

CITY OF GRAND JUNCTION

JOB ANALYSIS QUESTIONNAIRE

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

Is this a group questionnaire? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please list all employee names.
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Division: Information Systems

Department: Administration

For Individual Questionnaires Only:

Employee Name:	Larson	Rodney	E
	(Last)	(First)	(Middle Initial)

Current Classification Title: Telecommunications Analyst

Division	Information Systems / Infrastructure Group	Department	Administration
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Total Length of Time with organization 7 Years 7 months

Total Length of Time in Current Position 7 Years 7 months

Assigned Hours/Week; from 7:30 AM **to** 4:30PM **Assigned Days/Week** M - F

Email: rodneyl@gjcity.org

Work Phone: (970) 244-1496

Immediate Supervisor:

Immediate supervisor reports to:

Name:	Richard White	Name:	Jim Finlayson
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Title:	Infrastructure, Security, & Support Services Supervisor	Title:	Information Services Manager
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Work Phone	(970) 2441526	Work Phone:	(970) 244-1525
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E-mail:	richardw@gjcity.org	E-mail:	jimf@gjcity.org
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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.

Working independently with 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, perform a wide variety of duties relative to Information Systems Infrastructure.

Write and design bid specifications for data & voice network wiring contracts, award and manage the wiring project. Supervise contract personnel in the performance of their contract work. Provide work direction, quality assurance and general oversight. Review & analyze blue prints and architectural drawings for the purpose of voice and network installations. Audit and process vendor's invoices and bills.

In accordance to City policy I manage, trouble shoot, purchase, monitor and enforce city policy as it pertains to city owned Blackberry's, cell phones, cell modems and cell services.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

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

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

- b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

YOUR COWORKERS' JOB TITLES

System/Network Analyst
IS Support Specialists

YOUR DIRECT REPORTS' JOB TITLES

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

☐ Full Time ☐ Part-Time ☐ Seasonal/Temp ☐ Volunteer ☐ Contract

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

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
All City Employees	Daily	Support for all Network, Computer, Telecommunications, Voice Mail and Infrastructure needs.

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Novell, Cisco, Adtran, Dell, Gateway, Microsoft, Tadiran, T3 Corp.	As Needed	Support
Building and Wiring Contractors	As Needed	Consulting on future City buildings and remodel work for existing building's and work spaces.
Qwest, Sprint and Bresnan	As Needed	Adds, moves, changes and customizations to services.
Cell Phone Providers	As Needed	Adds, moves, changes and customization with Cell phone providers

3. ESSENTIAL DUTIES.

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

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

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

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

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

Attach additional sheets if necessary.

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

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

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
1	Manage, implement, program and administer a variety of Cisco routers, network hardware, operating systems, communication & virtual systems. Analyze, test, debug, and modify Network Servers / System hardware and individual applications as needed.	Plan installs, troubleshoot, analyze, maintain systems interoperability	Daily	30%
2	Manage, implement, backup, tune, and administer all City database systems, and applications software.	Plan installs, troubleshoot, analyze, maintain systems interoperability	Weekly	5%
3	Manage, implement, design and configure city wide Network & System Security policies and disaster recovery systems.	Analyze and administer	Weekly	5%
4	Manage and implement new projects with development of system design, function, specifications, planning, scheduling, installation, training and testing. Provide a high level of project management for new and ongoing projects. Provide support for technical issues & special projects involving end-users. Work with vendors for implementing new systems, troubleshooting, designing, and program, integrate and maintaining complex systems for end-users.	Research solutions and implement them, prioritization, system wide impact, and customer service skills	Daily	15%
5	Design, configure, analyze and administer city wide 4.9 GHz and 900 MHz wireless networks, the video conferencing and video arraignment devices, the old Analog Radios, paging systems, amplifiers and announcement systems.	Manage, administer, design, program and troubleshoot problems	Weekly	10%

6	Maintain City wide mission critical telecommunication network with long term project management, including over all administration, design, programming, installation, implementation and upgrades to the City's telephone systems and voice mail servers.	Manage, administer, design, program and troubleshoot problems	Daily	20%
7	Write bid specifications that are in line with the City I.S. Standards for all communication wiring contracts. Provide project management and long term planning for all wiring projects. Award and manage the wiring projects and evaluate the vendors.	Supervise contract personal in the performance of their contract work. Provide work direction, project management, quality assurance and general oversight.	Monthly	5%
8	Manage and administer all City owned and paid for cell phones, blackberry's and cell services. Negotiate new services, plan administration, cancellations and evaluation of Vendor service.	Manage assents, research solutions and implement them	Weekly	5%
9	Work with Qwest and other telephone and cable companies on the phone lines used by the city. Adding, removing or changing services. Billing changes and disputes.	Research solutions and implement them	Weekly	5%
10			Select	
11			Select	
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

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

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

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

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

Duty #	Knowledge - Skills
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1-9	Advanced knowledge and experience with Large Project Management and work flow
1-6	Advanced knowledge and experience with network operating systems including design, installation, configuration, and system administration.
1-6	Advanced knowledge of networking principals, design, and maintenance
1-3	Advanced knowledge of relational databases(SQL Server, Oracle,Sybase) including design, installation, administration, user security, tuning and monitoring.
1-5	Advanced knowledge of data processing, hardware platforms, and enterprise software applications.
1-9	Advanced troubleshooting skills and the ability to solve problems and provide exceptional customer support
1-6	Advanced knowledge of wireless networking and communication technologies.
1-6	Advanced knowledge of programming concepts and languages
1,6	Proficient in analyzing, evaluating, designing, programming, installing, implement, configuring, upgrade & trouble shooting, integrating, maintaining, administering and implementing software programming changes on Telephone and Voice mail systems
1,6,9	Proficient in analyzing, evaluating, designing, programming, installing, administer, implement, configuring, upgrade & trouble shooting, integrating, maintaining, administering and implementing software programming changes on the T1, PRI 1FB and Fiber Optic Data lines
4,7	Proficient in Reading, understanding and working with architectural drawings and blue prints. A clear understanding of data and voice wiring codes and standards.
8	Must have an understanding of the Cell phone industry and be able to work with many vendors for calling plans and phone hardware
5	Basic understanding of Analog Radios, paging systems, amplifiers, announcement systems and speaker systems
5	Basic knowledge and understanding of video conferencing as used for video arraignment, as it pertains to the State laws for quality of video for court video arraignments.

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)

- | | | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | High School Diploma or equivalent (G.E.D.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Up to one year of specialized or technical training beyond high school |
| <input type="checkbox"/> | <input type="checkbox"/> | Associate degree (A.S., A.A.) or two-year technical certificate |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Bachelor's degree |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Other (explain):
Specialized training in telecommunication hardware & software |

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

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Systems / Network Support	10 years	Systems / Network Support	4 years
Telecommunication industry	12 years	Telecommunication industry	4 years
	years		years

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

Bachelors Degree and specialized classes and training in communications hardware & software

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

Able to pass a Colorado Bureau of Investigation (CBI) Criminal History and 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
1-7	Servers, Workstations, Laptops, Networking and peripheral devices	Daily
1-7	Various software applications, monitoring, and development tools	Daily
6-7	Fluke NetworksCualification Tester	Monthly
6-7	Various hand tools used in equipment installation	Weekly
6-7	Telecommunication Tools	Weekly
6-7	Communication wiring tools	Weekly

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, project managment
 - 2. Evaluation and recommendations for city computer / server, network, and communications equipment
 - 3. Design and configuration of city infrastructure needs for meeting end user needs and support.

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.	5--Daily	1--Somewhat 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.	0--Never	0--Not Important	
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	5--Daily	1--Somewhat Important	
Kneeling: Bending legs at knee to come to a rest on knee or knees.	5--Daily	1--Somewhat Important	
Crouching: Bending the body downward and forward by bending leg and spine.	5--Daily	1--Somewhat Important	
Crawling: Moving about on hands and knees or hands and feet.	0--Never	0--Not Important	
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	1--Somewhat Important	
Standing: Particularly for sustained periods of time.	5--Daily	2--Very Important	
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	2--Very Important	
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	0--Never	0--Not Important	
Pulling: Using upper extremities to exert force in	5--Daily	1--Somewhat Important	

order to draw, drag, haul or tug objects in a sustained motion.			
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	1- 13
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	1--Somewhat 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 occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	5--Daily	2--Very Important	
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	1--Somewhat Important	1- 13
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	1- 13
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	3--Extremely Important	1- 13
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	3--Extremely Important	1- 13
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	1- 13
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	5--Daily	1--Somewhat Important	
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for	3--Monthly	1--Somewhat 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.	5--Daily	2--Very 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.	3--Monthly	2--Very 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.	1--Annually	1--Somewhat Important	

2. WORKING CONDITIONS.

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

☐ Does Not Apply

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

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

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

EMPLOYEE CERTIFICATION

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

Signed: _____

Ref Lamm

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:

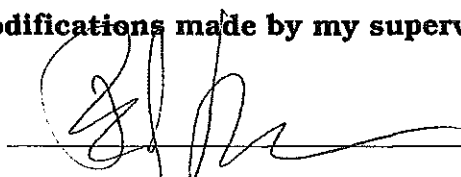
☒ I agree with the incumbents' position questionnaire as written.

☐ 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:

1-13-09

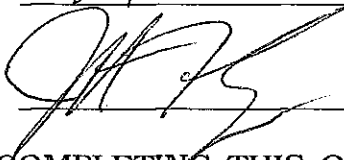
Supervisor
Signature:



Date:

1/13/09

Department Head
Signature:



Date:

1/13/09

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR DEPARTMENT HEAD.

