

# 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.

Shelley Caskey

Donna Smith

**Division:** Human Resources

**Department:** Administration

### For Individual Questionnaires Only:

**Employee Name:**

Smith

Donna

R

(Last)

(First)

(Middle Initial)

**Current Classification Title:** Human Resource Analyst

**Division** Human Resources

**Department** Administration

**Total Length of Time with organization** 1 Years 9 months

**Total Length of Time in Current Position** 1 Years 9 months

**Assigned Hours/Week:** 40 hours; from 8am to 5pm **Assigned Days/Week** M - F

**Email:** donnas@gjcity.org

**Work Phone:** 970-246-4035

**Immediate Supervisor:**

**Immediate supervisor reports to:**

**Name:** Laura Conant

**Name:** Claudia Hazelhurst

**Title:** Asst. Human Resource Manager

**Title:** Human Resource Manager

**Work Phone** 970-244-1553

**Work Phone:** 970-244-1552

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

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

# 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.

Shelley Caskey

Donna Smith

**Division:** Human Resources

**Department:** Administration

### For Individual Questionnaires Only:

**Employee Name:**

Caskey  
(Last)

Michelle (Shelley)  
(First)

L  
(Middle Initial)

**Current Classification Title:** Human Resource Analyst

**Division** Human Resources

**Department** Administration

**Total Length of Time with organization** 2 Years 5 months

**Total Length of Time in Current Position** 2 Years 5 months

**Assigned Hours/Week:** 40 hours; from 8am t o 5pm **Assigned Days/Week** M - F

**Email:** shelleyc@gjcity.org

**Work Phone:** 970-244-1492

### Immediate Supervisor:

### Immediate supervisor reports to:

**Name:** Laura Conant

**Name:** Claudia Hazelhurst

**Title:** Asst. Human Resource Manager

**Title:** Human Resource Manager

**Work Phone** 970-244-1553

**Work Phone:** 970-244-1552

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

**E-mail:** claudiah@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.

Under the direction of the Assistant Human Resources Manager, performs advanced, complex technical and professional work in a variety of human resources program areas. This professional position requires a high degree of initiative, independence, judgment and the ability to de-escalate adverse situations. Work involves management decisions in recruitment and selection, classification, compensation, employee relations, discipline, employee training, benefits administration and employee communications; monitors and participates in the administration of recruitment and selection programs; provides direction, oversight and coordination among departments; reviews and evaluates applicant selection; interprets personnel policies and procedures; develops and implements employee recognition, reward and retention programs; participates in a variety of employee teams and committees; identifies, investigates and resolves organizational and operational problems and employee issues; conducts studies, analyses and research on a broad range of human resources assignments; conducts, analyzes and completes salary and benefit surveys; completes various required reports; researches and evaluates a variety of employee programs to determine their cost effectiveness and recommends changes to the same if warranted; performs classification audits and prepares resulting recommendations; develops and maintains a variety of data bases and spreadsheets relative to areas of assignment; provides staff assistance in employee relations, employee grievances, benefits administration and the monitoring of compensation procedures; analyzes legislation and regulations to determine effect on personnel programs and services; coordinates assigned activities with other departments, outside agencies and service providers; performs related duties as assigned.

## 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

Senior Administrative Assistant
Administrative Assistant
Administrative Clerk

### YOUR DIRECT REPORTS' JOB TITLES

N/A

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		
Managers/Supervisors	Daily	Provide information/collect information/solve problems
Committee Groups (Health & Safety, Wage & Benefit, EA, AIM Group, Senior Leadership)	Monthly	Provide information/collect information
All employees	Daily	Provide information
Peers/HR Staff	Daily	Provide information/collect information/solve problems

**2. Outside your organization:**

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
General Public	Daily	Provide information
Consultants	Yearly	Provide and collect information, project management
Public Agencies	Monthly	Provide and collect information
Vendors	Monthly	Provide and collect information

**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)**

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

	<b>List of Essential Duties</b>	<b>Decisions Required</b>	<b>Frequency:</b> D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	<b>% of Time Spent</b> (Not to exceed 100%)
1	Assist in the supervision and coordination of HR goals and objectives. Recommend, implement, and administer systems, policies and procedures, employee programs.	Administer policy, procedures, systems, or programs	Daily	5%
2	Conduct studies, analysis and research on a broad range of personnel assignments; compile statistical data and prepare various reports, research and evaluate a variety of employee programs.	Identification of the applicable information and providing a recommendation	Daily	30%
3	Maintain classification systems, conduct job analysis, recommend classification, create or revise class specifications, prepare and update classification schedule.	Determine the appropriate job matches in the market	Daily	5%
4	Administer compensation programs; conduct wage and benefit surveys, recommend and implement pay adjustments; prepare cost estimates of reclassifications and position additions; analyze market trends, cost of living and occupational data; update employee records and control position inventory in New World.	Determination of the information/questions needed to gain the necessary data	Daily	5%
5	Prepare and maintain annual payroll projections for all departments; assist in the preparation of city wide and divisional budget.	Determination of the information/questions needed to gain the necessary data	Annually	5%

6	Analyze legislation and regulations to determine effect on personnel programs and services; recommend and implement changes in policy and procedures to ensure compliance with applicable laws and regulations; complete required reports, documentation.	Gather and compile information and determine appropriate course of action	Monthly	5%
7	Monitor and participate in the administration of recruitment activities; provide coordination among departments and applicable agencies; prepare or coordinate the preparation of recruitment information; review and evaluate applicant selection.	Appropriate recruitment process based on position(s) being filled	Weekly	30%
8	Advise and assist staff in policy interpretation, employee relations, employee grievances, benefits administration and the monitoring of compensation procedures.	Gather and compile information and determine appropriate course of action	Weekly	5%
9	Coordinate assigned activities with other departments, outside agencies and service providers	Prioritization of tasks	Daily	5%
10	Assist in the development and implementation of employee training programs	Determination of the material necessary for appropriate training	Annually	5%
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
All	Knowledge of fundamental principles and practices of personnel programs administration

3, 4	Knowledge of principles, methods, and procedures used in classification and compensation
5	Knowledge of budgeting and preparing labor cost projections
6	Knowledge of pertinent Federal, State, and local laws, codes, and regulations
all	Ability to perform professional, technical, and analytical personnel work
2,3,4,5	Ability to analyze data and perform statistical analysis
7	Ability to interpret City personnel programs and policies
all	Ability to communicate effectively orally and in writing
2,3,4,5	Ability to prepare clear and concise reports
all	Ability to handle confidential or sensitive information
all	Ability to use sound judgement and decision making skills
2,3,4,5,6	Ability to learn and use a variety of software applications
all	Ability to work independently
all	Ability to establish and maintain effective working relationships with those contacted in the course of work
all	Knowledge of office procedures, methods and 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:

<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?



Shelley

**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>
Human resource generalist experience	7 1/2 years	Human resource generalist experience	2 years
Basic office management/administration experience	6 1/2 years		years
	years		years

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

Business Administration, Human Resources Management, Public Administration

**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.

N/A

Donna

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Human resource generalist experience	15 years	Human resource generalist experience	2 years
Basic office management/administration experience	10 years		years
	years		years

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

Business Administration, Human Resources Management, Public Administration

**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.

N/A

**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 equipment and general office - 10 key, phone, copier, printer, etc.	D/100%

**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. Correct interpretation and implementation of policy and procedures
  - 2. Collection and Analysis of data and making appropriate recommendation.
  - 3. Provide guidance to supervisors and employees on appropriate actions/steps to take depending on a variety of reasons/issues

#### 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

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.	0--Never	Select	
<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--Never	Select	
<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.	0--Never	Select	
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	0--Never	Select	
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	0--Never	Select	
<b>Crawling:</b> Moving about on hands and knees or hands and feet.	0--Never	Select	
<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	5--Daily	2--Very Important	all
<b>Standing:</b> Particularly for sustained periods of time.	0--Never	Select	
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	0--Never	Select	
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	0--Never	Select	
<b>Pulling:</b> Using upper extremities to exert force in	0--Never	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	3--Extremely Important	all
<b>Grasping:</b> Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	all
<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.	0--Never	Select	
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	0--Never	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	all
<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	all
<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	all
<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	all
<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--Daily	3--Extremely Important	all
<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.	0--Never	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.	0--Never	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.	0--Never	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.	0--Never	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:

Donna E. Smith

Date:

11/12/09

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
II #3	This position is comparable to a Senior HR Generalist in organizations with more than one level due to the degree of independent decision making and complexity of situations with which they deal.
	At times the Analysts provide lead direction over lower level staff.
III #2	The years of experience as a responsible HR Generalist should be a minimum of 3 for this level of HR position.



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:



Don R. Smith

Date:

1/12/09

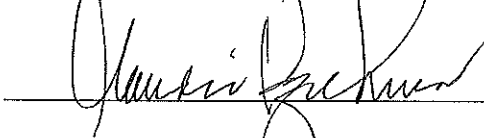
Supervisor  
Signature:



Date:

1/12/09

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.

