

Job Analysis

SUMMARY

This is a **brief** overview of the essential duties and responsibilities of the job. One to three sentences will suffice.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Please list the essential duties and responsibilities for this position. Please use **action verb** sentences. (Examples - Collects, **classifies and files** scientific material; **Dissects, assembles, and mounts** skeletal and other body parts; **Prepares** charts, graphs and/or models involving experimental data.)

SUPERVISORY RESPONSIBILITIES **Must also complete the supervisory core competencies analysis on page? **

Please list if applicable

QUALIFICATIONS

To perform this job successfully, an individual must possess certain knowledge, skills and abilities (KSA's). In the upcoming sections, we are asking you to set forth the KSA's that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE

For the purpose of this section, knowledge is a body of information applied directly to the essential duties and responsibilities that you have listed on the previous page. In this section, please check the education and/or experience that are required to perform the essential duties and responsibilities of this position.

EDUCATION/EXPERIENCE (select one)

- Education **AND** Experience
 Education **OR** Experience

EDUCATION

Check the **BROADEST** level of education needed to successfully accomplish the essential duties and responsibilities of this job.

- No prior experience or training. Strictly an entry-level position.
 Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
 High school diploma or general education degree (GED)
 One year certificate from college or technical school.
 Associate's degree (A. A. or A. S.)
 Bachelor's degree (B. A. or B. S.)
 Master's degree (M. A. or M. S.)
 Doctoral degree (Ph. D. or M.D.)

Please specify the academic discipline required _____

EXPERIENCE

Check the **BROADEST** level of experience needed to successfully accomplish the essential duties and responsibilities of this job.

- Less than 1 year
 1-2 years
 2-4 years
 4-6 years
 6-8 years
 8-10 years
 10+ years

Which essential duties and responsibilities listed above, require the level of education and/or experience listed? (please be specific) _____

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies: (check **ALL** that apply)

- Customer Service, Interpersonal, Teamwork Skills and Strategic Thinking –**
 - Responds promptly to customer needs and requests, managing difficult or emotional customer situations with a focus on solving conflict, not blaming
 - Exhibits objectivity and openness to others' views as well as others' ideas and trying new things
 - Gives and welcomes feedback to improve service and performance

- Communication –**
 - Speaks clearly and persuasively in positive or negative situations
 - Listens and gets clarification
 - Responds well to questions
 - Able to read and interpret written information

- Adaptability –**
 - Adapts to changes in the work environment
 - Manages competing demands

- Business Acumen, Cost Consciousness, Organizational Support –**
 - Understands business implications of decisions, displaying orientation to non-profit status with demonstrated knowledge of market and competition
 - Aligns work with strategic goals

- Quality –**
 - Looks for ways to improve and promote quality
 - Monitors own work to ensure quality
 - Demonstrates attention to detail

- Initiative, Innovation –**
 - Asks for and offers help when needed

**** If this is a position with supervisory responsibilities, you must also complete the supervisory core competencies analysis on page 7****

SKILLS

For the purpose of this section, a skill is a present, observable competence to perform a learned psychomotor act. In the following sections, please check the language and mathematical skills that are required to perform the essential duties and responsibilities of this position.

LANGUAGE SKILLS (select one)

Check the level of language skills that most closely describes the level needed to successfully accomplish the essential duties and responsibilities of this job.

- Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations controversial or complex topics to top management, public groups, and/or boards of directors.

Which essential duties and responsibilities listed on page one require the language skills that you have listed above? (please be specific) _____

MATHEMATICAL SKILLS (select one)

Check the level of mathematical skills that most closely describes the level needed to successfully accomplish the essential duties and responsibilities of this job.

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Ability to work with mathematical concepts such as probability inference, and fundamentals of plane and solid and statistical geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

Which essential duties and responsibilities listed on page one require the mathematical skills that you have listed above? (please be specific) _____

REASONING ABILITY (select one)

Check the level of reasoning ability skills that most closely describes the level needed to successfully accomplish the essential duties and responsibilities of this job.

- Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety abstract and concrete variables.

Which essential duties and responsibilities listed on page one require the level of reasoning ability that you have listed above? (please be specific). _____

CERTIFICATES, LICENSES, REGISTRATIONS

Please list those required for this position.

Which essential duties and responsibilities listed on page one require the certificates, licenses and/or registrations that you have listed above (please be specific). _____

Does this position require the Employee to drive a motor vehicle to perform the essential duties and responsibilities of the job?
 YES NO

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please check that which applies.

<i>Physical Activity</i>	<i>None</i>	<i>Less Than 1/3</i>	<i>1/3 to 2/3</i>	<i>More than 2/3</i>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Which essential duties and responsibilities listed on page one require the employee to meet the physical demands that you have checked above (please be specific). _____

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please check that which applies.

<i>Environmental Conditions</i>	<i>None</i>	<i>Less Than 1/3</i>	<i>1/3 to 2/3</i>	<i>More than 2/3</i>
Wet/humid conditions (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mech. parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high/precarious places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Which essential duties and responsibilities listed on page one require the employee to be able to encounter the environmental characteristics that you have checked above (please be specific). _____

DLSE STATUS (select one)

The following information will help **Human Resources** determine the classification for the employee (exempt or non-exempt). Check which category BEST describes this position.

- Executive** –
 - Does the Employee spend more that 50% of his/her work time in the management of the Foundation or of a customarily recognized department or subdivision?
 - Does the employee customarily and regularly:
 - Direct the work of two or more other Employees?
 - Exercise discretionary powers?
 - Does the Employee have the authority to hire/fire other Employees or make suggestions/recommendations, which will be given particular weight, as to the hiring/firing and as to the advancement/promotion or any other change of status of other employees?

- Administrative** –
 - Does the Employee spend more that 50% of his/her work time:
 - Performing office or non-manual work directly related to management policies or general business operations of the Foundation?; **and**

- Functioning in administration of a school system, an educational establishment or institution, or a department or subdivision of such, in work directly related to academic instruction or training?; **and**
- Exercising discretion and independent judgment?; **and**
- Assisting in a bona fide executive or administrative capacity on a regular basis?; **or**
- Performing under only general supervision of work along specialized or technical lines requiring special training, experience, or knowledge?; **or**
- Executing special assignments and tasks under only general supervision?

Computer Related Professional –

- Is the Employee highly skilled and proficient in the theoretical and practical application of highly specialized information to computer systems analysis, programming, and software engineering; **and**
- Does the Employee spend more than 50% of his/her work time engaged in work that:
 - Is intellectual or creative; **and**
 - Requires the exercise of discretion and independent judgment; **and**
 - Consists of **one or more** of the following:
 - ❖ Applying systems analysis techniques and procedures including consulting with users, to determine hardware, software, or system functional specifications; **or**
 - ❖ Designing, developing, documenting, analyzing, creating, testing, or modifying computer systems or programs, including prototypes, based on and related to user or system design specifications; **or**
 - ❖ Documenting, testing, creating, or modifying computer programs related to the design of software or hardware for computer operating systems

Outside Sales –

- Is the Employee 18 years of age or older?; **and**
- Spend more than 50% of his/her working time away from the Foundation place of business at 3350 La Jolla Village Drive, San Diego, CA 92161, selling tangible or intangible items, or obtaining orders or contracts for products, services, or use of facilities?

Professional –

- Is the Employee licensed or certified by the State of California? **and**
- Does he/she spend more than 50% of his/her work time engaged in an occupation described as follows, **and** exercise discretion and independent judgment in the performance of duties described below?
 - Work that requires advanced knowledge in a science or learning field customarily acquired by a prolonged course of specialized intellectual instruction and study (as distinguished from a general academic education or from an apprenticeship, and from training in the performance of routine mental, manual, or physical processes or work that is an essential part of or necessarily incident to any of the work above?); **or**
 - Work that is original and creative in character in a recognized field of artistic endeavor (as distinguished from work which can be produced by a person endowed with general manual or intellectual ability and training) and the result of which depends primarily on the invention, imagination, or talent of the Employee or work that is an essential part of or necessarily incident to any of the work above?; **or**
 - Work that is predominantly intellectual and varied in character (as distinguished from routine mental, manual, mechanical, or physical work) and the output produced or the result accomplished cannot be standardized in relation to a given period of time

None of the above

For supervisory positions only

To perform the job successfully, an individual should demonstrate the following competencies: (check **ALL** that apply)

- Leadership –**
 - Displays passion and optimism
 - Inspires respect, trust, and confidence, through high performance, providing vision and inspiration to peers and subordinates
 - Supports and explains reasoning for decisions, as appropriate
 - Demonstrates effective and appropriate group presentation skills
 - Actively participates in meetings

- Change Management –**
 - Communicates changes effectively
 - Builds commitment and overcomes resistance, preparing and supporting those affected by change
 - Develops workable implementation plans;
 - Monitors transition and evaluates results.

- Motivation –**
 - Demonstrates persistence and overcomes obstacles
 - Measures self against standard of excellence;
 - Takes calculated risks to accomplish goals;
 - Sets and achieves challenging goals.

- Communication –**
 - Writes clearly and informatively, editing work for spelling and grammatical errors
 - Varies writing style as appropriate
 - Presents numerical data effectively

- Managing People, Delegation –**
 - Includes staff in planning, decision-making, facilitating, and process improvement
 - Takes responsibility for subordinates' activities
 - Makes self available to staff
 - Provides regular performance feedback
 - Develops subordinates' skills and encourages growth
 - Solicits and applies customer feedback (internal and external)
 - Fosters quality focus in others
 - Continually works to improve supervisory skills
 - Delegates work assignments matching the responsibility to the person setting expectations, and monitoring delegated activities
 - Gives authority to work independently
 - Provides recognition for results

- Diversity –**
 - Demonstrates knowledge of EEO policy
 - Shows respect and sensitivity for cultural differences
 - Educates others on the value of diversity
 - Promotes a harassment-free environment
 - Builds a diverse workforce in support of affirmative action

- Planning/Organizing –**
 - Sets goals and objectives
 - Prioritizes and plans work activities
 - Organizes or schedules other people and their tasks, as appropriate
 - Develops realistic action plans
 - Plans for additional resources