

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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list all employee names.
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Debra Kemp, Deputy City Clerk

Juanita Peterson, Deputy City Clerk

Division: City Clerk

Department: Administration

For Individual Questionnaires Only:

Employee Name:

(Last)

(First)

(Middle Initial)

Current Classification Title:

Division

Department

Total Length of Time with organization

Years

months

Total Length of Time in Current Position

Years

months

Assigned Hours/Week;; from

t o

Assigned Days/Week

Email:

Work Phone:

Immediate Supervisor:

Immediate supervisor reports to:

Name: Stephanie Tuin

Name: Rich Englehart

Title: City Clerk

Title: Deputy City Manager

Work Phone 244-1511

Work Phone: 244-1502

E-mail: stepht@gjcity.org

E-mail: rich@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.

Deputy City Clerk

Act in the absence of the City Clerk as well as administrative and technical duties involving liquor licensing, municipal elections, compile City Council agenda and packets, process actions, minutes for Council and Liquor Authority, legal publications and notices and municipal elections. Support services for several departments and the public.

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 checked="" type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	1
<input checked="" type="checkbox"/>	I make work assignments for others.	1
<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 checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	1
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	1

- 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

City Records Manager
Deputy City Clerk
Administrative Clerk

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		
CLERICAL, PROF. & TECHNICAL	DAILY	PROVIDE AND COLLECT INFO., COORD. PROJ., SOLVE PROBLEMS, NEGOTIATE SOLUTIONS WITHIN POLICY GUIDELINES
COUNCIL	Weekly +	PROVIDE ADMINISTRATIVE SUPPORT AND PROVIDE INFORMATION
BOARDS	DAILY	PROVIDE AND COLLECT INFO., COORD. PROJ.
COMMISSIONS	WEEKLY	PROVIDE AND COLLECT INFO., COORD. PROJ., SOLVE PROBLEMS, NEGOTIATE SOLUTIONS WITHIN POLICY GUIDELINES
CITY MANAGER	DAILY	PROVIDE AND COLLECT INFO., COORD. PROJECTS AND ACTIVITIES.
LEGAL DEPARTMENT	DAILY	PROVIDE AND COLLECT INFO., COORD. PROJ., SOLVE PROBLEMS, NEGOTIATE SOLUTIONS WITHIN POLICY GUIDELINES

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
GENERAL PUBLIC	DAILY	PROVIDE AND COLLECT INFO., COORD. PROJ., SOLVE PROBLEMS, NEGOTIATE SOLUTIONS WITHIN POLICY GUIDELINES
CONTRACTORS, ENG. AND DEVELOPERS	WEEKLY	PROVIDE AND COLLECT INFO., COORD. PROJ., SOLVE PROBLEMS, NEGOTIATE SOLUTIONS WITHIN POLICY GUIDELINES
VENDORS	DAILY	COLLECT INFO., NEGOTIATE SOLUTIONS WITHIN POLICY GUIDELINES
PUBLIC AGENCIES	Daily	PROVIDE AND COLLECT INFO., COORD. PROJ., SOLVE PROBLEMS, NEGOTIATE SOLUTIONS WITHIN POLICY GUIDELINES

ATTORNEYS	WEEKLY	PROVIDE AND COLLECT INFO., COORD. PROJ., SOLVE PROBLEMS, NEGOTIATE SOLUTIONS WITHIN POLICY GUIDELINES
BUSINESS OWNERS	DAILY	PROVIDE AND COLLECT INFO., COORD. PROJ., SOLVE PROBLEMS, NEGOTIATE SOLUTIONS WITHIN POLICY GUIDELINES

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
EXAMPLES:			
<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	Process and issue liquor licenses; review and ensure completeness of all applications in accordance with State and local law; review hearing applications and coordinate the hearing process including retention and disposition of documents	Determination for completeness	Daily	35
2	Administer the City's Clerks records management program, maintain custody of official records and archives; record documents; administer the storage and protection of the City's permanent records, assist Rec. Manager with City wide program.		Weekly	3
3	Serve as the Clerk to the City Council in the absence of the City Clerk; prepare and coordinate Council materials and agendas ensuring publication of required notices; attend meetings and record all official proceedings; process actions adopted by the City Council		Monthly	20
4	Assist in administering City elections in compliance with applicable laws and procedures; prepare necessary documents; verify nomination petitions and determine if nominees qualify for candidacy; provide information to candidates regarding election laws and procedures and ensure compliance.	Qualify signatures on petitions	Annually	5
5	Provide internal and external customers with assistance in locating information on the City's legislative actions.		Daily	5
6	Administer Volunteer Boards and Commissions; maintain records of all volunteer boards; advertise for vacancies; provide applicant information to City Council; schedule interviews; communicate results to successful and unsuccessful candidates.		Monthly	15
7	Respond to and resolve citizen inquiries and complaints.		Daily	10
8	Perform notary service for City documents; certify copies of official records; attest signatures		Daily	2
9	Develop and author semi annual newsletter for liquor customers. Coordinate seller server training and follow-up.		Monthly	2

10	Process direct pays and track expenses for budget and process		Weekly	1
11	Calendaring for auditorium, break room, outside area - set-up for outside users.		Daily	2
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	Knowledge of the Liquor Code to ensure applications and supporting documents are in compliance with Articles 46 & 47, Title 12 CRS and the skills and abilities to review all applications and process for hearings
2	Knowledge of Public Records Law and Records Retention Schedules to know proper procedures of retention and destruction, coordinate City wide program.
3	Using skills and abilities to put the entire council packet together electronically using many functions of Word, Adobe, and Dreamweaver, and making sure all formatting is correct. Knowledge of State Statutes to ensure compliance with notification requirements, prepare such notifications for mailing. Prepare proper minutes, making sure essential information is in minutes. Experience and expertise to transcribe. Knowledge of the City Charter and the State Statutes to determine publication requirements. Skills and ability to prepare publications electronically.
4	Knowledge of all election laws and skills to follow all proper procedures, entering data and answering numerous questions and ensuring compliance with local, state and federal law.
5	Knowledge of City Charter, ISYS to locate minutes, ordinances, resolutions, etc., City Code, Zoning and Development Code, Liquor Code, and State Statutes.

6	Skills and ability to properly process all boards and commissions notices, reminders, certificates, packets, coordinate interviews, etc.
7	Knowledge, skills, and ability to ensure compliance with State Notary Law and to perform notary services within those guidelines.
8	Necessary skills and training to update and maintain website using Adobe and Dreamweaver.
9	Design newsletter using Publisher and Adobe. Prepare all that is necessary for the Alcohol Server/Seller class.
10	Some basic knowledge of accounting practices and skill and ability to use New World and follow procedures, process payment of invoices and track expenditures for budgeting.
11	Skills and abilities to use Groupwise calendaring system, both electronic and manual, and to operate all Auditorium audio visual equipment.

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:

You Have	You Need	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other (explain):
Cmc		Specialized training for municipal clerks

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

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Formalied training, CMC	12 years	Formalized training	5 years
Formalized training, CMC	7 years	Formalized training	5 years
	years		years

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

Business or Public Administration, local government and specialized training for municipal clerks.

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.

Notary Public

Certified Municipal Clerk (CMC) preferred

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
All	Computer	D 75%
All	Copier	D 1%
1, 3	Recorder	M 1%
All	Telephone	D 20%
10	Adding Machine	D 1%
3, 11	Audio Visual Equipment in Auditorium	D 2%

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. Full determination on liquor licensing applications and documentation and their completeness for hearing and forwarding onto the State for processing.
 - 2. Putting items together for City Council and creating the City Council packets.
 - 3. All decisions relating to the City Clerks office in the absence of the City Clerk.

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

Importance

How frequently is the activity performed?

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

0 – Never

0 – Not Important

1 – Annually

1 – Somewhat Important

2 – Quarterly (at least 3 per year)

2 – Very Important

3 – Monthly (at least 8 per year)

3 – Extremely Important

4 – Weekly (at least 3 per month)

5 – Daily (at least 3 per week)

Physical Activity	Frequency	Importance	Duties
Climbing: 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.	1--Annually	1--Somewhat Important	Ladders and stairs during Holiday decorating and records cleanup
Balancing: 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.	0--Never	0--Not Important	
Stooping: 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.	5--Daily	1--Somewhat Important	Retrieving files or information from filing cabinets
Kneeling: Bending legs at knee to come to a rest on knee or knees.	5--Daily	1--Somewhat Important	Same as above
Crouching: Bending the body downward and forward by bending leg and spine.	5--Daily	1--Somewhat Important	Same as above
Crawling: Moving about on hands and knees or hands and feet.	0--Never	0--Not Important	
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	1--Somewhat Important	Same as above
Standing: Particularly for sustained periods of time.	4--Weekly	2--Very Important	Processing mail, copying large projects

Walking: Moving about on foot to accomplish tasks, particularly for long distances.	4--Weekly	2--Very Important	Decorating City Hall at Holidays, records cleanup, and records retrieval
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	0--Never	0--Not Important	
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	1--Annually	1--Somewhat Important	Decorating City Hall at Holidays and records cleanup
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	Typing on a computer
Grasping: Applying pressure to an object with the fingers or palm.	0--Never	0--Not Important	
Lifting: 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.	1--Annually	1--Somewhat Important	Decorate City Hall for Holidays and records cleanup
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	0--Never	0--Not Important	
Talking: 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	Communication with Co-workers and customers
Hearing: 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	Same as above
Seeing: 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	Same as above and also typing on computer

Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	Computer operation
Sedentary Work: 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.	5--Daily	3--Extremely Important	All Duties
Light Work: 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.	5--Daily	3--Extremely Important	All duties while working at desk, answering telephones, shuffling paperwork, etc.
Medium Work: 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.	1--Annually	1--Somewhat Important	Decorating City Hall for Holidays and records cleanup
Heavy Work: 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.	0--Never	0--Not Important	
Very Heavy Work: 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.	0--Never	0--Not Important	

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: *Janita Peterson* *Debra M. Kemp* Date: *10-14-08*

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. The Supervisor does not need to read the entire JAQ. Simply check the areas identified with arrows for accuracy as these are the most important in classifying the jobs. If these sections 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
1	It is difficult to communicate in a couple of sentences the necessity for the Deputy City Clerk to be knowledgeable of the State and local laws that guide so many of our functions - laws that change almost annually in both subtle and significant ways.
2	Although the Deputy City Clerks do not officially supervise the Administrative Clerk, it is incumbent upon them to take a leadership role over that position.
3	Although Certified Municipal Clerk certification is not currently in the job description, I believe it should be required within three years of hire.

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: *Juanita Peterson* Date: 10/21/08

Supervisor Signature: *Stephanie Turner* Date: 10/21/08

Department Head Signature: *[Signature]* Date: 10/24/08

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.