

CITY OF GRAND JUNCTION

JOB ANALYSIS QUESTIONNAIRE

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

Is this a group questionnaire? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list all employee names.
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Kim M Woynowskie

Stephen M Smith

Division: IS-GIS

Department: Administration

For Individual Questionnaires Only:

Employee Name: Woynowskie Kim M
(Last) (First) (Middle Initial)

Current Classification Title: GIS Analyst

Division Information Systems-GIS **Department** Administration

Total Length of Time with organization 10 Years months

Total Length of Time in Current Position 10 Years months

Assigned Hours/Week:: from 6:30AM to 4:30PM **Assigned Days/Week** 5

Email: kimw@ci.grandjct.co.us

Work Phone: 244-1556

Immediate Supervisor:

Immediate supervisor reports to:

Name: Terry A Brown

Name: Jim Finlayson

Title: GIS Supervisor

Title: Information Systems Manager

Work Phone 244-1561

Work Phone: 244-1525

E-mail: terryb@ci.grandjct.co.us

E-mail: jimf@ci.grandjct.co.us

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 general direction this position is responsible organization wide to interpret and prepare information pertaining to a wide variety of geographic information system (GIS) themes. May act as a lead worker in the GIS area coordinating efforts amongst several GIS team members. Performs highly complex GIS process analysis to determine potential needs and works with internal and external customers to identify changes or improvements to the functionality and efficiency of the GIS processes. Major responsibilities include displaying important GIS information on the web: designing and deploying web pages; integrating each department's databases with an enterprise wide GIS database; coordinating the input and maintenance of critical data; prepares complex maps and data requests in response to internal and external customer service requests. Independently evaluates, develops and programs computer software applications to automate data capture, conversion and maintenance procedures related to GIS. Typically requires a BS/BA or equivalent and other technical training in a related field and 4 years of GIS experience.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

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

Yes	Duty	Number of Employees
<input checked="" type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input checked="" type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	City Wide
<input checked="" type="checkbox"/>	I make work assignments for others.	3
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	City Wide
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	City Wide

- 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

GIS Tech II
GIS Analyst

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		
City Wide	Daily	GIS activities, projects for all departments

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Citizens	Daily	GIS web help line and data requests and training
Mesa County	Weekly	Data sharing and coordination
Vendors	Monthly	Software recommendations and analysis
Other municipalities	Monthly	Data sharing, process evaluation

3. ESSENTIAL DUTIES.

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

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

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

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

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

Attach additional sheets if necessary.

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

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

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
1	Organization-wide responsibility for storing, analyzing and reporting of critical GIS information in both database and geospatial formats.	Technology to implement; feasibility, cost justification, resource scheduling, usability	Daily	25
2	Major projects and issues include displaying important GIS information on the web; designing and deploying web pages; integrating each departments databases with an enterprise wide GIS; coordinating the input and maintenance of critical data; designing reporting tools to be used with GIS for complex information sharing and analysis.	Create the solution to fit the city and community needs, evaluate ease of use, trouble shoot problems, evaluate data security.	Daily	25
3	Define base map and parcel standards. Create and design Oracle geodatabase. Creating and designing technical maps relating to land use, public works and utilities, visitor bureau, downtown development, voting districts, parks and recreation. Using this same data to create complex queries relating to community growth in regards to vacancy, area, land use, population, income, housing units, utilities and traffic analysis.	Data organization and quality. Data display and analysis capabilities based on requests. Advise client on data collection, storage and maintenance.	Daily	25
4	Instructional training to employees and the community with regards to GIS.	Train technical staff with implementation and use. Train citizens with use, and evaluate current and future needs.	Monthly	10
5	Perform database administration tasks in live and test environments. Manage, validate, collect and manipulate data. Design, analyze, verify, and maintain database structures, custom reports, queries, and stored procedures.	Data security, resource allocation, data and relational integrity, normalization, performance	Weekly	5

6	Write technical procedures and documentation for applications, including operations, user guide, etc	Media delivery method, audience technical level, documentation detail	Monthly	5
7	Keep abreast of emerging technologies. Read, interpret and apply knowledge gained from complex technical publications, manuals, and other documents	Determine informational needs to enhance current skill-set and improve operational levels	Weekly	5
8			Select	
9			Select	
10			Select	
11			Select	
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

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

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

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

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

Duty #	Knowledge - Skills
1, 2, 3, 4, 5, 6, 7	Extensive use and experience with AutoCAD Map 3D, MapAuthor, MapGuide 6.5, MapGuide Enterprise, MapGuide Open Source, Maestro, AutoDesk Civil 3D and ArcView 9.3, Excel, Access, ORACLE, SQL Server, Impact AP and GBA.
1, 2, 3, 5, 6, 7	Advanced knowledge of databases including , adminsitration, user security and system tuning and monitoring.
1, 3, 4, 6	Experience in the development and implementation of standards, procedures and guidelines to support operational processes and the ability to communicate clearly and concisely, both orally and in writing.
1, 2, 3, 5, 7	Operational characteristics of a variety of systems hardware and software applications.
1, 2, 3, 5, 6, 7	Advanced knowledge of programming concepts and languages.
4, 5, 6	Principles and practices of system documentation.

1, 2, 3, 4, 5, 6	Strong analytical and problem solving skills.
1, 2, 5	Extensive knowledge of data processing, hardware platforms, and enterprise software applications.
1, 2, 3, 5	Good background in database design (SQL Server, Oracle) and programming applications (Visual Studio, C#, Excel, HTML, XML, CFM)
1, 2, 3, 6	Strong project management skills with effective results focus within a geographic information system (GIS) environment.
1, 2, 3, 4, 5, 6, 7	Technical experience with systems networking, databases, servers, Web development, and user support.

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 type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bachelor's degree
<input type="checkbox"/>	<input type="checkbox"/>	Other (explain):

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

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Experience with multiple Geographic Information Systems	15 years	Geographic Information System experience	4 years
Network support	5 years		years
	years		years

a. What field (s) should training or degree be in?
Geospatial Science, Computer Science

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.

Valid driver's license

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	Workstations, Laptops, Servers and peripheral devices	Daily
All	Software - email, Microsoft Office, Microsoft Project, GIS development tool, Web development tools, Database development tools, and Program development tools.	Daily

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. Prioritization of projects and tasks
 - 2. Impact of GIS system solutions, modifications, and implementations on users and system-wide processes and procedures
 - 3. Identify opportunities that can improve efficiency of overall GIS system and processes

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

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

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

Frequency

How frequently is the activity performed?

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

Importance

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

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

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	Select	Select	
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	Select	Select	
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	Select	Select	
Kneeling: Bending legs at knee to come to a rest on knee or knees.	4--Weekly	1--Somewhat Important	1, 2, 3, 5, 6, 7
Crouching: Bending the body downward and forward by bending leg and spine.	Select	Select	
Crawling: Moving about on hands and knees or hands and feet.	Select	Select	
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	1--Somewhat Important	3
Standing: Particularly for sustained periods of time.	Select	Select	
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	1--Somewhat Important	3
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Select	Select	
Pulling: Using upper extremities to exert force in	Select	Select	

order to draw, drag, haul or tug objects in a sustained motion.			
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	All
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	All
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	Select	Select	
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	1--Somewhat Important	All
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	All
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	3--Extremely Important	All
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	3--Extremely Important	All
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	1, 2, 3, 5
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	5--Daily	1--Somewhat Important	1, 2, 3, 5, 6, 7
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.	4--Weekly	1--Somewhat Important	3

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

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

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--	---

Stephen M Smith

Kim Woynowski

Division: IS-GIS

Department: Administration

For Individual Questionnaires Only:

Employee Name:	Smith	Stephen	M
	(Last)	(First)	(Middle Initial)

Current Classification Title: GIS Analyst

Division	Information Systems - GIS	Department	Administration
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Total Length of Time with organization 9 Years 6 months

Total Length of Time in Current Position 1 Years 1 months

Assigned Hours/Week:: from 7:30 t o 4:45 **Assigned Days/Week** M-F

Email: stevesm@gjcity.org

Work Phone: 970-256-4037

Immediate Supervisor:

Immediate supervisor reports to:

Name: Terry A Brown

Name: Jim Finlayson

Title: GIS Supervisor

Title: Information Systems Manager

Work Phone 244-1561

Work Phone: 244-1525

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<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
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Attach additional sheets if necessary.

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

Essential Duties	Decisions Required	Frequency	% of Time
EXAMPLES:			
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<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%)
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2	Major projects and issues include displaying important GIS information on the web; designing and deploying web pages; integrating each departments databases with an enterprise wide GIS; coordinating the input and maintenance of critical data; designing reporting tools to be used with GIS for complex information sharing and analysis.	Create the solution to fit the city and community needs, evaluate ease of use, trouble shoot problems, evaluate data security.	Daily	25
3	Define base map and parcel standards. Create and design Oracle geodatabase. Creating and designing technical maps relating to land use, public works and utilities, visitor bureau, downtown development, voting districts, parks and recreation. Using this same data to create complex queries relating to community growth in regards to vacancy, area, land use, population, income, housing units, utilities and traffic analysis.	Data organization and quality. Data display and analysis capabilities based on requests. Advise client on data collection, storage and maintenance.	Daily	25
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5	Perform database administration tasks in live and test environments. Manage, validate, collect and manipulate data. Design, analyze, verify, and maintain database structures, custom reports, queries, and stored procedures.	Data security, resource allocation, data and relational integrity, normalization, perfomance	Weekly	5

6	Write technical procedures and documentation for applications, including operations, user guide, etc.	Media delivery method, audience technical level, documentation detail	Monthly	5%
7	Keep abreast of emerging technologies. Read, interpret and apply knowledge gained from complex technical publications, manuals, and other documents	Determine informational needs to enhance current skill-set and improve operational levels	Weekly	5%
8			Select	
9			Select	
10			Select	
11			Select	
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

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

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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	Extensive use and experience with AutoCAD Map 3D, MapAuthor, MapGuide 6.5, MapGuide Enterprise, MapGuide Open Source, MaestrO, AutoDesk Civil 3D and ArcView 9.3, Excel, Access, ORACLE, SQL Server, Impact AP and GBA.
1, 2, 3, 5, 6, 7	Advanced knowledge of databases including, adminsitration, user security and system tuning and monitoring.
1, 3, 4, 6	Experience in the development and implementation of standards, procedures and guidelines to support operational processes and the ability to communicate clearly and concisely, both orally and in writing.
1, 2, 3, 5, 7	Operational characteristics of a variety of systems hardware and software applications.
1, 2, 3, 5, 6, 7	Advanced knowledge of programming concepts and languages.
4, 5, 6	Principles and practices of system documentation.

1, 2, 3, 4, 5, 6	Strong analytical and problem solving skills.
1, 2, 5	Extensive knowledge of data processing, hardware platforms, and enterprise software applications.
1, 2, 3, 5	Good background in database design (SQL Server, Oracle) and programming applications (Visual Studio, C#, HTML, XML, CFM)
1, 2, 3, 6	Strong project management skills with effective results focus within a geographic information system (GIS) environment.
1, 2, 3, 4, 5, 6, 7	Technical experience with systems networking, databases, Web development, and user support.

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 type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Bachelor's degree
<input type="checkbox"/>	<input type="checkbox"/>	Other (explain):

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

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Experience with multiple Geographic Information Systems	9.5 years	Geographic Information System experience	4 years
	years		years
	years		years

a. What field (s) should training or degree be in?
Geospatial Science, Computer Science

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.

Valid driver's license

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
1-7	Workstations, Laptops, Server and peripheral devices	Daily
1-7	Software - email, Microsoft Office, Microsoft Project, GIS development tool, Web development tools, Database development tools, and Program development tools.	Daily

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. Prioritization of projects and tasks
 - 2. Impact of GIS system solutions, modifications, and implementations on users and system-wide processes and procedures
 - 3. Identify opportunities that can improve efficiency of overall GIS system and processes

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

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

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

Frequency

How frequently is the activity performed?

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

Importance

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

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

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	Select	Select	
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	Select	Select	
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	Select	Select	
Kneeling: Bending legs at knee to come to a rest on knee or knees.	4--Weekly	1--Somewhat Important	1, 2, 3, 5, 6, 7
Crouching: Bending the body downward and forward by bending leg and spine.	Select	Select	
Crawling: Moving about on hands and knees or hands and feet.	Select	Select	
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	1--Somewhat Important	3
Standing: Particularly for sustained periods of time.	Select	Select	
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	1--Somewhat Important	3
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	Select	Select	
Pulling: Using upper extremities to exert force in	Select	Select	

order to draw, drag, haul or tug objects in a sustained motion.			
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	All
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	All
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	Select	Select	
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	1--Somewhat Important	All
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	All
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	3--Extremely Important	All
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	3--Extremely Important	All
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	1, 2, 3, 5
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	5--Daily	1--Somewhat Important	1, 2, 3, 5, 6, 7
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.	4--Weekly	1--Somewhat Important	3

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

2. WORKING CONDITIONS.

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

☒ Does Not Apply

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

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

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

EMPLOYEE CERTIFICATION

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

Signed: St m Smith Date: 12-23-08

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
III 3.	CBI BACKGROUND CHECK

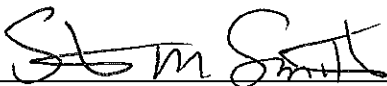
Please check the appropriate statement:

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

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

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

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

Employee Signature:  Date: 12-23-08

Supervisor Signature:  Date: 12-23-2008

Department Head Signature:  Date: 1/13/09

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.

