

SANTA MONICA COLLEGE
PERSONNEL COMMISSION

Job Audit





WHAT IS A JOB AUDIT AND WHY IS IT CONDUCTED?

Put simply, a job audit is a conversation between a member of Personnel Commission staff and the incumbent of a position. The purpose of a job audit is to gather details about the position directly from the incumbent who performs the duties. Job audits are conducted as one step within the larger class study process.



WHAT IS MY ROLE IN THE JOB AUDIT?

As the incumbent it is your role to provide accurate information to Personnel Commission staff about your position. They will ask you questions about your position such as:

if and how your position has changed over time, which job duties take up the majority of your time, the types of decisions that you make in your job, the types of problems that you solve, who you work with and how your work is assigned to you.

It is your role to answer questions to the best of your ability and to provide factual information.

It is important to be mindful not understate or overstate your job duties and responsibilities.



HOW CAN I PREPARE FOR A JOB AUDIT?

As an incumbent you are a subject matter expert for your position. You may not realize that you are already very prepared for the job audit. Since you do your job every day, you already know your job responsibilities very well. Prior to the scheduled job audit you may find it helpful to think about the following:

Specific projects and assignments that you have worked on during the last year

What your major job duties are (duties that take up most of your time)

How your job fits into your department's overall operation

What written guidelines you refer to in your work

The interactions that you usually have with other individuals or organizations

Examples of problems that you solve and decisions that you make

Remember: the position that you work in is under class review, not you personally, try to separate yourself from your job responsibilities



SHOULD I BRING ANY MATERIALS TO THE JOB AUDIT?

You are not required to bring any materials to the job audit but some incumbents find it helpful to write down notes about their position prior to the job audit.

Incumbents can also bring work samples to the audit such as reports, spreadsheets, forms, etc. For some positions, incumbents may choose to show finished work products, equipment used or the facility where they work.

WHERE WILL THE JOB AUDIT BE CONDUCTED AND HOW LONG WILL IT TAKE?

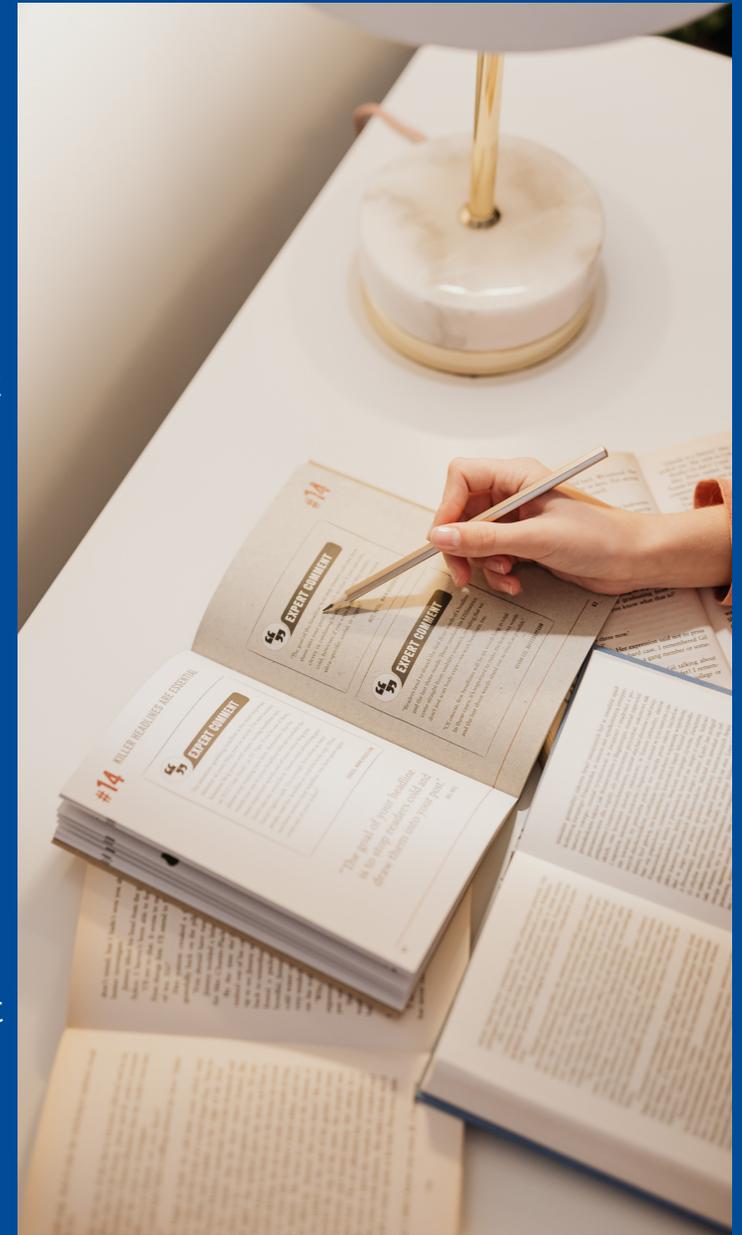
Job audits usually take place at the incumbent's place of work or in a conference room located near their job site. If the incumbent prefers, a location away from the incumbent's work site can be arranged. A typical job audit usually takes an hour or less.

WHAT IS THE ROLE OF COMMISSION STAFF IN THE JOB AUDIT?

The role of Personnel Commission staff is to gather job related information to aid in a class study. Per Title 3 of the Education Code, the Personnel Commission in a Merit System District is responsible for classifying all classified positions. The goal of the job audit is learn as much relevant job related information as possible and to clarify any questions regarding job duties being performed. A job audit is one part of the overall class study. Information gathered during a job audit is utilized in conjunction with other pertinent information.

IS A JOB AUDIT CONDUCTED WITH MY SUPERVISOR AS WELL?

After Personnel Commission staff meets with the incumbent they will typically speak with the supervisor of the position. The purpose of speaking with the supervisor is to gather more job related information that may be pertinent to classification. Personnel Commission staff will not ask supervisors about an incumbent's job performance.



WHAT QUESTIONS WILL BE ASKED DURING THE JOB AUDIT?

Below is a list of sample questions that may be asked during a desk audit:

- How has your position changed?
- What are the major duties of your position (those that take most of your time)?
- Can you determine rough percentages of time for the major categories of the work you do?
- To what extent do the duties of this position involve independent action or require decisions on your part?
- Which decisions are the most difficult, and how frequently do they occur?
- How is work assigned to this position? To what extent do you have authority to determine what is to be done and when?
- How is your work reviewed?
- In what way do state/federal regulations and/or SMC or departmental policies, procedures impact your position?
- Describe your most important and frequent working relationships with people on and off campus.