



The Faculty and Staff Compensation and Classification Study (FSCC) is moving steadily ahead on our strategic journey, but we are in need of your input. In line with the strategic goal number 4 of **leadership and employee engagement** of faculty and staff, we would like to inform you of the next step in this study which is the distribution and completion of the Position Description Questionnaire (PDQ). This step was outlined in the Feb. 2.

On Monday, February 7, 2022, Segal will request your assistance in completing an online PDQ to ensure we have the most up-to-date, clear, and accurate information for your staff position. Faculty classifications and ranks have long been determined by the faculty administration. Therefore, we will not ask faculty to complete the questionnaire at this particulate step in the process, unless you are a supervisor of staff. If you are interested in reviewing faculty levels and ranks at ASU, please see the [faculty handbook](#).

The people who best know the work involved in any given position are those that are closest to the position — you and your supervisor. This questionnaire does not measure your performance but focuses on the key position responsibilities and requisite skills, knowledge, and abilities to perform the work. Your response to this questionnaire (and subsequent supervisor review) will help create a better understanding of positions across the University, which in turn, will enable the University to:

- Create specific position descriptions that define more accurately the content and minimum requirements for each position
- Develop the University's generic job classification specifications and job families
- Develop a job titling protocol so that titles are used consistently and appropriately across the University
- Compare salaries of positions at Albany State University to those at comparable institutions and organizations in order to obtain an accurate assessment of ASU's market pay competitiveness across the staff population
- Accurately assign positions to grades so that positions with similar impact, scope, and required knowledge are in the same salary grades, unless the market dictates otherwise.

The estimated completion time of the questionnaire is an hour and a half for staff and an hour for supervisors. Throughout the questionnaire, you will be able to save your progress and return later. The results of the step will be more accurate and efficient if you complete the PDQ in its entirety. The deadline to complete all questionnaires will be Monday, February 28, 2022. Participants will need the following items to complete the survey:

- Employee ID
- Position Description (Contact Human Resources if you do not have one)
- Prescription Description Questionnaire (PDQ) Training Deck (Please see attached)
- Chrome (preferred) or Safari web browser
- Essential Functions Worksheet (If an employee does not have a position description, they can begin writing their essential functions using slides 21-26 in the training deck)

The ideal outcomes include transparent and consistent job titles, job descriptions, and pay practices that are communicated across the University. In the end, we will create an institutional value proposition that will help to attract, recruit, and retain best-in-class talent. If you have any questions, you may contact Mr. Larry Johnson in Human Resources. Thank you in advance for your participation in this initiative.