# Department of Administrative Services





Reviewing the PD – Questions to ask the Manager – Part 2

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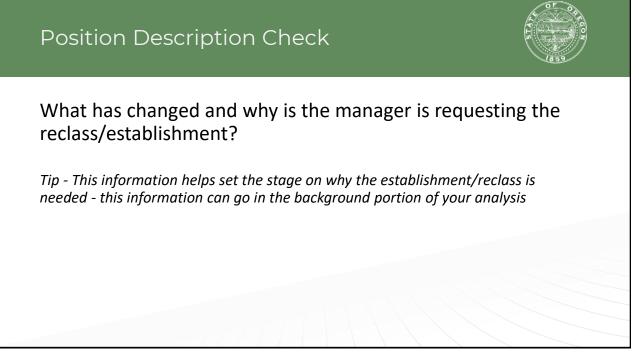
### Agenda O1 02 03

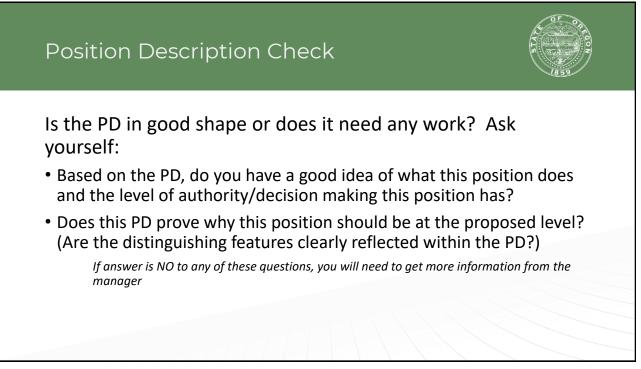
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Position Description Check Desk Audit Questions for Manager Org Chart Considerations Analysis - Reminders

Roundtable - Reminders







### Desk Audit Questions for the Manager



### Getting More Information from the Manager:

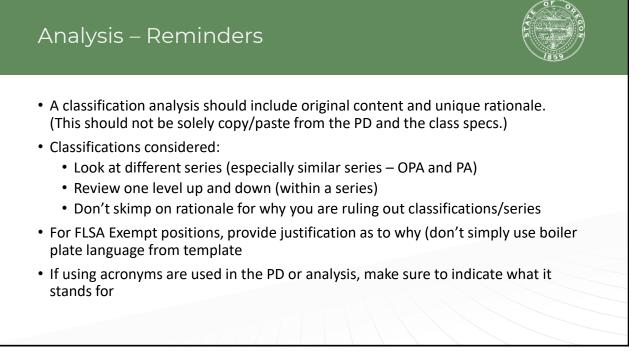
- · Desk audit questions, phone call, in person or virtual meeting
- Use the distinguishing features of the proposed classification to draft desk audit questions (Avoid Yes/No answers, have them provide examples of duties or work products)
- Additional information from the manager NEVER hurts the situation. It either:
  - Helps support the proposed level (Tip-use information from desk audit answers to provide detail and justification in your classification analysis. You may also use this information to beef up the PD.)
  - Gives you the ability to highlight the deficiencies between the position and the proposed level and how it falls short



## Org Chart Considerations



- Are there duplicate positions within the unit/program that are performing the same/similar work? If so, does that make sense to have duplicate positions at this classification level and/or for a program of this size?
- For supervisory positions is this position supervising two or more employees? Is the supervisor/employee ratio within reason?



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