

# 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:** VCB

**Department:** TRCC

### For Individual Questionnaires Only:

<b>Employee Name:</b>	Wall	Denise	R
	(Last)	(First)	(Middle Initial)

<b>Current Classification Title:</b>	Event Planner
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<b>Division</b>	VCB	<b>Department</b>	TRCC
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<b>Total Length of Time with organization</b>	<b>Years</b> 6 <b>months</b>
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<b>Total Length of Time in Current Position</b>	<b>Years</b> 6 <b>months</b>
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<b>Assigned Hours/Week:: from</b> 8 t o 5pm, Varies	<b>Assigned Days/Week</b> 6, Varies
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<b>Email:</b> denisew@gjcity.org	<b>Work Phone:</b> 970-263-5708
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### Immediate Supervisor:

### Immediate supervisor reports to:

<b>Name:</b>	Tim Seeberg	<b>Name:</b>	Debbie Kovalik
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<b>Title:</b>	General Manager	<b>Title:</b>	Department Director
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<b>Work Phone</b>	970-263-5710	<b>Work Phone:</b>	970-244-1480
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<b>E-mail:</b>	tims@ci.grandjct.co.us	<b>E-mail:</b>	debbiek@gjcity.org
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## **II. POSITION INFORMATION**

**1. POSITION SUMMARY:** This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example: Computer Support Technician

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

Consult with and guide clients in planning and coordinating a variety of functions and events at TRCC and Avalon Theatre. Upsell and promote various services including menu selections, AV needs and décor packages. Organize and lead a weekly operation meetings with TRCC Staff to assure all details of event are being met. Oversee events to assure the details of event are being properly executed by the staff. Maintain all client files and assure all information is correct and up to date in files. Assist Sales and Marketing Director with Sales Calls and Client Relations. Assist Sales and Marketing Director and General Manager in assuring budget numbers are being met. Compile and finalize all client billing. Conduct postcon interviews with clients to assure event was executed to the clients satisfaction. In the absence of the Director of Sales and Marketing take all inquiries and book events as necessary.

## 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 type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	
<input checked="" type="checkbox"/>	I make work assignments for others.	2
<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.	7
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	3

- 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

Sales and Marketing Director
Accounting Clerk
Sales and Planning Assistant
Administrative Clerk
Banquet Manager-Banquet Staff
Set Up and Maintenance Supervisor-Staff
Executive Chef-Kitchen Staff

### 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		
Human Resources and Administration	1-2 times-week	detail interview sessions, specific needs required. Assist with setup of Annual Awards Banquet Coordinate caterouts for various monthly events.
Public works and Planning	1-2 times-week	Coordinate Caterouts for monthly meetings.
Parks and Rec	1-2 times a month	Borrow and Return equipment for events. Detail Tree Conferances and annual Playground Equipement Conferance
TRCC Supervisors and Staff	1-2 times day	Communicate information to staff in regards to event changes
Police Department and Fire Department	4-5 times year	coordinate extra security with certain events. Advice on fire safety with certain events
VCB	1-2 Times a month	Coordiante various Events and Shows. IE Rotary District.

**2. Outside your organization:**

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Casino Master, Lou Mudd Photography,	1-4 times a year	Coordiantate special events and entertainment for clients
Snob Production & Zentco, BBJ Linen, Foremost Security	1-2 times week	Sub contractor for in house events for additional or special equipement. Arrange security needs for events
Non Profit Committee Heads. Associations	4-5 times year	coordinate, detail gala event and annual conventions
Chamber of Commerce Events.	1-2 times month	Network with local business and organizations
Secret Service, FBI	4-5 times year	Coordiante special events featuring high profile clients
DoubleTree, Holiday Inn, Grand Vista, Hawthorn& Hampton Inn	3-4 times month	Coordinate lodging and industry information for clients

**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
<b>EXAMPLES:</b>			
<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	Detail events with clients by conducting effective meetings. Complete Banquet Event Order.	Decide what type of event it is and if there is any budget restrictions. Does there need to be a special menu created. decide the room set. Decide if there is a need to outsource any supplies ie, linens, AV, Backdrops or props.	Daily	10
2	Provide completed and detailed information of events to clients and TRCC Staff	Decide if all details are completed including room diagram so the staff has accurate information.	Daily	10
3	Planning Special Menus	Decide if there is a budget restriction. Is the client trying to create a theme and if the meal is to be plated or buffet.	Weekly	5

4	Conduct weekly operational meetings with TRCC Staff	Is all information 100% complete and ready to be clearly communicated to the staff what the client is looking for..	Weekly	10
5	Maintain client files	Am I writing clear and precise diary note <sup>2</sup> in regards to meetings and conversations with the client, any important information to the event including details of items outsourced. Is all client information up to date and accurate.	Daily	5
6	Monitor the quality of of the product and service provided on behalf of the client	Are we using adequate products to produce the quality we are promising to the clients.	Daily	5
7	Prepare all billing to assure accuracy of charges	What if anything needs to be comped or changed on the invoice?Has operations staff added any AV equipment not originally ordered. Has the actual number of meals served changed from the final guarantee. Is the billing address different?.	Daily	10
8	Liaising with suppliers and clients	Decide which contract vendor will have the best quality of product vs cost for the clients needs.	Weekly	5
9	Upsell all catering services to clients	Do I know the clientCan I decide what services they need and what I can upsell to that event.	Daily	10
10	Create and establish client relations	Am I communicating with the client enough to get all the current information. Am I calling clients back in a timely manner and getting information to them.	Daily	5

11	Ensuring health and safety regulations are strictly observed	Am I aware of all the health and safety rules necessary and can I apply them to our building policies to assure policies and procedures are being followed during vendor shows..	Daily	5
12	Conducting postcon interviews with clients	Do I know how to evaluate a clients issue and what it is going to take to make the client happy. Can I understand the client and what they are looking for.	Weekly	5
13	Assist Sales and Marketing Director in booking events and making Sales Calls, to include attending Trade Shows and Receptions	Can I evaluate the daily bookings. Is their space for the event. Operationally can the staff handle the added event with the other events. What type of event is it and what type of events do we have going already Do I know what markets to target when doing sales calls. what shows and receptions will be more beneficial..	Occasionally	5
14	liaison with clients and TRCC Staff During Events	What is the level of this event. Do I need to be in attendance of this event?	Daily	5
15	Budget Monitoring and recommending revisions	Where are we in monthly expenses. do we need to increase a certain expense or watch our expenditures..	Daily	5
16	Assist in maintaining special order stock items. IE Instalytes and other special décor items.	What stock we have on hand? and what events do we have coming in that will be using that stock.	Occasionally	5
17	Conducting Menu tastings	What is the client looking for? What type of event. Is it a themed event. Is it a plated or buffet meal.	Occasionally	5
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
1-17	Maturity and dependability to work with minimul supervision
1-17	strong communication and interpersonal skills
1-17	High level of initiative and strong organizational skills
1-17	Ability to multitask
1-12, 16,17	Detail oriented
1-5, 7,13,17	Ability to understand and prepare BEOS, billing, contracts and prepare and present proposals.
1-17	the ability to think on my feet. problem solve at any time
1-17	Competency in all aspects of conference, trade show and event planning, operations to include kitchen, setup, AV, sales and food and beverage.
1-7,1317,	Administrative ability and knowledge of MS office, Event Software, Modern Office Equipement, New World
1,2,3,4,5,7	Basic math skills, Budget Monitoring
1,2,3,4,6,7,17,	The ability to lead and motivate staff, ability to conduct clear and effective meetings
1-17	An appreciation of clients expectations
1-17	stamina and the ability to work under stress
1,2,3,4,9,11,17	knowledge of food and its preparation, food safety practices, liquor laws and OSHA regulations. Basic Knowledge of City Policies, state regulations, fire safety in the facilities.
1-17	Abilty to effectively learn the clients needs and assist them in successfully putting together there event with all the details and financial targets met..



### 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:

<b>You Have</b>	<b>You Need</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
		Other (explain):
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Restaurant Management Seminar, Colorado Mtn. College , Food Service and Safety Sanitation Certification: ASFSA Salem Oregon, OLCC Permit Salem Oregon, Financial Basics and Budget Preperation, Bend Oregon, Human Resource Seminar Bend Oregon, Strategies for Managing and Training, Hospitality Services of America

**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>
Catering and Events Cordinating	8 years	Catering and Events Cordinating	2 years
Food and Beverage Operation Management	23 years	Food and Beverage, banquet	2 years
Computer Knowledge	23 years	Computer and MS Office, Software Knowledge	2 years

a. What field (s) should training or degree be in?  
Events Planning and Sales, Hospitality, Business

**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.

Colorado Driver's License  
Mesa County Food Handlers Certification  
State of Colorado and City of GJ Alcohol Training

**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.

<b>Duty #</b>	<b>Machines, Tools, Equipment</b>	<b>Frequency/Time</b>
1-7,11-13,16-17	Computer and Printer, MS Office, Event Management Software, Email	D-8
1-7,11-13,16-17	Copier	D-1hr
1-8,11-13,16-17	Fax Machine	D-1hr
7,13	Credit Card Machine	Y-1hr
1-3,5,7-14,	Telephones	D-8hr
1,2,4,6,8,12 ,	Variety of Audio Visual equipment used for meetings and special events	W-8hr
3,7,12,16,	Calculator	D-2hr
14	2 Way radios	D-1 hr
1-17	Software Programs-EBMS	D 8hr
1-17	Scanner	W-1hr

**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. The ability to look at a day and see if banquet room changes can be made to accommodate unexpected situations . Know the events and the clients and beable to look at the entire facility and use judgement as to how the changes can effect the clients as well as the TRCC Staff. It is important to beable to look at the big picture and see if the added event can be executed successfully.

2. Being able to consult with the Chef and make menu changes when necessary to accommodate a groups financial target.Beable to make judgements as far as menu pricing and the clients possible return business. Will it be weekly, monthly or annually.

3. Beable to know the client and beable to know the product I am selling. What can I upsell to that event. Can I create and sell an upscale dinner, or can I sell speciality décor packages and added entertainment to the

group. Be able to be creative and think on my feet while brainstorming with the client to capitalize on the event as much as possible.

## **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

<b>Physical Activity</b>	<b>Frequency</b>	<b>Importance</b>	<b>Duties</b>
<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	0--Never	1--Somewhat Important	Checking events at the Avalon Theatre
<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	4--Weekly	2--Very Important	Walking the facilities to be sure all events are set up according to clients needs, and accessing the upper balcony at the Avalon
<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	5--Daily	2--Very Important	Bending Down to pick up boxes and shipments
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	5--Daily	1--Somewhat Important	Reach Low areas where items are stored
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	5--Daily	2--Very Important	Retrieve files
<b>Crawling:</b> Moving about on hands and knees	0--Never	0--Not Important	

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<b>Standing:</b> Particularly for sustained periods of time.	5--Daily	3--Extremely Important	phone calls Standing for long periods of time during events
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	walking for long periods during events
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	5--Daily	2--Very Important	pushing boxes up onto shelves
<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	3--Monthly	1--Somewhat Important	beable to move tables and chairs
<b>Fingering:</b> 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	Doing all computer work, typing
<b>Grasping:</b> Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	Writing in files, taking notes from clients
<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	2--Quarterly	1--Somewhat Important	Receiving boxes received for events. Lift trays of food and glassware
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	3--Extremely Important	Feeling plates and glassware for temperatures. feeling tectures of linens and materials.
<b>Talking:</b> Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	Communicating with clients and staff
<b>Hearing:</b> Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	3--Extremely Important	To hear clear communications from clients and staff Listen for distracting noises around clients meeting rooms..
<b>Seeing:</b> The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other	5--Daily	3--Extremely Important	To see details of event and meeting rooms. Watch for debri in walkways. View all emails, EBMs, read BEOS , reading

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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).			contracts and bills and invoices
<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	Typing and dialing phone numbers, using office equipment which includes computers, calculator, printer, fax machine, copy machine
<b>Sedentary Work:</b> 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	Sitting at desk, lifting office supplies and storing them in their place, faxing, copying, and filing documents.
<b>Light Work:</b> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm 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.	4--Weekly	2--Very Important	Storing packages for events. Delivering packages to coworkers.
<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	3--Monthly	2--Very Important	Lift trays of food and glassware
<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	2--Quarterly	1--Somewhat Important	Lifting tables and chairs
<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	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 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 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 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 Event Planner Position is one that is very rewarding to see an event through from start to finish and build the relationship with the client during this time. The position is one that is very detailed oriented. You must be very creative and open to new ideas and concepts. You must be able to create something that will flow well for the client as well as be manageable by the staff. This position must keep abreast of trends and developments in the catering industry such as menus, consumer tastes. This position is one that requires long hours and unsocial hours. It requires you be on your feet a lot during an event. This roll can be physically demanding and the pressure of providing a consistently good service can cause stress. It is one that requires flexibility and be ready for change at any given moment. You must have stamina and the ability to work under stress.

## 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:

Justin Heland

Date:

1-22-09

Supervisor  
Signature:

[Signature]

Date:

1-23-09

Department Head  
Signature:

Dakota Kovalik

Date:

1-28-09

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.