

# 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please list all employee names.
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**Division:** Police

**Department:** Professional Standards Unit

### For Individual Questionnaires Only:

<b>Employee Name:</b>	Patrick	Joseph	R.
	(Last)	(First)	(Middle Initial)

**Current Classification Title:** Police Recruiting Coordinator

<b>Division</b>	Police	<b>Department</b>	Professional Standards Unit
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**Total Length of Time with organization** 6 Years 1 months

**Total Length of Time in Current Position** 2 Years 8 months

**Assigned Hours/Week:: from** 0700 **t o** 1600 **Assigned Days/Week** 5

**Email:** joep@gjcity.org

**Work Phone:** 970-244-3624

### Immediate Supervisor:

### Immediate supervisor reports to:

**Name:** Rick Dyer

**Name:** Chief Bill Gardner

**Title:** Professional Standards  
Administrator

**Title:** Chief of Police

**Work  
Phone** 970-244-3549

**Work  
Phone:** 970-244-3565

**E-mail:** rickd@gjcity.org

**E-mail:** billg@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.

Police Recruiting Coordinator: To perform professional level duties and responsibilities in support of recruitment and selection of Police employees. Monitor and participate in the administration of advertising, review and recommend written policy relating to hiring and training needs of Police employees. Participate on a variety of committees and teams. Coordinate assigned activities with other departments, divisions, outside agencies and service providers.

## 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 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).	5
<input type="checkbox"/>	I make work assignments for others.	
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	15
<input checked="" type="checkbox"/>	I make hiring and hiring pay decisions.	10
<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.	7
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	5

- 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

Professional Standards Police Sergeant
Police Information Coordinator
Volunteer Coordinator
Police Officers in academy and orientation

### YOUR DIRECT REPORTS' JOB TITLES


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

☒ Full Time 5      ☐ 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		
Police Operations	Daily	Training/Recruitment
Parks and Recreation/Two Rivers Convention Center	3 to 4 times a years	Recruitment (Physical Ability Testing)
Human Resources	Daily	Recruitments/Testings/Oral Boards/Background Investigations/New Employee Orientations/Advertising/Application Screening
Information Services	Weekly	New Employees
Grand Junction Regional Communications Center	Daily	Recruitments/Testing/Background Investigations
All City Departments	3 to 4 times a year	Background Investigations
Police Quartermaster	Weekly	For new Officers/ Police Service Technicians
Police Administration	Daily	Recruitments/Background Investigations/New Employee Orientation/Chiefs Projects
Police Records	Weekly	Criminal History/Background Checks/Applicant Fingerprinting

**2. Outside your organization:**

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Lexis Nexus	2 times per year	Re-Order of Colorado Revised Statues
Other Law Enforcement Agencies	Weekly	Recruitmetns/Backgrounds/Training
Western Colorado Community College	Daily-during Police Academy(16 weeks x twice a year)	Training
Web Sites	Monthly	Advertising
The General Public	Daily	For recruiting purposes
Mesa State College	2 to 3 times per year	Recruiting Purposes

**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	Schedules/Coordinates Police Officer, both Certified and Lateral Recruitments.	Location, Date, who will assist and members of the oral boards.	Q	5
2	Schedules/Coordinates Non-Certified Police Officer Recruits.	Location, Dates, who will assist and who will be the members of the oral boards.	A	5
3	Schedule/Coordinates 911 Telecommunicator Recruitments.	Location, Date, who will assist and be a member of the oral board.	M	5
4	Schedule/Coordinate Police Service Technician Recruitments.	Assist with coordination and location/date of oral board	A	5
5	Screen all applications for employment with the Grand Junction Police Department.	Does applicant meet the minimum eligibility requirements for the position?	D	5
6	Schedule/Coordinate 911 Telecommunicators Testing.	Location/Date/Time of Testing	W	5
7	Schedule/Coordinate Recruiting Events throughout the year.	Which event, Location, who will attend.	Q	5

8	Participate in the application screening process for the Records Technician applicants.	Screen applications for minimum eligibility requirements.	A	5
9	Conduct background investigation for applicants for Police Officer/Non-Certified Police Recruits/Police Service Technicians/Police Records Technicians.	Through correspondence/employer visits/other law enforcement agencies/personal references/home visits/criminal history/traffic violations/drug usage/financial history, I prepare a background investigation summary, making a recommendation to the department head on whether to hire the applicants.	D	10
10	Participate in the Police Departments WEB page updates.	What will be placed on the pages?	A	5
11	Instruct/Inspect police academy recruits.	Pass or Fail inspection and classroom instruction.	W	5
12	Participate in Police Officer Testing process.	Whether the applicant passed or failed during the testing process.	Q	5
13	Participate in the 911 Telecommu nicator Testing Process.	Whether the applicant passed or failed during the testing process.	M	5
14	Participate in the final scheduling of all applicants, pending hiring date.	Schedule/Coordinate	M	5
15	Plan/Schedule new employee orientation training.	Schedule/Coordinate/Parti cipate.	Q	5
16	Manage/Supervise/Monitor new police officers during their orientation training.	Supervise new police officers	Q	5
17	Conduct CVSA (Computer Voice Stress Analysis) examinations with all police department applicants, as it relates to the background investigation.	Prepare a report; decide whether an applicant was truthful during the pre-employment CVSA examination.	M	5
18	Participate in the Police Department's Internal affairs investigations.	Conduct Research/Investigations a	Q	5
19	Participate in a variety of Department Committees	Provide feedback to the Chief and Command staff	Q	5

#### 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	Understanding the City of Grand Junctions Recruitment policy and procedures.
2	Understanding the Police Department policy on recruiting qualified applicants.
3	Understanding the State of Colorado POST requirements/minimum standards for police officers.
4	Understanding the Chief of Police philosophy when hiring applicants. (Character, Values)
5	Understanding the procedure established by the police department and City of Grand Junction Human Resources when processing applicants.
6	Understanding the proper screening process for all police department applications.
7	Ability to communicate effectively with applicants in order to obtain critical information for the employment screening process.
8	Ability to conduct a thorough background investigation to determine whether an applicant is qualified for hiring.
9	Ability to write/prepare a thorough background investigators report.
10	Ability to operate a variety of software programs on a daily basis.
11	Ability to update or provide instruction for WEB page construction.
12	Understanding what the current employment environment is, and being able to adjust to that environment.
13	Conduct a pre-employment interview with applicants, in order to obtain/identify whether an applicant is being truthful.
14	Understand EEOC personnel hiring practices and related laws.
15	Ability to evaluate an applicant for employment with the Grand Junction Police Department.
16	Ability to be able to conduct interviews with applicants (Participate in oral boards)
17	Ability to prepare and setup physical ability equipment for testing.
18	Ability to prepare professional recruitment brochures.
19	Ability to schedule/coordinate/manage a professionally prepare recruiting video.
20	Understand the dynamics of the recruitment culture and provide advice when changes or direction needs to happen.
21	Ability to establish and maintain effective working relationships with those contacted in the course of work.

### **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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input 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**

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
US Army Recruiter	3 years	BA in Human Resources	4 years
US Army Recruiting Station Commander	5 years	Professional Human Resources Analyst Experience	4 years
US Army Recruiting Guidance Counselor	2 years		years
US Army Recruiting Senior Guidance Counselor	3		
Mesa Police Department Recruiting Coordinator	3		
Grand Junction Police Department Recruiting Coordinator	2 ½		



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

Human Resources Degree, Professional Recruiting Experience, Leadership Training and actual supervising of staff and other recruiters. Background investigation experience. Police Officer training and background.

**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.

Certified as a Computer Voice Stress Analysis

Certified as a Background Investigator

Certified as a peace officer in the State of Arizona

**4. MACHINES, TOOLS AND EQUIPMENT.** List any machines, tools or equipment used in your work and indicates 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	Computer	Daily/4 hours
2	Driving a vehicle	Daily/1 hour
3	Telephone	Daily/2 hours
4	Physical Ability Equipment	Quarterly/3 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. Screening of Police Department employment applications, to determine minimum qualifications.
  - 2. Participate in professional oral boards to determine whether an applicant is eligible to continue through the hiring process.
  - 3. Determine through the background investigation whether an applicant is eligible to continue through the hiring process.

## **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

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)

0 – Not Important

1 – Somewhat Important

2 – Very Important

3 – Extremely Important

<b>Physical Activity</b>	<b>Frequency</b>	<b>Importance</b>	<b>Duties</b>
<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.	0	0	
<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.	0	0	
<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.	2	2	Physical Ability Equipment
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	0	0	
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	0	0	
<b>Crawling:</b> Moving about on hands and knees or hands and feet.	0	0	
<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	2	2	Physical Ability Equipment
<b>Standing:</b> Particularly for sustained periods of time.	2	2	Physical Ability Testing and Recruitment Events and Testing
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	2	2	Recruitment Events/Physical Ability

			Testing
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	0	0	
<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	0	0	
<b>Fingering:</b> Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5	3	Computer Work
<b>Grasping:</b> Applying pressure to an object with the fingers or palm.	0	0	
<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.	2	2	Physical Ability Equipment
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	0	0	
<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	3	Communication is what the job is mostly about.
<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	3	Listening is also key to the job.
<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	3	Recruitment/Background Process.
<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5	3	Typing on a Computer.
<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.	5	3	Job requirements to use a computer.
<b>Light Work:</b> Exerting up to 20 pounds of force	2	2	Physical Ability

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.			Equipment and set-up of the training room, moving chairs and tables.
<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.	2	2	Physical Ability Equipment and Setting up tables and chairs in the training room.
<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.	2	2	Physical Ability Equipment.
<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.	0	0	

## 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.**

X 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	X	<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: \_\_\_\_\_

Date: \_\_\_\_\_

12/11/08

**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. 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: \_\_\_\_\_

Supervisor Signature:  \_\_\_\_\_ Date: 12-17-08

Department Head Signature:  \_\_\_\_\_ Date: 12/23/2008

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.