

**UCOP Information Technology (IT) Classification Review  
Supplementary Questionnaire for \_\_\_\_\_**

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**Date:**

**Name of Incumbent:**

**Division/Dept/Unit:**

**Current Classification/Grade:**

**Proposed Classification/Grade:**

**Action Requested By:**

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*Please answer the questions below and return this form to your UCOP-HR&B Team Leader.*

**1. Why is this classification review being requested? (For existing positions, please explain what has changed to warrant a change in classification.)**

**2. What technical skills are necessary to do this job (e.g., programming languages, operating system knowledge, etc.)?**

*Please indicate the level of skill required, using the following scale: (1) = Highly skilled and extensively experienced; (2) = Skilled and fully proficient; (3) = Limited Skill and/or experience; (4) = Formal training but no experience.*

**Network Operating Systems/Management Software:**

**Protocols/Standards:**

**Client/Workstation Operating Systems:**

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**Hardware:**

**Topologies:**

**Languages:**

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**Databases:**

**Other (please describe):**

3. **Who else works on the technical assignments in which the incumbent is involved? (Please provide names and job titles.)**
  
4. **Describe the relationship between the technical work done by the incumbent and the others identified in #3 above.**
  
5. **Does the incumbent define/analyze technical requirements for programmers? If yes, please describe types of projects and scope.**
  
6. **Does the individual supervise technical staff? If so, what positions are supervised? (Please provide names, job titles and percent of time supervised.)**
  
7. **Describe a typical technical assignment on which incumbent is currently working.**

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- 8. Who are the customers/clients that this position supports?**
  
- 9. What is the size of the operation supported (e.g. number of work stations)?**
  
- 10. Describe the currently supported hardware and software environment.**
  
- 11. What percent of work time is spent on technical work (as identified in question #2)?**

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12. With whom does the incumbent work most closely in IR&C?
13. Describe the relationship between incumbent and IR&C.
- 14.
15. Please provide the name, job title and grade of the supervisor to whom this position reports. (Note: there are only five grades in the technical grade structure. Please ensure that the action requested would not create a conflict, e.g. supervisor and employee in the same grade.)

**Other Comments:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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