

**Skidmore College
Position Questionnaire (PQ) Review Committee Information**

Skidmore College has a position review process designed to systematically compare jobs on the basis of common factors that represent what the college considers to be of value. These are called “compensable factors” and include responsibility for results, complexity, relationships, application of knowledge, resource management and/or environmental elements. Two **PQ committees** have been appointed to review Administrative/Professional (A/P) and Support Staff (SS) positions. The committees are made up of employees representing a cross-section of the college community.

Role of PQ committee members:

1. Listen
2. Represent the college, not just an individual area
3. Utilize each other’s expertise and knowledge
4. Actively participate and attend monthly meetings

PQ Committee Guidelines:

1. Evaluate the job, not the person (exclude performance, length of service, etc)
2. Focus on the core job (95%), not the fringe aspects
3. Focus on the value of job according to compensable factors
4. Leave biases at the door
5. Work to achieve consensus
6. **Keep discussions confidential within the team**

Role of Human Resources

1. Coordinate and schedule monthly meetings
2. Determine how positions meet the Fair Labor Standards Act requirements for exempt (Administrative/Professional, A/P) or nonexempt (Support Staff, SS)
3. Act as liaison between review teams and supervisors/employees
4. Educate employees and supervisors regarding the PQ process
5. Keep Review Teams focused on task
6. Facilitate group processes

Current PQ committee members include:

<p>A/P Committee TBD, Academic Affairs Jeff Clarke, Finance and Administration Caryn Marlin (CHAIR), Student Aid & Family Finance Ann Marie Przywara, Student Affairs Anne Patterson, Advancement</p>	<p>SS Committee Kelly Mead, Advancement Anita Miczek (CHAIR), Academic Affairs TBD, Admissions & Student Aid Candace Scott, Finance & Administration Terri Kindl, Student Affairs</p>
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