

**Type or Print Each Section**

<b>Completed by (Printed)</b>	<b>Official PeopleSoft Title</b>
<b>Department/College or School/Unit</b>	<b>Current Job Code</b>
<b>Position title to be reviewed</b>	<b>Position to be reviewed Job Code</b>
<b>Incumbents managed</b>	
<b>Date Completed</b>	<b>Completed By (Signature)</b>

Georgia Tech Human Resources is auditing select positions to determine the exemption status. The first step is completion of this questionnaire by the manager to whom this position reports. If appropriate for the position, you may complete more than one section where indicated.

The content of this questionnaire was developed based on the FLSA Regulation, Part 541 “Defining and delimiting the exemptions for Executive, Administrative, Professional, Outside Sales and Computer Employees.”

Submission of this packet should include the following:

1. Completed Questionnaire
2. Current Organization Chart
3. Current Job Description

Send the completed packet to [ohr.compl@ohr.gatech.edu](mailto:ohr.compl@ohr.gatech.edu).

Compensation will review the information and generally provide a response within 7 to 10 business days.

For GTHR Compensation Use Only		
Relevant Exemption Test		Exempt Status Determination
Date Finalized	Reference No.	Compensation Consultant/Analyst
Additional Comments		

Job Purpose																											
<p>1. Give a brief summary of the primary duty of the job. Why does this job exist?</p>          																											
<p>2. Please check all that apply to the <u>primary duty</u>.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Academic Advising</td> <td style="width: 33%; padding: 5px;">Finance</td> <td style="width: 33%; padding: 5px;">Marketing</td> </tr> <tr> <td style="padding: 5px;">Academic Counseling</td> <td style="padding: 5px;">Government Relations</td> <td style="padding: 5px;">Procurement</td> </tr> <tr> <td style="padding: 5px;">Accounting</td> <td style="padding: 5px;">Health and Safety</td> <td style="padding: 5px;">Public Relations</td> </tr> <tr> <td style="padding: 5px;">Advertising</td> <td style="padding: 5px;">Human Resources</td> <td style="padding: 5px;">Purchasing</td> </tr> <tr> <td style="padding: 5px;">Auditing</td> <td style="padding: 5px;">Insurance</td> <td style="padding: 5px;">Research</td> </tr> <tr> <td style="padding: 5px;">Budgeting</td> <td style="padding: 5px;">Internet and Database Admin</td> <td style="padding: 5px;">Tax</td> </tr> <tr> <td style="padding: 5px;">Computer Network</td> <td style="padding: 5px;">Invention</td> <td style="padding: 5px;">Other _____</td> </tr> <tr> <td style="padding: 5px;">Creative/Artistic Endeavors</td> <td style="padding: 5px;">Labor Relations</td> <td></td> </tr> <tr> <td style="padding: 5px;">Employee Benefits</td> <td style="padding: 5px;">Legal and Regulatory Compliance</td> <td></td> </tr> </table>	Academic Advising	Finance	Marketing	Academic Counseling	Government Relations	Procurement	Accounting	Health and Safety	Public Relations	Advertising	Human Resources	Purchasing	Auditing	Insurance	Research	Budgeting	Internet and Database Admin	Tax	Computer Network	Invention	Other _____	Creative/Artistic Endeavors	Labor Relations		Employee Benefits	Legal and Regulatory Compliance	
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Employee Benefits	Legal and Regulatory Compliance																										
<p>3. If Creative/Artistic Endeavors or Invention is selected above, please provide examples.</p>          																											
<p>4. How does this position fit into your department's overall operation?</p>          																											

**Supervision**

5. Which staff positions does this position regularly provide instruction for or direction to? Provide position numbers, job titles, and the current organizational chart.

6. Does this position perform the performance evaluation or provide input only?

**Guidance**

7. Which written guidelines are used for this position?

8. Who reviews the work of this position?

9. Give examples of decisions made without approval or review.

**Responsibilities**

10. Do the duties directly or indirectly include the development of departmental or Institute policy and procedures? If so, give examples.

Yes

No

11. Describe the specific projects and assignments for which this position is responsible.

12. Describe the role this position plays in developing strategic plans.

13. Does this position provide consultation or expert advice to management (Y/N)? If yes, provide examples.

Yes

No

14. Provide examples of decisions and problems this position solves consistently.

<p>15. Does this position handle employee complaints and discipline when necessary (Y/N)?</p> <p>Yes                      No</p>
<p>16. Is the incumbent a computer analyst, computer programmer, software engineer, or other similarly skilled worker in the computer field? If yes, please answer the following additional questions.</p> <p>Yes                      No</p>

<b>Computer Exemption Questionnaire (If YES to Q. 16 ONLY)</b>
<p>17. Does the primary duty of this position involve design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications (Y/N)? If yes, please provide a detailed example.</p> <p>Yes                      No</p>
<p>18. Does the primary duty consist of the application of systems analysis techniques and procedures, including consulting with users to determine hardware, software, or system functional specifications (Y/N)? If yes, please provide a detailed example.</p> <p>Yes                      No</p>
<p>19. Does the primary duty consist of providing end-user support for hardware, software, or systems (Y/N)? If yes, please provide a detailed example.</p> <p>Yes                      No</p>
<p>20. Does the primary duty consist of design, document, test, or create computer programs related to machine operating systems (Y/N)? If yes, please provide a detailed example.</p> <p>Yes                      No</p>