

Check the category which best describes the scope of the position in terms of its potential impact on the project/program/unit/organization. State your reasons in the blank space provided.

- ] The primary function is to provide support for a single project within a faculty member's total program of work (e.g., a research project funded by a grant).
- ] The primary function is to provide support for a single faculty member's total program of work.
- ] The primary function is to provide support for all or most programs in a department/station.
- ] The primary function is to provide support for the programs of multiple departments/stations.

Check the category which best describes the level of independence of this position in terms of the degree to which technical supervision is received and/or available. State your reasons in the blank space provided.

- ] General supervision is received for routine duties; daily supervision and/or detailed training for complex duties.
- ] Minimal supervision is received for routine and complex duties.
- ] This position functions independently all or most of the time and requires independent decision-making and judgment to complete tasks.

**Complete the "Supervisory Elements" chart if this position supervises one or more full-time, regular employees.**

**UNIT** \_\_\_\_\_

**POSITION NUMBER** \_\_\_\_\_

If this position supervises other employees, complete the following chart by listing the persons supervised along with their titles, checking the supervisory functions performed for each employee, and check the type supervision exercised over each employee. If desired, use the "Comments" section to provide any additional information which might be helpful.

Name	Title	Supervisory Functions						Type Supervision			Comments
		1	2	3	4	5	6	Full <sup>1</sup>	Proj. <sup>2</sup>	Func. <sup>3</sup>	

**NOTE:** When listing student and transient employees, instead of specifying names, provide the total number being supervised and the typical number of hours worked per week. Separate listings can be used if necessary to properly convey major fluctuations in supervisory responsibility during the year.

**Supervisory Functions:** 1 = hires; 2 = determines work assignments; 3 = reviews and approves work; 4 = evaluates performance; 5 = trains staff; 6 = approves leave

**Type Supervision:**  
<sup>1</sup>Full - Serves as primary supervisor of the employee and provides overall supervision  
<sup>2</sup>Project - Serves as supervisor of the employee when the employee is working on a certain research project  
<sup>3</sup>Functional - Serves as supervisor of the employee when the employee is performing a certain function (e.g., operating particular type of equipment)