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| RPA No |  |
| Office Symbol |  |
| Supervisor/Phone |  |
| Incumbent (Last, First)/Phone |  |
| Proposed Grade Level |  |

# Position Audit or Review

A formal position audit or position review with an employee or his/her supervisor is one tool used by classification specialist to gather first-hand information about a particular position. It is an interview designed to highlight the key or major aspects of a position. Findings are then compared to the Current Office of Personnel Management (OPM) position classification standard(s) and other organizational materials to ensure that the position description describes the major duties and is properly classified. Position audits can be conducted via telephone or VTC whenever possible. On site audits are conducted only as a last resort to gain pertinent information that is otherwise unattainable. An audit is only conducted when significant changes are being proposed or have occurred to a position, such as: mission changes; downsizing; reorganization; technology advancement; additional duties, elimination of obsolete programs, practices and requirements, etc; when it is determined that additional information is needed to classify the position. These and other changes can have an impact on the classification of the position in terms of its title, pay plan, series, and grade. These classification elements not only determine what salary the employee will be paid, but categorize the work experience he/she will gain while occupying the position, and specifies the qualification requirements (knowledge, skills, and abilities) necessary when filling the position.

# Classification Questionnaire

**Air Force Personnel – OL/Classification**

1. What is the nature of your work? Briefly describe the general nature and variety of the tasks, methods, functions, projects, or programs you carry out in your position. What is the knowledge required to perform your job. Knowledge/Skill Set
2. How does your work enhance or maximize the overall effectiveness of the office?
3. How is your work assigned to you? Does your supervisor give detailed instructions, broad objectives, or suggestions only for new work? Are there times were you can make an independent judgments on the work performed? If so, please provide examples.
4. What are your responsibilities for carrying out the work? To what extent are you expected to develop the sequence of work, participate in the development of priorities, or modify or recommend modifications of instructions?
5. What guidelines do you use in your work? Please list. Give example of when guidelines and/or regulations do not address a specific area and you have to implement your own interpretation.
6. How adequate are these guidelines in the work, and what judgment is needed in using the guidelines? Do you ever deviate or adapt guidelines in doing your work? Give examples.

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1. What steps or process do you have to perform in your day-to-day operations to complete assigned workload? For example, you may have little to no choice about what needs to be done; or you may have to check or develop certain facts, analyze them, etc. before work can progress.
2. What types of studies and/or causes are referenced in order to obtain a clearer understanding to perform your duties to complete your assignments?
3. What actions and/or responses do you make independently, opposed to reporting to a senior level managers. Are you required to consider different courses of action, refine methods or develop new techniques, concepts, theories, or programs in solving problems?

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1. Who are the people who you interact with? What is the purpose of your involvement work? “Purpose of work” concerns the end objective, such as conclusions reached, decisions or recommendations made, treatment or services provided, etc.
2. Why do you have interaction with the individual? How does accuracy, difficulty and timeliness of your work impact the end product?
3. Describe the personal contact you have in your work on a regular and recurring basis. Are they face-to-face, by telephone, or written? Who do you have contact with and why?
4. Describe any unusual circumstances or problem encountered in making contacts. For example, problems in making appointments, problems in identifying the role or authority of people contacted, or the use of different ground rules for different contacts.
5. Describe the physical demands placed on you in your position. Please give an example of how intense the activity is.

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1. Describe the physical demands surrounding your work environment, for example do you have to wear special/safety gear or any special safety regulations/which you must observe to avoid mishaps or discomfort.

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# ADDITIONAL AUDIT QUESTIONS

1. **Are you ever assigned special projects that you carry out by yourself? If so, what kinds?**

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# Do you ever work as a team member with the others in your office on special projects and studies? If so please give examples.

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# Do you ever conduct research and/or perform analysis or subject matter pertaining to agency policies, programs, and/or interest to your Director or other Staff members? Describe some of these activities.

#  EMPLOYEE SIGNATRE/DATE

**SUPV SIGNATURE/DATE**