

# CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

**I. EMPLOYEE BACKGROUND:** In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This will help us make sure we refer to the correct job throughout the study.

Is this a group questionnaire? ☐ Yes ☒ No If yes, please list all employee names.

Division:

Department:

## For Individual Questionnaires Only:

Employee Name: Tice Elizabeth A  
(Last) (First) (Middle Initial)

Current Classification Title: City Auditor

Division Financial Operations Department Customer Service

Total Length of Time with organization 0 Years 3 months

Total Length of Time in Current Position 0 Years 3 months

Assigned Hours/Week:; from 8am to 5pm Assigned Days/Week 5

Email: Elizabet@gjcity.org Work Phone: (970) 244-1598

Immediate Supervisor:

Immediate supervisor reports to:

Name: Jodi Romero / JAY VALENTE Name: Laurie Kadrich

Title: Financial Operations Manager / ASST FIN OP. MGR Title: City Manager

Work Phone: (970) 244-1515 / 1517 Work Phone: (970) 244-4154

E-mail: JodiR@gjcity.org / jayva@gjcity.org E-mail: LaurieK@gjcity.org

## II. POSITION INFORMATION

**1. POSITION SUMMARY:** This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example: Computer Support Technician

Summary: To operate, maintain and repair computer equipment and to provide technical assistance to users.

To select, plan, perform and conduct audits of businesses and construction projects to determine, enforce and promote compliance with the City of Grand Junction's Sales and Use Tax Ordinance and Regulations. Interpret, research and produce formal and informational definitions and interpretations of the Code. Design and conduct taxpayer informational seminars and training sessions to add value to the audit position, promote positive relationships with citizens, organizations and taxpayers, and to encourage a culture of compliance. Oversee Alternative Use Tax Program and monitor Initial Use Tax Returns. Evaluate financial information to assist the Planning Department in prequalification of contractors for City Contracts. Respond to requests, questions and complaints from the general public regarding the Sales and Use Tax Code, policies and procedures. As assigned, participate in special projects and design, plan and conduct internal audits.

## 2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

- a. The chart below asks for your specific supervisory responsibilities. If a duty statement applies to you, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Number of Employees
<input checked="" type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	
<input type="checkbox"/>	I make work assignments for others.	
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	

- b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

### YOUR COWORKERS' JOB TITLES

Tax Enforcement Officer
Assistant Financial Operations Manager
Customer Service Manager
Administrative Assistant, Financial Operations

### YOUR DIRECT REPORTS' JOB TITLES


Please indicate the nature of the group supervised and the number supervised

☐ Full Time      ☐ Part-Time      ☐ Seasonal/Temp      ☐ Volunteer      ☐ Contract

c. Describe with whom, or with what departments/organizations, you have regular contact.

**1. Inside your organization (other City Departments):**

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
Jodi Romero	Weekly	Non-prescribed updates, conferencing, and problem-solving
Public Works/Planning	As needed	Financial statements analysis for pre-qualification of contracts
Jay Valentine	As needed	Discussion of specific applications of Sales and Use Tax Ordinance.
Brian Holman, Debi Overholt	As Needed	Conferencing regarding specific vendors and policy questions; Collaboration on joint projects; Researching and interpreting Sales and Use Tax Ordinance and policies
John Shaver	As Needed	Legal advice and interpretation
Other City Departments	As needed	Assist in analysis and application of sales and use tax policies and procedures

**2. Outside your organization:**

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
General and Sub Contractors	Daily	To conduct Construction Use Tax Audits
Mesa County	Weekly	To conduct Inter-governmental agreement audits; to examine building permits
General Public	Daily	Respond to request and inquiries regarding Sales and Use Tax Ordinance, taxes, penalties, interest and adjustments; research and provide interpretations of the Sales and Use Tax Ordinance; Communicate and inform taxpayers of the program, policies and ordinances to promote a culture of voluntary compliance; plan and conduct informative tax seminars
CAMTA; State Auditors	Occasionally	To discuss and collaborate on policy, procedural, and applications of sales and use tax programs; reporting of information relative to information sharing agreement

**3. ESSENTIAL DUTIES.**

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

**Essential Duties:** Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares,

calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

**Decisions Required:** List the decisions you make to carry out the essential duties.

**Frequency:** Indicate how often you perform each duty – D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

**Percent of Time:** Indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%**. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

*Attach additional sheets if necessary.*

**E X A M P L E (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)**

Essential Duties	Decisions Required	Frequency	% of Time
<b>EXAMPLES:</b>			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	<i>M</i>	<i>25%</i>
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	<i>M</i>	<i>10%</i>

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
--	--------------------------	--------------------	---	---

1	<p>Plan, perform and complete audits of vendors and construction projects; Retail or Service Industry Sales and Use Tax Audits &amp; Construction Use Tax Audits.</p> <p>Essential Duties:</p> <p>1. Select Audits</p> <p>2. Plan and Schedule Audits</p> <p>3. Conduct Audit</p> <p>4. Document and Report Audit Findings</p>	<p>1. Determine audit selection by application of analytical procedures, determine and consider work priorities and materiality of audits, reviewing sales and use tax activity, researching industry trends and economic indicators, and monitoring sales and use tax returns and reviewing all Mesa County building permits issued. Decide when to engage Revenue Recovery Group and monitor audit process.</p> <p>2. Research taxpayer, industry and internal and external risk factors to determine the following: Audit Method, Scope, Location, Timing and Schedule of Audit.</p> <p>3. Resolve conflicts with auditee; decide methods of correspondence; decide methods and standards of accurate and complete documentation; determine appropriate application of Audit Standards; determine through calculation, review of financial information, and Generally Acceptable Accounting Principles sales and use tax liability; decide and issue assessment based upon tax liability, interest and penalty.</p> <p>4. Determine most effective method of communication and produce reports of financial information, status and progression of audit. Record and report to County and issue billing summaries for inventory</p>		55%
---	--	--	--	-----

2.	Pre-qualify contractors for City Contracts	Determine pre-qualification contract amount; Resolve conflicting financial indicators	Occasionally	5%
3	<p>Communication with Vendors, Tax Payers, Residents, Organizations.</p> <p>1. Conduct Sales and Use Tax Seminars</p> <p>2. Respond to Tax Payer and Citizen Inquiries</p> <p>3. Promote Compliance with Ordinance and Regulations.</p> <p>4. Approve and/or deny requests for sales tax refunds.</p> <p>5. Provide procedural advice</p> <p>6. Alert tax payers to changes in Code, Ordinances and Regulations</p> <p>7. Collaborate on Information Sharing Agreements with the State of Colorado and Mesa County</p>	<p>1. Determine timing, location, content and structure of tax seminars. Decide how to prepare seminar materials and methods of advertizing.</p> <p>2. Interpret, apply, explain and communicate aspects of the Sales and Use Tax Code and sales tax policies, regulations and procedures. Decide effective methods of communication and correspondence to tax payers. Make decisions based upon research of legal decisions and tax policy.</p> <p>3. Determine compliance and interpret code and regulations. Decide means by which to encourage voluntary compliance.</p> <p>4. Determine applicability of sales tax and interpret the Code and Regulations to determine refund. Produce reports and correspondence to inform and support decision. Decide when to consult with Legal Counsel.</p> <p>5. Interpret Code and Regulations and determine compliance indicators.</p> <p>6. Decide methods and means of communication and promotion of compliance.</p> <p>7. Make decisions about what information is legally required or allowed to be shared.</p>	Daily	30%

4	1. Administer and Monitor Alternative Use Tax and Exemption Process  2. Monitor Initial Use Tax Returns	1. Review Alternative Use Tax applications; determine and approve rates; issue exemption certificates; 2. Review new sales and use tax accounts and monitor initial use tax returns. Determine compliance with Use Tax Ordinance and Regulations	Monthly	5%
5	Internal Audit and Special/Ad Hoc Groups and Assignments	Determine nature, scope, timing, method of internal audit; determine reporting requirements; determine recommendations and document findings. Develop work plans, methodology, procedures; interpret legal provisions; decide effective methods of communication	Occasionally	5%
6			Select	
7			Select	
8			Select	
9			Select	
10			Select	
11			Select	
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	



#### 4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

**Knowledge:** refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

**Skills:** refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty #	Knowledge – Skills
1-5	Technical Knowledge: Construction Industry, Retail Industry, Computer Skills; Fraud detection; technical communication requirements; financial information systems.
1-5	Legal Knowledge: specific knowledge and understanding of policy, procedures, ordinances, regulations, laws, application and requirements thereof and the relationships between municipalities, citizens, states, vendors, etc; understanding of business law and environment; fraud detection and prevention; understanding of liability, risk and protective measures.
1-5	Financial Knowledge: Industry trends and economic indicators; financial ratio calculation, comparison and analysis, knowledge of financial reporting standards and financial environments; mathematical and statistical knowledge and skill.
1-5	Accounting Knowledge: Accounting Standards; Auditing Standards; GAAP; Financial Statement Preparation and Analysis; internal controls; control environments; integrity and reliability of information; inventory and cost accounting methods and standards.
1-5	Communication skills: effective and accurate skills for verbal, non verbal, and written communication, knowledge and use of interpersonal skills; correct and persuasive use of the written word; knowledge of technical communication; customer service skills; ability to communicate to a diverse population.
1-5	Reasoning and Analytical Skills: ability to resolve conflicting information; understanding of and the ability to utilize relationships, causations and inferences; information management; ability to produce supportive conclusions; utilize reasoning and analytical skills to find solutions to complex and nonrecurring problems.
1-5	Adaptability and Flexibility: skillful ability to change methods, means, priorities and directions in response to external changes, unforeseen complications, and new information.
1-5	Independence: maintain integrity of and actively monitor and promote neutrality, independence, and unbiased thoughts and action patterns.
1-5	Independence and Self Regulation: ability to work effectively with minimal supervision; ability to self monitor and design and evaluate procedures; ability to make sound, well reasoned decisions independently; ability to weigh risks and generate alternatives; harnesses initiative and self motivates; skillfully balances importance of results with integrity of process; independently applies reasoning, written guidelines and policies when confronting unprecedented situations.
1-5	Planning, Organizing, and Implementation skills: determination of goals and work priorities, scheduling and monitoring progress, creation of action plans to reach goals and skillful follow through; coordination with other City employees, departments, and outside vendors, taxpayers, citizens, and business organizations; ability to evaluate and design procedures; skills in determining and meeting objectives


### **III. EDUCATION, EXPERIENCE, AND EQUIPMENT**

**1. EDUCATION:** What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

<b>You Have</b>	<b>You Need</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input type="checkbox"/>	<input type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bachelor's degree
<input type="checkbox"/>	<input type="checkbox"/>	Other (explain):

**2. EXPERIENCE:** What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

#### **Type of Experience**

<b><u>You Have</u></b>	<b><u>Your Time</u></b>	<b><u>You Need</u></b>	<b><u>Minimum Time Required</u></b>
Public Accounting	1.17 years	Professional accounting experience	3 years
Banking, Finance	0.5 years		years
	years		years

a. What field (s) should training or degree be in?  
Accounting, Finance

**3. SPECIAL REQUIREMENTS:** List any registrations, certifications or licenses that are **required** for you to hold your position. Be specific and do not abbreviate words or use acronyms.

**4. MACHINES, TOOLS AND EQUIPMENT.** List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
1-5	Computer, fax machine, ten key, printer/copier,	Daily/6-8 hours

**5. DECISION-MAKING & JUDGMENTS.**

- a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.
  - 1. Design methods, programs and policies of promoting compliance and creating an environment of voluntary compliance. Analyze and evaluate methods of communication with vendors to determine effective means of encouraging compliance.
  - 2. Determine audit selection by analysis of industrial statistics, economic conditions, potential for revenue, compliance and return history and materiality. Audit selection requires weighing factors of social policy, fairness, equality and time constraints.
  - 3. Research and draw conclusions of the interpretation and application of the City of Grand Junction's Sales and Use Tax Ordinance and Regulations. I examine difficult and complex situations to determine taxability and application .

## IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

### 1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your job is classified.

#### Frequency

**How frequently is the activity performed?**

- 0 – Never
- 1 – Annually
- 2 – Quarterly (at least 3 per year)
- 3 – Monthly (at least 8 per year)
- 4 – Weekly (at least 3 per month)
- 5 – Daily (at least 3 per week)

#### Importance

**How important is the activity in accomplishing the job's purpose?**

- 0 – Not Important
- 1 – Somewhat Important
- 2 – Very Important
- 3 – Extremely Important

Physical Activity	Frequency	Importance	Duties
<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	5--Daily	1--Somewhat Important	
<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	5--Daily	1--Somewhat Important	
<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	4--Weekly	1--Somewhat Important	
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	5--Daily	1--Somewhat Important	
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	Select	Select	
<b>Crawling:</b> Moving about on hands and knees or hands and feet.	Select	Select	
<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	5--Daily	2--Very Important	
<b>Standing:</b> Particularly for sustained periods of time.	4--Weekly	1--Somewhat Important	
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	2--Very Important	
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Select	Select	
<b>Pulling:</b> Using upper extremities to exert force in	Select	Select	

order to draw, drag, haul or tug objects in a sustained motion.			
<b>Fingering:</b> Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	2--Very Important	
<b>Grasping:</b> Applying pressure to an object with the fingers or palm.	5--Daily	2--Very Important	
<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	Select	Select	
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	Select	Select	
<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	
<b>Hearing:</b> Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	3--Extremely Important	
<b>Seeing:</b> The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	3--Extremely Important	
<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	2--Very Important	
<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	Select	Select	
<b>Light Work:</b> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.	Select	Select	

<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	Select	Select	
<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	Select	Select	
<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	Select	Select	

## 2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. **Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.**

☒ Does Not Apply

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

### ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

### EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.

Signed: Elizabeth Jiu Date: 12/22/2008



**TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD**

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. **Please note the form should have all three signatures to ensure all have read the questionnaire.**

Question No.	Comments

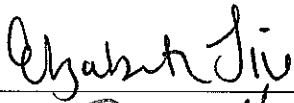
**Please check the appropriate statement:**

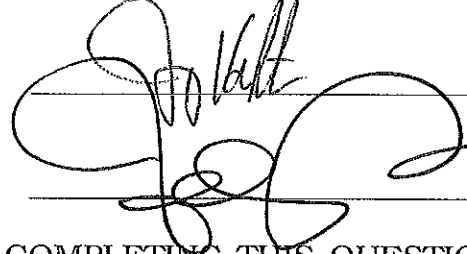
☒ I agree with the incumbents' position questionnaire as written.

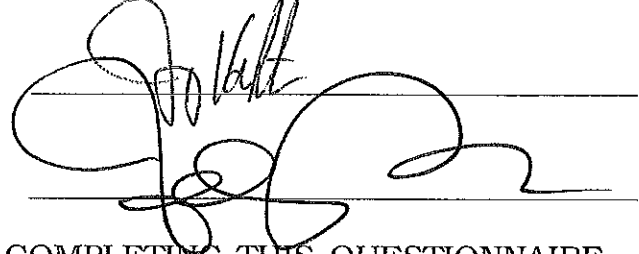
☐ The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

☐ The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

**I have noted the modifications made by my supervisor in the Comments Section above.**

Employee Signature:  Date: 12/22/2008

Supervisor Signature:  Date: 1/15/09

Department Head Signature:  Date: 1/15/09

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR DEPARTMENT HEAD.