

# 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:

<b>Employee Name:</b>	Whyman	Layne	F
	(Last)	(First)	(Middle Initial)

**Current Classification Title:** Visitor Services Coordinator

<b>Division</b>	VCB	<b>Department</b>	VCB Administration
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**Total Length of Time with organization** 8 Years 1 months

**Total Length of Time in Current Position** 8 Years 1 months

**Assigned Hours/Week;; from** 8:00 AM **t o** 5:30 PM **Assigned Days/Week** M/F

**Email:** LayneW@gjcity.org **Work Phone:** (970) 256-4053

### Immediate Supervisor:

### Immediate supervisor reports to:

<b>Name:</b>	Barbara Bowman	<b>Name:</b>	Debbie Kovalik
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<b>Title:</b>	VCB Division Manager	<b>Title:</b>	Department Head
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<b>Work Phone</b>	(970) 244-1480	<b>Work Phone:</b>	(970) 244-1480
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<b>E-mail:</b>	BarbaraB@gjcity.org	<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.

Visitor Services Coordinator

As part of Sales Team, attract meetings, conventions, reunions/weddings and special events (i.e., car or bike tours) to community to increase the city's economic growth. In particular, promote routine and innovative use of local vendors/businesses by these groups. Provide support services to meeting planner to make event planning easier for them and to build strong loyalty and working relationships. Goals are to turn prospects and current clients into well satisfied repeat business with an increased economic impact for 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 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.	1
<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.	
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	

- 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

Department Head
Division Manager
Sr. Administrative Assistant
Administrative Assistants - Sales (2)
Marketing and Public Relations
Marketing and Public Relations Assist.
Visitor Center & Volunteer Coordinator
Receptionist/Accounting

### YOUR DIRECT REPORTS' JOB TITLES

PTE

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
<del>Peers</del> : Peers, Subordinates	DAILY	<p>SALES TEAM - COORDINATE CLIENT WORK. GROUP MEETINGS WITH CLIENTS, INPUT INFO TO SALES DATABASE, CROSS SUPPORT AS NEEDED.</p> <p>MARKETING/PUBLIC RELATIONS: COORDINATE AND SOMETIMES DRAFT MEDIA RELEASES FOR GROUPS; PARTICIPATE IN SPECIALS, PACKAGES AND PROMOTIONS DESIGN DISCUSSIONS. SUPPORT THESE EFFORTS WITH FULFILLMENT - I.E, PACKETS, ETC.</p> <p>VISITOR CENTER: WHEN APPROPRIATE, PROMOTE EVENTS WITHIN CENTER. RECRUITE FROM AND TRAIN CURRENT CENTER VOLUNTEERS TO ASSIST WITH SPECIAL PROJECTS INCLUDING PACKET STUFFING, MAILINGS, ASSEMBLY AND ACTUAL PRESENCE AT EVENTS AS WORKERS DOING REGISTRATON, INFORMATION TABLE, OR AS ROOM MONITORS. OCCASIONALLY BACKUP VISITOR CENTER MANAGER WHEN SHE IS ABSENT.</p> <p>RECEPTION/ACCOUNTING - BACK UP PHONES OCCASIONALLY. HELP DIRECT INCOMING CALLS. SUBMIT RECEIPTS AND INVOICES ON EXPENDITURES.</p> <p>BUDGET (SR ADMIN ASST): ANNUALLY SUBMIT BUDGET REQUEST; ONGOING DISCUSS BUDGET NEEDS AND EXPENDITURES. PROVIDE INPUT ON VISITOR GUIDE ANNUAL UPDATES.</p>
PARKS AND RECREATION	WEEKLY	<p>COORDINATE STREET BANNER INSTALLATION PROGRAM.</p> <p>WHEN EVENT WILL BE USING CITY PARKS, WORK WITH P&amp;R TEAMS TO ENSURE SUCCESSFUL EVENT. EXAMPLE: JAGUAR CONFERENCE - GROUP USED PARKING LOT ONE DAY AND ELIPSE GRASS AREA ANOTHER, WITH SPECIAL NEEDS.</p>
TWO RIVERS CONVENTION CENTER	DAILY	<p>CUSTOMER REFERRALS FOR SITE RENTAL AND CATERING.</p> <p>COORDINATE CITY WIDE SITE INSPECTIONS THAT ALSO VISIT TRCC AND ACCOMPANY GROUP, MAKING SURE SITES SELL TO CUSTOMER'S NEEDED.</p>

		COORDINATE PRE-CON MEETINGS TO MAKE SURE SITE, VENDORS AND MEETING PLANNER ARE ALL READY TO GO AND CONFERENCE WILL FLOW SMOOTHLY. OFTEN BE ONSITE AT CONFERENCE TO HANDLE ANY CONCERNS OR PROVIDE SUPPORT SERVICES.
POLICE DEPARTMENT	3X YEAR	COORDINATE INCOMING EVENTS WHEN THEY WILL HAVE IMPACT ON TRAFFIC AND OR SAFETY UNDER JURISDICTION OF GJPD AND/OR OTHER LAW ENFORCEMENT AGENCIES.  PARTICIPATE IN GJPD'S SAFETY TRAINING PROGRAM (CASH) WITH HOTELS
STORES/SHOPS	WEEKLY	Stores: Work with Stores Coordinators regarding VCB-specific inventory, especially for convention services. Advise Stores when shipments are arriving and track when supplies are pulled via a master inventory list used by group.  Shops: Help move van arounds for routine maintenance, take over when off schedule problems arrive. Keep vehicle filled with gas from City pumps.
CITY CLERK	ANNUALLY	Keep updated on permits, liquor licenses and other regulations that may impact incoming events.
IS / COMPUTERS	ANNUALLY	As needed, communicate (whimper) for computer support services, borrowing of equipment for events and ongoing computer training.

## 2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
LODGING AND MEETING PROPERTIES	DAILY	COORDINATE INCOMING EVENTS - SET UP SITE INSPECTIONS, ESCORTING MEETING PLANNERS. ENSURE GOOD MATCH BETWEEN CLIENTS NEEDS AND PROPERTY'S RESOURCES.  PROVIDE HOSPITALITY (AREA INFORMATION) TRAINING FOR FRONT DESK STAFF.  When working with a new or inexperienced meeting planner, may act as tactful liaison between property and meeting planner to

		<p>ensure successful event.</p> <p>Follow up on sales leads when properties have not responded to client yet. Or if bid was incomplete, gather more information from property or meeting planner to ensure sale is made.</p>
GENERAL PUBLIC	DAILY	<p>Sales, services, referrals -- for smaller groups (8-30 people, such as weddings or reunion and organizer usually walk-ins at visitor center.) High level of mentoring in event planning is involved.</p>
DOWNTOWN DEV. AUTHORITY	MONTHLY	<p>Coordinate when INCOMING EVENTS WILL BE IN THE DOWNTOWN AREA - MAY INCLUDE CREATING, PRINTING AND DISTRIBUTING WELCOME WINDOWS IN SIGNS, GETTING PERMIT INFORMATION FOR A CLIENT'S BANNER GOING UP ON MAIN STREET; COORDINATING DISCOUNTS OR ENHANCEMENTS FROM SHOPS AND RESTAURANTS. FOR EVENTS, SUCH AS RIDE THE ROCKIES, MIGHT HELP DESIGN AND SET UP A STREET FESTIVAL/BEER GARDEN EVENT.</p>
WINERIES/ATTRACTIONS/RESTAURANTS	WEEKLY	<p>KEEP UPDATED ON SERVICES/PRODUCTS SO CAN KNOWLEDGEABLY SELL TO CLIENTS.</p> <p>HELP IDENTIFY NEW WAYS TO SELL PRODUCTS. CONTINUALLY BUILD RELATIONSHIP AND LOOK FOR WAYS TO HELP BUSINESS DEVELOP A STRONGER MEETINGS/TOURISM PRODUCT. MAY INCLUDE PAIRING A RESTAURANT WITH AN ENTERTAINER TO HOST A TOUR OR MEETING GROUP. EXAMPLE: CAVETT HOUSE RESTAURANT AND PEGGY MALONE (C&amp;W SINGER) FOR RMA'S TOURS TRAIN GROUP FROM NEBRASKA.</p> <p>RESTAURANTS: CREATE AND UPDATE A SERIES OF RESTAURANT GUIDES - ONE FOR ALL GRAND JUNCTION TAX-COLLECTING BUSINESSES (WHICH INVOLVED WORKING WITH COMMERCIAL PRINTER, AND ONE FOR DOWNTOWN AND HORIZON DRIVE AREAS, WHICH ARE DESIGNED, UPDATED AND PRINTED DONE IN HOUSE AS NEEDED FOR SPECIFIC GROUPS. WHEN LARGE GROUP MAY IMPACT NUMBER OF DINERS IN AREA RESTAURANTS, SEND OUT RESTAURANT ALERT SO THEY CAN STAFF AS NEEDED.</p>

		<p>Wineries: Based on client's schedule, preferences, budget and group size design a winery tour. Try to sell a tour company for transportation, contact each property and schedule the tour. Author and print tour description and directions. When possible, add other attractions to the tour such as artist studio, candy shop, distillery, coffee shop to expand clients interest in area (build repeat business). Contact each business to set up and prior to tour, contact each again to remind group is coming. Follow up after each tour to ensure all went well.</p> <p>Attractions (museums, guides, transportation providers, etc): Visit often to see what can be sold. Provide information to meeting planner to sell business services.</p>
MEETING PLANNERS	DAILY	<p>SALES, SERVICES, BUSINESS REFERRALS - FOR LARGER GROUPS (30-300 PEOPLE) USUALLY FROM SALES TEAMS LEADS.</p> <p>FOR NON-PROFIT AND SERVICE ORGANIZATIONS WITHOUT PROFESSIONAL MEETING PLANNER, HIGH LEVEL OF MENTORING INVOLVED. CAN SOMETIMES BE ON PLANNING COMMITTEE AND TAKE LEAD ROLE IN ORGANIZING.</p> <p>FOR GROUPS WITH PROFESSIONAL ORGANIZERS, JOB IS MORE UPSELLING AND LESS MENTORING IS INVOLVED. SERVICE EXPECTATIONS ARE HIGH BUT THERE IS ALSO HIGH RETURN ON INVESTMENT.</p> <p>FOR SPECIAL GROUPS - DETERMINED BY SUPERVISORS - JOB MAY BE TO PLAN AND/OR EXECUTE LARGE PARTS OR ENTIRE EVENT. MAY WORK WITH VARIETY OF GROUPS/BUSINESSES TO ACHIEVE THIS. EXAMPLE ARE EARLY WINE TRAINS, RIDE THE ROCKIES IN 2006, 2008 ROTARY DISTRICT CONFERENCE AND THE 2005 AND 2007 GOVERNOR'S CONFERENCES. SUCH EVENTS MAY BE PRIORITY AND HEAVY WORK LOAD FOR 3-6 MONTHS PRIOR TO EVENT.</p>
VENDORS	WEEKLY	<p>PROCURE SERVICES/PRODUCTS. RESEARCH, DESIGN OR COORDINATE ART WORK, CONSTANT FOLLOW-UP, TRACK SHIPMENT ARRIVAL AND PRODUCT DISBURSMENT. FOLLOW UP ON PAYMENTS AND REORDER WHEN NEEDED.</p>

### 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%)
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1	Communicate with confirmed or perspective clients in person, via phone or email to secure their lodging business. Have indepth conversation with them about prior events and goals to develop strong ideas of their needs and how those needs can be met or exceeded. Assist Sales Team in creating room rate availability leads. ✓	Match client needs with properties' resources to get greatest sale potential.	Daily	13%
2	Communicate with clients, both those with lodging and those not using lodging, to upsell our local attractions and vendors. Must be knowledgeable about what the businesses have to offer and be good at developing unique opportunities for events using those businesses. ✓	Match services businesses offer with client's needed for maximum customer satisfaction.	Daily	13%
3	Input information into sales database for continued use by Sales Team. ✓ <i>Now of Database</i>	What information to input without getting burdensome with details	Daily	5%
4	Convention services supplies - Assemble ~15,000 to 30,000 welcome packets annually (significant assembly time involved). Procure and maintain stock of additional conference supplies such as name tags, lanyards, etc. Coordinate purchases with other team members to cross support and make best use of funds. ✓	What is needed, when to order/reorder, which groups to give it to. Determine best use of budget for supplies.	Daily	10%
5	Design, coordinate and lead site inspections and familiarization tours with clients. ✓	Client needs and potential for additional sales.	Monthly	5%
6	Design custom tours that showcase area and attractions to best advantage. ✓	Timing, routes, costs.	Daily	5%
7	Design, order and oversee installation of street pole banners. Follow up on invoices. ✓	Creative design, manage costs and schedule installations.	Monthly	5%
8	Design, print and assemble custom name tags. Also create, print and distribute custom flyers and brochures on event-specific basis ✓	Creative design, research, cost and schedule.	Monthly	8%

9	Attend event to help identify and resolve conflict or problems, set up information and registration tables, work those tables or provide other assistance as needed	Determine which events gets which services producing greatest economic return	Monthly	12%
10	Build conference attendance by (1) traveling to prior year's event and promoting upcoming event in Grand Junction, (2) Writing, overseeing printing and mailing Save the Date postcard to conference list, (3) create and send blast email to attendees and/or (4) write articles for group's newsletters promoting the event. ✓	Determine which event gets which services with the greatest likelihood of high return on investment.	Monthly	8%
11	Budget - Annual submit budget requirements. Weekly and monthly, track expenditures and submit receipts ✓	Appropriate use of assigned funds	Monthly	5%
12	Gather information - On new properties, vendors, attractions; keep current on industry standards for service and sales techniques. Use info to update referral archives or to redesign current processes.	What information is applicable	Quarterly	5%
13	Per supervisors' direction, coordinate special events or projects. ✓	How to reach goal within budget and time provided.	Quarterly	6%
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
1-13	Skills - Microsoft word and excel programs

1-13	Skills - Internet search
2, 4-6, 8, 10, 13	Skills - Publisher
1,2,4-13	Skills - Telephone techniques
1-13	Skills - Written and verbal communication
1-13	Knowledge - Tourism and meeting planner terminology and processes
3	Skills - iDSS sales database system
1-13	Knowledge - Businesses in Valley and the services they offer
1-2, 3-10, 12-13	Knowledge - Sales processes

### **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 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 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?

<u>Type of Experience</u>			
<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Administrative	30+ years	Administrative	4 years
	years		years
	years		years

a. What field (s) should training or degree be in?  
 Sales, marketing, desktop publishing, databases, customer service

**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.

Drivers 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
1-13	Computer, printer	Daily
1-13	Usual office equipment	Daily
2,5-6,8,10,12-13	Digital Camera	Monthly
1-13	Van	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. Prioritize multiple tasks with variety of deadlines.
  - 2. Commitment of services in short and long term.
  - 3. Developing relationships with clients and local business partners.

## **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

<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.	5--Daily	1--Somewhat Important	1-13
<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.	0--Never	0--Not Important	1-13
<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	1--Somewhat Important	1-13
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	3--Monthly	1--Somewhat Important	
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	3--Monthly	1--Somewhat Important	
<b>Crawling:</b> Moving about on hands and knees or hands and feet.	Select	Select	
<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	5--Daily	2--Very Important	1-13
<b>Standing:</b> Particularly for sustained periods of time.	5--Daily	2--Very Important	1-13
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	2--Very Important	1-13
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	0--Never	Select	
<b>Pulling:</b> Using upper extremities to exert force in	0--Never	Select	

order to draw, drag, haul or tug objects in a sustained motion.			
<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	
<b>Grasping:</b> Applying pressure to an object with the fingers or palm.	5--Daily	2--Very Important	
<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.	5--Daily	2--Very Important	
<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	
<b>Talking:</b> 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	
<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	
<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 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	
<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	
<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	
<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.	5--Daily	3--Extremely Important	

<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.	4--Weekly	2--Very Important	1-13
<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.	0--Never	Select	
<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	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 checked="" 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).

Early morning and late evening work averages 2-3 times a month.

Weekend work averages 1-2 times a month.

Out of town travel averages 4 - 6 times per year, mainly to eastern slope.

Literature, supplies and exhibit equipment are moved often. Lifting (40-50 lbs) is involved frequently.

Position works on several projects at same time with different due dates. Need combination of long term pro-active planning skills as well as short term reactionary skills as some in industry consider advance planning takes away creativity. Need to be able to multitask and to reschedule personal plans on short notice.

## EMPLOYEE CERTIFICATION

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

Signed: Loyle Whelan Date: 10/22/08 <sup>10/29/08</sup>

### 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. The Supervisor does not need to read the entire JAQ. Simply check the areas identified with arrows for accuracy as these are the most important in classifying the jobs. If these sections are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. **Please note the form should have all three signatures to ensure all have read the questionnaire.**

Question No.	Comments

**Please check the appropriate statement:**

- ☐ I agree with the incumbents' position questionnaire as written.
- ☐ The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.
- ☐ The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

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

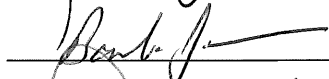
Employee Signature:



Date:

10-28-08

Supervisor  
Signature:



Date:

10-16-08

Department Head  
Signature:



Date:

10-28-08

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.