

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 and Utilities

For Individual Questionnaires Only:

Employee Name:

Newton
(Last)

Jerry
(First)

Don
(Middle Initial)

Current Classification Title: Engineering Projects Manager

Division Engineering

Department Public Works and Utilities

Total Length of Time with organization 32 Years 7 months

Total Length of Time in Current Position 8 Years 6 months

Assigned Hours/Week:: from 40 t o 45

Assigned Days/Week 5

Email: donn@gjcity.org

Work Phone: (970) 244-1559

Immediate Supervisor:

Immediate supervisor reports to:

Name: Trenton Prall

Name: Tim Moore

Title: Engineering Manager

Title: Public Works and Planning Director

Work Phone 970 256 4047

Work Phone: 970 244 1537

E-mail: trentonp@gjcity.org

E-mail: timmm@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.

Manage the City's Street Capital Improvement Program (CIP) for design and construction of public works projects including streets, trails and bridges. Supervise Engineering Staff including Project Engineers, Project Managers and Engineering Technicians. To develop and update Project Management Processes/Procedures, design standards, construction specifications and standard details for construction of public works projects; to serve as engineer of record for street projects and to provide responsible technical and staff assistance to the Streets Superintendent, Deputy Director of Utilities and Streets, and Director of Utilities and Streets Systems.

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.	4-7
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	varies
<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).	4-7
<input checked="" type="checkbox"/>	I make work assignments for others.	4-7
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	4-7
<input checked="" type="checkbox"/>	I make hiring and hiring pay decisions.	4-7
<input checked="" type="checkbox"/>	I recommend termination for poor performance.	4-7
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	5
<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

Utility Engineer
Park Planner
Transportation Engineer
Real Estate Manager
Construction Supervisor

YOUR DIRECT REPORTS' JOB TITLES

Project Engineers (4)
Project Manager (2)
Senior Engineering Technician

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

☒ Full Time 7

☐ Part-Time

☐ Seasonal/Temp

☐ Volunteer

☒ Contract
varies

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		
Purchasing Supervisor	monthly	coordinate project bidding processes; request approval for sole source purchases or construction services
GIS Manager/Technicians	monthly	request GIS information of special mapping
City Attorney	monthly	obtain legal advise on irregular bids and/or contractor claims
Records Manager	monthly	submit or obtain records for projects completed or under construcion
Assistant Financial Operations Manager	monthly	provide or obtain budget/ revenue information for CIP projects
Street Systems Supervisor	monthly	coordinate CIP project schedules with street maintenance activities; assist with specific street and bridge repair/maintenance work

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Utility Companies (Xcel, Qwest, Bresnan)	monthly	coordination of schedules for utility relocations on CIP projects
Contractors under contract for construction of CIP projects	weekly	project pebid & preconstruction meetings; project progress meetings; meetings to discuss construction problems, change orders or contract claims
Mesa County Engineering Manager	quarterly	coordinate schedules for City and County CIP projects
CDOT Local Agency Coordinator	weekly	coordinate schedules and monitor progress of Federally funded CIP projects
CDOT Resident Engineer	monthly	review plans and documentation for Federal funded CIP projects
General Public	daily	receive requests for information on or improvement of City Streets

3. ESSENTIAL DUTIES.

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

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

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

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

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

Attach additional sheets if necessary.

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

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

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
1	Assign capital improvement projects to Project Engineers and prepare/update project assignment spreadsheet and time schedules (gant charts) for each engineer and each project	determine the best match of Project Engineers to projects based each engineers, interests, skill level, experience and workload. Determine project schedules based on workload, available resources and seasonal considerations for project design, bidding and construction	Monthly	6

2	<p>Assist and advise Project Engineers with project management duties and responsibilities including design, bidding and construction administration processes.</p>	<p>Wide variety of decisions related to project design such as determining design parameters, dimensions, geometry, construction materials and construction methods. Construction contract bidding and award decisions such as when, how to solicit and advertise projects for bids; determining if prebid meetings and addenda are needed prior to bid opening; after bids are opened, decide how to deal with any irregular bids or funding deficits. Work with Project Engineers to determine what information to include in City Council staff report for award of construction contract. Prior to beginning construction, review traffic control plan and determine how to minimize impacts of construction on businesses, residents, the general public. During construction decisions on how to deal with unforeseen conditions, determining if design changes are needed; dealing with contractor claims for additional compensation and time extensions for delays caused by weather, utility companies or changed conditions.</p>	Daily	35
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3	Perform detailed review of construction drawings, specifications, cost estimates, special contract conditions/provisions, and bid documents. Attend project review meetings to perform discuss review comments with Project Engineer and other member of the design team.	Determine if the plans and documents are complete and give clear direction and instructions to the contractor. Determine if construction materials and methods meet current standards and practices.	Monthly	7
4	Supervisory duties include training, coaching and motivating engineering staff; prepare employee performance evaluations; implement employee recognition for hard work or outstanding performance; initiate and/or participate in disciplinary action, hiring and terminating employees when necessary.	deciding which of these actions are needed and when to implement them	Daily	10
5	Prepare and monitor the operating budget for Engineering Division including personnel training, dues, office supplies, computer software, furniture and office equipment	deciding which items are justified and needed and which can be reduced or eliminated	Monthly	5
6	Assist the Engineering Manager in the preparation of cost estimates and budgets for City streets, trails and bridges. Participate in the development and preparation of the long range CIP budgets; forecast funds and resources needed to complete projects; apply for State and Federal grants to fund CIP projects; monitor and revise CIP budgets as needed	determining priorities based on benefit/cost analysis, accident history, traffic volumes, condition of existing infrastructure and available funding. determine funding sources for each CIP project	Quarterly	5
7	Visit project construction sites to monitor contractor progress, verify that construction is on schedule the work is being performed in accordance with the project plans and specifications.	determine if construction projects on schedule or being delayed; if construction is being delayed, determine the cause and solution of the problem causing the delay; determine if there is regular, effective communication between the Contractor, Project Engineer, Inspector, property owner and other affected interests. Decide if and how communications can be improved.	Weekly	5
8	Fill in for and perform all of the duties of Project Engineer when one of them is on sick leave or vacation, or when a position is temporarily vacated.	All of the decisions required in the performance of Project Engineer duties including project design, bidding and construction management processes	Occasionally	6

9	Develop and update Engineering Manuals. These include the Project Engineering & Management Processes Manual for project design, bidding and construction management processes; Standard Contract Documents which including, Construction Contract Forms, General Contract Conditions, Construction Specifications and Standard Details for Construction of Streets and Utilities.	Determining which steps and procedures in the project management processes can be improved or eliminated to save time and make the processes more efficient. Deciding how to simplify and make Standard forms and Contract Conditions more effective and easy to understand. Determine how the Standard Construction Specifications and Details can be improved to improve the quality and /or decrease the cost of construction.	Annually	8
10	Respond to and resolve difficult or sensitive citizen inquiries and complaints regarding Capital Improvement Projects and City infrastructure	Determine the best source to provide the requested information or service. If I am the appropriate one to respond, determine the most effective and efficient way to provide the information or service.	Annually	8
11	Prepare and/or review Requests for Qualifications and Requests for Proposals for selection of consultants for projects requiring structural design or other specialized expertise. Rate proposals and participate in interviews and selection of consultants. Prepare or review engineering services contracts.	rating and ranking consultants based on their experience and qualifications	Occasionally	5
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

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

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

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

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

Duty #	Knowledge - Skills
1,2,3,6,7,8,9,10	Knowledge of Civil Engineering design standards, methods, practices and principles and their application to road, trail and bridge improvement projects.
1,2,3,6,7,8,9,10	Knowledge of current construction methods, materials and safety practices used in constructing public works projects.
1,2,3,7,8,9	Knowledge of Project Management practices, processes and procedures. Ability to evaluate and improve those processes and procedures
2,3,7,8,9,10	Knowledge of Federal, State and local laws, codes, regulations, design and construction standards pertaining to public works projects and infrastructure
1,2,3,4,5,6,8,9,10	Knowledge and ability to proficiently operate a personal computer using Microsoft Office and Microsoft Project software.
2,3,5,6,7,8	Knowledge and ability use a programable calculator to perform calculations using a variety of engineering and mathematical formulas.
2,3,5,6,8,10	Knowledge and ability to prepare detailed cost estimates and budgets for public works projects and Engineering Operations
2,4,7,8	Knowledge and ability to lead, coach, motivate, train and evaluate performance of professional engineers and engineering technicians and to promote, encourage and develop teamwork
1 thru 10	Ability to organize, plan and conduct meetings
1 thru 10	Ability to communicate clearly and concisely, both orally and in writing
2,3,7,8,10	Ability to review and analyze detailed construction drawings, construction specifications, bid documents, contracts and technical reports.
1,2,8	Ability to allocate personnel resources and prepare/coordinate schedules for multiple complex projects using Microsoft Project scheduling software.
2,8,9,10	Knowledge and ability to develop and implement citizen participation programs using techniques to involve potentially affected interests (PAIs) who will be affected by a project and who need to be involved in the development of alternatives and the decision making process.
2,7,8	Ability to inspect and analyze construction work for defective materials or substandard workmanship
2,7,8,9,10	Knowledge and ability to negotiate and mediate with contractors, consulting engineers, property owners, citizens, coworkers and others involving disagreements or claims.

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 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 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>
Professional Civil Engineering design and construction management with a municipality or other local government agency	36 years	Professional Civil Engineering design and construction management experience with a municipality or other local government agency	4 years
Personnel Management	28 years	Personnel Management	1 years
	years		years

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

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.

Licensed Professional Engineer in the State of Colorado

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
	Computer using Microsoft Office and Microsoft Project software	Daily, 60%
	Calculator	Daily, 5%
	City vehicle	2 to 3 times/week 3%
	Survey Instruments	occasionally, <1%
	Telephone/Cell Phone	daily, 7%
	Copy Machine	daily, 2%
	Handtools - Shovel, pry bar, tape measures, calipers, etc.	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. Those related to management and supervision of engineering personnel. Decisions and judgements related to employee work assignments, performance evaluation, recognition and personnel problems/issues
 2. Those related to project planning, budgeting, scheduling and design issues such as planning/sizing streets and bridges for future capacity, determining project design life, funding limitations, construction material types and altrnatives. Decisions and judgements related to project construction problems such as unforeseen conditions, unsuitable materials or workmanship, contractor claims and delays caused by weather conditions, contractors, utility companies or others.
 3. Those related to citizen complaints and requests for service. Typically requires judgement related to justifying or prioritizing the requested service or improvement and determining how/who can most efficiently provide the requested service.

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	1--Somewhat Important	2,7,8
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.	4--Weekly	1--Somewhat Important	2,7,8
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.	4--Weekly	1--Somewhat Important	2,7,8
Kneeling: Bending legs at knee to come to a rest on knee or knees.	0--Never	0--Not Important	
Crouching: Bending the body downward and forward by bending leg and spine.	0--Never	0--Not Important	
Crawling: Moving about on hands and knees or hands and feet.	0--Never	0--Not Important	
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	2--Very Important	1 thru 10
Standing: Particularly for sustained periods of time.	3--Monthly	1--Somewhat Important	2,7,8,10
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	2,8,7,10
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	0--Never	0--Not Important	
Pulling: Using upper extremities to exert force in	0--Never	0--Not Important	

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	3--Extremely Important	1 thru 10
Grasping: Applying pressure to an object with the fingers or palm.	4--Weekly	1--Somewhat Important	2,7,8
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.	3--Monthly	2--Very Important	1 thru 10
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	4--Weekly	1--Somewhat Important	2,7,8
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 thru 10
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 thru 10
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 thru 10
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	0--Never	0--Not Important	
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 thru 10
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.	0--Never	0--Not Important	

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	
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	
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	

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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

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

EMPLOYEE CERTIFICATION

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

Signed: _____ Date: _____

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
1	This position manages the Streets Capital Improvement Program similar to how the Utility Engineer manages the utility CIP and the Parks Planner is envisioned to manage the Parks CIP. The only difference would be the dollar volume of the work supervised. I am suggesting that the title of these three positions be changed to Streets Program Manager, Parks Program Manager, and Utility Program Manager. - 1/2/09 Trent Prall, Engineering Manager

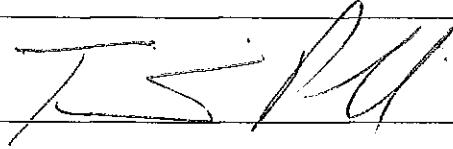
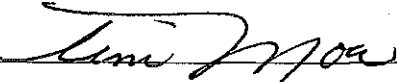
Please check the appropriate statement:

☐ 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:	<u>1/9/09</u>
Department Head Signature:		Date:	<u>1-9-09</u>

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.

