



## POSITION DESCRIPTION QUESTIONNAIRE (PDQ) TIP SHEET

### ➤ What is a Position Description Questionnaire (PDQ)?

- A Position Description Questionnaire (PDQ) is the instrument that is used to record the essential duties and responsibilities of each position. It lists the Job Code, Class Title and Job Function(s) of each Personnel Identification Number (PIN) in the Maryland Judiciary.

### ➤ Who uses the PDQ?

- The Classification and Salary Administration team uses the PDQ to evaluate positions to ensure the appropriate classification and salary levels and to determine the minimum qualifications for all positions.
- Recruitment uses the PDQ to create the job announcement for vacancies.
- The State Retirement Agency requires a list of an employee's essential duties and responsibilities when reviewing disability retirement claims.
- The Maryland Injured Workers' Insurance Fund (IWIF) requires a list of an employee's essential duties and responsibilities when reviewing claims.
- PDQs should be reviewed annually as part of the Performance Evaluation Process.

### Part I Identifying Position Information

- **PIN:** Please indicate the six-digit PIN. If you are submitting a PDQ for a new Budgeted Position request, indicate "TBD".
- **Job Code:** Please indicate the current Job Code from the J, S or T scale. If this is a new function that has never been evaluated, this may be left blank.
- **Overtime Status:** Please indicate if the position is non-exempt or exempt.
- **Employee's Name:** Please indicate the current incumbent's name only if this position is encumbered. If this PIN is now vacant, please indicate "Vacant".
- **Current Class Title:** Please indicate the current classification title as found on your staffing reports (example: Info Security Analyst II, Judiciary Clerk).
- **Proposed Title** (if applicable): If the PIN is being reclassified, please indicate the new title here. If not applicable, this may be left blank.
- **Division, Unit or Section:** Please indicate section in which the position functions (ex. Civil, Criminal/Traffic, Payroll).
- **Work Location/Address:** Please indicate the full mailing address for the location.
- **Name and Title of the Immediate Supervisor:** Please indicate the name and classification title of the position's supervisor. If that position is vacant, please indicate just the classification title.
- **How long have you been performing the duties of this position?** If this is for a vacant position, please leave blank.
- **Work Schedule:** Please check all schedule options that apply to this position.
- **At-Will Position:** Please check either Yes or No
- **Financial Disclosure Required:** Please check either Yes or No



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**Part II Position Functions**

- Main Purpose of the Job: Please summarize the main purpose of this position in a few sentences.
- Essential Job Functions and Other Assigned Duties- Essential Duties and Responsibilities
  - List the essential duties, starting with the most important or most frequently performed.
  - Be specific and clear, using descriptive statements. Provide as much detail as possible.
  - Ensure that the frequency column adds up to 100%.
  - Consider how this position functions within your area and how it relates to other positions.

**Part III Primary Factors** (Please note: Refer to the essential job functions and other assigned duties listed in Part II when completing this section. These factors must be related to the essential job functions.)

**Factor 1: Knowledge, Education, Complexity and Financial and Budgetary Responsibility**

- Knowledge
  - List the knowledge, skills, abilities, experience and special training required to perform at the full performance level of the position.
- Education
  - Consider the minimum educational requirements and experience needed for the position; not the educational/experience level of the current incumbent, or previous incumbent, if the position is vacant.
- Complexity
  - Give examples of the most difficult problems that the position would experience.
- Financial and Budgetary Responsibility
  - Give examples of financial and budgetary involvement, if applicable.

**Factor 2: Supervision and Guidelines**

- Supervision Received
  - What level of supervision or direction is received in performing the assigned duties? (check one)
- Supervision or Lead of Others
  - Complete this section only if the position is responsible for the work of others.
  - List the position titles of any employees supervised, in addition to the number of employees with that title and the level of supervision provided.
  - Check all activities that are part of the lead or supervisory duties.
  - Lead workers train subordinate employees and assign, inspect and approve their work.
  - Supervisors train, coach/counsel and discipline subordinate employees, assign, inspect and approve their work, and conduct performance evaluations.

**Factor 3: Scope and Effect**

- Give examples of independent decisions and actions the position requires the incumbent to make.
- Consider the impact of the position's work on other units and the Judiciary.



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**Factor 4:** Level and Frequency of Interaction with Others in Key Positions

- List the regular or usual work contacts you have with persons other than a supervisor or those supervised. Contacts might include individuals within the division, agency, or department, as well as other State and government agencies, clients, customers, vendors and the public.
- For each contact, give the purpose, frequency and nature of the interaction.

**Factor 5:** Physical Demands and Work Environment

- Physical Requirements: check appropriate level of physical demand for the position
- Required Safety Precautions: list any that are required
- Work Environment: check all conditions that apply to the position
- Equipment, Machinery and Tools: list all regularly used to complete the job; give a brief statement of why and how the equipment is used
- Software and Computer Skills: list all regularly used to complete the job; give a brief statement of why and how the software is utilized in everyday work

**Part IV** Additional Comments

- This box allows additional comments about the position that may have not been covered previously.

**Part V** Employee Signature

- This document should only be signed by the current employee if the position is encumbered. If this is a vacant PIN, it should **not** be signed by the previous incumbent.  
Statement of Immediate Supervisor
- This document **must** be signed by the supervisor and the Administrative Official. A Position Description Questionnaire (PDQ) **cannot** be processed without the signature of the Administrative Official.

**If you have any questions about PDQs, please contact a member of the Classification and Salary Administration Team:**

Office Line – (410.260.1733)

Amy Swartz – Manager, Classification, Salary Administration and HRIS (410.260.1276)

Tammy Ferguson – Senior Class & Salary Analyst (410.260.1282)

Maria Velazquez-Drain – Class & Salary Analyst (410.260.3633)

Sarah Grissom – Class, Salary, & HRIS Associate (410.260.1268)

**Staff members can be reached via email individually or at: [OCSA-HRIS@MDCOURTS.GOV](mailto:OCSA-HRIS@MDCOURTS.GOV)**