

Instructions / Guidelines for converting a PDQ to a PCP

As the University has transitioned from the Position Description Question (PDQ) to a more streamlined form of position description, the Position Competency Profile (PCP), many departments have begun the process of taking the content from a position's PDQ and transitioning it into the new form, the Position Competency Profile.

While each situation / position description questionnaire is unique, below are guidelines for each section of the PDQ and where that information would best fit on the PCP in order to help with the process of generating a PCP from an existing PDQ. Perhaps the most important consideration is to remember to be concise and that more verbiage is not necessarily better. Don't just "cut and paste" the information from the PDQ to the PCP, but rather summarize the most vital aspects of the position.

First part of the PDQ - "Describe the purpose of this position"

This will go on the PCP in the *Position Summary* section, under the subsection titled "Statement". This is a vital part of the PCP and should be concise and brief. Remember to put the percentage of time typically spent doing that duty.

Section I – Position Summary

This information fits best on the PCP under the section with the same name, *Position Summary*, subsection titled "Essential Functions". Similar to the Statement, this is an important section of the PCP and it is vital that the information be concise and brief.

Section II – Education and Training & Section III - Experience

A brief summary of the information for these two sections goes in the last section of the PCP, *Position Requirements*.

Section IV – Skill

In general, this section is represented by the *Position Competencies* section on the PCP. These skills should fall under one of the Core Competency categories found in the [Instruction and Example document](#). Once the appropriate Core Competencies have been selected, follow the instructions to determine the Transferable (marketable throughout the University) and Unique Technical (expertise specifically required for the position) Competencies.

Section V – Decision Making

This section of the PDQ is represented on the PCP in the *Position Summary*, subsection titled "Accountability, Autonomy, Scope". Decisions are described here by the amount of oversight (e.g. decisions made without supervisory approval).

Section VI – Supervisory Responsibility

This section of the PDQ is also represented on the PCP in the *Position Summary*, subsection titled “Supervisory Scope”. Detail the number of reports, indicating direct or indirect, and type of employee (e.g., classified, administrative, full time or part time).

Section VII – Staff Responsibility

This section is also represented within the *Position Summary*, subsection titled “Supervisory Scope” describing the advisory and / or whether or not the position typically makes recommendations.

Section VIII – Funds, Property and Other Resources

The information in this section of the PDQ will be in the *Position Summary* in the subsection titled “Accountability, Autonomy, Scope” quantifying size of resources managed and/or **directly** responsible for such as budget, facilities, capital equipment, and/or revenue generated.

Section IX – Contact with Others

This information deals with the scope of the position and would also go in the Position Summary section, subsection “Accountability, Autonomy, Scope” which details the constituency of the position or who the position typically interacts with.

Please remember that each PDQ is different and this is a general guideline to be used in conjunction with the [Position Competency Profile Completion Instructions and Examples](#).