

**DEPARTMENT OF ADMINISTRATIVE SERVICES - HUMAN RESOURCES ENTERPRISE (DAS-HRE)
POSITION DESCRIPTION QUESTIONNAIRE**

Read instructions before completing this form.

FOR AGENCY USE ONLY	FOR DAS-HRE USE ONLY
M-5 #:	PDQ #: 2008-1592
<input type="checkbox"/> New Position	Class Title: Public Services Executive 4
<input checked="" type="checkbox"/> Position review requested	18 Digit Position #: 005-XXX-XXXX-00786-XXX
<input type="checkbox"/> No position review requested	Personnel Officer: Jeff Parkers
<input type="checkbox"/> Response to DAS-HRE request	Date: 10/1/08

1. Name of employee (if none, write VACANT) Ken Thornton		2. Current 18-digit position # and Class Title	
3. Department, Division, Bureau, Section and Work Address DAS/GSE/CCM			
4. Hours worked (shifts, rotations, travel) 40 hours per week, M-F, hours will vary with work assignments		5. <input checked="" type="checkbox"/> Full-time (40 hours per week) <input type="checkbox"/> Part-time (list number of hours per week):	
6. Have the assigned duties changed since this position was last reviewed for a classification decision? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, place an "X" beside each NEW task written below. Also, describe in detail how those tasks are different from those previously assigned.			
7. Classification requested Public Services Executive 4		8. Name and job classification of the immediate supervisor Ray Walton COO	
9. Description of Work: Describe the work in detail. Make the description so clear that the reader can understand each task exactly. In the TIME% column, enter the percent of time spent on each task during an average work week. List the most important responsibility first. If this is a reclassification request, the previous PDQ must be attached. This PDQ will be returned if any section is incomplete.			

TIME%	WORK PERFORMED
65% X	<p>• Manages Capitol Complex Architectural, electrical and mechanical design department consisting of two senior construction design engineers, two executive officer 1 and one executive officer 2, Answers directly to the COO.</p> <p>Has direct fiduciary responsibility for the following budgets: Capitol Construction projects \$40,000,000, Capitol Complex Design and Engineering Services \$848,000, Complex Utilities \$4,000,000, Capitol Complex Operations Budget \$2,897,000 Vehicle Infrastructure Projects \$3,000,000, Ankeny Labs Operations \$1,022,000</p> <p>Confers with external departments concerning program requirements for proposed construction, maintenance, repair or alterations to existing and new facilities. Meet and coordinate construction activities with outside agency coordinators and Directors to discuss and resolve engineering or operational issues and provide technical advice to Administrators, COO or Directors regarding engineering designs for new and existing facilities.</p> <p>Directs and administer all activities, communications between Design Services, Capitol Complex Maintenance and any external agency including forming inter-department work groups and development of necessary goals and objectives to insure the most efficient parameters for delivery of services by the departments. Develops organizational strategic planning for implementation of new rapid delivery systems to improve engineering and operational services to our customers. Routinely meet and report to division administrators and COO.</p> <p>Directs and administers written engineering analysis and assessment plans and specifications regarding general structural, mechanical or electrical design compliance to various codes and regulations; recommends conceptual design changes to consultant plans.</p> <p>Member of Engineering and architectural selection committee for Capitol Complex projects. Understands and reviews submissions by professional firms and uses parametric models to select the best firm. •Reviews advanced plans and specifications for engineering/architectural features of construction projects and coordinates complex construction projects from proposal to completion; reviews and evaluates plans and specifications prepared by architectural/engineering firms to determine compliance with sound practices and established standards, codes and regulations; reviews the requirements for plumbing, sewage, water supply, electrical and electronic equipment, elevators, air conditioning, heating and ventilating for proposed and existing structures.</p> <p>Directs design team visits sites to observe construction or alteration in order to insure compliance with approved plans and specifications; prepares progress reports and keeps superiors informed as to the status of projects.</p>
10% X	<p>• Directs and administers development, coordination and engineering of capital improvement spending plans for the Capitol Complex that comprises over 60% of the agencies funded projects and 50% of the overall budget. Participates in the development of infrastructure request for on-going repairs and renovations by preparing cost estimates and developing budgets and attends meetings when called upon to explain budget submissions</p>
10% X	<p>• Administers, reports, forecasts and prepares mechanical, electrical and utilities program resource's budgets</p>

TIME%	WORK PERFORMED
15% X	<p>•Directs and administers daily operations, including work scheduling, work assignment and overtime scheduling and equalization of the Mechanical/Electrical and Automation team. A lead maintenance engineer and lead electrician at the Capitol Complex are directly responsible to me with over 22 employees in this division.</p> <p>Provides control of operations by monitoring employees performance, adherence to department work rules and compliance in employee's health and safety programs. Develops procedures, goals and objectives for employees.</p> <p>Provide on-going performance reviews of subordinate staff. Participates in the hiring, promotional and disciplinary actions. Conducts regular training sessions to the Mechanical/ Electrical and Automation employees to increase employee safety knowledge and improve employee job skills necessary to maintain a work environment that is efficient and effective.</p>

(To insert additional "Description of Work" items, Click Here.) Otherwise, click on the Yes or No box in Item 10 to continue.

10. Is this position considered to be supervisory? Yes No (If Yes, complete the Supervisory Analysis Questionnaire form (CFN 552-0193) and attach it with this PDQ.)
11. For what reasons are you requesting that this position be reviewed? Include, if applicable, significant changes or additions to duties, comparison(s) with other positions, etc. Be specific. Attach additional sheets, if necessary.

This Manager has been promoted to an administrator with a significant amount of new duties. The duties include directing all Capitol Complex architectural, mechanical and electrical construction projects, including direct supervision of 2 senior construction design engineers and 2 EQ 1's. Mechanical, electrical and utility resource forecasting, management and reporting which represents a major segment of the departments total operation. This manager reports to the COO and is a part of the departments senior management team working closely with the department COO to establish policy, goals and priorities

I certify that I have read the instructions for the completion of this questionnaire, that the answers are my own, and that they are accurate and complete. I understand that falsification or misrepresentation made in regard to any information submitted may lead to discipline up to and including discharge.

Signed  (Incumbent Employee) 7-11-08 (Date)

If you have not been notified by your department's management of their decision to support or deny this request within 30 days, you may send this request directly to DAS-HRE for review. Address it to: Administrator, Program Delivery Services, Iowa Department of Administrative Services-Human Resources Enterprise, Grimes Building, 400 East 14th Street, Des Moines, Iowa 50319-0150.

SUPERVISOR REVIEW OF POSITION DESCRIPTION QUESTIONNAIRE

This section must be completed within 30 days after the PDQ is received from the employee. The employee must be notified of the decision to support or deny the request. Regardless, the request must be forwarded to DAS-HRE. This PDQ will be returned if any section is incomplete. Attach additional sheets, if necessary.

12. Indicate to what extent, if any, the statements on this form are, in your opinion, not correct or need clarification.
None
13. Describe the origin of any new duties, i.e., those marked with an "X" in Item 9. If new duties have been added, where were they performed prior to being assigned to this position? Are these duties performed by anyone else? If so, identify the person(s) and the position classification of their positions.
x These duties were being performed by another PSE 4. Similar duties are being currently performed by two other PSE-4's in the department
14. What is the basic purpose of this position?
Management of all aspects of design, construction and operations of all mechanical and electrical systems on the Capitol Complex and Ankeny Labs.
15. Identify the essential functions that must be performed by the incumbent, with or without reasonable accommodations for disabilities. Identify any certifications or licenses that are required. Refer to the instruction sheet and Section 3.15 of the Managers and Supervisors Manual for more information on essential functions.

See Attachment A

16. If this position is non-supervisory, is it considered to be confidentially or managerially exempt from collective bargaining?
Yes No (If Yes, complete the Bargaining Exemption Questionnaire form (CFN 552-0631) and attach it with this PDQ.)

Signed M. E. Walsh COO GSE 9-12-08
(Supervisor) (Title and Job Classification) (Date)

APPOINTING AUTHORITY REVIEW OF POSITION DESCRIPTION QUESTIONNAIRE

17. Comments:

Signed Hollis K. Anderson 9-16-08
(Appointing Authority) (Date)

9. **Description of Work (continued).** Describe the work in detail. Make the description so clear that the reader can understand each task exactly. In the TIME% column, enter the percent of time spent on each task during an average work week. List the most important responsibility first. If this is a reclassification request, the previous PDQ must be attached. This PDQ will be returned if any section is incomplete.

TIME%	WORK PERFORMED

[Click Here To Return to Item #10](#)

Essential functions:

- *Knowledge of the Organizational structure, functions, procedures and the regulatory requirements for the organization.*
- *Knowledge of principles, theories, techniques and trends of public administration including financial management, labor relations, and related programs.*
- *Knowledgeable of source materials and guidelines which can be used to resolve problems encountered not covered by precedent action.*
- *Ability to deal effectively with persons representing divergent backgrounds, interests and points of view.*
- *Ability to establish program objectives or performance goals and to assess progress toward their achievement.*
- *Ability to coordinate and integrate the work activities of diverse units.*
- *Ability to analyze organizational and operational problems and develop timely and economical solutions.*
- *Willingness to consider new ideas.*
- *Ability to represent the program activity within and outside the organization and to gain support for the agency's program goals.*
- *Objectivity in evaluating facts, situations and circumstances.*

DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE SUPERVISORY ANALYSIS QUESTIONNAIRE

This form is to be completed by the employee, or the supervisor if the position is vacant, for use in determining the supervisory status of the position and to check for its proper classification. This form must be completed for all positions considered supervisory or when supervisory duties change. Attach additional sheets if answers to questions need further clarification. **Submit completed form to your Personnel Assistant.**

Thornton	Ken	O	Administrative Services
Last Name	First Name	M.I.	Department
Position Number (18 digits) Capitol Complex Design Services and Operations			General Services Enterprise Division
Bureau/Section			Capitol Complex Work Location

1. List the names and class titles of all supervisors above you in your chain of command. Start with your immediate supervisor.

Ray Walton, Chief Operating Officer, Mollie Anderson, Director

2. List the class titles and number of employees you directly supervise. Do not include inmates, clients or patients. Do indicate which employees work part-time or temporary.

2 Senior Construction Design Engineers, 1 Executive Officer 2, 2 Executive Officer 1, 2 Maintenance Engineers, 1 Electronics Engineering Tech, 4 Electricians, 2 Energy Management Technicians, 1 Plumber, 11 HVAC Techs, 3 PPE-2, 2 PPE-1, 2 Trades Helpers. 33 total FTE's

3. If any of those listed in #2 directly supervise other employees, list their names and the number of positions they supervise.

None, I directly supervise all

4. Number of functional program areas you supervise: 8

Utilities, Energy Management (EO-6), Architectural, Mechanical Electrical design services for the Capitol Complex, Mechanical and Electrical Operations Capitol Complex, Ankeny Laboratories Operations, Capital Projects, Vehicle Infrastructure

List: Projects, All Construction projects on the Capitol Complex

5. What percent of your duties and responsibilities are:

- 0 % The same kind and level of difficulty as your subordinates.
- 0 % The same kind as your subordinates, but requiring a higher level of expertise.
- 80 % Strictly supervisory in nature.
- 20 % Other tasks not specified above.

6. Do you participate in the hiring process? YES NO If yes, check one of the following:

- a. Regularly serve on an interview committee which selects employees where there is little or no additional review by a higher supervisor.
- b. Regularly interview and recommend applicants to a higher supervisor who selects the employees you will supervise.

7. Do you prepare performance evaluations on the employees listed in #2? YES NO

- a. Do you sign as the first line supervisor? YES NO
- b. Do you determine the evaluation rating? YES NO

8. Do you have the authority to take or recommend disciplinary action? YES NO If yes, check one of the following:

- Can recommend any discipline up to and including discharge with little or no additional review by a higher supervisor.
- Can recommend any discipline up to and including discharge, but subject to review by a higher supervisor.

Limited to written reprimands.

Limited to verbal warnings.

9. Are you a step in the grievance process? YES NO

Do you have authority to settle grievances? YES NO

10. Do you have the authority to change the work assignments of your subordinate employees and utilize them as staffing needs require? YES NO

11. Is a higher supervisor available to assist you with non-routine decision-making? YES NO

If yes, list the name and class title:

Ray Walton, Chief Operating Officer, Mollie Anderson, Director

12. Are subordinates located in your immediate work area? YES NO

If no, where:

Capitol Complex Facilities and Ankeny Lab Facility

13. Note the hours of the shift(s) for which you are responsible; give actual times:

24-7 Monday thru Sunday 365 days of the year

14. Do you have the authority to call in off duty employees when your area is understaffed? YES NO

15. Are you authorized to approve/require overtime? YES NO

16. Are you authorized to approve vacation/sick leave YES NO

17. What are the dollar amounts for personnel, supplies, and equipment in the operating budget for the unit(s) or program(s) you supervise? Note the unit(s) or program(s) and the \$ amount:

Capital Construction projects \$40,000,000, Capitol Complex Design and Engineering Services \$848,000, Complex Utilities \$4,000,000, Capitol Complex Operations Budget \$2,897,000 Vehicle Infrastructure Projects \$3,000,000, Ankeny Labs Operations \$1,022,000

[Signature]
Employee Signature

9-11-08
Date

THE FOLLOWING IS TO BE COMPLETED BY THE SUPERVISOR AND/OR APPOINTING AUTHORITY

I agree with the above statements

I disagree with the above statements and add these comments/clarifications:

[Signature] PSES
Supervisor's Signature and Classification

9.12.08
Date

[Signature]
Authority's Signature

9/16/08
Date

SUBMIT COMPLETED FORM TO YOUR PERSONNEL ASSISTANT