

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: Planning **Department:** Public Works and Planning

For Individual Questionnaires Only:

Employee Name: Thornton David L
(Last) (First) (Middle Initial)

Current Classification Title: Principal Planner

Division Planning **Department** Public Works and Planning

Total Length of Time with organization 19 Years 0 months

Total Length of Time in Current Position 14? Years months

Assigned Hours/Week:: from 8 to 5 and night meetings as needed **Assigned Days/Week** 5/wk (M-F)

Email: davidt@gjcity.org **Work Phone:** 970-244-1450

Immediate Supervisor: **Immediate supervisor reports to:**

Name: Lisa Cox **Name:** Tim Moore

Title: Planning Manager **Title:** Public Works and Planning Director

Work Phone 244-1448 **Work Phone:** 244-1557

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

The Principal Planner has responsibility for managing, overseeing, and coordinating the City's Long Range projects including the City's Comprehensive Plan activities as well as major subdivision, growth plan amendments, rezones and other Development Review projects as assigned. The Principal Planner is required to have advanced professional planning experience of high-complexity and understanding, and be fully trained. The Principal Planner must have professional knowledge, understanding and possess the ability to manage multiple large projects at the same time, make presentations to the public, Planning Commission, City Council and other Boards and Commissions; and is expected to be able to perform all planning functions including supervisory responsibilities, in addition to mentoring Senior and Associate Planners. From time to time this position is expected to supervise lower level professional and technical staff up to 2 fulltime positions. The Principal Planner is expected to possess in-depth knowledge of the City's Code, Submittal Standards for Improvements and Development (SSID) manual, Transportation Engineering Design Standards (TEDS) manual, City ordinances, City standards and policies and neighborhood/area plans and often requires extensive research. The Principal Planner works directly with the Planning Manager and Public Works and Planning Director and reports directly to them.

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 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 checked="" type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	1
<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).	11
<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.	10
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	3

- b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

YOUR COWORKERS' JOB TITLES

Senior Planners (4)
Development Engineers (4)
Associate Planners (4)
Planning Technicians (6)
Administrative (2)
Planning Services Supervisor (1)
Development Services Supervisor (1)

YOUR DIRECT REPORTS' JOB TITLES

Planning Intern (1)

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

☐ Full Time ☒ Part-Time 1 ☐ 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		
Same as Senior Planner Includes: City Dev. Engineers, Fire Dept, City Attorney, City Real Estate, Parks and Rec, City Clerk's Office, etc.)	Daily to Monthly	Project Review and Input, including: traffic issues, drainage issues, access issues, legal descriptions, easements, facility needs, agenda/reports, document recordation, City records, etc.
Planning Manager	Daily	Coordination of Long Range Planning and other special assignments
Public Works and Planning Director	Daily	Coordination of Long Range Planning and other special assignments
Representatives from all City Departments	Weekly to Monthly	Managing the work of technical advisory committees for long range plans and special projects
City Planning Commission	Monthly	Briefing, and soliciting input on long range plans/special projects
City Council	Varies	Briefing, and soliciting input on long range plans/special projects

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Same as Senior Planner (Includes: Surveyors, General Public, Attorneys, Developers, Utility Providers, Development Consultants, etc.)	Daily to Monthly	Project review and input, including boundary issues, legal descriptions, zoning and development code questions and interpretations, legal concerns, development processes, easement issues, etc.
Planning Consultants	daily with e-mail and other communication including phone, conference calls/webex and visits	Long Range Planning, including coordinating, scheduling, calendaring, billing, and providing direction
Representatives from Mesa County departments and other community professionals	Weekly to Monthly	Managing the work of technical advisory committees for long range plans and special projects. Coordinating with Mesa County Staff.
Members of the public serving on Advisory Committees	Weekly to Monthly	Managing the work of the advisory committees for long range plans and special projects
Mesa County Planning Commission	Monthly to Quarterly	Briefing, and soliciting input on long range plans
Boards (ie. Chamber, College, etc.) and community groups	Sometimes several times a week to occasionally	Briefing, and soliciting input on long range plans; educating these groups about existing plans and procedures of the City.

3. ESSENTIAL DUTIES.

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

Decisions Required: List the decisions you make to carry out the essential duties.

Frequency: Indicate how often you perform each duty – D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%**. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

Attach additional sheets if necessary.

E X A M P L E (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

Essential Duties	Decisions Required	Frequency	% of Time
EXAMPLES:			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	<i>M</i>	<i>25%</i>
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	<i>M</i>	<i>10%</i>

List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
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1	<p>All Essential Duties listed under the Senior Planner's JAQ including: managing development projects; writing and presenting formal and technical reports for Planning Commission, City Council, and other Boards and Commissions; Conducting Pre-application and General Meetings with the public; researching, interpreting and implementing federal, state, county and local codes and regulations; conducting field inspections of projects; evaluating the adequacy of public facilities; recommending policy and guideline changes; assisting staff, the public, and internal and external agencies; attending neighborhood, Planning Commission and City Council meetings; staying current on the trends and research in the field of community development; reviewing and following up on Development Improvement Agreements; mentoring senior, associate planners and planning technicians; meeting appropriate development review deadlines; and reviewing legal documents (i.e. plats, easements, covenants, legal descriptions, etc.)</p>	<p>Yes, decisions including determining Code compliance, project approval and denial, recommendations to Planning Commission and City Council, determining the adequacy of public facilities, determining solutions & resolving neighborhood issues, etc. See Senior Planner JAQ</p>	Daily	25%
2	<p>Conduct Long Range Planning projects including the City's Comprehensive Plan, neighborhood and special area plans. Duties include: coordinate and conduct research; compile and analyze statistical and descriptive data; prepare tables, graphs, and narratives. Conduct meetings with advisory committees, and commissions. Follow up with committees, commissions and boards. Research applicable statutes, laws, and regulations to identify planning guidelines and restrictions. Write and/or edit planning documents, staff reports to commissions and Council. Attends and conducts neighborhood meetings and open houses for the public, presenting planning information, receiving comments, answering questions and resolving conflicts.</p>	<p>Yes, including how to educate the public on planning matters; resolving conflicts between opposing interests; writing staff reports; organizing presentation materials and presenting them; facilitating meetings and group discussion.</p>	Daily	50%
3	<p>Special projects as assigned by the PW & P Director or Planning Manager. These projects can be anything from being the staff representative/point person to coordinate other City Staff from various City departments regarding a broader City interest, to meeting with a neighborhood or special interest group and working with them on specific issues they have with a City requirement, etc.</p>	<p>Yes, including how to educate the public on planning matters; resolving conflicts between opposing interests; writing staff reports; organizing presentation materials and presenting them; facilitating meetings and group discussion.</p>	Weekly	10%

4	Participates in Code administration including Zoning Code updates, interpreting City ordinances, zoning and development codes, State and Federal regulations. Develop text amendments and related ordinances, recommend policy and guideline changes.	Yes, including writing staff reports and text amendments; organizing presentation materials and presenting them.	Weekly	10%
5	Provides planning answers, recommendations and input to Senior Planners, Associate Planners, and Planning Technicians on questions regarding long range plans and procedures. Also fields and follows up on questions from the general public regarding the same (educating the public and practicing conflict resolution).	Yes, including giving group and individual instruction to planning staff; determining solutions & resolving public/citizen issues, etc.	Daily	5%
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	All skills expected by the Senior and Associate Planners including: Knowledge of philosophies, principles, practices, techniques of planning, urban design, affordable housing, economic development, land use, construction processes, principles and practices of research and

	data collection and analysis, effective writing techniques, knowledge of computer software programs, oral and written communication skills, interpersonal skills, practices of facilitation, problem solving skills, supervision and mentoring abilities and exceptional internal and external customer service skills, being able to work as a teammember, see Senior Planner JAQ
2,3,4	Must be innovative, detailed-oriented, experienced in highly visible/controversial projects.
2,3,4,5	Must have a thorough knowledge of urban planning and development and local government policies and procedures.
2,3,4,5	Must have a thorough knowledge of specialization such as housing, zoning, historic preservation, and economic development
2,4	Knowledge of research methods and statistical principles related to urban growth and development
2,3,4	Knowledge of methods and techniques of effective technical report preparation and presentation
2,3,4,5	Knowledge of pertinent federal, state and local laws, codes and regulations including recent changes.
2,3,4,5	Knowledge of recent developments, current literature and sources of information related to municipal planning.
2,3,4,5	Knowledge of local government procedures and practices.
2,3,4,5	Knowledge of and the ability to engage in citizen involvement techniques and processes.
2,3,4	Capable of managing multiple, high priority assignments, effectively and meet firm deadlines.
2,3,4,5	Strong interpersonal skills to develop good working relationships at various levels, within City and with outside city organizations and the public; and to resolve complaints.
2,3,4,5	Possess strong analytical skills to interpret research data for reports (often with not much time or notice) and apply appropriate techniques in practical situations.
2,4,5	Possess good reading comprehension to understand technical and legal materials.

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**

☐
☐

Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | High School Diploma or equivalent (G.E.D.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Up to one year of specialized or technical training beyond high school |
| <input type="checkbox"/> | <input type="checkbox"/> | Associate degree (A.S., A.A.) or two-year technical certificate |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Bachelor's degree |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Other (explain):
Masters Degree in planning or related field |

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

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Undergraduate degree in Urban Planning and a Masters Degree in Public Administration	21 years	A master's degree in planning or closely related field and at least five years of experience in the planning profession.	5 years
	years		years
	years		years

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

Planning, Public Administration, Social Sciences, Environmental Design/Architecture, Geography, Political Science, Civil Engineering, Business

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

None, however American Institute of Certified Planners (AICP) certification is preferred.

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- 5	Computer	Daily
1-5	Telephone/Fax	Daily
1-5	Copier	Daily
1-5	Printer	Daily
1-5	Engineer/Architects Scale	Daily
1-5	Scanner	Weekly
1-5	Calculator	Daily
1-5	Standard Office Supplies (i.e. stapler, pens, post-its, highlighter, etc.)	Daily
1,2,3,5	City vehicle	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. Determination of appropriate land use by parcel. With the role of the Principal Planner in long range planning, other planning staff look to the Principal Planner for direction and determination of appropriate land use decisions for specific parcels. This includes the appropriate recommendation that should be given.
 - 2. The Principal Planner position has a lot of autonomy. With that, this person must make the majority of decisions on their own (ie. whether or not do cancel a meeting, schedule a new meeting, add additional critiera for a project, etc.). To effectively administer proper project management, this is a necessity and not run to their supervisor every time something new comes up with the project they are working on. On the other hand this person must understand when it is critical to get the necessary input from supervisors, commissions/councils before making thoses types of decisions.
 - 3. The 3 decisions/judgements the Senior Planner makes (See Senior Planner JAQ) in the daily responsibilities of development review.

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

0 – Not Important

1 – Annually

1 – Somewhat Important

2 – Quarterly (at least 3 per year)

2 – Very Important

3 – Monthly (at least 8 per year)

3 – Extremely Important

4 – Weekly (at least 3 per month)

5 – Daily (at least 3 per week)

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.	2--Quarterly	1--Somewhat Important	1
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	0--Never	0--Not Important	0
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.	4--Weekly	1--Somewhat Important	1
Kneeling: Bending legs at knee to come to a rest on knee or knees.	3--Monthly	1--Somewhat Important	1
Crouching: Bending the body downward and forward by bending leg and spine.	4--Weekly	1--Somewhat Important	1
Crawling: Moving about on hands and knees or hands and feet.	0--Never	0--Not Important	0
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	2--Very Important	1-3
Standing: Particularly for sustained periods of time.	5--Daily	0--Not Important	1-5
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	0--Not Important	1-5
Pushing: Using upper extremities to press against something with steady force in order to thrust	1--Annually	0--Not Important	1

forward, downward or outward.			
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	1--Annually	0--Not Important	1
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	1-5
Grasping: Applying pressure to an object with the fingers or palm.	4--Weekly	3--Extremely 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.	0--Never	0--Not Important	0
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	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	3--Extremely 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	3--Extremely Important	1-5
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	1-4
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	3--Extremely 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	0--Never	0--Not Important	0

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.			
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	0--Never	0--Not Important	0
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	0--Never	0--Not Important	0
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	0--Never	0--Not Important	0

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: _____

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:

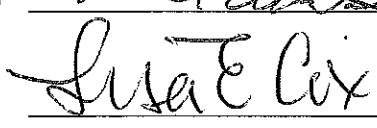
☒ I agree with the incumbents' position questionnaire as written.

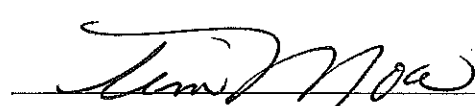
☐ The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

☐ 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: 6 JAN 09

Supervisor Signature:  Date: 1-6-09

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.