

CITY OF GRAND JUNCTION

JOB ANALYSIS QUESTIONNAIRE

I. EMPLOYEE BACKGROUND: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This will help us make sure we refer to the correct job throughout the study.

Is this a group questionnaire? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please list all employee names.
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Division:

Department:

For Individual Questionnaires Only:

Employee Name:	Elliott	John	Benjamin
	(Last)	(First)	(Middle Initial)

Current Classification Title: Senior Survey Technician

Division	Real Estate	Department	Public Works & Planning
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Total Length of Time with organization 3 Years 9 months

Total Length of Time in Current Position 2 Years 6 months

Assigned Hours/Week;; from 7 **to** 4 **Assigned Days/Week** 5

Email: bene@gjcity.org

Work Phone: 244-1454

Immediate Supervisor:

Immediate supervisor reports to:

Name: Peter Krick

Name: Peggy Hunter

Title: City Surveyor

Title: Real Estate Manager

Work Phone 256-4003

Work Phone: 244-1538

E-mail: peterk@gjcity.org

E-mail: peggyh@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.

To lead, oversee and participate in the more complex and difficult work of staff responsible for performing a variety of technical field survey work for City capital improvement projects; to edit, record and maintain survey information for staff use; and to perform a variety of technical tasks relative to assigned areas of responsibility.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

- a. The chart below asks for your specific supervisory responsibilities. If a duty statement applies to you, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Number of Employees
<input checked="" type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input checked="" type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	2
<input checked="" type="checkbox"/>	I make work assignments for others.	2
<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.	19
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	15

- 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

Survey Technician (2)
Sub-Contract Surveyor
Survey Intern

YOUR DIRECT REPORTS' JOB TITLES

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

☐ Full Time ☐ Part-Time ☐ Seasonal/Temp ☐ Volunteer ☒ Contract 1

- 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		
Construction Inspector	Daily	Communication regarding the progress of capital improvements projects and any potential survey needs. i.e.: construction staking, as-built surveys, quality control checks to verify that construction matches the design throughout the project.
City Surveyor/Real Estate Technician	Daily	Meeting and communicating to determine the amount of survey work needed for the purposes of land acquisition, boundary surveys, annexations, easements and other municipal land issues.
Project Engineer	Daily	Meeting and communicating regarding the details survey work needed to complete design and construction of capital improvement projects.
Engineering Technician	Daily	Send survey data to Eng. Techs. for drafting purposes. Verifying maps drawn by Eng. Techs. for accuracy.
Forestry Personnel	Monthly	To determine the limits of City right-of-way in areas where City tree maintenance responsibilities are in question.
Code Enforcement Officer	Monthly	To determine the limits of City right-of-way in areas where Code Enforcement violations are in question.

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Construction Contractors	Weekly	To discuss contractors survey needs for capital improvement projects.
Private Sector Surveyors	Monthly	Acting as a resource for information regarding City monumentation.
General Public	Daily	The general public frequently inquire as to what the purpose of our survey is.
Mesa County Surveyor	Weekly	We work with the Mesa County Surveyor concerning the replacement of County survey monuments and County GPS network issues.

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	Plan, direct and participate in topographic surveys for City capital improvement projects.	What are the limits of the survey area; where to place survey control points; what survey method and type of equipment to use; what vertical datum is required? Attention to detail, mathematical calculations	Daily	40%

2	Plan, direct and participate in construction surveys for City capital improvement projects.	What information needs to be calculated to perform staking task; what survey method and type of equipment should be used; what info should be written in field notes; where should I place the const. stakes so they will be protected?	Daily	20%
3	Responsibility for all survey data that is sent out of our field crew office to City contractors and other Divisions within the Public Works & Development Department.	What type of file is required? Verify the survey files for accuracy.	Daily	10%
4	Training assigned employees in the areas of survey methods, procedures and techniques.	What techniques should be set as our standard; what improvements should be made to our existing survey methods?	Daily	5%
5	Estimation of time, materials and equipment necessary for survey projects.	Time, budget, type of equipment best suited for the particular project.	Daily	5%
6	Maintain, upgrade and replace City survey monuments used to determine right-of-way and property boundaries.	What technique should be used to calculate the monument location; what type of monument should be set; how should the monument be referenced and documented?	Weekly	5%
7	Ensure adherence to safe work practices and procedures.	Safety in traffic, signage, hard hats, traffic vests, running equipment, driving, traffic control, safety meetings.	Daily	5%
8	Plan, direct and participate in boundary surveys for all City properties.	What research needs to be completed; what information is required to be shown on the survey plat; what survey method to use; how to gain access to the property and adjacent parcels?	Weekly	10%
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	The intent of a topographic survey is to create an "existing conditions" map of a potential project site. My skills include proficiency in the use of all types of survey equipment and research tools (). I have a firm understanding of our Mesa County Global Positioning Network (MCVRN) and how it is utilized to complete our topographic surveys. Using this knowledge and equipment, I take measurements on all features in the project area. I then hand this information over to the Engineering Technicians who generate a base map of the site in its existing state. City Engineers then create their design using the base map as a guideline.
2	The purpose of construction staking is to generate physical points (stakes and lath) on a construction site that the contractor can use to construct the designed project. As a construction surveyor, I have the ability to interpret construction plans, understand the contractors' needs and perform mathematical calculations. I am proficient in the use of all types of survey equipment; such as robotic survey transits, global positioning systems and optical levels. I understand how Mesa County's Global Positioning Network (MCVRN) works and how it can be utilized for construction surveys. I use these skills to calculate and establish the horizontal and vertical alignment of the design in the field. The construction contractor can then use these physical points to complete their construction per design.
3	I manage the City's survey files in a large project database and ensure that the quality of the information I hand over complies with the standards and specifications that are required by the City. Attention to detail is crucial due to the fact that an error in this phase of a project could potentially create a major problem during design and/or construction.
4	Consistency in the information we acquire in the field is critical. It is conceivable that three surveyors working on a project could come up with three different techniques to perform the same survey. I train City Survey Technicians in the areas of field data acquisition, measurement methods and feature coding to comply with techniques and standards established by City Engineers and myself.
5	Estimating time and materials for survey projects requires experience in field surveying practices and an understanding of the project objectives.
6	Survey monuments play an essential role in determining the location of City right-of-way and property boundaries throughout the City. Construction within City right-of-way makes maintaining, upgrading and replacing these monuments an ongoing duty. As the Senior

	Survey Technician I calculate and prorate real property boundaries in order to perpetuate location of survey monuments. I then complete a monument record showing a sketch of the area, a description of what was set and ties to reference points in the field. These monument records are given to the City Surveyor who stamps and seals them to be recorded with the State.
7	This duty requires the knowledge and skills to safely work in traffic areas and construction zones. I must be aware of the rules and regulations regarding worker safety in all situations.
8	As Senior Survey Technician, I am in charge of completing the research and field work necessary to generate survey plats for all City properties. I am proficient in the use of all types of survey equipment and research tools. I have a firm understanding of our Mesa County Global Positioning Network (MCVRN) and how it can be utilized to complete our boundary surveys. I am aware of the standards and specifications that are required by the City and County in order to deposit our survey plats. I use this knowledge to field locate all necessary elements of a boundary survey. This information is then given to the City Surveyor who creates, deposits and records a final survey plat of the property.

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 checked="" type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree

Other (explain):



Attending advanced seminars specific to the surveying field. Such as robotic total stations, global positioning systems, field data collection devices, boundary law, legal principals and personal computer software.

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>
Field Surveying Experience	12 years	Field Surveying Experience	5 years
	years		years
	years		years

a. What field (s) should training or degree be in?
Math, science and boundary law.

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.

The City's Sr. Survey Tech. position requires a valid driver's license and a Land Surveyor-Intern (LSI) certification from the Colorado State, Office of Licensing. The LSI certification requires the testee to pass an 8 hour examination given by the National Council of Examiners for Engineering and Surveying. The exam focuses on mathematics, probability and statistics, measurement analysis, data adjustment, geodesy, boundary law, field data acquisition, survey calculations and land development principles.

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
1-7	Trimble R8 GPS unit with nextell cell phone	Daily
1-7	Trimble TS2 Data collector (field PC)	Daily
1-7	Trimble S6 Series Total station (tansit)	Daily
1-7	Leica digital level	Monthly
1-7	Carl Zeiss optical level	Weekly
1-7	Survey Rods	Daily
1-7	Tripods	Daily
1-7	Hand level	Monthly
1-7	Compass	Daily
1-7	Survey Vehicle	Daily
1-7	Measuring tapes	Daily
1-7	Safety equipment, signage	Daily
1-7	Core drill, Generator, Impact drill	Monthly

5. DECISION-MAKING & JUDGMENTS.

a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.

1. I complete the research necessary to perform our surveys.

2. I decide what survey methods will be used to complete our projects.

3. I determine exactly what features are critical to locate during our surveys.

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your job is classified.

Frequency

How frequently is the activity performed?

- 0 – Never
- 1 – Annually
- 2 – Quarterly (at least 3 per year)
- 3 – Monthly (at least 8 per year)
- 4 – Weekly (at least 3 per month)
- 5 – Daily (at least 3 per week)

Importance

How important is the activity in accomplishing the job's purpose?

- 0 – Not Important
- 1 – Somewhat Important
- 2 – Very Important
- 3 – Extremely Important

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	4--Weekly	3--Extremely Important	1,2,6,8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	5--Daily	3--Extremely Important	1-8
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	5--Daily	3--Extremely Important	1,2,6,7,8
Kneeling: Bending legs at knee to come to a rest on knee or knees.	5--Daily	3--Extremely Important	1,2,6,7,8
Crouching: Bending the body downward and forward by bending leg and spine.	5--Daily	3--Extremely Important	1,2,6,7,8
Crawling: Moving about on hands and knees or hands and feet.	2--Quarterly	3--Extremely Important	1,2,6,8
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	3--Extremely Important	1-8
Standing: Particularly for sustained periods of time.	5--Daily	3--Extremely Important	1,2,6,8
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	1,2,6,7,8
Pushing: Using upper extremities to press against something with steady force in order to thrust	4--Weekly	3--Extremely Important	1,2,6,8

forward, downward or outward.			
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	5--Daily	3--Extremely Important	1,2,6,8
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	1-8
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	1-8
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	3--Extremely Important	1,2,6,7,8
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	3--Extremely Important	1-8
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	1-8
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	1-8
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	1-8
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	1,2,6,7,8
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	3,4,5
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces	5--Daily	3--Extremely Important	1,2,6,7,8

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.	4--Weekly	3--Extremely Important	1,2,6,8
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.	3--Monthly	3--Extremely Important	6
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.	2--Quarterly	3--Extremely Important	6

2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. **Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.**

☐ Does Not Apply

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

Land Surveying is becoming a highly technical field of practice. Technological advancements are occurring daily and the ability of the modern surveyor to keep up is essential. In particular, Mesa County has lead the way in creating a Global Positioning System (GPS) network. This system is referred to as Mesa County Virtual Reference Network (MCVRN). MCVRN uses a system of servers, modems, cellular phones, GPS receivers, corrections software and portable GPS computers to calculate positions on the earth's surface. This system allows us to determine our position very quickly and accurately, taking into account real-time atmospheric and ionospheric corrections. Two years ago this was just a concept and now we are using it daily. This is just one example of the technological growth of the Land Surveying industry.

EMPLOYEE CERTIFICATION

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

Signed: _____

Date: _____

1/7/2009

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: _____

Date: 1-09-09

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.

CITY OF GRAND JUNCTION

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Is this a group questionnaire? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list all employee names.
----------------------------------------------------------------------------------------------------	-----------------------------------------

Edward J. Wacker

Rob JW McClelland

Division: Real Estate

Department: Public works and Planning

For Individual Questionnaires Only:

Employee Name: WACKER EDWARD J.
(Last) (First) (Middle Initial)

Current Classification Title: Survey Technician

Division Real Estate **Department** Public Works and Planning

Total Length of Time with organization 17 Years 6 months

Total Length of Time in Current Position 17 Years 6 months

Assigned Hours/Week:: from 7am to 3:30 PM **Assigned Days/Week** 5d Mon-Fri

Email: edwardw@gjcity.org **Work Phone:** 970-256-4108

Immediate Supervisor:

Immediate supervisor reports to:

Name: Ben Elliott **Name:** Peter Krick

Title: Senior Survey Technician **Title:** City Surveyor

Work Phone 970-244-1454 **Work Phone:** 970-256-4003

E-mail: bene@ci.grandjct.co.us **E-mail:** peterk@ci.grandjct.co.us

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Is this a group questionnaire? ☒ Yes ☐ No

If yes, please list all employee names.

Rob J W McClelland

Ed Wacker

Division: Real Estate

Department: Public Works and Planning

For Individual Questionnaires Only:

Employee Name: McClelland Rob J W
(Last) (First) (Middle Initial)

Current Classification Title: Survey Technician

Division Real Estate **Department** Public Works & Planning

Total Length of Time with organization 1 Years 2 months

Total Length of Time in Current Position 1 Years 2 months

Assigned Hours/Week; from 7am **to** 4pm **Assigned Days/Week** 5d Mon-Fri

Email: RobM@gjcity.org

Work Phone: 256-4108

Immediate Supervisor:

Immediate supervisor reports to:

Name: Ben Elliott

Name: Peter Krick

Title: Senior Survey Technician

Title: City Surveyor

Work Phone 244-1454

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Example: Computer Support Technician

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

City Survey Technician.

1.To perform a variety of technical field survey work for the city's constuction staking, Topographic surveys and field design for capitol improvement and mapping projects; Property acquisition surveys i.e. ALTA/ASCM, ILC's etc. Set Benchmarks, establish and maintain City survey monuments, Locate City ROW to resolve disputes between Public and City, Field location of utility, drainage and structural attributes to be displayed on GIS webpage.

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 checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	19
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	15

- 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

Survey Technician

YOUR DIRECT REPORTS' JOB TITLES

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		
Construction Inspectors	Weekly	Using survey equipment to provide quality control checks for inspectors working on City projects.
Real Estate Technicians	Weekly	Establish property boundaries, Improvements Lot Certificates for property acquisition.
Project Engineers Engineering Technicians	Daily	Receive information regarding survey needs Obtain coordinates for construction staking. Reviewing desing plans, basemaps
GIS Staff	Daily	Apply field information to the GIS Website
Parks/ Forestry Personnel	Weekly	Establish right of way concerning city maintenance of trees. To inventory and locate Park assets.
Code Enforcement Officer	Weekly	Establish right of way concerning code violations

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
General Contractors	Weekly	Quality control, Benchmarks, Preconstruction meetings...
General Public	Daily	Provide Information about city Capitol Improvement projects, Geographical Information system, Standards and policies. Direct them to the proper sources for resolution.
Vendors	Bi-Weekly	Procuring supplies
Mesa County Surveyors	Bi-Weekly	Establishing monuments, monument records, Inquiries about Mesa County Virtual Reference Network
Private Sector Surveyors	Weekly	Answer questions about City survey control, Horizontal and Vertical. As well as Geographical Information Systems and Mesa County Virtual Reference Network

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	Operate a variety of surveying equipment including a Robotic Survey Instrument, levels both optical and electronic. Total stations and Global Positioning System equipment and Data Collection Devices. Operate a PC using Trimble Geomatic Office AutoCAD related survey software and Microsoft Office	Decide which surveying system will give optimum results in the environment of the work and level of accuracy and tolerance needed. Assess safety requirements ie; traffic control, weather and hazardous conditions that may exist	Daily	20
2	Perform leveling runs to establish vertical control bench marks for design, construction and public use; perform construction staking and simple design work for capital improvement projects.	Verify complex mathematical equations to proportion City blocks. Run accurate level loops for construction. Perform detailed and precise topographic surveys for design.	Daily	20

3	Maintain a variety of surveying equipment including a Robotic Survey Instrument, levels both optical and electronic. Total stations and Global Positioning System equipment and Data Collection Devices. Maintain Trimble Geomatic Office AutoCAD related survey software and Microsoft Office	Perform software and hardware updates to keep survey equipment up to date. Maintain condition and cleanliness of equipment.	Daily	20
4	Record Management Prepare accurate written field notes of work performed showing lines, angles, distances, benchmarks, mathematical calculations and other data pertinent to the field survey in field books	Maintain databases. File and locate data in a logical manner.	Daily	15
5	Appreciate GPS networks and Geodial evaluation	Evaluate Job location in relationship to network and geoid and decide how to achieve the most accurate results.	Daily	5
6	Driving	Defensive driving skills.	Daily	5
7	Traffic control	Determine Safety issues; weather time of day and traffic direction as to prevent accidents and maintain traffic flow.	Daily	5
8	Establish and maintain ties and records; re-establish lost City survey monuments that exist throughout the City.	Research existing and historical survey records. Determine what physically exists and replace or duplicate as necessary.	Weekly	5
9	Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.	Communicate within your scope of knowledge and confidence or refer properly.	Daily	5
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	Knowledge of Trimble Geomatics Survey Controller or like programs (Tripod Data Systems, Leica, Sokkia...) with the ability to perform surveying tasks such as staking station and offset to an alignment, topographic data collection, setting property corners, calculating coordinates etc.. The skill to perform such tasks at the request of engineers and contractors with speed, accuracy and to professional survey practices.
2	Knowledge of survey practices such as how to break down city blocks, close a traverse, run and adjust level loops, decipher legal descriptions. Knowledge of legal aspects of surveying i.e. rights of entry, adverse possession, eminent domain etc.
3	Maintenance and adjustment of survey equipment, how to plum an optical tribrach, plum a survey rod, peg an optical or digital level etc.
4	Recording and maintaining databases and software i.e. Trimble Geomatics Office, Leica Level software, TS2 Software, VX & S Series Total Station software, R8 GPS receiver software.
5	Knowledge of GPS networks and Geoids in relationship to specific job areas.
6	Safe and Defensive Driving procedures .
7	Traffic control procedures as per state and federal regulation.

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

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

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Field survey experience	years	Field surveying experience	years
Ed Wacker	19 years	Field surveying experience	2 years
Rob McClelland	7 years	Field surveying experience	2 years

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

High School Higher level Mathematics, Engineering, Land Surveying, Geodesy, Construction, Record Management, Geographic Information Systems

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.

Must be in possession of or have the ability to obtain a valid driver's license.

4. MACHINES, TOOLS AND EQUIPMENT. List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
1-5	Trimble R8 GPS unit with nextell cell phone	Daily
1-5	Trimble TS2 Data collector	Daily
1-5	Trimble S6 Series Total station	Daily
1-5	Leica digital level	Monthly
1-5	Carl Zeiss optical level	Weekly
1-5	Survey Rods	Daily
1-5	Tripods	Daily
1-5	Hand level	weekly
1-5	Compass	Daily
1-5	Survey Vehicle	Daily
1-5	Measuring tapes	Daily
1-5	Safety Equipment / Signage	Daily
1-5	Core drill, Generator, Impact drill	Monthly

5. DECISION-MAKING & JUDGMENTS.

a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.

1. Utilize existing control points or establish control according to the jobs technical or environmental constraints.

2. Apply professional survey standards and procedures to our projects

3. How the survey information will be interpreted by engineering staff or contractors according to technical design or Geographical Information Systems mapping requirements

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.	4--Weekly	3--Extremely Important	2
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	5--Daily	3--Extremely Important	1-4,6,7
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.	3--Monthly	3--Extremely Important	1,2,3,7
Kneeling: Bending legs at knee to come to a rest on knee or knees.	5--Daily	3--Extremely Important	1-3,7
Crouching: Bending the body downward and forward by bending leg and spine.	5--Daily	3--Extremely Important	1-3,7
Crawling: Moving about on hands and knees or hands and feet.	2--Quarterly	3--Extremely Important	1-3,7
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	3--Extremely Important	1-4,6,7
Standing: Particularly for sustained periods of time.	5--Daily	3--Extremely Important	1-4,6,7
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	1-4,7
Pushing: Using upper extremities to press against something with steady force in order to thrust	4--Weekly	3--Extremely Important	1-4,6,7

forward, downward or outward.			
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	4--Weekly	3--Extremely Important	1-4,6,7
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	1-4,6,7
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	1-4,6,7
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	3--Extremely Important	1-4,6,7
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	3--Extremely Important	1-4,6,7
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	1-7
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	3--Extremely Important	1-7
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	1-4,6,7
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	1-4,6,7
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.	4--Weekly	3--Extremely Important	4,6
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	5--Daily	3--Extremely Important	1-4,6,7

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.	5--Daily	3--Extremely Important	1-3,7
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.	3--Monthly	3--Extremely Important	1-3,7
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.	2--Quarterly	3--Extremely Important	1-3,7

2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. **Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.**

☐ Does Not Apply

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

Continue to upgrade knowledge to match technology.

Constantly involved with projects from inception through as-builts. Provide immediate and accurate data to engineers and others for total project survey and quality control.

EMPLOYEE CERTIFICATION

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

Signed:

Ed Wacker
EB M...

Date:

1/7/09

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:

Date:

Department Head
Signature:

Date:

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.