

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

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

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

Department:

For Individual Questionnaires Only:

Employee Name: Rainguet Susan "Sam" L.
(Last) (First) (Middle Initial)

Current Classification Title: Communications & Community Relations Coordinator

Division City Manager's Office **Department** Administration

Total Length of Time with organization 4 Years 7 months

Total Length of Time in Current Position 4 Years 7 months

Assigned Hours/Week;; from 8am to 5 pm **Assigned Days/Week** M-F

Email: samr@gjcity.org **Work Phone:** 244-1507

Immediate Supervisor:

Immediate supervisor reports to:

Name: Laurie Kadrich

Name: City Council

Title: City Manager

Title:

Work Phone 256-4154

Work Phone:

E-mail: lauriek@gjcity.org

E-mail:

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 coordinate, establish and maintain communication between the City and its various external and internal customers and to implement successful public outreach and marketing programs to increase the visibility, credibility and name recognition of the City of Grand Junction.

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).	Any
<input type="checkbox"/>	I make work assignments for others.	
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	Any
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	Any

- 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

City Manager
City Attorney
Mayor and City Council
Deputy City Manager
Management Analyst
Senior Administrative Assistant

YOUR DIRECT REPORTS' JOB TITLES

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

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

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

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
City Manager/Deputy City Manager	Daily	Keeping them apprised of upcoming issues, media events or rumors, gathering information from them to respond to media requests or to develop communication tools, scheduling media interviews for them, working with them on messaging and other communication requirements, and planning for general communication of our story.
City Council	Daily	Keeping them apprised of upcoming issues and media events, scheduling media interviews for them, working with them on messaging and other communication requirements.
City Attorney	Daily	Gathering information on the legal ramifications of various situations and events and media interaction.
Webserver Coordinator	Daily	We have a regular standing meeting every Monday in which we talk about upcoming events or issues that require Web involvement. We also interact frequently to share information and to talk about what should or should not be on our Web site, where it should appear, what it should say and how we can use our Web site to get more information out to the public. We also work closely together when issues of breaking news or important announcements arise.
City Clerk	Daily to Weekly	Meetings and general communication about upcoming Council activities or other events requiring public notification.
See supplement #1 attached for additional information		

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
General public	Daily	As the "Public Communication link" on our Web site, I am often the first point of contact for customer questions, suggestions, and complaints.
Media - print, tv, and radio	Daily	Answering questions, responding to information requests, providing interviews, scheduling interviews with others, providing content for print and advertising opportunities.
Other organization PIO's	Weekly	Regular JIC (Joint Information Center) meetings, regular MCCOA (Mesa County Communication Officers' Association) meetings, "heads up"

		communications, coordinating on joint projects, sharing information, and sharing training opportunities.
Peczuh Printing	Monthly	Development of graphics, content and layout of City newsletter and City calendar, in addition to special print projects as they arise.

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	Coordinate, establish and maintain two-way communication between the City and its various external and internal customers. Much of this work involves interaction with the media on behalf of the City.	What to communicate. When to communicate it. How to communicate it.	Daily	25%
2	Coordinate, author, edit, publish and distribute various City publications and newsletters, scripts, press releases and presentations; oversee writing, editing, design and printing functions.	What information to include. How best to present it. What the message should be. Who the audience is.	Weekly	15%
3	Work with City management, Council and other employees to develop informational presentations, written pieces, or talking points for public meetings or press conferences regarding City issues, programs, services, special projects and various other activities.	What information to include. How best to present it. What the message should be. Who the audience is. How much detail should be included. Who the spokesperson should be.	Weekly	10%
4	Attend a variety of meetings with City Council, City leadership, City staff and outside organizations; stay abreast of current and future programs, services, issues and work plans to ensure that information is readily available to the media and the public.	What information is important to keep track of. What information should we get out right away. What information is sensitive and should be protected. What approach to take. What information do I need to follow up on.	Daily	20%
5	Coordinate, lead and facilitate meetings with other City public information officers and the Webserver Coordinator to develop and enhance overall communications strategies and to disseminate information to City employees.	How to best use the group to communicate Citywide. What information should be communicated Citywide. How I can assist them with their communication needs.	Monthly	2%
6	Explore and develop opportunities to gain additional exposure for City programs and services; organize, coordinate or represent the City at media interviews. Monitor media coverage.	Determine, along with City leadership, what we are looking to accomplish. What is the story we want to tell. How do we want to tell it. What is the media saying and should anything be done about it.	Daily	5%

7	Maintain and update materials and resources that provide information on City operations and services including Web sites, video programming, media guides, phone listings and schedules of City projects.	When information is no longer timely. What pieces need to be continued, changed, discontinued. What new technologies are out there we can make use of. What are the most effective and efficient uses of our resources.	Weekly	5%
8	Compile and prepare the City Calendar and Annual Report.	What the theme will be. What photos to include. What information to include. Who to gather information from. How to edit graphics and layout. How to distribute.	Annually	5%
9	Coordinate special projects and special assignments as they arise. Examples include the 125th anniversary celebration, the Public Safety Initiative marketing/education effort, the City Council community barbecue, and the 201 boundary change open houses.	When these events come up, they can require almost full-time attention. Decisions run the gamut from what equipment/materials are needed and where to get it, how to communicate, where to have it, what time, how many people to anticipate, what the scope should be, etc. There are many, many decisions that must be made.	Monthly	10%
10	Serving as backup or providing assistance to other PIO's when emergency events or situations necessitate.	When to offer assistance. What type of help is needed. How I can be of most use. Generally what needs to be done.	Quarterly	3%
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	Ability to listen, perceive, and interpret needs and issues. Ability to organize and plan. Ability to develop credibility. Ability to communicate effectively. Ability to create positive relationships with the media.
2	Ability to write and spell well. Ability to proofread well. Ability to work under timelines. - Understanding of creating visually pleasing documents. Ability to encapsulate the message and to present it in a positive and compelling manner. Understanding of how to communicate subtle messages. Understanding of how to target a specific audience.
3	Ability to work effectively with City leadership and elected officials. Ability to work in a sometimes stressful environment. Ability to handle multiple competing tasks at one time. Ability to prioritize. Ability to write and spell well. Ability to proofread well. Ability to work under timelines. Understanding of creating visually pleasing documents. Ability to encapsulate the message and to present it in a positive and compelling manner. Understanding of how to communicate subtle messages. Understanding of how to target a specific audience.
4	Ability to work effectively with City leadership, elected officials, and other community groups. Ability to take in a large amount of information. Ability to listen, perceive, and interpret needs and issues. Ability to organize and plan. Ability to develop credibility. Ability to communicate effectively. Ability to exhibit discretion with sensitive information.
5	Ability to work effectively with co-workers. Ability to listen, perceive, and interpret needs and issues. Ability to organize and plan. Ability to develop credibility. Ability to communicate well.
6	Ability to listen, perceive, and interpret needs and issues. Ability to organize and plan. Ability to provide professional and beneficial interviews to media. Ability to create positive relationships with the media. Ability to review media events and interpret positive versus negative coverage.
7	Ability to write and spell well. Ability to proofread well. Ability to work under timelines. Ability to interpret timeliness of information. Understanding of creating visually pleasing documents. Ability to encapsulate the message and to present it in a positive and compelling manner. Understanding of how to communicate subtle messages. Understanding of how to target a specific audience. Ability to understand new and emerging technologies and their application. Ability to write informative scripts. Ability to appear on camera. Ability to determine cost effectiveness of various communication tools.
8	Ability to write and spell well. Ability to proofread well. Ability to work under timelines. Understanding of creating visually pleasing documents. Understanding of basic graphic design layout concepts.
9	Ability to plan. Attention to detail. Ability to delegate. Ability to do things that may not be part of your regular work requirements (in other words do whatever is needed to get it done). Knowledge of who to contact for information that may be needed. Ability to be flexible and

	adaptable. Willingness to work long or unusual hours if needed.
10	Ability to drop what you are working on at a moment's notice and help out. Ability to think strategically about what may be needed. Willingness to work long or unusual hours if needed.

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1. EDUCATION: What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

You Have	You Need	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input type="checkbox"/>	<input type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bachelor's degree
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other (explain): MBA in Marketing and Management

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>
Public sector experience/knowledge	25 years	Public sector experience/knowledge	3 years

Knowledge of communication and marketing fundamentals and principles	12	years	Knowledge of communication and marketing fundamentals and principles	5	years
Experience interacting with the media SEE ADDITIONAL ATTACHED IN SUPPLEMENT #2	10	years	Experience interacting with the media	5	years

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

Marketing, communication, journalism, public relations, public administration

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.

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	Computer, telephone, cell phone, copier, fax machine, vehicle, camera, video camera,	50% of time
2	Computer, telephone, cell phone, copier, fax machine, vehicle, camera, video camera,	50% of time
3	Computer, telephone, cell phone, copier, fax machine, vehicle, camera, video camera,	50% of time
4	Computer, telephone, cell phone, copier, fax machine, vehicle, camera, video camera,	50% of time
5	Computer, telephone, cell phone, copier, fax machine, vehicle, camera, video camera,	50% of time
6	Computer, telephone, cell phone, copier, fax machine, vehicle, camera, video camera,	50% of time
7	Computer, telephone, cell phone, copier, fax machine, vehicle, camera, video camera,	50% of time
8	Computer, telephone, cell phone, copier, fax machine, vehicle, camera, video camera,	50% of time
9	Computer, telephone, cell phone, copier, fax machine, vehicle, camera, video camera,	50% of time
10	Computer, telephone, cell phone, copier, fax machine, vehicle, camera, video camera,	50% of time

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. Knowing when to elevate a media-related or communication issue up to the City Manager, Deputy City Manager and City Council. There are many issues in the course of the day that I either deal with on my own or delegate to another employee, but certain issues necessitate informing our leaders, and knowing which ones they are can be challenging.

2. Knowing when to exercise discretion with sensitive information and knowing when it is okay to talk about it. I am privy to a large amount of information that is sensitive in nature, both in terms of confidentiality and in terms of the impact that releasing it could have.

3. Knowing when to communicate to the media or employees about an issue, and probably more importantly, when not to. There are many things going on that are not important enough to bother employees with and there are many things going on that the media has no interest in. Trying to interpret which is which can be challenging at times.

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

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

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

Frequency

How frequently is the activity performed?

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

Importance

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

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

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	0--Never	Select	
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	0--Never	Select	
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	3--Monthly	0--Not Important	Moving boxes, storing things.
Kneeling: Bending legs at knee to come to a rest on knee or knees.	0--Never	Select	
Crouching: Bending the body downward and forward by bending leg and spine.	0--Never	Select	
Crawling: Moving about on hands and knees or hands and feet.	0--Never	Select	
Reaching: Extending hand(s) and arm(s) in any direction.	0--Never	Select	
Standing: Particularly for sustained periods of time.	3--Monthly	1--Somewhat Important	Press conferences.
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	0--Never	Select	
Pushing: Using upper extremities to press	0--Never	Select	

against something with steady force in order to thrust forward, downward or outward.			
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	0--Never	Select	
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	0--Never	Select	
Grasping: Applying pressure to an object with the fingers or palm.	0--Never	Select	
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.	2--Quarterly	1--Somewhat Important	Moving boxes or equipment.
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	0--Never	Select	
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	Most everything I do.
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	Most everything I do.
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	Most everything I do.
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	0--Never	Select	
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.	0--Never	Select	
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	0--Never	Select	

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.			
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	Select	
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	0--Never	Select	
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	0--Never	Select	

2. WORKING CONDITIONS.

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

☒ **Does Not Apply**

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

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

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

Please see JAQ supplement #3 attached.

EMPLOYEE CERTIFICATION

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

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.**

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: Sam Raugust Date: 1-2-09

Supervisor Signature: _____ Date: _____

Department Head Signature: Steve McAdams Date: 1-2-09

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.

JAQ Supplement #1

2C. Inside Your Organization (continued)

Title of Person or Department	How Often	For What Purpose
Public Works and Planning PIO	Daily to Weekly	Meetings, planning communications or events, collecting information, scheduling media interaction, reporting on media interaction, and just general communication.
Police PIO	Weekly	Meetings, planning communications or events, collecting information, scheduling media interaction, reporting on media interaction, and just general communication.
Fire PIO	Weekly	Meetings, planning communications or events, collecting information, scheduling media interaction, reporting on media interaction, and just general communication.
VCB Marketing & Public Relations Coord.	Weekly	Meetings, planning communications or events, collecting information, scheduling media interaction, reporting on media interaction, and just general communication.
City Department Heads	Weekly	Meetings, gathering information, scheduling media interviews, keeping them apprised of upcoming media events or City events/issues.
Most Upper Level Managers in the City	Weekly	In addition to AIM meetings, I have opportunity to interact with most all of the manager/supervisor level employees of the City at one time or another, regarding media events that relate to their area.
All City Employees	Monthly to Quarterly	I am often the spokesperson for the organization on issues that all employees should know about. As such, I communicate with some regularity with all City employees, most often by e-mail.

JAQ Supplement #2

III. Education Experience and Equipment

2. Experience

You Have	Your Time	You Need	Minimum Time Required
Ability to communicate well, verbally and in writing. This includes a command of the English language and grammatical proficiency.	25 years	Ability to communicate well, verbally and in writing. This includes a command of the English language and grammatical proficiency.	5 years
Ability to prioritize effectively and to handle multiple competing projects at one time.	12 years	Ability to prioritize effectively and to handle multiple competing projects at one time.	3 years
Understanding of basic graphic design and Web concepts.	10 years	Understanding of basic graphic design and layout concepts.	3 years
Ability to interact professionally and effectively with a wide range of people.	25 years	Ability to interact professionally and effectively with a wide range of people.	3 years

JAQ Supplement #3

V. Employee, Supervisor and Department Head Signatures

Additional Comments

The "PIO" group is currently benchmarked against the Human Resource Analyst position. I find almost no similarities between the PIO positions and the HR Analyst's positions. Some of the more notable differences include that our jobs require responding to the media or to incidents at all hours, including on weekends and in the middle of the night; attending many late-night and weekend community or elected official meetings; and often being in a position to publicly speak (or not speak) about sensitive or controversial information or to defend the City's position or actions.

Public Information Officers hold very visible positions and are entrusted with extremely important information. Due to the media exposure, many people in the community know who we are - although we may not know who they are. We are often the message bearers and have the responsibility of "speaking on behalf of the organization" or "representing the organization", which at times can be a very heavy load to bear. The simplest of words can create a controversy, so the skill set required by these types of positions is extremely important. This creates a level of stress that I honestly believe very few other City employees have to contend with. Every time a media interview is conducted, we hold our breath in the hope that the accurate angle will be portrayed when the story comes out. Then the next day, we do it all over again.

The majority of municipalities now have PIO's, so there should be existing data against which to benchmark our positions. The only caveat I would like to offer here is that Grand Junction is definitely different than most municipalities when it comes to media scrutiny and involvement. In Colorado, there are really only 2 communities that compare accurately to Grand Junction in terms of public information/media relations - Denver and Colorado Springs. The reason for this is that Grand Junction is only the 3rd city in the state to have multiple network television news stations. Most cities don't have any, much less three of them, and this does create a very different scenario under which we must operate, not to mention the increase in the workload. In Grand Junction, as you know, the City is almost always in the news.

