

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list all employee names.
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Steve Furphy

Michael States

Division: Utilities and Street Systems

Department: Pipeline Maintenance

For Individual Questionnaires Only:

Employee Name: Furphy Steve K
(Last) (First) (Middle Initial)

Current Classification Title: Pipeline Maintenance Worker Crew Leader

Division Utilities And Street Systems **Department** Pipeline Maintenance

Total Length of Time with organization 24 Years months

Total Length of Time in Current Position 19 Years months

Assigned Hours/Week:: from 7:30a to 4:00p **Assigned Days/Week** 5

Email: **Work Phone:** (970) 244-1572

Immediate Supervisor:

Immediate supervisor reports to:

Name: Ron Key **Name:** Rick Brinkman

Title: PW Maint. Supervisor - Water **Title:** Water Services Manager

Work Phone (970) 244-1572 **Work Phone:** (970) 244-1495

E-mail: ronk@gjcity.org **E-mail:** rickbr@gjcity.org

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

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Steve Furphy

Michael States

Division: Utilities and Street Systems

Department: Pipeline Maintenance

For Individual Questionnaires Only:

Employee Name:	States	Michael	W
	(Last)	(First)	(Middle Initial)

Current Classification Title: Pipeline Maintenance Worker Crew Leader

Division	Utilities And Street Systems	Department	Pipeline Maintenance
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Total Length of Time with organization 12 Years months

Total Length of Time in Current Position 10 Years months

Assigned Hours/Week:: from 7:30a to 4:00p **Assigned Days/Week** 5

Email: **Work Phone:** (970) 244-1572

Immediate Supervisor:

Immediate supervisor reports to:

Name:	Ron Key	Name:	Rick Brinkman
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Title:	PW Maint. Supervisor - Water	Title:	Water Services Manager
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Work Phone	(970) 244-1572	Work Phone:	(970) 244-1495
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E-mail:	ronk@gjcity.org	E-mail:	rickbr@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.

To maintain quality of life by maintaining a quality water distribution system and wastewater collections system and delivering an adequate supply of water of the highest quality possible through fast and courteous service, with the least amount of inconvenience to the people of Grand Junction. And to perform skilled labor and equipment operations.

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).	7
<input checked="" type="checkbox"/>	I make work assignments for others.	7
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	7
<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.	7

- 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

Pipeline Maintenance Worker
Pipeline Maintenance Worker - Crew Leader
Utility Locator
Plant Mechanic
Senior Meter Reader
Water Plant Operator

YOUR DIRECT REPORTS' JOB TITLES

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

☐ Full Time 7 ☐ 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		
Street Systems	Daily	Asphalt Repair, general clean-up
Persigo Wastewater	Bi-Monthly	Vacuum and Jet sewer manholes - assist some water breaks
City Hall-Utility Billing	Daily	Turn on and off water for our customers
Police Dispatch	Weekly	After hours information

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Customers	Daily	To inform customers of projects, work being done
Vendors	Daily	Operational Supplies
Contractors	Daily	Updates, testing
Other Water Purveyors	Weekly	Exchange Info/Help When Needed

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:			
Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.	Articles to include, editorial changes, graphics, layouts	M	25%
Performs inventory spot checks and monthly counts of supplies in warehouse.	When to check supplies	M	10%

	List of Essential Duties	Decisions Required	Frequency:	% of Time Spent
			D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	(Not to exceed 100%)

Maintain and install water distribution systems

Locate water mains and services

Identify and recognize utilities, i.e. gas lines, high voltage lines, telephone lines, cable TV, Fiber optics, sewer lines, irrigation and storm drains

Implement traffic control and secure job site

Excavation and removal of asphalt and spoils
Perform work of emergency duties as required

Operate and maintain heavy equipment as required

Disinfect and flush water mains and services

Proper use of hand tools, tapping machines and leak detection equipment

Comply with proper bedding and compaction procedures

Identify and prevent cross connections and back flow hazards

Read and update water distribution system blueprints and "as-builts"

Collect and transport water samples

Install, connect and test water mains

Protect water mains and storage facilities from corrosion effects

50

2	Maintain and install wastewater sewer systems	<p>Many of the same job functions as previously reported in #1 for water</p> <p>Install, connect and test sewer mains and services</p> <p>Read and update wastewater collection system blue prints and "as-builts"</p> <p>Forming and pouring of concrete structures, i.e., manholes, etc.</p> <p>Interpret survey stakes, use transit and laser to find and set grades</p> <p>Core drill concrete and clay sewer lines</p> <p>Set up emergency retrieval equipment for a confined space</p>	Daily	30
3	Maintain the City water shed and supply system	<p>Installation of weirs to measure water flows</p> <p>Inspect and repair reservoirs</p> <p>Inspect and repair of flow line</p> <p>Survey of snow depths</p>	Daily	5
4	Maintain and install irrigation systems	<p>Low impact repair and maintenance of irrigation pressure pumps</p> <p>Installation and repair of air vacs and pressure reduction valves</p>	Daily	5

5	Maintain water meters and equipment	Install and upgrade water meters. Check for accuracy of water meters. Install radio read, automatic read or manual read water meters.	Daily	10
6			Select	
7			Select	
8			Select	
9			Select	
10			Select	
11			Select	
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Skills: refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty #	Knowledge – Skills
1,2,3,4	Knowledge of elements of construction technology as they relate to the assigned construction maintenance and repair activities.
1,2,3,4	Safe shoring and trenching practices

1,2,3,4,5	Knowledge of OSHA, State, and City rules and regulations to ensure a safe work environment.
1,2,3,4,5	Materials, methods, practices and equipment used in water and wastewater system operations, construction, maintenance and repair activities.
1,2,3,4,5	Written and oral communication skills
1,2,4	Interpret sketches, layouts, maps and blueprints
1,2,4	Knowledge of operational principles of water and wastewater systems
1,2,3,4	Knowledge of heavy equipment operations
1,2	Operational characteristics of fire hydrants, valves, and water meters.
5	Ability to read and interpret water meter readings
1,2,3,4,5	Ability to work in absence of direct supervision
1,2,3,4,5	Knowledge of decision making techniques
1,2,3,4,5	Ability to work in confined work spaces.
1,2,3,4	Ability to distinguish various soil types for safe excavations
1,2,3,4,5	Ability to set up traffic control according to regulations
1,2,3,4	Knowledge of safe and proper use, handling and testing of poisonous and hazardous chemicals.
1,2,3,4	Knowledge of how to identify underground utilities according to color coded system.
1,4	Knowledge of proper use of anodes.
1,2,3,4,5	Knowledge of proper utilization of air monitors in confined spaces.
2	Ability to set up surveyor transit and pipe laser for shooting elevations.

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 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>
On the job Training	35-36 years	On the job Training	4 years
	years		years
	years		years

a. What field (s) should training or degree be in?
Water Distribution and Wastewater Collection

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.

Commercial Drivers Licence Class A
Colorado Water distribution Class 4
Colorado Wastewater collection Class 4
National Incident Management Systems IS-100pw

National Incident Management Systems IS-700
National Incident Management Systems IS-200
OSHA Trenching and Shoring
First Aid - CPR
Gas monitor training (Confined Space Entry)
Forklift Licence
Colorado Cross Connection License
American Traffic Safety Services Administration
State of Colorado Supervisory 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.

Duty #	Machines, Tools, Equipment	Frequency/Time
1,2,3,4,5	Backhoe	Daily
1,2,3,4,5	Skid Steer	Daily
1,2,3,4,5	Front End Loader	Daily
1,2,3,4,5	Dump Truck	Daily
1,2,3,4,5	Misc. Equipment / Lasers / Transits / Etc.	Daily
1,2,3,4,5	Compressor / Jackhammer	Daily
1,2,3,4,5	Tap Machines	Daily
1,2,3,4,5	Vactor-High pressure wash machine	Daily
1,2,3,4,5	Pumps / Generators / Saws	Daily
1,2,3,4,5	Directional boring equipment	Weekly
1,2,3,4,5	Safety Equipment / Retrieval / Shoring	Daily
1,2,3,4,5	Motor Grader	Monthly

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. With interest of City and Public in mind, decide when overtime is to be authorized.

2. Making decisions along the lines of what a Supervisor does when on call or in a emergency.

3. Make decisions when performing job to uphold a safe working environment. (Ex. Work to be performed in a trench, or a confined space.

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.	5--Daily	2--Very Important	1-5
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.	5--Daily	2--Very Important	1-5
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.	5--Daily	2--Very Important	1-5
Kneeling: Bending legs at knee to come to a rest on knee or knees.	5--Daily	2--Very Important	1-5
Crouching: Bending the body downward and forward by bending leg and spine.	5--Daily	2--Very Important	1-5
Crawling: Moving about on hands and knees or hands and feet.	5--Daily	2--Very Important	1-5
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	2--Very Important	1-5
Standing: Particularly for sustained periods of time.	5--Daily	2--Very Important	1-5
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	2--Very Important	1-5
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	5--Daily	2--Very Important	1-5
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	5--Daily	2--Very Important	1-5

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	1-5
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	2--Very Important	1-5
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	2--Very Important	1-5
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	2--Very Important	1-5
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	2--Very Important	1-5
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	1-5
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	1-5
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	2--Very Important	1-5
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	2--Very Important	1-5
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	2--Very Important	1-5
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.	5--Daily	2--Very Important	1-5
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.	5--Daily	2--Very Important	1-5

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.	5--Daily	2--Very Important	1-5
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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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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:  Date: 1-5-09

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.**

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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 checked="" 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 type="checkbox"/>	<input checked="" 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 Stiles

Date: 2-5-09

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.**

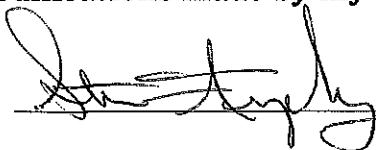
Question No.	Comments

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:



Date:

1-5-09

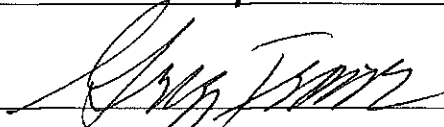
Supervisor
Signature:



Date:

1-2-09

Department Head
Signature:



Date:


1/9/09

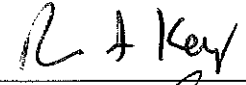
THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR DEPARTMENT HEAD.

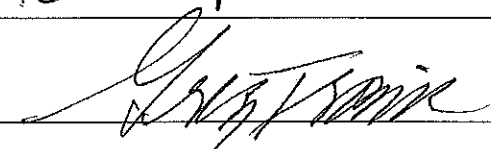
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- ☐ The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

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

Employee Signature:  Date: 1-5-09

Supervisor Signature:  Date: 1-5-09

Department Head Signature:  Date: 1/7/09

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.