

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.
--	---

Division: Information Systems

Department: Administration

For Individual Questionnaires Only:

Employee Name:	Brown	Terry	A
	(Last)	(First)	(Middle Initial)

Current Classification Title: GIS Supervisor

Division Information Systems

Department Administration

Total Length of Time with organization 32 Years 6 months

Total Length of Time in Current Position 3 Years 8 months

Assigned Hours/Week; from 8:00 AM **to** 5:00 PM **Assigned Days/Week** M-F

Email: Terryb@gjcity.org

Work Phone: 244-1561

Immediate Supervisor:

Immediate supervisor reports to:

Name: Jim Finlayson

Name: Rich Englehart

Title: Information Systems Manager

Title: Deputy City Manager

Work Phone 244-1525

Work Phone: 244-1502

E-mail: Jimf@gjcity.org

E-mail: Riche@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.

This position manages GIS staff and projects for all departments in the city. The position is responsible for managing an organization-wide approach to storing, analyzing and reporting of critical GIS information using databases, reports, maps and the GIS web site; establishing and implementing strategic direction; system policies, procedures, and standards. Establish schedules and methods for providing assigned services; identifies resource needs, review needs with appropriate management staff, allocates resources accordingly; and provides highly complex user support. Participates in the preparation and administration of the Information Systems program budget; submits budget recommendations; monitor expenditures; and performs a variety of duties relative to assigned area of responsibility. Major responsibilities include displaying important GIS information on the web; integrating each department's databases with the enterprise wide GIS database; coordinating the input and maintenance of critical GIS data; and providing leadership and vision to the city, community and region on highly complex GIS information sharing and analysis issues. This position is the focal point for GIS information collaboration with outside agencies at the County, State and Federal levels.

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 type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	5
<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).	Citywide
<input checked="" type="checkbox"/>	I make work assignments for others.	5
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	5
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input checked="" type="checkbox"/>	I recommend termination for poor performance.	5
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	Citywide
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	Citywide

- 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

Sr Administrative Assitant
Systems Support Supervisor
Systems Analyst Supervisor

YOUR DIRECT REPORTS' JOB TITLES

GIS Analyst
GIS Technician II

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

☒ Full Time 5 ☐ 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 Departments	Daily	Administration of GIS activities and projects for all departments.
Peers, Subordinates	Daily	Direct the activities for the city's enterprise wide GIS and work with other IT managers for planning and coordination of IT/GIS projects.
City Council	Annually	Provide reports, custom maps, and presentations for large contracts.

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Mesa County GIS	Daily	Discuss GIS issues and planning / coordination of GIS projects.
Public	Daily	Discuss GIS issues and requests for new layers of GIS information.
State of Colorado GIS	Quarterly	Discuss GIS issues and coordination of data for GIS layers.
US Census Bureau	Monthly	Discuss GIS issues and coordination of 2010 Census data.
Utility Companies	Monthly	Discuss GIS issues and requests for GIS information.
Vendors, Contractors	Weekly	Discuss issues and projects.

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	Direct the activities of the city's comprehensive enterprise wide GIS program.	Develop policies, procedures, & data standards. Assess needs, develop work programs, allocate resources, monitor progress and cost.	Daily	15%
2	Supervise GIS Staff and budget.	Develop goals, objectives, work schedules, coordinate assignments, monitor core competency training, evaluate performance and results, prepare reviews.	Daily	15%
3	Work in conjunction with other IT managers, as well as citywide management and staff, to plan and coordinate IT/GIS goals, projects, and operational objectives.	Determine needs, develop budgets, set priorities, schedule resources, user impact, monitor progress and cost.	Daily	15%
4	Represents the city in inter-agency coordination of GIS activities.	Attends meetings, plans project support, coordinates work & monitors progress of inter-agency projects.	Weekly	10%

5	Manage contracts with vendors and contractors. Purchase & track software usage citywide.	Select vendor, monitor progress, inspect work, approve invoices, hold project meetings, monitor costs. Get quotes, purchase and track city wide software usage.	Weekly	10%
6	Develop new applications for the GIS web site. By identifying areas of opportunity aimed at improving the efficiency and effectiveness of GIS processes, and communication methods.	Design layout, develop maps, optimizes site for ease of use and user impact.	Weekly	10%
7	Provide GIS technical support for all city departments, the public & outside agencies.	Answer questions, solve problems, modify procedures, enhance usability and improve system performance.	Daily	5%
8	Develop SQL database designs for the enterprise wide GIS database.	Plans process steps for database creation, data security, data and relational integrity, collection of data, manipulate data and optimise system performance.	Weekly	5%
9	Establish lines of communication and maintain effective working relationships with customers. Serve as a source of information for GIS-related questions and concerns to city-wide management and staff, peers, and subordinates.	Appropriate means of communication, establishment of expectations, goals and teamwork.	Daily	10%
10	Keep abreast of emerging technologies and methods. Read, interpret and apply knowledge gained from technical (or other) publications, manuals, and other documents to organizational needs and requests.	Determine their potential effects upon the city's GIS system, and makes procedural and equipment changes to ensure a cutting edge system.	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
1-7, 9	Knowledge of principles, practices and techniques of personnel management, administration, organization and training. The ability to set measureable realistic goals and outline objectives for improving employee performance and knowledge.
1-10	Advanced knowledge of geographic information systems including installation, system administration, configuration, operational processes, maintenance and user support.
1-10	Experience in the development and implementation of standards, procedures and guidelines to support operational processes. The ability to communicate to individuals or groups with clarity, impact, and conciseness of thought, both orally and in writing.
1, 3-5	Knowledge and ability to administer contracts.
1-4, 6-8, 10	Knowledge of GIS database design and data querying in relational database management systems including data security, relational integrity, normalization, performance, data conversion, and other database management functions.
1, 3, 4, 6-8, 10	GIS and web development/programming utilizing Microsoft Visual Studio, C#, HTML, XML, SQL, and other development/programming concepts, tools, and languages.
1-10	Strong analytical and problem solving skills. The ability to identify, evaluate, and assimilate factors essential to analyzing a problem for a solution.
1-10	Project management skills focused on organization, timeliness, cost, communication, customer relations, and other resource allocations aimed at the successful outcome of the project.
1-10	Principles and practices of system documentation, including proper syntactical and grammatical skills aimed at providing clearly understandable, technical information.
1, 6-8	Knowledge and ability to perform modeling of complex infrastructure systems.
1-10	Skill in using geospatial software and programming GIS application using the API.
1, 4-8, 10	Knowledge of surveying principles, procedures and techniques with the ability to understand and convert coordinate 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	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input type="checkbox"/>	<input type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bachelor's degree
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other (explain): GISP

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>
GIS	17 years	GIS	6 years
Management	17 years	Management	4 years
	years		years

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

3. SPECIAL REQUIREMENTS: List any registrations, certifications or licenses that are **required** for you to hold your position. Be specific and do not abbreviate words or use acronyms.

Valid driver's license

4. MACHINES, TOOLS AND EQUIPMENT. List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
All	Workstations, Laptops, Servers and peripheral devices.	Daily
All	Software - email, Microsoft Office Suite, Microsoft Project, GIS development tools, database development tools, web development tools, and program development tools.	Daily

5. DECISION-MAKING & JUDGMENTS.

- a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.
 - 1. Balancing staff assignments between daily requests, rush jobs and projects.
 - 2. Identify opportunities that can improve the efficiency of the GIS and overall system processes.
 - 3. Negotiation of city resources to be used on inter-agency GIS projects.

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.	0--Never	0--Not 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.	3--Monthly	1--Somewhat Important	All
Kneeling: Bending legs at knee to come to a rest on knee or knees.	3--Monthly	1--Somewhat Important	All
Crouching: Bending the body downward and forward by bending leg and spine.	0--Never	0--Not 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	2--Very Important	All
Standing: Particularly for sustained periods of time.	4--Weekly	1--Somewhat Important	All
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	1--Somewhat Important	All
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	0--Never	0--Not 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	All
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	2--Very Important	All
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	0--Never	0--Not 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	All
Talking: 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.	5--Daily	3--Extremely Important	All
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	3--Extremely Important	All
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	3--Extremely Important	All
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	All
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	3--Extremely Important	All
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.	3--Monthly	1--Somewhat Important	All

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.	0--Never	0--Not 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.	0--Never	0--Not 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.	0--Never	0--Not Important	

2. WORKING CONDITIONS.

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

☒ Does Not Apply

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

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

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

EMPLOYEE CERTIFICATION

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

Signed: 

Date: 23 Dec 08

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. **Please note the form should have all three signatures to ensure all have read the questionnaire.**

Question No.	Comments
III. 3.	CB/ BACKGROUND CHECK

Please check the appropriate statement:

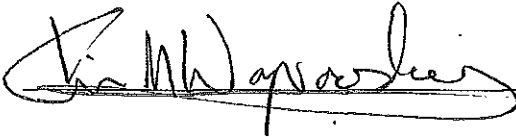
☒ I agree with the incumbents' position questionnaire as written.

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

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

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

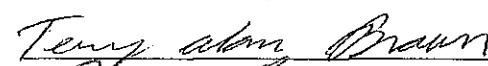
Employee Signature:



Date:

23 Dec 08

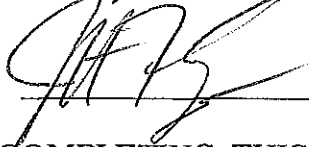
Supervisor
Signature:



Date:

12-23-2008

Department Head
Signature:



Date:

1/13/09

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

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

☐ 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: Tony A. Brown Date: 1-13-2009

Supervisor Signature: [Signature] Date: 1/13/09

Department Head Signature: _____ Date: _____

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.

