

# 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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Patricia Dunlap, Gayleen Henderson, Cynthia  
McKee, Lydia Reynolds and Wendolynn Spurr

**Division:** Planning

**Department:** Public Works and Planning

### For Individual Questionnaires Only:

**Employee Name:**

(Last)

(First)

(Middle Initial)

**Current Classification Title:**

Planning Technician

**Division**

**Department**

**Total Length of Time with organization**

**Years**

**months**

**Total Length of Time in Current Position**

**Years**

**months**

**Assigned Hours/Week:: from 8:00 AM to 5:00 PM**

**Assigned Days/Week** Monday-Friday

**Email:**

**Work Phone:**

**Immediate Supervisor:**

**Immediate supervisor reports to:**

**Name:** Ivy Williams

**Name:** Lisa Cox

**Title:** Development Services Supervisor

**Title:** Planning Manager

**Work Phone** 970-244-1446

**Work Phone:** 970-244-1448

**E-mail:** ivyw@gjcity.org

**E-mail:** lisac@gjcity.org

## II. POSITION INFORMATION

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

Example: Computer Support Technician

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

Provide planning related technical and customer service assistance to the general public, development community and government personnel ensuring compliance with the Zoning and Development Code, Submittal Standards for Improvements and Development Manual, Transportation Engineering Design Standards Manual and Storm Water Management Manual procedural and regulatory guidelines; issuance and processing of multiple permits/clearances and development submittal applications.

Planning Commission and Zoning Board of Appeals related duties including web page maintenance and linking, agenda preparation/editing/uploading, required legal and display ads, subdivision addressing coordination and recordation of plats and various documents/notary service, research, analysis and writing of technical/statistical/demographic data reports.

Provision of technical support to professional planning staff inclusive of preparation of presentations, visual displays and graphic materials, management of certain projects at an Associate Planner level and database entry/tracking of review agency comments.

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

Planning Technician-(currently 5)
Planning Intern
Administrative Assistant

### YOUR DIRECT REPORTS' JOB TITLES

N/A

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	Daily	Collaboration on customer questions/interpretation of codes
Planners	Daily	Technical support for project processing
Legal Department	Weekly	Legal interpretation of code requirements/legal agenda questions
Code Enforcement	Daily	Establish agreement for violation resolutions
Development Engineer	Daily	Assistance with driveway/fence line of sight issues, project support
City Clerk	Weekly	Granicus for video streaming; Mail; liquor license questions
IS/GIS	Weekly	Computer, mapping corrections/questions

**2. Outside your organization:**

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public	Hourly	Inquiries, various permits, Submittal counter meetings.
Contractors/ Developers	Daily	Submit or pick-up sign/fence permits; Answer questions about same or development processes
Attorneys	Weekly	Open Records Requests/Inspection of files
Realtors/Appraisers	Weekly	File inspections/questions; zoning use questions
County Personnel	Daily	Recording; Certificate of Occupancy release; Addressing coordination; permit questions
Planning Commission; Zoning Board of Appeals	Weekly	Questions about staff reports; Technical support for laptops/PowerPoint, Access and email
Parks & Rec; Public Works; Customer Service	Daily	Coordination of banner permits; plotter support services; utility questions & payments

**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)**

<b>Essential Duties</b>	<b>Decisions Required</b>	<b>Frequency</b>	<b>% of Time</b>
<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>

	<b>List of Essential Duties</b>	<b>Decisions Required</b>	<b>Frequency:</b> D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	<b>% of Time Spent</b>  (Not to exceed 100%)
1	Coordinate and process review of zoning and development proposals and applications, ensuring compliance with submittal requirements. Process all new submittals, acceptance letters and information cards. Prepare submitted packets to be reviewed by each agency listed on submittal page.	Using a working knowledge of the Zoning and Development Code, determine type of project, correctness of material submitted, number of reviewers, timeline for progress of project, create labels.	Daily	15
2	Update various web pages using Dreamweaver and Fireworks to keep current all pages related to the Planning Commission and Zoning Board of Appeals, add links to proper documents and Internet pages before and after each meeting.  Ensure timely and accurate preparation and delivery of public and legal notices to the City Clerk, property owners, and others as required and directed.	Create PDFs, using Dreamweaver to load files on the web and link them to the proper document. Verify accuracy of information and proper Web location.  Determine appropriate format/wording per established guidelines.	Weekly	5

3	Upload & edit Planning Commission agenda to Granicus for video streaming of Planning Commission hearings. Backup for recording of minutes and time stamping agenda.	Edit, upload and make appropriate additions for accuracy. Determine when to turn on recording equipment, change tapes and time stamp.	Weekly	5
4	Prepare Planning Commission and Zoning Board of Appeals agendas and required legal and display ads by gathering information including related public hearing documents, editing and proofreading copy; create paper and electronic agendas with staff reports attached.	Establish timeline used to meet deadlines; verify project information for agendas.	Weekly	10
5	Manage certain projects at an Associate Planner level to include Minor Site Plan, Variance and Change of Use. Analyze, write reports and occasionally attend meetings.	Determine appropriate code sections to apply to review. Decide whether the proposed information meets code and if not recommend alternatives.	Monthly	5
6	Process subdivision plat recordation in Mesa County. Provide Notary Service for documents.	Hierarchy of recordation. Verify signature and record in log book.	Weekly	5
7	Provide review comments for development projects for new addresses, address new plats by coordinating with developers, new street and subdivision names, and organizing and maintaining a list of street names throughout the County to prevent duplication of street names.	Determine appropriate addressing based on existing address/subdivision names in County records.	Weekly	5
8	Research, collect, compile, record and summarize technical, statistical, and demographic data; establish and maintain manual and computerized files, records and databases for use by department staff and the public. Track emailed review agency comments for projects via database.	Determine databases and available information sources, and evaluate accuracy of data. Determine methods of presentation.	Daily	5
9	Perform a variety of general clerical duties in support of the Planning Division.  Training and support of staff on the use of processing software, currently IMPACT.  Provide technical support to planning staff; assist with documentation for projects and presentations; prepare maps, visual display materials and other graphics in support of planning activities.	Determine actions needed per each request received.  Prepare presentation, instruction and follow-up to determine retention.  Ascertain type of technical support, documentation/maps and display/graphic materials required for the presentation per established criteria.	Daily	10

10	Research, prepare and coordinate project requirements (per Submittal Standards for Improvements and Development) to facilitate submittals. Meet with client to review information.	Determine type of project, coordinate possible code sections and communicate codes to client.	Weekly	5
11	Respond to questions and provide information to the public over the phone and at the public counter, communicate procedures and regulations including those for land use applications and zoning code; research information for customers as required.	With an in depth understanding of all codes and manuals developed for the implementation of land use, assess procedures, regulations and information appropriate for response.	Daily	10
12	Process and issue a variety of permits including fence, home occupation, and sign permits; process pre-applications for change of use and temporary use permits; and issue planning clearances within established guidelines. Track permits using database.	Determine type of permit required and if permit will meet Zoning and Development Code mandates.	Daily	20
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
1,4,5,7,8,9,10,11,12	Working knowledge of the Zoning and Development Code; Municipal Codes and other Codes and Manuals used for development.
All	Knowledge of principles, practices and techniques of planning
All	Working knowledge of Microsoft Office (Word, Excel, Power Point, Publisher, Access); Impact AP; Groupwise Email; Geographic Information System; Pictometry; County Website; Internet; Dreamweaver; Granicus; ISYS; and GJFiles

1,2,4,5,7,8,9,10,11,12	Critical thinking skills to determine proper process for development inquiries and for code violation resolution
1,4,5,7,10	Knowledge of various project submittal requirements and ability to determine eligibility of submittals for processing
All	Knowledge of processes and codes related to land use and development.
1,4,5,6,7,8,9,11,12	Math skills to include simple mathematical calculations and equations
9,11,12	Knowledge of processes and related codes for issuing a variety of permits
1,5-7,9-12	Ability to read plats and development plans
All	Ability to multi-task
2,3,4,5,7,9,10	Ability to correctly file reports and permits for easy retrieval and knowledge to determine proper method of storing information.
All	Proficient use of office equipment including computer, phone system, fax machine, copier, printers, calculators, plotter and Mesa County automated phone scheduling system.
6	Notary skills

### **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 type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input 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?

**Type of Experience**

<u><b>You Have</b></u>	<u><b>Your Time</b></u>	<u><b>You Need</b></u>	<u><b>Minimum Time Required</b></u>
12th grade completion supplemented by specialized training in planning/zoning support or related experience	6 months- 10 years	years 12th grade completion supplemented by specialized training in planning/zoning support or related experience	1 years
Customer service with ability to communicate procedures and regulations to the public	15-40	years Customer service with ability to communicate procedures and regulations to the public	3 years
Working knowledge of the most current computer software programs and research techniques and tool	14-25	years Working knowledge of the most current computer software programs and research techniques and tools	3 years

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

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

none

**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
All	Computer	Daily
All	Printers/Copier	Daily
1	Typewriter	Daily
3	Laptop/Projector	Weekly
3	Auditorium equipment setup	Weekly
All	Telephone	Daily
All	Fax Machine	Daily
6	Notary stamp	Weekly
4,5,6,7,8,9, 10,11,12	Plotter/printer	Weekly
9	Label Maker	Quarterly
All	Calculator	Daily
5,9,10,11	Engineer Scale	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. Recommend, approve, deny or accept for review Minor Site Plan and Change of Use projects, Planning and Sign Clearances, and Sign, Fence, Home Occupation and Special Events Banner Permits.

2. Whether a request for review of files is a daily/typical request or whether it should be handled through the formal "Open Records Act" procedure.

3. How the Zoning and Development Code applies to various customer questions related to land use and zoning.

## 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

Physical Activity	Frequency	Importance	Duties
<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	stair climbing for plotter copies and lifting plat books daily
<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	
<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	lifting plat books,
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	3--Monthly	1--Somewhat Important	copier
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	4--Weekly	1--Somewhat Important	copier, retrieving files
<b>Crawling:</b> Moving about on hands and knees or hands and feet.	1--Annually	0--Not Important	computer cables/connections
<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	5--Daily	2--Very Important	files, plat books, keyboard, phone,

<b>Standing:</b> Particularly for sustained periods of time.	5--Daily	3--Extremely Important	counter, copier
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	2--Very Important	counter, copier, contact staff
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	4--Weekly	1--Somewhat Important	plats
<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	4--Weekly	1--Somewhat Important	plats
<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	computer, phone
<b>Grasping:</b> Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	computer, phone, files, writing
<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	3--Extremely Important	computer, phone, plats, files
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	2--Quarterly	1--Somewhat Important	copies
<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	phone, communicate with staff and public at counter
<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	phone, public at counter, staff
<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	computer, plats

<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	keyboard, phone
<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, standing
<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	sitting, standing
<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.	0--Never	Select	
<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 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).

## EMPLOYEE CERTIFICATION

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

1/6/09

**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: \_\_\_\_\_

Supervisor Signature: Lisa E Cox Date: 1-6-09

Department Head Signature: Tim Now 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.