

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: Engineering

Department: Public Works

For Individual Questionnaires Only:

Employee Name:	Smith	John	C
	(Last)	(First)	(Middle Initial)

Current Classification Title: Senior Engineering Technician

Division	Engineering	Department	Public Works
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Total Length of Time with organization 11 Years 0 months

Total Length of Time in Current Position 7 Years 3 months

Assigned Hours/Week;; from 6AM to 5PM **Assigned Days/Week** 4

Email: johnsm@gjcity.org **Work Phone:** 244-1452

Immediate Supervisor:

Immediate supervisor reports to:

Name:	Don Newton	Name:	Trenton Prall
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Title:	Engineering Projects Manager	Title:	Engineering Manager
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Work Phone	244-1559	Work Phone:	256-4047
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E-mail:	donn@gjcity.org	E-mail:	trentonp@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.

As Senior Engineering Technician for the City of Grand Junction I Do Initial GIS based design/cost estimating to assist in evaluating the scope and feasibility of Capital Improvement or Utility Projects. Under direction of Project Engineers, prepare Preliminary Design, Final Design/Engineering, and Construction Drawings for Capital Improvement and Utility Projects. Coordination of these projects with utility companies and the public at large is also a big part of the design process. The final products are improvements you see around the city such as Colorado Avenue from 2nd Street to 7th Street, Independent Avenue from 1st Street to Sam's Club, 25 1/2 Road from Independent Ave to Patterson Road, the Broadway Beautification Project from Power Road to Mayfield Drive and numerous other less visible utility projects that ultimately provide enhanced service to the citizens of the City of Grand Junction. I also assign projects as described above to other engineering technicians for CADD Services, Help in determining Capital Improvement Project schedules and scoping based on Computer Aided Design and Drafting requirements. Monitor the progress and quality of CADD Services provided by the CADD team on Capital Improvement and Utility Projects. Review and approve Time Sheets and Requests for Paid Time Off. Provide technical support, training, mentoring to other Engineering Technicians. Contributes to the development of Engineering Technicians evaluations, recognition, and coaching.

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 checked="" type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	1
<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).	1
<input checked="" type="checkbox"/>	I make work assignments for others.	1
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	1
<input checked="" type="checkbox"/>	I make hiring and hiring pay decisions.	1
<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

Engineering Technician
Project Engineer

YOUR DIRECT REPORTS' JOB TITLES

Engineering Technician

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

☒ Full Time 1 ☐ 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		
Information Systems	weekly	to provide & collect data, coordinate tasks, solve problems and negotiate resolution
Human Resources	monthly	to collect data and provide various presentations
Financial Operations	quarterly	to collect data and provide various presentations
Parks and Recreation(Admin)	monthly	to collect data and provide various presentations
Utility Street System (Facilities, Streets, Stormwater, Wastewater, and Water Services)	weekly	to collect data and provide various presentations

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
General Public	Daily	provide and collect data
Vendors (software & office supplies)	weekly	acquisition, support, training
Companies (software,hardware)	monthly	acquisition, support, training
Consultants	weekly	provide and collect data
Contractors	weekly	provide and collect data
Surveyors	weekly	provide and collect data

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%)
1	Quantity Calculations and Cost Estimating of Capital Improvement Projects	Decide what items to inventory, units of measure to use, and cost to be applied to those units of measure.	Monthly	4%
2	Prepare Design base mapping, contours, topography, Property Ownership Mapping, and models from field surveys and record research.	Decide what surveyed items to illustrate, the matter in which to illustrate them, which survey elevation values to use in a design model, and ownership documents to use in creation of property mapping.	Daily	10%
3	Preliminary Utility Design, Utility Design, Prepare Utility Construction Drawings, and make necessary revisions to Utility Construction Drawings (Sanitary Sewer, Domestic Water, Storm Drain, and Irrigation)	Decide which best Engineering practices to use for particular utility design, best design illustration methods, and the process by which to most effectively facilitate revisions to utility design drawings.	Daily	20%

4	Preliminary Roadway Design, Roadway Design, Prepare Complete Roadway Construction Drawings, and make necessary revisions to roadway construction drawings.	Decide which best Engineering practices to use for specific roadway design, best design illustration methods, and the process by which to most effectively facilitate revisions to roadway design drawings.	Daily	20%
5	Coordination of Capital Improvement Project Design with all affected interests (land owners, utility companies, contractors, and contractor's surveyors etc.).	Decide what data needs to be coordinated and the most effective manner of coordination.	Monthly	5%
6	Prepare a wide variety of Exhibits to address property ownership concerns, preliminary and final design concerns, project impact concerns, etc.	Decide what kind of message needs to be conveyed and the most effective manner of communication in a graphical format.	Weekly	5%
7	Assist the general public with question and information regarding the City of Grand Junction's vast infrastructure and engineering construction activities	Decide what exact information is needed by an individual and the most effective means of providing that information.	Weekly	2%
8	Filing and cataloguing Capital Improvement Projects into the City of Grand Junction's Filing System.	Decide what information needs to be filed and where to file it.	Weekly	2%
9	Create and develop drafting standards, procedures, and policies for the most efficient use of modern CADD and Engineering Software applications.	Decide which drafting drafting standard, procedure, or policy needs development or creation and determine best means of development, creation, and implementation.	Monthly	2%
10	Assesses and estimates Computer Aided Design and Drafting Time requirements for Capital Improvement Projects.	Decides amount of CADD time required for specific projects.	Weekly	2%
11	Delegates Computer Aided Design and Drafting to other Engineering Technicians.	Decides what projects will be assigned to whom based on availability and abilities.	Weekly	2%
12	Assists in the scheduling of Capital Improvement Projects with respect to Computer Aided Design and Drafting services.	Decides what impact the time required for CADD will have on the overall schedule of a project.	Monthly	2%

13	Monitors the quality work/service provided by the CADD Team, determines support, training-mentoring needs, progress and schedule of Capital Improvement Projects with respect to Computer Aided Design and Drafting performed by Engineering Technicians.	Decides what element of CADD work needs to be monitored and if desired results are obtained in an efficient and timely manner. In the case of inefficiency determine training needed.	Weekly	6%
14	Determines scoping of Capital Improvement Projects with respect to Computer Aided Design and Drafting.	Decides CADD effort to effectively complete any given project	Monthly	2%
15	Reviews Time Sheets and Requests for Paid Time off for CADD Team members.	Decide if CADD time dedicated to particular projects is reasonable and if account numbers, etc.. used are correct.	Weekly	2%
16	Provides technical support, training, and mentoring with respect to CADD software for design and drafting of Capital Improvement Projects,	Decides what training is needed and most effective manner to provide training.	Weekly	5%
17	Assists in the selection and training of newly hired engineering technicians.	Decides which employee candidates are deserving of employment based on qualifications and interviews.	Weekly	6%
18	Assists in the development of employee evaluations, recognition, and if need be disciplinary actions.	Decides in key performance dimensions if other engineering technicians are proficient, provide supporting data, and provide recognition or training/mentoring, and if need be discipline.	Annually	2%
19	Assists in the development and monitors expenditures of operating budget for the CADD services section.	Decide what products or serviced are needed to maintain a productive CADD team and make sure those funds are available.	Quarterly	1%

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
1-18	Knowledge of engineering, CADD, word processing, database, spreadsheet, and scheduling software. Ability to use engineering software to produce model based design with enhanced drafting, quantity, and cost estimating capabilities and ability to teach others of those software capabilities. Knowledge of CADD software methods used to produce accurate and legible design drawings in a timely manner.
1-4,6-7,10,13,15	Mathematical Knowledge (algebra, geometry, and trigonometry) to perform engineering calculations with respect to civil design.
2-7,9,10,13	Knowledge and Ability to interpret Legal Descriptions to effectively map property ownership, architectural, mechanical, structural, etc. plans and how they relate to the design/construction of a civil project.
1-7,9-14	Knowledge of modern roadway and utility construction materials, costs, practices, and design alternatives and the ability to successfully incorporate those elements into construction drawings. Skill to approach a design problem in a three dimensional manner of thinking. Ability to interpret others design review comments/concerns and incorporate them into design drawings. Knowledge, ability, and skill to remedy a design problem in a timely manner.
2,13	Skill and ability to interpret field survey notes to produce clean and correct base mapping, contours, topography, and models.
1-10,13	Ability to use a number of electronic and computer devices (PC's, Plotters, Scanners, Printers, Copiers, Fax's, etc.)
2-7,9-19	Ability to effectively communicate design/drafting related issues with a variety of different people ranging from other design professionals to the general public in oral, written, and/or drawing manners.
2-5,7	A working knowledge of construction surveying practices to not only prepare drawings that can be readily used for field construction staking but also to be able to communicate and provide data to field surveying crews.
1-10,13	Ability to keep and maintain design and as built records for a capital improvement project.
1-4,10,13	Knowledge of GIS Mapping capabilities and ability to use them in developing mapping for project design/drafting.
10-12,14,16-19	Knowledge of time required to accomplish any given Computer Aided Design and Drafting Task by any individual on the CADD Team. Knowledge and skill to recognize the skill sets, motivations, speed, and quality of work for any given member of the CADD team in the delegation of work. Ability and Knowledge to assess the Scope of a project based on past experience and records.
11-13	Knowledge of all capital improvement projects progress and what Computer Aided Design and Drafting may be required to successfully complete any given project to assist in scheduling.
15	Knowledge of currently used fund, organizational, account, program and activity numbers for

	capital improvement projects.
13&18	Ability to fairly analyze employee strengths and areas of needed improvement to provide recognition, constructive feedback, determine training, mentoring, and coaching opportunities.
19	Ability to fairly select new employees based on work experience, past work record, results of technical testing, oral interviews/tests, etc.

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 checked="" type="checkbox"/>	<input checked="" 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>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Engineering Technician (civil)	14 years	Engineering Technician (civil)	4 years
Senior Engineering Technician (civil)	7 years		years
	years		years

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

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.

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
1-4,6,9,16	Autodesk Civil 3d and Map Software	70%
1-4,6	Adobe Acrobat Professional Software	3%
6	Adobe Photoshop Software	2%
1-4,6,9,16	HP Scanning and Copying Software	1%
6	Microsoft Imaging Software	1%
1-14	Microsoft Word, Excel, Access, Project, Explorer, Mapguide, Groupwise, Internet Explorer, etc..	8%
1-4,6,9,16	HP 4500 MFP Scanner	1%
1-4,6,9,16	HP 4500 MFP Plotter	1%
1-4,6,9,16	Xerox xrc3545 and HP 4200 printers	1%
1-4,6,9,16	Scientific Calculator (HP32s, HP41)	7%
2-4,6,	Autodesk Raster Design Software	3%
6	Autodesk 3d Studio Max Software	1%
1-4,6,9,16	Autodesk DWF Composer	1%

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. Decide which best Engineering practices to use for specific roadway and utility design. To make these type of decisions I must first evaluate the type of design problem I am trying to address and employee the most time, cost, and quality effective manner of work. Decide on the most effective manner to draft design intent. I must look at the design I am trying to communicate and determine the processes by which I can get that design illustrated in a clear, concise, and timely manner.

2. Decide process by which to most effectively facilitate revisions to design drawings. Design changes can be very costly in terms of man hours and effort. If decisions are made to use modeling as a method of design instead of conventional parametric design methods it is much easier and cost effective to facilitate design changes during the life cycle of a project.

3. Decide upon delegation of projects amongst the CADD team based upon availability, abilities, motivations, and compatability amongst design team members. Also employee self time management decision making based upone priorities, time consumption, importance, etc..

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
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.	0--Never	0--Not Important	
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	Select	
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.	0--Never	Select	
Kneeling: Bending legs at knee to come to a rest on knee or knees.	0--Never	Select	
Crouching: Bending the body downward and forward by bending leg and spine.	3--Monthly	1--Somewhat Important	8
Crawling: Moving about on hands and knees or hands and feet.	0--Never	Select	
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	2--Very Important	1-19
Standing: Particularly for sustained periods of time.	0--Never	Select	
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	1--Somewhat Important	1-19
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	3--Monthly	1--Somewhat Important	8
Pulling: Using upper extremities to exert force in	3--Monthly	1--Somewhat Important	8

order to draw, drag, haul or tug objects in a sustained motion.			
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	1-19
Grasping: Applying pressure to an object with the fingers or palm.	0--Never	Select	
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.	3--Monthly	1--Somewhat Important	8
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	0--Never	Select	
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	1-19
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.	3--Monthly	1--Somewhat Important	8
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	1-19
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	1-19
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	1-19
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.	4--Weekly	1--Somewhat Important	8

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.	3--Monthly	1--Somewhat Important	8
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	Select	
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	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).

see position summary

EMPLOYEE CERTIFICATION

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

Signed:  Date: 12-17-2008

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:

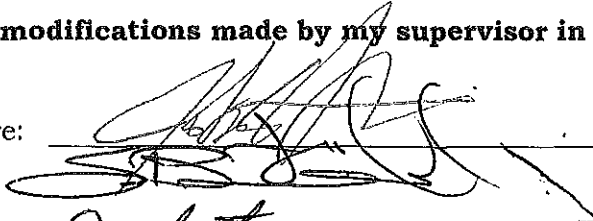
☒ I agree with the incumbents' position questionnaire as written.

☐ 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:

1-9-09

Supervisor
Signature:

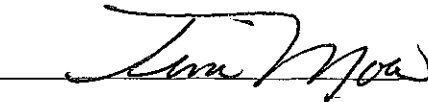


Date:

01/07/09

1-6-09

Department Head
Signature:



Date:

1-12-09

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.