

# 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:** Purchasing

**Department:** Financial Operations

## For Individual Questionnaires Only:

<b>Employee Name:</b>	Hyatt	Susan	J
	(Last)	(First)	(Middle Initial)

**Current Classification Title:** Senior Buyer

<b>Division</b>	Purchasing	<b>Department</b>	Financial Operations
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**Total Length of Time with organization** 8 Years 10 months

**Total Length of Time in Current Position** 8 Years 10 months

**Assigned Hours/Week:: from** 40 **t o** 45 **Assigned Days/Week** 5

**Email:** susanh@gjcity.org

**Work Phone:** 970-244-1513

**Immediate Supervisor:**

**Immediate supervisor reports to:**

**Name:** Scott Hockins

**Name:** Jay Valentine

**Title:** Purchasing Supervisor

**Title:** Assistant Financial Operations Manager

**Work Phone** 970-244-1484

**Work Phone:** 970-244-1517

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

**E-mail:** jayva@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.

Perform complex duties and responsibilities involving specialized commodities in support of the City's centralized purchasing program including materials and services, operations and activities, and administer the purchasing card program while ensuring compliance with City purchasing rules, regulations, policies and procedures.

## 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 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

Purchasing Supervisor
Buyer
Store Keeper
Administrative Assistant
Senior Buyer

### 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		
All	Daily	Any number of areas of responsibility

**2. Outside your organization:**

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Vendors	Daily	Any number of areas of responsibility
General Public	Daily	Questions regarding various programs and/or services offered by the city.

**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	Obtain quotations and specifications from City Departments/Suppliers for needed goods and services based on Purchasing Policy and Procedures	Determine when quotes and specs are required and what type of solicitation is required.	Daily	10
2	Prepare formal competitive solicitations for the solicitation process	Determine whether to use a formal bid or a formal proposal process. Decide which documents are to be included such as bid bonds, specs, drawings, photos and what departments are affected and need to be involved in the process.	Daily	12
3	Analyze solicitation responses which consists of: determining evaluation, criteria, evaluating responsiveness to criteria, compiling and organizing all responses into a comprehensive format that will be utilized by Suppliers, internal and external customers and other governmental agencies	Determine which vendors are responsive, the best method of award and decide which format is best for distribution to all interested parties.	Weekly	5
4	Establish and collaborate with Evaluation team regarding the solicitation process and recommendation for award	Decide which information to use and decide on which format is best for distribution.	Weekly	5
5	Prepare and send formal solicitation recommendation to appropriate staff, City Manager or City Council for approval, as required by policy	Decide whether recommendation will be sent in memo form or as a formal Council Agenda item.	Monthly	3
6	Prepare purchase orders and distribute to suppliers	Decide which documents (if any) should be included	Daily	10

7	Communicate, mediate and maintain relationships with Suppliers, Internal/External Customers, and other Governmental Agencies.	Determine when to communicate verbally, when meetings are appropriate and when memos will be sufficient, utilize problem solving skills.	Daily	10
8	Investigate sensitive or unusual issues or complaints regarding suppliers/products: provide guidance and assistance to suppliers and City Departments	Decide how issues will be handled and which issues are sensitive and may require different actions.	Daily	5
9	Provide backup to the City Warehouse by issuing inventory and receiving goods.	Answer questions regarding Warehouse items and direct customers accordingly.	Weekly	3
10	Provide technical support and training to City Staff, suppliers and other agencies.	Determine method of support and training needed for each individual group and customize it accordingly.	Weekly	4
11	Participate in group discussions and meetings to educate other employees, vendors and general public regarding purchasing roles and responsibilities, policies and procedures, and legal aspects of Purchasing.	Decide which information is appropriate for each group.	Monthly	3
12	Work with project development teams and contractors to determine how projects should be handled, what contracting procedures to employ and determine other vital information needed, such as start-up situations.	Determine how change orders will affect the contract, the contractor and City departments and communicate effectively.	Weekly	5
13	Manage City's credit card program by issuing new cards, cancelling and replacing compromised accounts, and disabling cards for terminated employees	Decide which method of communication is best regarding info sent to the bank and/or cardholders, determine when cancellation is appropriate or when accounts should be put in a hold status.	Daily	10
14	Monitor credit card spending limits, resolve various issues with credit card charges.	Update spending limits as required and determine when it is appropriate to increase a cardholders spending limit or when to allow certain blocked merchant codes for specific transactions.	Daily	10

15	Audit all credit card transactions by running reports and review each expenditure. (Reports are run every two weeks.) All infractions must be investigated and resolved.	Determine how reports will be formatted and which method of communication is best. Decide if infractions need to be elevated to a higher level of authority.	Weekly	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
1,2,3,4,5,6,7,8,10,11,12	Demonstrate knowledge of purchasing methods and procedures, purchasing sources, prices, market factors, product characteristics, general and technical specifications, departmental policies and procedures, and laws controlling governmental purchasing operations.
1,2,3,4,5,6,7,8,10,11,12	Knowledge of theory and practices of purchasing, including ethics, standards, bid preparation and evaluation, competitive bidding procedures, and contract administration.
2, 3,5,6,7, 8	Computer literate in Microsoft Office and City's Financial software
3,4,5, 6, 7,8,10	Ability to conduct studies, evaluate data, and make recommendations and decisions
7,9, 10,11,12	Experience and knowledge with negotiation techniques
1,2,3,9,10,11,12	Pertinent federal, state and local codes, laws and regulations
7,8,9,11	Warehousing methods and practices including inventory control and procedures
4,5,7, 8,11,12	Prepare and present written or oral reports
1,2,5,3,6,7,8,10,11,12	Data collection techniques for establishing sources of supply, product, and vendor information; market research techniques; statistical analysis; accounting and budgetary controls.
3,6,8,9	Perform mathematic calculations, use common units of measure, calculate discounts and shipping charges.
4,11,12	Provide staff training
All	Attention to detail is critical and mandatory for the position

### 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 checked="" type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bachelor's degree
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other (explain): C.P.M., CPPB, CPPO or Four years Buyer Experience

**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>
Purchasing Clerk/Tech	4 years	Purchasing Clerk/Tech	2 years
Junior Buyer	4 years	Junior Buyer	4 years
Buyer	4 years	Buyer	4 years
Senior Buyer	12 years	Senior Buyer	10 years

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

Purchasing or Business Administration/Business Management

**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 Purchasing Manager (C.P.M.) or Certified Professional Public Buyer (CPPB), (or equivalent) as a minimum. Certified Public Purchasing Officer (CPPO), 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
1,2,3,5,6,9,10,13,14,15	Computer	D
3,5,8,11,12	Copy Machine	D
1,3,4,6,7,8,9	Fax Machine	D
3,4,7,8,10,11,12	Telephone/Conference Phone	D
1,3,4,8	Adding Machine	D
3,4,5,11,12	Digital Projector/Laptop	M
9,	Forklift	Q
9,	Pallet Jack	Q
1,3,4,7,8,10,11,12	City Motorized Vehicle	W

**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. •Decisions requiring policy enforcement are made on a daily basis with regard to City procedures and guidelines as they relate to user departments and suppliers. ex: A department would like to purchase a product that exceeds their spending limit and would like to know how to proceed with the purchase.

2. Ethical decisions are made on a regular basis with regards to supplier relationships and how they interact with City employees, gratuities, sole sourcing, conflict of interest, and collusion, etc.

3. Judgements are made on a regular basis to prevent City liability issues and protect the taxpayer's interests. ex: A judgement is made whether or not to do business with a supplier, if the supplier is unable to meet a minor requirement regarding specifications and how it effects the specific project.

## 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.	4--Weekly	1--Somewhat Important	1,3,4,7,8,9,11,12
<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	0--Not 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	8
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	0--Never	0--Not Important	
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	0--Never	0--Not Important	

<b>Crawling:</b> Moving about on hands and knees or hands and feet.	0--Never	0--Not Important	
<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	4--Weekly	1--Somewhat Important	8,9,10
<b>Standing:</b> Particularly for sustained periods of time.	4--Weekly	1--Somewhat Important	all
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	1--Somewhat Important	all
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	4--Weekly	1--Somewhat Important	8,9
<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	3--Monthly	1--Somewhat Important	9
<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	2--Very 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.	4--Weekly	1--Somewhat Important	9
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	3--Extremely Important	all
<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	5--Daily	3--Extremely Important	all

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).			
<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	2--Very Important	1,2,3,4,5,6,7,8,10,13,14,15
<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.	4--Weekly	1--Somewhat Important	8,9
<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	0--Not Important	
<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	0--Not Important	
<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	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 checked="" 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).

Although there is contention regarding the education requirement for the *Senior* Buyer position, I feel experience/education is extremely important and should be obtained in order to get the job.

### EMPLOYEE CERTIFICATION

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

Signed: Susan J. Wyatt Date: 1/02/09

**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
III, #3	CPTB or CPM not required but recommended

**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:

Susan J. Nyatt

Date:

1/5/09

Supervisor  
Signature:

Scott Workman

Date:

1/5/09

Department Head  
Signature:

[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.





# 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:**

**Department:**

### For Individual Questionnaires Only:

<b>Employee Name:</b>	Nilsen	Shirley	I
	(Last)	(First)	(Middle Initial)

**Current Classification Title:** Senior Buyer

<b>Division</b>	Purchasing	<b>Department</b>	Financial Operations
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**Total Length of Time with organization** 3 Years 4 months

**Total Length of Time in Current Position** 3 Years 4 months

**Assigned Hours/Week:: from** 7:30 **t o** 4:30 **Assigned Days/Week** 5

**Email:** shirleyn@gjcity.org **Work Phone:** 970-244-1535

**Immediate Supervisor:**

**Immediate supervisor reports to:**

**Name:** Scott Hockins

**Name:** Jay Valentine

**Title:** Purchasing Supervisor

**Title:** Assistant Financial Operations Manager

**Work Phone** 244-1484

**Work Phone:** 244-1517

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

**E-mail:** jayva@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.

Senior Buyer:

Procures specialized commodities of a complex nature requiring substantial experience in Purchasing, Contracting and Purchasing Policy and Procedures. Negotiates the purchase of supplies, equipment and services for City Departments. Performs administrative activities in support of the purchasing.

## 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
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- 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

Purchasing Supervisor
Buyer
Store Keeper
Administrative Assistant
Senior Buyer
Seasonal/Temp Purchasing 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

6	Prepare purchase orders and contract documents and distribute to suppliers	What documents should be attached and such as Terms and Conditions	Daily	5
7	Mediate and Maintain relationships with Suppliers, Internal/External Customers, and other Governmental Agencies	Problem solving, and how to share information	Daily	10
8	Investigate sensitive or unusual issues or complaints regarding suppliers/products: provide guidance and assistance to suppliers and City Departments	How to create a win-win solution.	Daily	10
9	Deposition of City Surplus	What is the best way to dispose of surplus	Daily	5
10	Provide technical support and training to City Staff, suppliers and other agencies.	most effective way to conduct training and communicate the information	Daily	5
11	Work directly with project development team and contractor for project execution, contracting procedures and other startup activities	Contract changes how they will affect the project and employees	Daily	10
12			Daily	
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
1,2,3,4,5, 11, 12	Demonstrated knowledge of purchasing methods and procedures, purchasing sources, prices, market factors, product characteristics, general and technical specifications, departmental policies and procedures, and laws controlling governmental purchasing operations.
1,2,3,4,5,6,8	Knowledge of theory and practices of purchasing, including ethics, standards, bid preparation and evaluation, competitive bidding procedures, and contract administration.

2, 3,4, 7, 8,9	Computer literate in Microsoft Office and City's Financial software
4,7,8,11	Ability to conduct studies, evaluate data, and make recommendations and decisions,
9, 10	Experience and knowledge with negotiation techniques
1,2,3,4,6,9,10,12	Pertinent federal, state and local codes, laws and regulations
10	Warehousing methods and practices including inventory control and procedures
4,5,7, 8	Prepare and present written or oral reports;
1,2,3,,7,8	Data collection techniques for establishing sources of supply, product, and supplier information; market research techniques; statistical analysis; accounting and budgetary controls.
4,8	Perform mathematic calculations, use common units of measure, calculate discounts and shipping charges.
10	Provide staff training
1,2,3,4,5,6	Distinguished from Buyer and Jr. Buyer positions by the complexity of the work assigned and by the level of independence exercised.

### **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 checked="" type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other (explain): C.P.M., CPPB, CPPO or Four years Buyer Experience

**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>	
Purchasing Clerk/Tech	2	years	Purchasing Clerk/Tech	2	years
Junior Buyer	3.5	years	Junior Buyer	4	years
Buyer	9	years	Buyer	5	years

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

Purchasing Management or Business Administration/Business Management

**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 Purchasing Manager (C.P.M.) or Certified Professional Public Buyer (CPPB), as a minimum.

**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
	Computer	D
	Copy Machine	D
	Fax Machine	D
	Telephone/Conference Phone	D
	Adding Machine	D
	Digital Projector/Laptop	M
	Pallet Jack	O
	City Motorized Vehicle	W

**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. Decisions requiring policy enforcement are made on a daily basis with regard to City procedures and guidelines as they relate to using departments and suppliers. ex: A Department would like to purchase a product that exceeds their spending limit and would like to know how to proceed with the purchase.
  2. Ethical decisions are made on a regular basis with regards to supplier relationships and how they interact with City employees, gratuities, sole sourcing, conflict of interest, and collusion, etc.
  3. Judgements are made on a regular basis to prevent City liability issues and protect the taxpayer's interests. ex: A judgement is made whether or not to do business with a supplier, if the supplier is unable to a meet a minor requirement regarding specifications and how it effects the specific project.

## 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
<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.	4--Weekly	1--Somewhat Important	1
<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	0--Not Important	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.	0--Never	0--Not Important	0
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	0--Never	0--Not Important	0
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	0--Never	0--Not Important	0



<b>Crawling:</b> Moving about on hands and knees or hands and feet.	0--Never	0--Not Important	0
<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	0--Never	0--Not Important	0
<b>Standing:</b> Particularly for sustained periods of time.	4--Weekly	1--Somewhat Important	1.2.3.4.5.6.7.8.9.10.11.12
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	2--Very Important	1.2.3.4.5.6.7.8.9.10.11.12.
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	0--Never	0--Not Important	0
<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	0--Never	0--Not Important	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--Daily	3--Extremely Important	1,2,3,4,5,6,7,8,9,10,11,12
<b>Grasping:</b> Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	1,2,3,4,5,6,7,8,9,10,11,12,
<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.	4--Weekly	1--Somewhat Important	4
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	0--Never	0--Not Important	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--Daily	3--Extremely Important	1,2,3,4,5,6,7,8,9,10,11,12
<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	1,2,3,4,5,6,7,8,9,10,11,12
<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	5--Daily	3--Extremely Important	1,2,3,4,5,6,7,8,9,10,11,12

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).			
<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	1,2,3,4,5,6,7,8,9,10,11,12
<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	1,2,3,4,5,6,7,8,9,10,11,12
<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	0--Not Important	0
<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	0--Not Important	0
<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	0--Not Important	0
<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	0--Not Important	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.**

☐ 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" 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).

Senoir Buyer is the advanced journey/ lead worker level in the Buyer Series. To differeniante -the Senior Buyer performs a highercomplexity of work and a higher the level of independence is excercised. Training is and technical assistance is to others is alsoat a higher level than a Buyer.

## EMPLOYEE CERTIFICATION

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

**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: Shirley Nilsen Date: 1-5-08

Supervisor Signature: Scott Hochman Date: 1/5/08

Department Head Signature: [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.