

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? ☐ Yes ☒ No If yes, please list all employee names.

Division: Prevention

Department:
Department

Grand Junction Fire

For Individual Questionnaires Only:

Employee Name: Page Michael L
(Last) (First) (Middle Initial)

Current Classification Title: PIO

Division Prevention

Department Fire Department

Total Length of Time with organization 35 Years 11 months

Total Length of Time in Current Position 4 Years 5 months

Assigned Hours/Week:: from 0800 t o 1700 **Assigned Days/Week** 5

Email: mikep@gjcity.org

Work Phone: 244-1413

Immediate Supervisor:

Immediate supervisor reports to:

Name: Chief Ken Watkins

Name: City Manager Laurie Kadrach

Title: Fire Chief

Title: Cioty Manager

Work Phone 244-1415

Work Phone: 244-1503

E-mail: kenw@gjcity.org

E-mail: lauriek@gjcity.org

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).	Around 120
<input checked="" type="checkbox"/>	I make work assignments for others.	25
<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 type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	8-10

- 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

Fire Prevention Officers
Fire Investigator Coordinator
Hazardous Materials Coordinator
Training Officer

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

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	Information releases on incidents	accurate information, safety messages	Weekly	5
2	Information releases on activities	timeliness and accuracy	Monthly	3
3	Develop a working relationship with the media	timeliness and accuracy	Daily	6
4	Develop statistical information to determine the need in public education	review records	Weekly	2
5	Develop a working school program for education	content, scheduling, training of personnel	Annually	10
6	Public education classes	need, type, cost	Daily	8
7	Community Safety Fairs, Events, & Open Houses	need, type, cost	Monthly	5
8	Juvenile fire safety education	scheduling, training	Monthly	3
9	Web site creation & maintenance	type, accuracy	Weekly	8
10	Participation in professional and safety organizations	selection & partisipation	Weekly	5
11	Develop the budget needs	justification	Annually	3
12	Other duties as assigned	keeping to a minimum and job related	Daily	4
13	Personal training	keeping current on tools	Daily	8
14	Preparation for disaster communications	timeliness and accuracy	Weekly	5
15	Public and internal recognition	appropriate	Monthly	4
16	Department historian & photographer	relevent	Daily	6
17	Marketing	assuring positive view of department by the public	Daily	6

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
<input type="checkbox"/>	<input type="checkbox"/>	Other (explain):

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

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Fire Fighting	31 years	2-3	years
EMS	31 years	2-3	years
Education	15 years	2-3	years

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

Marketing, Firefighting, EMS, Journalism

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.

Required Certifications PIO Office:

IS-200	ICS for Single Resources and initial Action Incidents
IS-700	National Incident Management system an Introduction
IS-300	Intermediate ICS for Expanding Incidents
IS-702	NIMS Public information Systems
Drivers Licence	

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
16	Camera	Daily
all	Computer	Daily
all	Vehicle	Daily
all	General Office Equipment	Daily
5,6,7,	Educational Robot	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. Public need to know
 - 2. Life threatening event
 - 3. What is best for the organization

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.	4--Weekly	1--Somewhat Important	1,2,5,6,16
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	2--Very 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.	5--Daily	1--Somewhat Important	all
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	2--Very 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	2--Very 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	2--Very Important	all
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	1--Somewhat 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	1--Somewhat 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	5--Daily	2--Very Important	all

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 checked="" 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: Michael J. Sege Date: 1-8-09

Please check the appropriate statement:

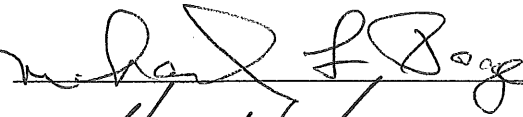
☐ I agree with the incumbents' position questionnaire as written.

☒ 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.

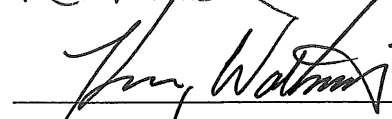
Employee Signature:



Date:

1-9-09

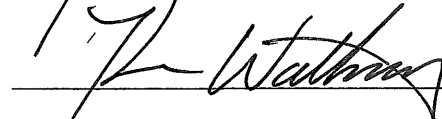
Supervisor
Signature:



Date:

1-9-09

Department Head
Signature:



Date:

1-9-09

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.

CITY OF GRAND JUNCTION

JOB ANALYSIS QUESTIONNAIRE

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Is this a group questionnaire? ☐ Yes ☒ No

If yes, please list all employee names.

Division:

Department:

For Individual Questionnaires Only:

Employee Name:

Porras

Kate (Katherine)

G

(Last)

(First)

(Middle Initial)

Current Classification Title:

Police Information Coordinator

Division

Administration/ Professional
Standards Unit

Department

Police

Total Length of Time with organization

Years 7 **months**

Total Length of Time in Current Position

Years 7 **months**

Assigned Hours/Week::; from 0800 **t o** 1700

Assigned Days/Week 5

Email: katep@gjcity.org

Work Phone: 970-244-3601

Immediate Supervisor:

Immediate supervisor reports to:

Name:

Rick Dyer

Name:

Bill Gardner

Title:

PSU Administrator

Title:

Chief of Police

**Work
Phone**

244-3549

**Work
Phone:**

244-3565

E-mail:

rickd@gjcity.org

E-mail:

billg@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.

Responsible for vast majority of internal and external communications for the Police Department, including building and maintaining positive relationships with the media as well as the public in general, and building and maintaining a positive flow of information and communication within the department as well as the community.

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.	
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<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.	
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- 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

Sergeant
Recruiting Coordinator
Volunteer Services Coordinator

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 employees within the police department including but not limited to: 911 telecommunicators and supervisors, the investigations unit, the traffic unit, the street crimes unit, the patrol unit, the community advocacy unit, records, all commanders, administrative assistants, volunteers and volunteer services coordinator, victims advocate coordinator, laboratory employees, the Western Colorado Drug Task Force, the Chief of Police and Deputy Chiefs of Police, etc.	multiple times a day	1. Internal Communication- a. gathering and distributing information that allows police employees to know what is going on within the department b. advising fellow employees and supervisors about the best way to present information to the media or public 2. External Communication- gathering and distributing information to the media and the public 3. To put together and promote presentations/programs sponsored by the police department
Fellow city public information officers/coordinators	weekly to monthly	- To coordinate information release between departments - To keep fellow departments informed on what is happening within the police department
City Hall	weekly	- To keep City Hall up to date on what is happening within the police department
Police records department	daily or weekly	- To gather/compile information to respond to media requests
Fire Information Coordinator	weekly/ monthly	- To coordinate release of information when both police and fire are involved
Communications & Community Relations Coordinator	weekly/monthly	- To coordinate release of information - To coordinate activities involving various departments within the city

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Local media	multiple times a day	- To answer daily requests for information/ interviews regarding police involved issues - To educate the public about issues regarding their safety, etc.
State/Regional media	monthly	- To respond to requests for information/ interviews

National media	occasionally	- To respond to requests for information/ interviews
Joint Information Center (JIC)	monthly	- To train and be prepared to handle disasters/ issues of various sizes involving multiple agencies
Mesa County Sheriff's PIO	weekly	- To coordinate release of information to the media and public
General Public	weekly to occasionally	- To answer questions from public about police information and to educate about safety, etc.
Mesa County District Attorney's Office	Occasionally	- To coordinate the release of information concerning investigations/cases
Mesa County School District	Weekly to monthly	- To coordinate the release of information concerning investigations/cases
Mesa County Department of Human Services	Weekly to monthly	- To coordinate the release of information concerning investigations/cases
Other various law enforcement agencies in the state/country	Occasionally	- To coordinate the release of information concerning investigations/cases

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	Respond to all media requests for information regarding the police department, give interviews for the media both at the police department and in the field when called to scenes. Respond to scenes to help coordinate and control media- help determine what access the media will have to a scene and make sure the media maintains proper boundaries. This happens during regularly scheduled hours as well as during call-outs and in emergency situations. Also, release documents and photos to the media when requested	What information the law requires/allows/prohibits to be released, how to present that information to best protect the image of the police department, where and when interviews will be given, if someone other than the police information coordinator should give the interview, how to allow the media best access to a scene without jeopardizing the investigation, How much access can the media have to a scene, how to balance the media's needs with investigators' needs, what needs to be done if the media doesn't respect boundaries/rules	Daily	25
2	Keep police employees current on information presented in the news regarding the police department	Where to go to gather information, what information is relevant/needs to be shared, how to best share that information	Weekly	5
3	Keep police employees current on events/happenings within the police department	Where to go to gather information, what information is relevant/needs to be shared, how to best share that information	Weekly	5

4	Prepare the police newsletter: gather information, write copy, take photos, edit and distribute	What stories will be included, where to get the information, how to best present the information	Quarterly	5
5	Photograph and record police events/ ceremonies, etc	What needs to be covered and when	Weekly	5
6	Prepare the annual report: gather information, oversee layout/design, oversee/write copy, oversee printing, distribute	What is the theme/style, where to get the information, what information to include, how to lay out the report	Annually	5
7	Prepare various reports, presentations, speeches for the Chief of Police and other supervisors and employees including: the weekly Chief's report to City Hall (gather information and write report), the monthly PIO report (compile information, write the report, and present during regular City PIO meetings), and other reports or presentations as assigned.	What information to include, where to get the information	Weekly	5
8	Be an active member of the Joint Information Center (JIC) by attending regular meetings and trainings and responding to emergencies	What does the emergency require, who needs to be involved in the response, how will we respond, how long does the JIC need to be activated, what information will be given and when, how to coordinate with the various agencies, etc.	Monthly	5
9	Coordinate with other PIOs within the City and outside agencies to ensure proper release of information	When do the agencies need to coordinate, what information will be released when and by whom	Occasionally	5
10	Advise fellow police employees and supervisors about the best way to protect the police department image, recommend a course of action to respond to controversial issues, and advise on how to respond to media requests and how and what information should be released	What image do we want to portray, what's the most effective way to portray that image, what information should be given out and when, who should give it out, what information can/can't we legally give out	Weekly	5
11	News releases: decide when a news release needs to go out, gather and write the copy, disseminate to media, respond to questions from media about the information and requests for interviews	When does a news release need to be issued, what information will be included, what follow up will be provided	Weekly	5
12	Keep record of daily and monthly activities to include in reports	How to best keep track of the information	Daily	5

13	Handle citizen calls for information	What information can/can't legally be given, who can best answer the question if the police information coordinator doesn't have the answer	Occasionally	5
14	Respond to inaccurate media reports and handle situations where media has acted inappropriately. This also involves educating the media about the proper way to cover a scene involving police activity and the best ways to get information.	When to respond to inaccurate reports or inappropriate behavior, what's the best way to respond	Occasionally	5
15	Coordinate and participate with outside agencies to prepare and promote various campaigns	How to best educate the public and promote police events/campaigns	Occasionally	5
16	Schedule, coordinate, and run news conferences- includes deciding when it is necessary to hold a news conference	When to hold a news conference, how to best inform the media about an upcoming news conference, what will be said during the news conference, who will speak, how will the PIC prepare that person, what follow-up with the media will be allowed, where to hold it, etc.	Occasionally	

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	Must have a thorough understanding of the media, its needs, and how it operates, as well as how to handle conflicts with the media so as be able to develop and maintain good working relationships.
1	Must have a thorough knowledge of the Colorado Open Records Act, and what information can/can't legally be provided
2,3,4	Basic understanding of computer systems and related skills to allow the creation of news releases, newsletters, etc.
8	Basic understanding of the Incident Command System and National Incident Management System at entry level with further training to be provided

all	Must have a thorough knowledge of how a police department functions, the roles of the employees who make up the department, and the culture in which a law enforcement agency operates.

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

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

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

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>
Broadcast news experience as a TV anchor/reporter	9 years		3 years
Colorado Open Records Act training	24 hrs training	Yearly training to cover new/changing laws	years
Best practices for public information officers/coordinators	24 hrs training	Yearly training to keep current	years

a. What field (s) should training or degree be in?
Journalism, public relations or a related field

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

Must be up to date on requirements in the Colorado Open Records Act- this requires yearly training.

Must be trained in Incident Command System and National Incident Management System

Must be familiar with the operation of a Joint Information System and Joint Information Center

Must stay up to date on the policies and practices of the media, including how they gather and disseminate the news

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
5	Digital camera, and related computer systems	
2-12	Computer	

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. What information can/can't legally be given to the public, and what is required by law to be given to the public.
 - 2. What is the best way to present a positive image of the police department to the public.
 - 3. What information is important to share with employees throughout the department.

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	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.	0--Never	0--Not Important	
Kneeling: Bending legs at knee to come to a rest on knee or knees.	0--Never	0--Not Important	
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.	0--Never	0--Not Important	
Standing: Particularly for sustained periods of time.	4--Weekly	2--Very Important	
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	4--Weekly	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	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	
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.	4--Weekly	1--Somewhat Important	
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	0--Never	0--Not Important	
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	
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	
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).	4--Weekly	2--Very Important	
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	
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.	4--Weekly	2--Very 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 Light Work.	5--Daily	1--Somewhat Important	

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 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 checked="" 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).

The Police Information Coordinator position is a unique position within the police department. Although the PIC is scheduled to work during regular business hours, the PIC is always on call and must be able to respond to major emergencies immediately and for unspecified lengths of time. Also, although the PIC is assigned to the Professional Standards Unit, the PIC literally works closely with every unit and employee within the police department, and also has direct access to the Chief of Police and Deputy Chiefs of Police. The PIC is also responsible for working closely with various departments within the City, as well as working closely with a number of agencies across the city and region. This is in addition to daily communication with local media.

I am happy to make myself available for a follow-up interview to answer any questions you may have concerning the Police Information Officer position.

EMPLOYEE CERTIFICATION

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

Signed:

Kate G. Pones

Date:

12-17-08

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
V-Comments	KATE'S POSITION SHOULD BE COMPARED WITH P.T.O.s FROM OTHER AGENCIES OF SIMILAR SIZE. BECAUSE OF THE WIDE RANGE OF DUTIES AND RESPONSIBILITIES SHE HAS, I BELIEVE HER POSITION SHOULD BE BENCHMARKED CLOSE TO THE CITY'S COMMUNICATION AND RELATIONS COORDINATOR.
II - 1.	THIS POSITION HAS FAR MORE RESPONSIBILITIES THAN A SIMILAR SIZE SUBURBAN DENVER AREA P.D. THE REASON IS BECAUSE WE ARE THE REGIONAL URBAN CENTER, AND OUR NEWS MEDIA OUTREACH IS CONSTANTLY FOCUSED ON US. <i>[Signature]</i>


Please check the appropriate statement:


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

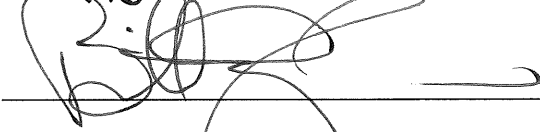
☒ The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

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

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

Employee Signature:  Date: 12-17-08

Supervisor Signature:  Date: 12-17-08

Department Head Signature:  Date: 12/23/2008

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.