# CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

name, cur		immediate supervi			information regarding you lp us make sure we refer t
Is this a g	group questionnaire	? ⊠ Yes □ No	If yes, please	list all	employee names.
Carol Col	lins, Scott List, Ste	e Johnson			
Aaron Ma	this, Brian Chadez	, Jeremy Duncan			
Division	: IS		Departmen	ı <b>t:</b> Adn	nin
	Fo	r Individual Que	estionnaires	Only:	
Employee I	Name:	Chadez	Bria	n	V
		(Last)	(First)		(Middle Initial)
Current Cla	ssification Title:	Systems/Network	Analyst		
Division	IS		Department	Adr	ninistration
Total Leng	th of Time with or	ganization	Yea	rs 10	months
Total Leng	th of Time in Curr	ent Position	Yea	rs 10	months
Assigned H	lours/Week:; from	. 40 to OPEN	As	signed	Days/Week 5
Email: bria	ncha@gjcity.org		Work Phone:	970-25	56-4071
<u>]</u>	Immediate Super	visor:	Immed	iate su	pervisor reports to:
Name:	Jeff Rome		Name:	Jim Fin	ılayson
Title:	Systems Anal	yst Supervisor	Title:	IS Man	ager
Work Phone	244-1588		Work Phone:	244-15	25
E-mail:	jeffr@gjcity.o	ro	E-mail:	iimf@s	gicity.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 professional level duties and responsibilities in the design, development, programming, implementation, maintenance and administration of integrated technology systems, databases, and networks. Provide project management, technical expertise, specification designs, and recommendations in assessing new IT software/system projects and prototypes based on implementation feasibility and cost, as well as initiatives to support and enhance our existing system requirements. Develop plans and programs to convert existing data from legacy systems to newly implemented systems, as well as resolving any conversion and/or production issues. Install and maintain servers; analyze, test, modify and debug organizational systems and programs as necessary; design, program, integrate reporting tools, system and office automation software; install and maintain network communication equipment; conduct system performance analysis and tuning; provide highly complex user support; assist in the preparation of system, program and user policies and procedures including user training material.

#### 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
$\boxtimes$	I do not officially supervise other employees (sign performance reviews).	
	I evaluate and sign performance reviews of other full-time employees.	
	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
$\boxtimes$	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	city wide
	I make work assignments for others.	
	I make hiring and hiring pay recommendations.	
	I make hiring and hiring pay decisions.	
	I recommend termination for poor performance.	
	I provide advice to peers that they must consider carefully before making a	city wide
$\boxtimes$	decision.	510,
. Compother your	I provide information to supervisors/management that they use in making a decision.  plete the organization chart below. This chart will help us to understand your rs in your department. Please use titles and not names. Fill in the applicable coworkers, employees you work with and who also report directly to your supervisions.	city wide  job in relation to the position titles: (in pervisor; and, (2)
. Compother your your full rempl	I provide information to supervisors/management that they use in making a decision.  plete the organization chart below. This chart will help us to understand your rs in your department. Please use titles and not names. Fill in the applicable coworkers, employees you work with and who also report directly to your su subordinates, any employees you supervise directly. List only those jobs over managerial/supervisory authority (i.e. complete and sign performance evalual loyees supervised by your subordinate supervisors.	city wide  job in relation to position titles: (in pervisor; and, (in the control of the control
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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			
Ex: Peers, Subordinates				
city wide	daily	for technology needs; see summary and tasks		
·				
•				

#### 2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Vendors	daily	for technology needs; see summary and tasks
Other municipalities	daily	for technology needs; see summary and tasks
Mesa County	daily	for technology needs; see summary and tasks

#### 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:			
Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.	Articles to include, editorial changes, graphics, layouts	М	25%
Performs inventory spot checks and monthly counts of supplies in warehouse.	When to check supplies	М	10%

	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	Manage and implement new technological projects, including development of system design, functional specifications, planning, scheduling, installing, training, and testing	Technology to implement; feasibility, cost justification, resource scheduling, usability	Daily	15%
2	Design, code, test and deploy new customized inhouse applications	Create a solution to fit the organizational need	Monthly	5%
3	Maintain city-wide, mission-critical and other systems/applications by performing periodic maintenance, patch installation and release upgrades. Develop methods to integrate various systems and share common data	Scheduling issues, user impact, communication, problem resolution	Daily	10%
4	Provide operational support of systems/applications by analyzing and correcting logic, performance or other execution problems	Troubleshoot, analyze, and remedy system-wide issues	Daily	20%
5	Perform SQL 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	Daily	10%
6	Develop technical procedures and documentation for the applications, including operations, user guide, etc.	media, delivery method, audience technical level, documentation detail	Monthly	5%
7	Establish lines of communication and maintain effective working relationships with commercial vendors. Serve as a liaison and facilitator between all outside vendors and internal customers to assist in addressing and resolving IT software and hardware issues	Appropriate means of communication, establishment of expectations	Daily	10%
8	Identify opportunities that can improve efficiency of overall system processes	Solution options, cost, user and system impact	Weekly	10%
9	Act as escalation point for technical issues as necessary in order to provide high level technical support to end-users and Support Specialists.	Prioritization, level of urgency, system-wide impact	Daily	10%

10	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%
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, 9, 10	Advanced knowledge of network operating systems including installation, system administration, configuration, and maintenance.
1, 2, 3, 4, 8, 9	Principles and procedures of system, user and security administration.
1, 2, 3, 4, 6, 7, 8, 9	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, 4, 5, 7, 8, 9, 10	Operational characteristics of a variety of systems hardware and software applications.
1, 2, 3, 4, 5, 9	Advanced knowledge of databases including installation, adminsitration, user security and system tuning and monitoring.
2, 3, 4, 5, 9	Advanced knowledge of programming concepts and languages.
1, 3, 4, 7, 9	Advanced knowledge of computer hardware and architecture.
4, 6	Principles and practices of system documentation.
1, 2, 3, 4, 5, 8, 9, 10	Strong analytical and problem solving skills.
1, 3, 4, 5, 7, 8, 9	Extensive knowledge of data processing, hardware platforms, and enterprise software applications.

1, 2, 3, 4, 5, 6, 7, 9, 10	Technical experience with systems networking, databases, Web development, and user support.
2, 3, 5, 10	Background in database design and data querying in SQL Server, Oracle, and other dbms environments, as well as software development and programming utilizing Microsoft.NET, Visual C#, HTML, XML, and other programming tools.
1, 3, 6, 7	Strong project management skills with effective results focus within an information systems environment.

# 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	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
		High School Diploma or equivalent (G.E.D.)
		Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
	$\boxtimes$	Bachelor's degree
		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

You Have	Your Time	You Need	Ti	<u>Minimum</u> <u>Time</u> <u>Required</u>	
	years	Systems/ Network support	4	years	
	years			years	

- a. What field (s) should training or degree be in? Information Technology, Computer Science, or related field
- **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, Ability to pass a CBI background check

**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 thru 10	Workstations, Laptops, servers, networking, and peripheral devices	daily
1 thru 10	Software - email, project management applications, Microsoft Office Suite, analysis and development tools, database and software management/development tools,	daily

=	DECIGION	BULLITATION S.	HUDGMENTS
ລ.	THE INCH	-IVIAKING + N	COLUMN TO THE STATE OF THE STAT

- 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 system solutions, modifications, and implementations on users and system-wide processes and procedures
  - 3. Identify opportunities that can improve efficiency of overall system 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

# <u>Importance</u>

# How frequently is the activity performed?

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

0 - Never

1 – Annually

2 Aimidally

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
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.	5Daily	1Somewhat Important	
<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.	5Daily	1Somewhat 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.	5Daily	1Somewhat Important	
<b>Kneeling</b> : Bending legs at knee to come to a rest on knee or knees.	5Daily	1Somewhat Important	
<b>Crouching</b> : Bending the body downward and forward by bending leg and spine.	5Daily	1Somewhat Important	
<b>Crawling</b> : Moving about on hands and knees or hands and feet.	3Monthly	1Somewhat Important	
<b>Reaching</b> : Extending hand(s) and arm(s) in any direction.	5Daily	2Very Important	1 thru 10
<b>Standing</b> : Particularly for sustained periods of time.	5Daily	2Very Important	
<b>Walking</b> : Moving about on foot to accomplish tasks, particularly for long distances.	5Daily	2Very Important	1 thru 10
<b>Pushing</b> : Using upper extremities to press against something with steady force in order to thrust	5Daily	1Somewhat Important	

forward, downward or outward.			
<b>Pulling</b> : Using upper extremities to exert force in			
order to draw, drag, haul or tug objects in a	5Daily	1Somewhat Important	
sustained motion.	_		
Fingering: Picking, pinching, typing or otherwise		1	
working, primarily with fingers rather than with	5Daily	3Extremely Important	
the whole hand or arm as in handling.	J	, ,	
Grasping: Applying pressure to an object with the			
fingers or palm.	5Daily	3Extremely Important	
Lifting: Raising objects from a lower to a higher			
position or moving objects horizontally from			
position-to-position. This factor is important if it			
	5Daily	1Somewhat Important	
occurs to be a considerable degree and requires the		-	
substantial use of the upper extremities and back			i
muscles.			
Feeling: Perceiving attributes of objects, such as	:		
size, shape, temperature or texture by touching the	5Daily	1Somewhat Important	
skin, particularly that of fingertips.			
Talking: Expressing or exchanging ideas by			
means of the spoken work. Those activities in			
which they must convey detailed or important	5Daily	3Extremely Important	1 thru 10
spoken instructions to other workers accurately,			
loudly, or quickly.			
<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,	5Daily	3Extremely Important	1 thru 10
and to make fine discriminations in sound, such			
as when making fine adjustments on machined			
parts.			
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			
	5Daily	3Extremely Important	1 thru 10
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).			
Repetitive Motions: Substantial repetitive	<sub> </sub>		1.41 10
movements (motions) of the wrists, hands, and/or	5Daily	3Extremely Important	1 thru 10
fingers.			
Sedentary Work: Exerting up to 10 pounds of	1		
force occasionally and/or a negligible amount of			
force frequently or constantly to lift, carry, push,			
pull or otherwise move objects, including the	5Daily	3Extremely Important	1 thru 10
human body. Sedentary work involves sitting most	JDany	0Battemery important	1 111111111
of the time. Jobs are sedentary if walking and			
standing are required only occasionally and all			
other sedentary criteria are met.			
Light Work: Exerting up to 20 pounds of force			
occasionally, and/or up to 10 pounds of force	4 777 1 1		
frequently, and/or a negligible amount of force	4Weekly	2Very Important	
constantly to move objects. If the use of arm			
desired to more objects, if the tree of the	J	<del></del>	· · · · · · · · · · · · · · · · · · ·

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.			_
<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.	3Monthly	1Somewhat Important	
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.	2Quarterly	1Somewhat Important	
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	1Annually	0Not Important	

2. WORKING CONDITIONS.			
The working conditions section helps us to ur to while performing your job duties. This se			
building but only those factors that have to do			
by the condition that applies and one under t			
should be unique to your job and not genera			
Please note, there is a choice for "Does	Not Apply," if n	nost of your work	k 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		cime	or the time
parts, electrical currents, vibration, etc.)			
Atmospheric Conditions (fumes, odors,			F1
dusts, gases, poor ventilation)			
Hazardous materials (chemicals, blood and		<u> </u>	ļ
other body fluids, etc.)			
Extreme temperatures	$\boxtimes$		
Inadequate lighting	X		
Work space restricts movement			
Intense noise			
Travel	X		
Environmental (disruptive people, imminent			
danger, threatening environment)			
-			
V: EMPLOYEE, SUPERVISOR, AND DE	PARTMENT HE	AD SIGNATURES	<b>S</b>
a' e a la l			
ADDITIONAL COMMENTS			
A 15	11111 . 1 .		
Are there any additional comments you wou		o be sure you hav	e described your
job adequately? (Use additional sheets if nec	essary)		
•			
	•		
•			
•			
·			
EMPLOYEE CERTIFICATION			
I certify that the above statements and respon knowledge.	ses are accurate a	and complete to the	e best of my
~!			
Signed:		Date:	

#### 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.

l l

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 incumbers with these modifications.	ambent
The above modifications have been discussed with the incumbent, and the incumber disagrees with these modifications.	ambent
I have noted the modifications made by my supervisor in the Comments Section ab	ove.
Employee Signature: Bui Mach/ Date: 0/14/00	7
Supervisor Signature:  On Stand La Maria Date: 1/14/06	<u> </u>
Department Head Signature:  Date: 1/14/09	<del>}</del>
THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOU HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBQUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND CO	MIT THE
YOUR SUPERVISOR WILL SUBMIT THE COMPLETED OUESTIONNAIRE T	O YOUR

DEPARTMENT HEAD.

		-

# CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

name, current		mmediate supervi	-		tion regarding your ake sure we refer to
Is this a group	p questionnaire'	? ⊠ Yes □ No	If yes, plea	se list all employe	ee names.
Carol Collins,	Scott List, Stev	e Johnson			
Aaron Mathis	, Brian Chadez,	Jeremy Duncan			
Division: IS	, 		Departme	ent: Admin	
	Fo	r Individual Que	estionnaire:	s Only:	
Employee Nam	e:	List	Da	vid	"Scott"
		(Last)	(Fir:	st)	(Middle Initial)
Current Classifi	cation Title:	Systems/Network	Analyst		
Division I	S		Departme	nt Admin	
Total Length o	•		13 Years	s 2 months  1 months	
Assigned Hours		,	•	Assigned Days/V	Veek 5
Email: scottl@g	jeity.org		Work Phone	970-256-4010	
. Imn	nediate Super	visor:	Imme	diate supervise	or reports to:
Name:	Jeff Rome		Name:	Jim Finlayson	
Title:	Systems Analy	st Supervisor	Title:	IS Manager	
Work Phone	244-1588		Work Phone:	244-1525	-1-15000
g, macile	ieffr@gicity.or	*G	II පාලගේර්	iimf@aicity.ora	

# II. POSITION INFORMATION

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Summary: To operate, maintain and repair computer equipment and to provide technical

assistance to users.

Perform professional level duties and responsibilities in the design, development, programming, implementation, maintenance and administration of integrated technology systems, databases, and networks. Provide project management, technical expertise, specification designs, and recommendations in assessing new IT software/system projects and prototypes based on implementation feasibility and cost, as well as initiatives to support and enhance our existing system requirements. Develop plans and programs to convert existing data from legacy systems to newly implemented systems, as well as resolving any conversion and/or production issues. Install and maintain servers; analyze, test, modify and debug organizational systems and programs as necessary; design, program, integrate reporting tools, system and office automation software; install and maintain network communication equipment; conduct system performance analysis and tuning; provide highly complex user support; assist in the preparation of system, program and user policies and procedures including user training material.

# 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
$\boxtimes$	I do not officially supervise other employees (sign performance reviews).	
	I evaluate and sign performance reviews of other full-time employees.	
	I evaluate and sign performance reviews of part-time, temporary or contract employees.	adept and a
$\boxtimes$	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	city wide
	I make work assignments for others.	
	I make hiring and hiring pay recommendations.	
	I make hiring and hiring pay decisions.	
	I recommend termination for poor performance.	
$\boxtimes$	I provide advice to peers that they must consider carefully before making a decision.	city wide
$\boxtimes$	I provide information to supervisors/management that they use in making a decision.	city wide
other	plete the organization chart below. This chart will help us to understand yours in your department. Please use titles and not names. Fill in the applicable	position titles: (1
other your •ýour full r <u>empl</u>	plete the organization chart below. This chart will help us to understand your rs in your department. Please use titles and not names. Fill in the applicable coworkers, employees you work with and who also report directly to your su subordinates, any employees you supervise directly. List only those jobs over managerial/supervisory authority (i.e. complete and sign performance evaluatories supervised by your subordinate supervisors.	position titles: (1 ipervisor; and, (2 er which you hav tion.) <u>Do not lis</u>
other your •your full r empl	plete the organization chart below. This chart will help us to understand your rs in your department. Please use titles and not names. Fill in the applicable coworkers, employees you work with and who also report directly to your su subordinates, any employees you supervise directly. List only those jobs over managerial/supervisory authority (i.e. complete and sign performance evaluations supervised by your subordinate supervisors.  COWORKERS' JOB TITLES  YOUR DIRECT REPORTS' J	position titles: (1 ipervisor; and, (2 er which you hav tion.) <u>Do not lis</u>
other your your full r empl  YOUR  Web Co	plete the organization chart below. This chart will help us to understand your rs in your department. Please use titles and not names. Fill in the applicable coworkers, employees you work with and who also report directly to your su subordinates, any employees you supervise directly. List only those jobs over managerial/supervisory authority (i.e. complete and sign performance evaluations supervised by your subordinate supervisors.  COWORKERS' JOB TITLES  YOUR DIRECT REPORTS' Journal of the property of th	position titles: (1 ipervisor; and, (2 er which you hav tion.) <u>Do not lis</u>
other your your full r empl  YOUR  Web Co	plete the organization chart below. This chart will help us to understand your rs in your department. Please use titles and not names. Fill in the applicable coworkers, employees you work with and who also report directly to your su subordinates, any employees you supervise directly. List only those jobs over managerial/supervisory authority (i.e. complete and sign performance evaluations supervised by your subordinate supervisors.  COWORKERS' JOB TITLES  YOUR DIRECT REPORTS' J	position titles: (1 ipervisor; and, (2 er which you hav tion.) <u>Do not lis</u>
other your your full r empl  YOUR  Web Co	plete the organization chart below. This chart will help us to understand your rs in your department. Please use titles and not names. Fill in the applicable coworkers, employees you work with and who also report directly to your su subordinates, any employees you supervise directly. List only those jobs over managerial/supervisory authority (i.e. complete and sign performance evaluations supervised by your subordinate supervisors.  COWORKERS' JOB TITLES  YOUR DIRECT REPORTS' Journal of the property of th	position titles: (1 ipervisor; and, (2 er which you hav tion.) <u>Do not lis</u>
other your your full r empl  YOUR  Web Co	plete the organization chart below. This chart will help us to understand your rs in your department. Please use titles and not names. Fill in the applicable coworkers, employees you work with and who also report directly to your su subordinates, any employees you supervise directly. List only those jobs over managerial/supervisory authority (i.e. complete and sign performance evaluations supervised by your subordinate supervisors.  COWORKERS' JOB TITLES  YOUR DIRECT REPORTS' Journal of the property of th	position titles: (1 ipervisor; and, (2 er which you hav tion.) <u>Do not lis</u>
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other your your full r empl  YOUR  Web Co	plete the organization chart below. This chart will help us to understand your rs in your department. Please use titles and not names. Fill in the applicable coworkers, employees you work with and who also report directly to your su subordinates, any employees you supervise directly. List only those jobs over managerial/supervisory authority (i.e. complete and sign performance evaluations supervised by your subordinate supervisors.  COWORKERS' JOB TITLES  YOUR DIRECT REPORTS' Journal of the property of th	position titles: (1 ipervisor; and, (2 er which you hav tion.) <u>Do not lis</u>

Seasonal/Temp

**U**Volunteer

Contract

Part-Time

Full Time

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	. <del></del> .	
city wide	daily	for technology needs; see summary and tasks
**************************************		
<u> </u>	<u> </u>	

# 2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Vendors	daily	for technology needs; see summary and tasks
Other municipalities	daily	for technology needs; see summary and tasks
Mesa County	daily	for technology needs; see summary and tasks

#### 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.

EXAMPLE (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

Essential Duties  EXAMPLES:	Decisions Required	Frequency	% of Time
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%

			Frequency: D = Daily W = Weekly	% of Time
	List of Essential Duties	Decisions Required	M = Monthly	Spent
			Q = Quarterly A = Annually O = Occasionally	(Not to exceed
	Manage and implement new technological	Technology to implement;		100%)
1	projects, including development of system	feasibility, cost		Į l
	design, functional specifications, planning,	justification, resource		15%
	scheduling, installing, training, and testing	scheduling, usability	Daily	
	Design, code, test and deploy new customized in-	Create a solution to fit the		
2			Monthly	5%
	house applications  Maintain situation mission spitial and other	organizational need		
3	Maintain city-wide, mission-critical and other systems/applications by performing periodic	Scheduling issues, user		
,		impact, communication,		10%
	maintenance, patch installation and release upgrades. Develop methods to integrate various	problem resolution		1070
	systems and share common data	problem resolution	Daily	
	Provide operational support of	Troubleshoot, analyze,		<u></u>
4	systems/applications by analyzing and correcting	and remedy system-wide		20%
	logic, performance or other execution problems	issues	Daily	2070
	Perform SQL database administration tasks in	Data security, resource		
5	live and test environments. Manage, validate,	allocation, data and		
	collect and manipulate data. Design, analyze,	relational integrity,		10%
	verify, and maintain database structures, custom	normalization,		1070
	reports, queries, and stored procedures.	perfomance	Daily	
	Develop technical procedures and documentation	media, delivery method,		
6	for the applications, including operations, user	audience technical level,		5%
	guide, etc.	documentation detail	Monthly	370
	*Establish lines of communication and maintain	dovamentation detail		
7	effective working relationships with commercial	Appropriate means of		
	vendors. Serve as a liaison and facilitator	communication,		
	between all outside vendors and internal	establishment of		10%
	customers to assist in addressing and resolving IT	expectations		
	software and hardware issues	onpoctations	Daily	
	Identify opportunities that can improve efficiency	Solution options, cost,	<u> </u>	
8	of overall system processes	user and system impact	Weekly	10%
	Act as escalation point for technical issues as	Prioritization, level of	<u> </u>	
9	necessary in order to provide high level technical	urgency, system-wide		10%
	support to end-users and Support Specialists.	impact	Daily	
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10	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%
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, 9, 10	Advanced knowledge of network operating systems including installation, system administration, configuration, and maintenance.
1, 2, 3, 4, 8, 9	Principles and procedures of system, user and security administration.
1, 2, 3, 4, 6, 7, 8, 9	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, 4, 5, 7, 8, 9, 10	Operational characteristics of a variety of systems hardware and software applications.
1, 2, 3, 4, 5, 9	Advanced knowledge of databases including installation, adminsitration, user security and system tuning and monitoring.
2, 3, 4, 5, 9	Advanced knowledge of programming concepts and languages.
1, 3, 4, 7, 9	Advanced knowledge of computer hardware and architecture.
4, 6	Principles and practices of system documentation.
1, 2, 3, 4, 5, 8, 9, 10	Strong analytical and problem solving skills.
1, 3, 4, 5, 7, 8, 9	Extensive knowledge of data processing, hardware platforms, and enterprise software applications.

1, 2, 3, 4, 5, 6, 7, 9, 10	Technical experience with systems networking, databases, Web development, and user support.
2, 3, 5, 10	Background in database design and data querying in SQL Server, Oracle, and other dbms environments, as well as software development and programming utilizing Microsoft.NET, Visual C#, HTML, XML, and other programming tools.
1, 3, 6, 7	Strong project management skills with effective results focus within an information systems environment.

# 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	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
		High School Diploma or equivalent (G.E.D.)
		Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
$\boxtimes$	$\boxtimes$	Bachelor's degree
		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

You Have	Your Time		You Need	<u>Minimum</u> <u>Time</u> Required	
Geographic Information Systems Analyst	10	years	Systems/ Network support	4	years
		years			years
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Fox Lawson & Associates, LLC

- a. What field (s) should training or degree be in? Information Technology, Computer Science, or related field
- **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, Ability to pass a CBI background check

**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 thru 10	Workstations, Laptops, servers, networking, and peripheral devices	daily
1 thru 10	Software - email, project management applications, Microsoft Office Suite, analysis and development tools, database and software management/development tools,	daily

ra e	TRATETAR	RAAR EXTRA	Ω.	PARTITION	

- 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 system solutions, modifications, and implementations on users and system-wide processes and procedures
  - 3. Identify opportunities that can improve efficiency of overall system 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**

# **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)

5 - Daily (at least 3 per week)

4 - Weekly (at least 3 per month)

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.	5Daily	1Somewhat Important	
<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.	5Daily	1Somewhat 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.	5Daily	1Somewhat Important	
<b>Kneeling</b> : Bending legs at knee to come to a rest on knee or knees.	5Daily	1Somewhat Important	
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	5Daily	1Somewhat Important	
<b>Crawling:</b> Moving about on hands and knees or hands and feet.	3Monthly	1Somewhat Important	
<b>Reaching</b> : Extending hand(s) and arm(s) in any direction.	5Daily	2Very Important	1 thru 10
<b>Standing</b> : Particularly for sustained periods of time.	5Daily	2Very Important	
<b>Walking</b> : Moving about on foot to accomplish tasks, particularly for long distances.	5Daily	2Very Important	1 thru 10
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust	5Daily	1Somewhat Important	

			~~~
forward, downward or outward.			
<b>Pulling:</b> Using upper extremities to exert force in			
order to draw, drag, haul or tug objects in a	5Daily	1Somewhat Important	
sustained motion.	·	_	
Fingering: Picking, pinching, typing or otherwise			
working, primarily with fingers rather than with	5Daily	3Extremely Important	
the whole hand or arm as in handling.	J 22.23	- ===================================	
Grasping: Applying pressure to an object with the	-		
	5Daily	3Extremely Important	
fingers or palm.	<u> </u>	7-1-000 -11-00	
Lifting: Raising objects from a lower to a higher			
position or moving objects horizontally from			
position-to-position. This factor is important if it	5Daily	1Somewhat Important	
occurs to be a considerable degree and requires the		1	
substantial use of the upper extremities and back			
muscles.	<u>.</u>		
Feeling: Perceiving attributes of objects, such as			
size, shape, temperature or texture by touching the	5Daily	1Somewhat Important	
skin, particularly that of fingertips.	•	-	
Talking: Expressing or exchanging ideas by			
means of the spoken work. Those activities in			
which they must convey detailed or important	5Daily	3Extremely Important	1 thru 10
spoken instructions to other workers accurately,	- Dung		
loudly, or quickly.		]	
Hearing: Perceiving the nature of sounds with no	<del></del>		
less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000			
Hz with or without correction. Ability to receive			
	E Doily	2 Extremely Important	1 thru 10
detailed information through oral communication,	5Daily	3Extremely Important	1 unu 10
and to make fine discriminations in sound, such			
as when making fine adjustments on machined			
parts.			
Seeing: The ability to perceive the nature of		4	
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		1	
continuous demands on the eyes by moving			
machinery and other objects are also considered	5 Deller	2 F-t	1 thru 10
important. Other important factors of seeing are	5Daily	3Extremely Important	i unu 10
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).			
Repetitive Motions: Substantial repetitive			·
	5 Dailer	2 Extramaly Important	1 thru 10
movements (motions) of the wrists, hands, and/or	5Daily	3Extremely Important	1 11111 10
fingers.			
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	5Daily	3Extremely Important	1 thru 10
human body. Sedentary work involves sitting most	o Daily	5 Michigan Inportant	, and it
of the time. Jobs are sedentary if walking and			
standing are required only occasionally and all			
other sedentary criteria are met.			
Light Work: Exerting up to 20 pounds of force			
occasionally, and/or up to 10 pounds of force	4 447 4 1		
frequently, and/or a negligible amount of force	4Weekly	2Very Important	
constantly to move objects. If the use of arm			
DOLLOUSING OF MOVE OBJECTO, II THE HOE OF MILL			

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.			
<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.		1Somewhat 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.	2Ouarterly	1Somewhat Important	
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	1Annually	0Not Important	

#### 2. WORKING CONDITIONS.

Does Not Apply

Travel

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.

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.)			
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)			
Hazardous materials (chemicals, blood and other body fluids, etc.)			
Extreme temperatures	$\boxtimes$		
Inadequate lighting	$\boxtimes$		
Work space restricts movement	$\boxtimes$		
Intense noise	X		

# V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

#### ADDITIONAL COMMENTS

danger, threatening environment)

Environmental (disruptive people, imminent

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: _	Dand S	oott :	List	Date:	1-14	-09	
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#### 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		•			
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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: 1-14-09
Supervisor Signature:  Date: 1/14/09
Department Head Signature:  Date: 1/14/00
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 QUESTIONAIRE

name, cur	<b>DYEE BACKGROUND</b> : In this rent job title, your immediate so t job throughout the study.			
Is this a g	group questionnaire? 🛛 Yes 🗀	No If yes, please	e list all employee	e names.
_Carol Col	lins, Scott List, Steve Johnson			
Aaron Ma	athis, Brian Chadez, Jeremy Dui	ncan		
Division	a: IS	Departmen	<b>it:</b> Admin	
	<u>For Individu</u> a	ıl Questionnaires	Only:	
Employee l	Name: Collins	Car	ol	L.
	(Last)	(First)		(Middle Initial)
Division	IS  th of Time with organization	etwork Analyst  Department  1 Years	: Admin	
	th of Time in Current Position		months	
Assigned H	lours/Week:; from 8 t o 5	A	ssigned Days/W	eek 5
Email: card	olco@gjcity.org	Work Phone:	970-244-1483	
	Immediate Supervisor:	Immed	iate supervisor	r reports to:
Name:	Jeff Rome	Name:	Jim Finlayson	WATER TO STATE OF THE STATE OF
Title:	Systems/Network Analyst Supervisor	Title:	IS Manager	
Work Phone	244-1588	Work Phone:	244-1525	
87_1172 A file	ieffr@gigity.org	waaile	iimf@aicity.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 professional level duties and responsibilities in the design, development, programming, implementation, maintenance and administration of integrated technology systems, databases, and networks. Provide project management, technical expertise, specification designs, and recommendations in assessing new IT software/system projects and prototypes based on implementation feasibility and cost, as well as initiatives to support and enhance our existing system requirements. Develop plans and programs to convert existing data from legacy systems to newly implemented systems, as well as resolve any conversion and/or production issues. Install and maintain servers; analyze, test, modify and debug organizational systems and programs as necessary; design, program, integrate reporting tools, system and office automation software; install and maintain network communication equipment; conduct system performance analysis and tuning; provide highly complex user support; assist in the preparation of system, program and user policies and procedures including user training material.

#### 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	Dutý	Number of Employees
	I do not officially supervise other employees (sign performance reviews).	
	I evaluate and sign performance reviews of other full-time employees.	
	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
$\boxtimes$	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	city wide
	I make work assignments for others.	
	I make hiring and hiring pay recommendations.	
	I make hiring and hiring pay decisions.	
	I recommend termination for poor performance.	
$\boxtimes$	I provide advice to peers that they must consider carefully before making a decision.	city wide
other	I provide information to supervisors/management that they use in making a decision.  plete the organization chart below. This chart will help us to understand your in your department. Please use titles and not names. Fill in the applicable coworkers, employees you work with and who also report directly to your su	position titles: (1
. Comj other your •your full r empl	a decision.  plete the organization chart below. This chart will help us to understand your in your department. Please use titles and not names. Fill in the applicable coworkers, employees you work with and who also report directly to your subordinates, any employees you supervise directly. List only those jobs over nanagerial/supervisory authority (i.e. complete and sign performance evaluations over supervised by your subordinate supervisors.	job in relation t position titles: (1 pervisor; and, (2 or which you hav tion.) Do not lis
. Compother your syour full rempl	a decision.  plete the organization chart below. This chart will help us to understand your in your department. Please use titles and not names. Fill in the applicable coworkers, employees you work with and who also report directly to your substitution subordinates, any employees you supervise directly. List only those jobs over nanagerial/supervisory authority (i.e. complete and sign performance evaluations).	job in relation t position titles: (1 pervisor; and, (2 or which you hav tion.) Do not lis
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Seasonal/Temp

Part-Time

Full Time

☐ Contract

■Volunteer

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	for technology needs; see summary and tasks
-		

## 2. Outside your organization:

Title of Person or Organization		For What Purpose
Ex: Vendors, Gen. Public		
Vendors	daily	for technology needs; see summary and tasks
Other municipalities	daily	for technology needs; see summary and tasks
Mesa County	daily	for technology needs; see summary and tasks
***		

#### 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.

EXAMPLE (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

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

	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	Manage and implement new technological projects, including development of system design, functional specifications, planning, scheduling, installing, training, and testing	Technology to implement; feasibility, cost justification, resource scheduling, usability	Daily	15%
2	Design, code, test and deploy new customized inhouse applications	Create a solution to fit the organizational need	Monthly	5%
3	Maintain city-wide, mission-critical and other systems/applications by performing periodic maintenance, patch installation and release upgrades. Develop methods to integrate various systems and share common data	Scheduling issues, user impact, communication, problem resolution	Daily	10%
4	Provide operational support of systems/applications by analyzing and correcting logic, performance or other execution problems	Troubleshoot, analyze, and remedy system-wide issues	Daily	20%
5	Perform SQL 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	Daily	10%
6	Develop technical procedures and documentation for the applications, including operations, user guide, etc.	media, delivery method, audience technical level, documentation detail	Monthly	5%
7	Establish lines of communication and maintain effective working relationships with commercial vendors. Serve as a liaison and facilitator between all outside vendors and internal customers to assist in addressing and resolving IT software and hardware issues	Appropriate means of communication, establishment of expectations	Daily	10%
8	Identify opportunities that can improve efficiency of overall system processes	Solution options, cost, user and system impact	Weekly	10%
9	Act as escalation point for technical issues as necessary in order to provide high level technical support to end-users and Support Specialists.	Prioritization, level of urgency, system-wide impact	Daily	10%

10	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%
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, 9, 10	Advanced knowledge of network operating systems including installation, system administration, configuration, and maintenance.
1, 2, 3, 4, 8, 9	Principles and procedures of system, user and security administration.
1, 2, 3, 4, 6, 7, 8, 9	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, 4, 5, 7, 8, 9, 10	Operational characteristics of a variety of systems hardware and software applications.
1, 2, 3, 4, 5, 9	Advanced knowledge of databases including installation, adminsitration, user security and system tuning and monitoring.
2, 3, 4, 5, 9	Advanced knowledge of programming concepts and languages.
1, 3, 4, 7, 9	Advanced knowledge of computer hardware and architecture.
4, 6	Principles and practices of system documentation.
1, 2, 3, 4, 5, 8, 9, 10	Strong analytical and problem solving skills.
1, 3, 4, 5, 7, 8, 9	Extensive knowledge of data processing, hardware platforms, and enterprise software applications.

1, 2, 3, 4, 5, 6, 7, 9, 10	Technical experience with systems networking, databases, Web development, and user support.
2, 3, 5, 10	Background in database design and data querying in SQL Server, Oracle, and other dbms environments, as well as software development and programming utilizing Microsoft.NET, Visual C#, HTML, XML, and other programming tools.
1, 3, 6, 7	Strong project management skills with effective results focus within an information systems environment.

#### 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	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
		High School Diploma or equivalent (G.E.D.)
		Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
	$\boxtimes$	Bachelor's degree
		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

You Have	You	u Time	You Need	<u>Minimum</u> <u>Time</u> Required	
Systems/ Network support	30	years	Systems/ Network support	4	years
		years		~	years

years

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

**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, Ability to pass a CBI background check

**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 thru 10	Workstations, Laptops, servers, networking, and peripheral devices	daily
1 thru 10	Software - email, project management applications, Microsoft Office Suite, analysis and development tools, database and software management/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 system solutions, modifications, and implementations on users and system-wide processes and procedures
  - 3. Identify opportunities that can improve efficiency of overall system 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

#### 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
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.	5Daily	1Somewhat Important	
Balaneing: 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.	5Daily	1Somewhat 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.	5Daily	1Somewhat Important	
<b>Kneeling</b> : Bending legs at knee to come to a rest on-knee or knees.	5Daily	1Somewhat Important	
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	5Daily	1Somewhat Important	
<b>Crawling:</b> Moving about on hands and knees or hands and feet.	3Monthly	1Somewhat Important	
<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	5Daily	2Very Important	1 thru 10
<b>Standing</b> : Particularly for sustained periods of time.	5Daily	2Very Important	
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5Daily	2Very Important	1 thru 10
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust	5Daily	1Somewhat Important	

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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.			
<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.	3Monthly	1Somewhat 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.	2Quarterly	1Somewhat Important	
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	1Annually	0Not 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.

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.)	$\boxtimes$		
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)			
Hazardous materials (chemicals, blood and other body fluids, etc.)			
Extreme temperatures	$\boxtimes$		
Inadequate lighting			
Work space restricts movement			
Intense noise	$\boxtimes$		
Travel	$\boxtimes$		
Environmental (disruptive people, imminent danger, threatening environment)			

#### 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 abo	ve statements and	d responses a	re accurate an	d complete to the	e best of my
knowledge.					

Signed:	Cald Clubs	Date:	12/23/2008
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#### 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	
		1
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riease 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: Cont - Club Date: 01/13/2008
Supervisor Signature:  Date: //4/08
Department Head Signature:  Date: //14/07
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.

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# CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

name, current	E BACKGROUND: In this sec job title, your immediate super	•	-	0 0 0
Ţ	throughout the study.  p questionnaire?   Yes   No	If ves. plea	se list all employ	ree names.
<u> </u>	, Scott List, Steve Johnson	_   J / L	1 3	
· · · · · · · · · · · · · · · · · · ·	s, Brian Chadez, Jeremy Duncan			
<b>Division:</b> IS	3	Departme	ent: Admin	
	For Individual Qu	ıestionnaire	s Only:	
Employee Nam	ie: Johnson	St	eve	С
	(Last)	(Fir		(Middle Initial)
a, r A .	ication Title: Systems/Networks  S  Time with organization	Department 2 Years	nt Admin	
	f Time in Current Position	2 Years	1 months	
Assigned Hour	s/Week:; from 8 t o 5		Assigned Days/\	Week 5
Email: stevej@	gjcity.org	Work Phone	e: (970) 244-1529	)
Imn	nediate Supervisor:	Imme	diate supervis	or reports to:
Vame:	Jeff Rome	Name:	Jim Finlayson	
Րitle։	Systems Analyst Supervisor	Title:	IS Manager	
Work Phone	244-1588	Work Phone:	244-1525	
P_533 - 5 \$ \$ \$ \$	ieffr@gicity.org	El vanadio	iimf@gicity.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 professional level duties and responsibilities in the design, development, programming, implementation, maintenance and administration of integrated technology systems, databases, and networks. Provide project management, technical expertise, specification designs, and recommendations in assessing new IT software/system projects and prototypes based on implementation feasibility and cost, as well as initiatives to support and enhance our existing system requirements. Develop plans and programs to convert existing data from legacy systems to newly implemented systems, as well as resolving any conversion and/or production issues. Install and maintain servers; analyze, test, modify and debug organizational systems and programs as necessary; design, program, integrate reporting tools, system and office automation software; install and maintain network communication equipment; conduct system performance analysis and tuning; provide highly complex user support; assist in the preparation of system, program and user policies and procedures including user training material.

#### 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
	I do not officially supervise other employees (sign performance reviews).	
	I evaluate and sign performance reviews of other full-time employees.	
	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
$\boxtimes$	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	city wide
	I make work assignments for others.	
	I make hiring and hiring pay recommendations.	1,°
	I make hiring and hiring pay decisions.	
	I recommend termination for poor performance.	· ·
	I provide advice to peers that they must consider carefully before making a decision.	city wide
$\boxtimes$	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

Web Coordinator .	
Systems/Network Analysts	
, ,	

Please indicate	the nature of the gr	oup supervised and the r	number supervised	
∏Full Time	Part-Time	Seasonal/Temp	Volunteer	Contract

YOUR DIRECT REPORTS' JOB TITLES

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	for technology needs; see summary and tasks

#### 2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Vendors	daily	for technology needs; see summary and tasks
Other municipalities	daily	for technology needs; see summary and tasks
Mesa County	daily	for technology needs; see summary and tasks

#### 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.

EXAMPLE (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

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

	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	Manage and implement new technological projects, including development of system design, functional specifications, planning, scheduling, installing, training, and testing	Technology to implement; feasibility, cost justification, resource scheduling, usability	Daily	15%
2	Design, code, test and deploy new customized inhouse applications	Create a solution to fit the organizational need	Monthly	.5%
3	Maintain city-wide, mission-critical and other systems/applications by performing periodic maintenance, patch installation and release upgrades. Develop methods to integrate various systems and share common data	Scheduling issues, user impact, communication, problem resolution	Daily	10%
4	Provide operational support of systems/applications by analyzing and correcting logic, performance or other execution problems	Troubleshoot, analyze, and remedy system-wide issues	Daily	20%
5	Perform SQL 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	Daily	10%
6	Develop technical procedures and documentation for the applications, including operations, user guide, etc.	media, delivery method, audience technical level, documentation detail	Monthly	5%
7	Establish lines of communication and maintain effective working relationships with commercial vendors. Serve as a liaison and facilitator between all outside vendors and internal customers to assist in addressing and resolving IT software and hardware issues	Appropriate means of communication, establishment of expectations	Daily	10%
8	Identify opportunities that can improve efficiency of overall system processes	Solution options, cost, user and system impact	Weekly	10%
9	Act as escalation point for technical issues as necessary in order to provide high level technical support to end-users and Support Specialists.	Prioritization, level of urgency, system-wide impact	Daily	10%

10	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%
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,	Advanced knowledge of network operating systems including installation, system
7, 9, 10	administration, configuration, and maintenance.
1, 2, 3, 4, 8, 9	Principles and procedures of system, user and security administration.
1, 2, 3, 4, 6, 7, 8, 9	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, 4, 5, 7, 8, 9, 10	Operational characteristics of a variety of systems hardware and software applications.
1, 2, 3, 4, 5, 9	Advanced knowledge of databases including installation, adminsitration, user security and system tuning and monitoring.
2, 3, 4, 5, 9	Advanced knowledge of programming concepts and languages.
1, 3, 4, 7, 9	Advanced knowledge of computer hardware and architecture.
4, 6	Principles and practices of system documentation.
1, 2, 3, 4, 5, 8, 9, 10	Strong analytical and problem solving skills.
1, 3, 4, 5, 7, 8, 9	Extensive knowledge of data processing, hardware platforms, and enterprise software applications.

1, 2, 3, 4, 5, 6, 7, 9, 10	Technical experience with systems networking, databases, Web development, and user support.
2, 3, 5, 10	Background in database design and data querying in SQL Server, Oracle, and other dbms environments, as well as software development and programming utilizing Microsoft.NET, Visual C#, HTML, XML, and other programming tools.
1, 3, 6, 7	Strong project management skills with effective results focus within an information systems environment.

#### 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	
	Ļ.	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
		High School Diploma or equivalent (G.E.D.)
		Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
$\boxtimes$	$\boxtimes$	Bachelor's degree
		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

You Have	<u>Your Time</u>		You Need	<u>Minimum</u> <u>Time</u> Reguired	
Systems/Network Support	20	years	Systems/ Network support	4	years
		years			years

- a. What field (s) should training or degree be in? Information Technology, Computer Science, or related field
- **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, Ability to pass a CBI background check

**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 thru 10	Workstations, Laptops, servers, networking, and peripheral devices	daily
1 thru 10	Software - email, project management applications, Microsoft Office Suite, analysis and development tools, database and software management/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 system solutions, modifications, and implementations on users and system-wide processes and procedures
  - 3. Identify opportunities that can improve efficiency of overall system 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**

#### **Importance**

# How frequently is the activity performed?

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

0 - Never

1 - Annually

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
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.	5Daily	1Somewhat Important	
<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.	5Daily ,	ISomewhat Important	117777
<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.	5Daily	1Somewhat Important	
<b>Kneeling</b> : Bending legs at knee to come to a rest on knee or knees.	5Daily	1Somewhat Important	
<b>Crouching</b> : Bending the body downward and forward by bending leg and spine.	5Daily	1Somewhat Important	
<b>Crawling</b> : Moving about on hands and knees or hands and feet.	3Monthly	1Somewhat Important	
Reaching: Extending hand(s) and arm(s) in any direction.	5Daily	2Very Important	1 thru 10
<b>Standing:</b> Particularly for sustained periods of time.	5Daily	2Very Important	
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	5Daily	2Very Important	1 thru 10
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust	5Daily	1Somewhat Important	

forward, downward or outward.	I		
<b>Pulling</b> : Using upper extremities to exert force in order to draw, drag, haul or tug objects in a	5Daily	1Somewhat Important	
sustained motion.  Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with	5Daily	3Extremely Important	
the whole hand or arm as in handling.  Grasping: Applying pressure to an object with the		-	
fingers or palm.	5Daily	3Extremely Important	
<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.	5Daily	1Somewhat Important	
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5Daily	1Somewhat Important	
<b>Talking:</b> Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5Daily	3Extremely Important	1 thru 10
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.	5Daily	3Extremely Important	1 thru 10
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).	5Daily ,	3Extremely Important	1 thru 10
<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5Daily	3Extremely Important	1 thru 10
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.	5Daily	3Extremely Important	1 thru 10
<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	4Weekly	2Very Important	

and/or leg controls requires exertion of fo greater than that for Sedentary Work and worker sits most of the time, the job is rated	the		
Light Work.			
<b>Medium Work:</b> Exerting up to 50 pounds of f occasionally, and/or up to 20 pounds of f frequently, and/or up to 10 pounds of f constantly to move objects.	orce 3Monthly	1Somewhat Important	
<b>Heavy Work:</b> Exerting up to 100 pounds of f occasionally, and/or up to 50 pounds of f frequently, and/or up to 20 pounds of f constantly to move objects.	orce 2 Ouarterly	1Somewhat Important	
Very Heavy Work: Exerting in excess of pounds of force occasionally, and/or in excess 50 pounds of force frequently, and/or in excess 20 pounds of force constantly to move objects.	s of 1Appually	0Not 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 Does	Not	Apply
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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.)			
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)			
Hazardous materials (chemicals, blood and other body fluids, etc.)			
Extreme temperatures			
Inadequate lighting			
Work space restricts movement			
Intense noise			
Travel			
Environmental (disruptive people, imminent danger, threatening environment)			

#### 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 abo	ove statements and respon	ises are accurate and cor	nplete to the best of my
knowledge.	_		
knowledge. Signed:	Ma	Dat	e: 1/13/09

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#### 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.

Comments

# Please check the appropriate statement: I agree with the incumbents' position questionnaire as written. The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications. The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications. I have noted the modifications made by my supervisor in the Comments Section above. Date: Employee Signature: Supervisor Signature: Department Head Date: Signature: 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 QUESTIONAIRE

	, your immediate superv		de information regarding your help us make sure we refer to
Is this a group question		If yes, please list	all employee names.
Carol Collins, Scott Li	st, Steve Johnson		
Aaron Mathis, Brian C	Chadez, Jeremy Duncan		
Division: IS		Department:	Admin
	For Individual Qu	estionnaires Onl	<u>y:</u>
Employee Name:	Mathis	Aaron	С
	(Last)	(First)	(Middle Initial)
Current Classification T	itle: Systems/Networl	c Analyst	
<b>Division</b> Information	on Systems	Department	Administration
Total Length of Time v	vith organization	1 Years 5 r	nonths
Total Length of Time i	n Current Position	1 Years 5 r	nonths
Assigned Hours/Week:	; from 40 t o 40+	Assig	ned Days/Week 5
Email: aaronm@gjcity.or	g	Work Phone: 97	0-256-4085
Immediate	Supervisor:	Immediate	supervisor reports to:
Name: Jeff Re	ome	Name: Jim	Finlayson
Title: Systen	ns Analyst Supervisor	Title: IS I	Manager
Work Phone 244-15	588	Work Phone: 244	I-1525
<b>E-mail:</b> jeffr@	gjcity.org	<b>E-mail:</b> jim	f@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 professional level duties and responsibilities in the design, development, programming, implementation, maintenance and administration of integrated technology systems, databases, and networks. Provide project management, technical expertise, specification designs, and recommendations in assessing new IT software/system projects and prototypes based on implementation feasibility and cost, as well as initiatives to support and enhance our existing system requirements. Develop plans and programs to convert existing data from legacy systems to newly implemented systems, as well as resolving any conversion and/or production issues. Install and maintain servers; analyze, test, modify and debug organizational systems and programs as necessary; design, program, integrate reporting tools, system and office automation software; install and maintain network communication equipment; conduct system performance analysis and tuning; provide highly complex user support; assist in the preparation of system, program and user policies and procedures including user training material.

#### 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
$\boxtimes$	I do not officially supervise other employees (sign performance reviews).	
	I evaluate and sign performance reviews of other full-time employees.	
	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
$\boxtimes$	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	city wide
	I make work assignments for others.	
	I make hiring and hiring pay recommendations.	
	I make hiring and hiring pay decisions.	
	I recommend termination for poor performance.	
$\boxtimes$	I provide advice to peers that they must consider carefully before making a decision.	city wide
	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

TOOK COWO	KKEKS JUB IIILES	,	TOUR DIRECT REPORTS 3	OB IIILES
Web Coordin	ator		•	
Systems/Netv	work Analysts			
•	<u> </u>	· · · · · · · · · · · · · · · · · · ·		
			1.1 1 1	
ease indicate	the nature of the gro	up supervised an	d the number supervised	
Full Time	Part-Time	Seasonal/Tem	p	□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	for technology needs; see summary and tasks
· · · · · · · · · · · · · · · · · · ·		

#### 2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Vendors	daily	for technology needs; see summary and tasks
Other municipalities	daily	for technology needs; see summary and tasks
Mesa County	daily	for technology needs; see summary and tasks

#### 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.

EXAMPLE (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

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

	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	Manage and implement new technological projects, including development of system design, functional specifications, planning, scheduling, installing, training, and testing	Technology to implement; feasibility, cost justification, resource scheduling, usability	Daily	15%
2	Design, code, test and deploy new customized inhouse applications	Create a solution to fit the organizational need	Monthly	5%
3	Maintain city-wide, mission-critical and other systems/applications by performing periodic maintenance, patch installation and release upgrades. Develop methods to integrate various systems and share common data	Scheduling issues, user impact, communication, problem resolution	Daily	10%
4	Provide operational support of systems/applications by analyzing and correcting logic, performance or other execution problems	Troubleshoot, analyze, and remedy system-wide issues	Daily	20%
5	Perform SQL 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	Daily	10%
6	Develop technical procedures and documentation for the applications, including operations, user guide, etc.	media, delivery method, audience technical level, documentation detail	Monthly	5%
7	Establish lines of communication and maintain effective working relationships with commercial vendors. Serve as a liaison and facilitator between all outside vendors and internal customers to assist in addressing and resolving IT software and hardware issues	Appropriate means of communication, establishment of expectations	Daily	10%
8	Identify opportunities that can improve efficiency of overall system processes	Solution options, cost, user and system impact	Weekly	10%
9	Act as escalation point for technical issues as necessary in order to provide high level technical support to end-users and Support Specialists.	Prioritization, level of urgency, system-wide impact	Daily	10%

10	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%
11			Select	Party to the Contract of the C
12			Select	
13			Select	
14			Select	A COLUMN TO THE
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, 9, 10	Advanced knowledge of network operating systems including installation, system administration, configuration, and maintenance.					
1, 2, 3, 4, 8, 9	Principles and procedures of system, user and security administration.					
1, 2, 3, 4, 6, 7, 8, 9	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, 4, 5, 7, 8, 9, 10	Operational characteristics of a variety of systems hardware and software applications.					
1, 2, 3, 4, 5, 9	Advanced knowledge of databases including installation, adminsitration, user security and system tuning and monitoring.					
2, 3, 4, 5, 9	Advanced knowledge of programming concepts and languages.					
1, 3, 4, 7, 9	Advanced knowledge of computer hardware and architecture.					
4, 6	Principles and practices of system documentation.					
1, 2, 3, 4, 5, 8, 9, 10	Strong analytical and problem solving skills.					
1, 3, 4, 5, 7, 8, 9	Extensive knowledge of data processing, hardware platforms, and enterprise software applications.					

1, 2, 3, 4, 5, 6, 7, 9, 10	Technical experience with systems networking, databases, Web development, and user support.
2, 3, 5, 10	Background in database design and data querying in SQL Server, Oracle, and other dbms environments, as well as software development and programming utilizing Microsoft.NET, Visual C#, HTML, XML, and other programming tools.
1, 3, 6, 7	Strong project management skills with effective results focus within an information systems environment.

## 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	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
		High School Diploma or equivalent (G.E.D.)
		Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
X	$\boxtimes$	Bachelor's degree
		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

You Have	You	Time	You Need	T	imum ime uired
Systems/Network Analysis and Support	9	years	Systems/ Network support	4	years
Telecommunications	2	years			years
Dage Caf 37		<del>-</del>	For Lawren & Regar	violog II.C'	

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Fox Lawson & Associates, LLC

IT Management	2		
11 Management	2	vears	vears
<i>O</i> - ···		J	., 0000

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

**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, Ability to pass a CBI background check

**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 thru 10	Workstations, Laptops, servers, networking, and peripheral devices	daily
1 thru 10	Software - email, project management applications, Microsoft Office Suite, analysis and development tools, database and software management/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 system solutions, modifications, and implementations on users and system-wide processes and procedures
  - 3. Identify opportunities that can improve efficiency of overall system 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

#### **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.	5Daily	1Somewhat Important	
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.	5Daily	1Somewhat 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.	5Daily	1Somewhat Important	
<b>Kneeling</b> : Bending legs at knee to come to a rest on knee or knees.	5Daily	1Somewhat Important	
<b>Crouching</b> : Bending the body downward and forward by bending leg and spine.	5Daily	1Somewhat Important	
<b>Crawling</b> : Moving about on hands and knees or hands and feet.	3Monthly	1Somewhat Important	
<b>Reaching</b> : Extending hand(s) and arm(s) in any direction.	5Daily	2Very Important	1 thru 10
<b>Standing</b> : Particularly for sustained periods of time.	5Daily	2Very Important	
<b>Walking</b> : Moving about on foot to accomplish tasks, particularly for long distances.	5Daily	2Very Important	1 thru 10
<b>Pushing</b> : Using upper extremities to press against something with steady force in order to thrust	5Daily	1Somewhat Important	

		<u> </u>	
forward, downward or outward.			
<b>Pulling:</b> Using upper extremities to exert force in			
order to draw, drag, haul or tug objects in a	5Daily	1Somewhat Important	
sustained motion.	_	•	
Fingering: Picking, pinching, typing or otherwise			
working, primarily with fingers rather than with	5Daily	3Extremely Important	
the whole hand or arm as in handling.	U-Daily	313xtremely important	
<b>Grasping:</b> Applying pressure to an object with the	5Daily	3Extremely Important	
fingers or palm.		J 1	
<b>Lifting</b> : Raising objects from a lower to a higher		1	
position or moving objects horizontally from			
position-to-position. This factor is important if it	5Daily	1Somewhat Important	
occurs to be a considerable degree and requires the	Duny	1 Somewhat important	
substantial use of the upper extremities and back			
muscles.			
Feeling: Perceiving attributes of objects, such as			
size, shape, temperature or texture by touching the	5Daily	1Somewhat Important	
skin, particularly that of fingertips.			
Talking: Expressing or exchanging ideas by			
means of the spoken work. Those activities in			
which they must convey detailed or important	5Daily	3Extremely Important	1 thru 10
spoken instructions to other workers accurately,	0Daily	3Extremely important	1 HII H I I I
loudly, or quickly.			
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,	5Daily	3Extremely Important	1 thru 10
and to make fine discriminations in sound, such			
as when making fine adjustments on machined			
parts,			
<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	5Daily	3Extremely Important	1 thru 10
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).			
Repetitive Motions: Substantial repetitive			
movements (motions) of the wrists, hands, and/or	5Daily	3Extremely Important	1 thru 10
fingers.			
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	- n :		1.0 10
human body. Sedentary work involves sitting most	5Daily	3Extremely Important	1 thru 10
of the time. Jobs are sedentary if walking and			•
standing are required only occasionally and all			
other sedentary criteria are met.			
Light Work: Exerting up to 20 pounds of force			
I websee marker invertiff of to an houring of inite			
occasionally, and/or up to 10 pounds of force	4Weekly	2Very Important	
	4Weekly	2Very Important	

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.			annual revenue
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.	3Monthly	1Somewhat Important	
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.	2Quarterly	1Somewhat Important	
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	1Annually	0Not Important	

2. WORKING CONDITIO	NS.	S.	
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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		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.)	$\boxtimes$		
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)			
Hazardous materials (chemicals, blood and other body fluids, etc.)			
Extreme temperatures	$\boxtimes$		
Inadequate lighting			
Work space restricts movement			
Intense noise			
Travel	$\boxtimes$		
Environmental (disruptive people, imminent danger, threatening environment)			

#### 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 acc	curate and complete to the best of my	
knowledge.	1.12	
Signed:	Date: 1/4/09	

#### 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
<u> </u>	

# 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:

Please check the appropriate statement:

Supervisor

Signature:

Signature:

Department Head

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.

Date:

Date:

## CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

name, curre			provide information regarding your s will help us make sure we refer to
Is this a gr	oup questionnaire? 🛛 Yes 🗌 No	If yes, pleas	se list all employee names.
John Mery	hew		
Daren Sut	herland		
Division:	I.S.	Departme	ent: Customer Service
	For Individual Qu	estionnaires	s Only:
Employee N	ame:	(Fir:	st) (Middle Initial)
Current Clas	ssification Title: System/Network		
Division	IS	Departmen	nt Administration
Total Lengt	h of Time with organization	Υє	ears months
Total Lengt	h of Time in Current Position	Ye	ears months
Assigned Ho	ours/Week:; from 7 t o 4		Assigned Days/Week 40
Email:		Work Phone	<b>:</b>
<u> </u>	mmediate Supervisor;	Imme	diate supervisor reports to:
Name:	Richard White	Name:	Jim Finlayson
Title:	Systems Support Supervisor	Title:	IS Manager
Work Phone	(970)244-1526	Work Phone:	(970)244-1525
E-mail:	richardw@ci.grandjet.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.

To perform professional level duties and responsibilities in the design, programming, installation, maintenance, and administration of the City's Computer Networks, Communications, and Technology Infrastructure. To coordinate information systems design and development projects. Install and administer all servers, databases, and networks; analyze, test, modify and debug these systems and end user programs as necessary; conduct system performance analysis and tuning; and to perform a wide variety of duties relative to Information Systems Infrastructure.

#### 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
	I do not officially supervise other employees (sign performance reviews).	
	I evaluate and sign performance reviews of other full-time employees.	
	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
$\boxtimes$	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	City Wide
$\boxtimes$	I make work assignments for others.	4
	I make hiring and hiring pay recommendations.	
	I make hiring and hiring pay decisions.	
	I recommend termination for poor performance.	
	I provide advice to peers that they must consider carefully before making a decision.	City Wide
$\boxtimes$	I provide information to supervisors/management that they use in making a decision.	City Wide

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

YOUR COWORKERS' JOB TITLES	YOUR DIRECT REPORTS' JOB TITLES		
System/Network Analyst	,		
Telecommunications Analyst			
,			
-			

Seasonal/Temp

Part-Time

Full Time

Contract

□Volunteer

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 City Employees	Daily	Support for all Network, Computer, Communications, and Infrastructure needs.

#### 2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Novell	As Needed	Support
IBM	As Needed	Support
Dell	As Needed	Support
Cisco	As Needed	Support
Sync Sort	As Needed	Support
MicroSoft	As Needed	Support
Twin Eagle Consulting	As Needed	Support
Alpine Wireless	As Needed	Support

#### 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.

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

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

	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	Design, plan, install, analyze, test, debug, coordinate, and administer a variety of Network Operating Systems, Hardware, Cisco / Adtran Network Communications Hardware, and Virtual Systems.	Plan installs, troubleshoot, analyze, maintain systems interoperability	Daily	25%
2	Install, integrate, backup, tune, and administer all City Database Systems, and Applications Software	Plan installs, troubleshoot, analyze, maintain systems interoperability	Daily	15%
3	Maintain city-wide, mission-critical, systems/applications by performing maintenance, patch installations, and release upgrades. Design, plan, and coordinate the integration of systems and shared data.	Plan installs, troubleshoot, analyze, maintain systems interoperability, problem resolution	Daily	10%
4	Analyze, test, debug, and modify Network , Servers / Systems and individual Applications as needed	Analyze, troubleshoot, and create solutions for problems	Daily	10%
5	Design, develop, maintain, and manage Network & System Security policies	Analyze and administer	Weekly	5%
6	Manage and implement new technological projects, including development of system design, functional specifications, planning, scheduling, installation, training, and testing	Plan installs, configure, administer, and troubleshoot problems	Weekly	5%
7	Consult with city personnel regarding special projects; design, program, integrate, and maintain complex systems for their use	Research solutions and implement them	Weekly	5%
8	Provide high level support for technical issues involving all end-users; Work with hardware and software vendors for implementing new systems and hardware, and for troubleshooting problems	Solution prioritization, system wide impact, and customer service skills	Daily	10%
9	Design, configure, analyze, administer city wide 4.9Ghz and 900Mhz wireless networks	Plan installs, configure, administer, and troubleshoot problems	Daily	5%

10	Design, configure, administer, and monitor city wide disaster recover systems	Designing and implementing expected resource recovery	Daily	5%
11	Act as escalation point for technical issues and provide high-level technical support to all endusers, and Information Systems team members. Keep abreast of emerging technologies and training. Read, interpret and apply knowledge gained from training, complex technical publications, manuals, and various other sources	Prioritization, level of urgency, system-wide impact, end user needs. Determine informational needs to improve operational levels	Daily	5%
12			Select	
13			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
1,2,4,5,7,8,10	Advanced knowledge and experience with network operating systems including design, installation, configuration, and system administration.
1,2,4,5,6,7,8,9,10	Advanced knowledge of networking principals, design, and maintenance
2,3,4,5,7,8,10	Advanced knowledge of relational databases(SQL Server, Oracle, Sybase) including design, installation, administration, user security, tuning and monitoring.
1,2,3,4,5,6,7,8,9,10	Advanced knowledge of data processing, hardware platforms, and enterprise software applications.
1,2,3,4,5,6,7,8,9,10	Advanced troubleshooting skills and the ability to solve problems and provide exceptional customer support.
1,2,4,5,6,8,9,10	Advanced knowledge of wireless networking and communication technologies.
1,2,4,7,8	Advanced knowledge of programming concepts and languages.
1,2,4,7,8	General knowledge of electrical wiring and specifications for single and three phase power.
2,5,6,7,8,9,10	General knowledge of 900Mhz and 4.9Ghz Radio Systems.

#### 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	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
		High School Diploma or equivalent (G.E.D.)
		Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
	$\boxtimes$	Bachelor's degree
		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

You Have	Your Time		You Need	<u>Minimum</u> <u>Time</u> Required	
John Merryhew	34	years	Systems / Network Support	4	years
Daren Sutherland	20	years	Systems / Network Support	4	years
		years			years

a. What field (s) should training or degree be in? Bachelors Degree in 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 dirver's licence, Certified Network Engineer, Certified Linux Engenieer, Certified Cisco Network Administrator, Databaes Administrator, Pass a Colorado Bureau of Investigations background check.

**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
1-11	Servers, Workstations, Laptops, Networking and peripheral devices	Daily
1-11	Various software applications, monitoring, and development tools	Daily
1-11	Fluke NetworksCualification Tester	Monthly
1,2,4,9	Various hand tools used in equipment installation	Weekly
1-11	Cars and trucks	Daily
<del></del>		

#### 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. Evaluation and recommendations for city computer, network, and communications equipment
- 2. Prioritization of projects and tasks
- 3. Design and configuration of city infrastructure needs for meeting end user needs

#### 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

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

**Importance** 

#### 0 – Never

1 - Annually

performed?

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
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.	5Daily	1Somewhat Important	
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.	0Never	0Not 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.	5Daily	1Somewhat Important	
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	5Daily	1Somewhat Important	
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	5Daily	1Somewhat Important	
<b>Crawling</b> : Moving about on hands and knees or hands and feet.	0Never	0Not Important	
<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	5Daily	1Somewhat Important	
<b>Standing</b> : Particularly for sustained periods of time.	5Daily	2Very Important	
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5Daily	2Very Important	
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	0Never	0Not Important	
Pulling: Using upper extremities to exert force in	5Daily	1Somewhat Important	

Light Work.			
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.	5Daily	2Very 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.	3Monthly	2Very 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.	1Annually	1Somewhat 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 Does	Not	Apply
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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.)	$\boxtimes$		
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	$\boxtimes$		
Hazardous materials (chemicals, blood and other body fluids, etc.)			
Extreme temperatures			
Inadequate lighting			
Work space restricts movement			
Intense noise			
Travel			
Environmental (disruptive people, imminent danger, threatening environment)			

#### 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**

Page 14 of 16

I certify that the a	bove stateme	nts an	d responses	are accurate	and co	mplete to	the best	of my
knowledge.		صد						

Signed:

Date:

12-23-2008

Fox Lawson & Associates, LLC

#### 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
_			11

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.)			
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)			
Hazardous materials (chemicals, blood and other body fluids, etc.)			
Extreme temperatures			
Inadequate lighting			
Work space restricts movement			
Intense noise			
Travel			
Environmental (disruptive people, imminent danger, threatening environment)	$\boxtimes$		

#### V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

#### ADDITIONAL COMMENTS

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

#### EMPLOYEE CERTIFICATION

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

Signed:

Date

12-23-08

#### 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

### Please check the appropriate statement:

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.	I agree with the incumbents' position questionnaire as written.
I have noted the modifications made by my supervisor in the Comments Section above.  Employee Signature:  Date: /-/3-09  Date: //3/09  Department Head Signature:  Department Head Signature:  THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE	
Employee Signature:  Date: /-/3-09  Supervisor Signature:  Department Head Signature:  Date: //3/09  THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE	
Supervisor Signature:  Department Head Signature:  Date: //3/07  THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE	
Department Head Signature:  Department Head Signature:  THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE	Employee 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	
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YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR

DEPARTMENT HEAD.

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# CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

name, current jo	<b>BACKGROUND</b> : In this secting the section of title, your immediate supervious froughout the study.			
	questionnaire?  Yes No	If yes, please	e list all employe	e names.
Division:		Departmei	nt:	
	For Individual Que	estionnaires	Only:	
mployee Name:	Duncan	Jere	- X	S
	(Last)	(First,		(Middle Initial)
urrent Classifica	tion Title: Communications	Center Network	Analyst	
<b>ivision</b> Cor	mm Center	Department	: Police Depart	h
	ime with organization	3 Years 2 Years	10 months months	
ssigned Hours/\	Week:; from 8:00 to 5:00	A:	ssigned Days/W	Teek 5
mail: Jeremyd@d	ci.grandjet.co.us	Work Phone:	970-244-3730	
Imme	diate Supervisor:	Immed	iate superviso	r reports to:
ame:	Paula Creasy	Name:	Troy Smith	
itle:	Communications Center Manager	Title:	Deputy Chief of	Police
ork hone	244-3640	Work Phone:	244-3563	
was 1.	PaulaC@gicity.org	E-maile	Trove@gicity or	σ

#### 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 professional level duties and responsibilities in the design, development, programming, implementation, maintenance and administration of all 911 Communications Center Computers, Servers, System applications, databases, management, and systems network infrastructure. Provide project management, technical expertise and recommendations in assessing new IT software and hardware, including projects and initiatives to support and enhance our existing systems. Install and maintain all Communications Center application servers; Install analyze, test, modify and debug computer systems and individual programs as necessary; design, program, integrate reporting tools, applications and office automation applications; install and maintain network communication equipment, Phone systems and radio Equipment; conduct system performance analysis and tuning; provide highly complex user support; assist in the preparation of system, program and user policies and procedures; provide user training and documentation

#### 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
	I do not officially supervise other employees (sign performance reviews).	
	I evaluate and sign performance reviews of other full-time employees.	
	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	
	I make work assignments for others.	
	I make hiring and hiring pay recommendations.	
	I make hiring and hiring pay decisions.	
	I recommend termination for poor performance.	
$\boxtimes$	I provide advice to peers that they must consider carefully before making a decision.	
	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	YOUR DIRECT REPORTS' JOB TITLES
Systems/Network Analyst, Systems	•
Infrastructure Analyst	
IS Manager, Systems/Network Analyst	
Supervisor, Systems Infrastructure Supervisor	
Comunications Center Supervisiors	
911 Dispatchers	
Communications Center GIS Analysts	
Comunications Center Radio System Analyst	
lease indicate the nature of the group supervised	and the number supervised
Full Time Part-Time Seasonal	

c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

How Often	For What Purpose
daily	for technology needs; see summary and tasks
Weekly	maintain correspondence, policy's and procedures
monthly	Coordinate Communications vehicle support
	daily Weekly

#### 2. Outside your organization:

Title of Person or Organization	1	For What Purpose
Ex: Vendors, Gen. Public		
Vendors	daily	for technology needs; see summary and tasks
Other municipalities	daily	for technology needs; see summary and tasks

#### 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.

EXAMPLE (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

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

	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	Manage and implement new technological projects, including development of system design, functional specifications, planning, scheduling, installing, training, and testing	Technology to implement; feasibility, cost justification, resource scheduling, usability	Daily	15%
2	Maintain, mission-critical systems/applications for 911 Communications Center, performing periodic maintenance of all Network Servers, Computers, and System applications, coordinating installation and upgrades of all hardware and software. Develop and maintain methods to integrate various systems with all user agencies	Scheduling issues, user impact, communication, problem resolution,	Daily	20%
3	Act as escalation point for technical issues by providing 24/7 support as necessary in order to provide high level technical support to end-users Applications vendors and outside customers	Prioritization, level of urgency, system-wide impact	Daily	10%
4	Provide operational support of systems/ applications by analyzing and correcting logic, performance or other execution problems, maintaining data integrity, performing system recovery/ backup applications	Troubleshoot, analyze, and remedy system-wide issues	Daily	20%
5	Perform SQL 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	Daily	5%
6	Write technical procedures and documentation for the applications, including operations, user guide, etc.	media, delivery method, audience technical level, documentation detail	Monthly	5%

7	Establish lines of communication and maintain effective working relationships with commercial	Appropriate means of		
***************************************	vendors. Serve as a liaison and facilitator	communication,		5%
	between all outside vendors and internal	establishment of		370
	customers to assist in addressing and resolving IT	expectations	   Daily	
<u> </u>	software and hardware and infastructure issues	Calastian autions and	Dany	
8	Identify opportunities that can improve efficiency of overall system processes	Solution options, cost, user and system impact	Weekly	5%
	Install, maintain/ troubleshoot all Communication	Troubleshoot, analyze,	Trooling	
9	Center network/ cable infastructure including	and remedy system-wide		5%
	phone, data and radio systems	infastructure issues	Weekly	
10	Keep abreast of emerging technologies. Read,	Determine informational		
	interpret and apply knowledge gained from	needs to enhance current		5%
	complex technical publications, manuals, and	skill-set and improve	11	370
	other documents	operational levels	Weekly	-
11	Midia II I GO II C	Maintain all hardware	The state of the s	1
***	Maintain Hardware, Software and infastructure for mobile dispatch command vehicle	/software for immediate deployment in the event		5%
***************************************	for moone dispatch command venicle	of an emergency	Monthly	
12		or an emergency	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,	Advanced knowledge of network operating systems including installation, system
7, 9, 10	administration, configuration, installation and maintenance.
1, 2, 3, 4, 5, 9	Principles and procedures of system, user and security administration.
1, 2, 3, 4, 6, 7,	Experience in the development and implementation of standards, procedures and guidelines to
8, 9, 10	support operational processes and the ability to communicate clearly and concisely, both orally

	and in writing.
1, 2, 3, 4, 5, 7, 8, 9, 10	Operational characteristics of a variety of systems hardware and software applications.
1, 2, 3, 4, 5, 9	Advanced knowledge of databases including installation, adminsitration, user security and system tuning and monitoring.
2, 3, 4, 5, 9	Advanced knowledge of programming concepts and languages.
1, 3, 4, 7, 9	Advanced knowledge of computer hardware and architecture.
4, 6	Principles and practices of system documentation.
1, 2, 3, 4, 5, 8, 9, 10	Strong analytical and problem solving skills.
1, 3, 4, 5, 7, 8, 9	Extensive knowledge of data processing, hardware platforms, and enterprise software applications.
1, 2, 3, 4, 5, 6, 7, 9, 10	Technical experience with systems networking, databases, phone and radio system infrastructure, and user support.
1, 3, 6, 7	Strong project management skills with effective results focus within an information systems environment
	·

#### 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	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
$\boxtimes$		High School Diploma or equivalent (G.E.D.)
$\boxtimes$		Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
	$\boxtimes$	Bachelor's degree
		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

You Have	Yo	ur Time	You Need	<u>Minimum</u> <u>Time</u> <u>Required</u>	
Systems Network Support	8	years	Systems/ Network support	3	years
Telecomunications Support	5	years	Telecomunications Support	1	years
		years			years

a. What field (s) should training or degree be in? Information Technology, Computer Science, or related field, experience in network infrastructure, telecommunications

**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 thru 10	Workstations, Laptops, Networking and peripheral devices	daily
1 thru 10	Software - email, project management applications, analysis and development tools	daily
<del></del>		

#### 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 system solutions, modifications, and implementations on users and system-wide processes and procedures
  - 3. Identify opportunities that can improve efficiency of overall system 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

#### **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.	5Daily	1Somewhat Important	
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.	5Daily	3Extremely 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.	5Daily	2Very Important	
<b>Kneeling</b> : Bending legs at knee to come to a rest on knee or knees.	5Daily	1Somewhat Important	
<b>Crouching</b> : Bending the body downward and forward by bending leg and spine.	5Daily	1Somewhat Important	
<b>Crawling</b> : Moving about on hands and knees or hands and feet.	3Monthly	1Somewhat Important	
<b>Reaching</b> : Extending hand(s) and arm(s) in any direction.	5Daily	3Extremely Important	1 thru 10
<b>Standing:</b> Particularly for sustained periods of time.	5Daily	3Extremely Important	
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	5Daily	3Extremely Important	1 thru 10
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust	5Daily	1Somewhat Important	

forward, downward or outward.			
<b>Pulling:</b> Using upper extremities to exert force in			
order to draw, drag, haul or tug objects in a	5Daily	1Somewhat Important	
sustained motion.			
Fingering: Picking, pinching, typing or otherwise	- D 11		
working, primarily with fingers rather than with	5Daily	3Extremely Important	
the whole hand or arm as in handling.			
<b>Grasping</b> : Applying pressure to an object with the		0. D	
fingers or palm.	5Daily	3Extremely Important	
Lifting: Raising objects from a lower to a higher			
position or moving objects horizontally from			
position-to-position. This factor is important if it	5Daily	1Somewhat Important	
occurs to be a considerable degree and requires the	JDaily	1Somewhat important	
substantial use of the upper extremities and back			
muscles.			
			****
Feeling: Perceiving attributes of objects, such as	- D "		
size, shape, temperature or texture by touching the	5Daily	1Somewhat Important	
skin, particularly that of fingertips.			
Talking: Expressing or exchanging ideas by			
means of the spoken work. Those activities in			
which they must convey detailed or important	5Daily	3Extremely Important	1 thru 10
	5Daily	3Extremely important	i unu 10
spoken instructions to other workers accurately,			
loudly, or quickly.			
<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,	5Daily	3Extremely Important	1 thru 10
	0Daily	0Battemety important	1 that 10
and to make fine discriminations in sound, such			
as when making fine adjustments on machined			
parts.			
<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			
		1	
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	E D-:1	2 E-turn 1- Turn when t	1 than 10
important. Other important factors of seeing are	5Daily	3Extremely Important	1 thru 10
acuity (near and far), depth perception (three		1	
	•		
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).			
Repetitive Motions: Substantial repetitive			
movements (motions) of the wrists, hands, and/or	5Daily	2 Freemaler Immantant	1 thru 10
	5Daily	3Extremely Important	i unu iv
fingers.			
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	5Daily	1Somewhat Important	1 thru 10
I numan body, bedemary work involves sitting most	-	I	
		1	
of the time. Jobs are sedentary if walking and			
standing are required only occasionally and all			
standing are required only occasionally and all other sedentary criteria are met.			
standing are required only occasionally and all other sedentary criteria are met.  Light Work: Exerting up to 20 pounds of force			
standing are required only occasionally and all other sedentary criteria are met.  Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force	4Weekly	1Somewhat Important	
standing are required only occasionally and all other sedentary criteria are met.  Light Work: Exerting up to 20 pounds of force	4Weekly	1Somewhat Important	

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.			
<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.	3Monthly	1Somewhat 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.		1Somewhat Important	
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	1Annually	0Not 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		
	Less than 25%	25-50
Condition	of the time	t

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.)			
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)			
Hazardous materials (chemicals, blood and other body fluids, etc.)			
Extreme temperatures			
Inadequate lighting	$\boxtimes$		
Work space restricts movement			
Intense noise			
Travel			
Environmental (disruptive people, imminent danger, threatening environment)			

#### 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 s	statements and res	sponses are	accurate a	ınd complete	to the	best	of my
knowledge.							

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#### 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
a * * * * *	

#### Please check the appropriate statement:

I agree with the incumbents' position questionnaire as write	ten.
The above modifications have been discussed with the agrees with these modifications.	incumbent, and the incumbent
The above modifications have been discussed with the idisagrees with these modifications.	incumbent, and the incumbent
I have noted the modifications made by my supervisor in th	e Comments Section above.
Employee Signature:	Date: Dec 31, 2008
Supervisor Signature: Faula Course	Date: 1/5/09
Department Head Signature:	Date: 1/2/2009
THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. HAS COMPLETED YOUR PORTION OF THE QUESTION	
THE COMPLETED TOOK FORTON OF THE COESTION	MAINE, FLEAGE SUDMIT THE

QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR

DEPARTMENT HEAD.