

# CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

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

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

Justin Vensel

**Division:** Public Woks and Planning

**Department:** Engineering

## For Individual Questionnaires Only:

**Employee Name:** MIKE BEST, JUSTIN VENSEL

(Last)

(First)

(Middle Initial) . . .

**Current Classification Title:** Project Manager

**Division** Public Works and Planning

**Department** Engineering

**Total Length of Time with organization** **Years** **months**

**Total Length of Time in Current Position** **Years** **months**

**Assigned Hours/Week; from** 8:00am **to** 5:00pm **Assigned Days/Week** 5

**Email:** Mikeb@gjcity.org, Justinv@gjcity.org

**Work Phone:** , 970-256-4004, 970-256-4017

## Immediate Supervisor:

## Immediate supervisor reports to:

**Name:** Bret Guillory, Don Newton

**Name:** Trent Prall

**Title:** Utility Engineer, Engineering  
Projects Manager

**Title:** Engineering Manager

**Work Phone** 970-244-1590, 970-244-1559

**Work Phone:** 970-256-4047

**E-mail:** bretg@gjcity.org, donn@gjciyt.org

**E-mail:** trentonp@ci.grandjct.co.us

## II. POSITION INFORMATION

**I. 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.

Project Manager

To provide engineering design, bidding, and construction management for assigned capital construction projects in the City of Grand Junction. This work requires working with internal and external customers both public and private. In this position, you must be a problem solver who can work with little direct supervision to complete assigned project on time and under budget.

## 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).	5
<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.	10
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	8

- 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

Sr. Admin Assistant
Sr. Engineering Technician and Engineering Technician
Project Engineer, Development Engineer
Real Estate Manager and Real Estate Technicians, City Surveyor, Sr Survey Technician
Engineering Program Manager, Public works Director, Utility Engineer
Transportation Engineer
Development Planner, Planning Services Supervisor
Customer Service

### YOUR DIRECT REPORTS' JOB TITLES

None

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		
Planning	weekly	Development Applications for City Projects
Real Estate	daily	ROW and easement information
Transportation	monthly	Signing and Striping assistance
City Attorney	monthly	Legal guidance
Purchasing	monthly	Bidding of projects
City Manager	simianuly	Special Projects

**2. Outside your organization:**

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Contracting Community	Daily	Bidding and Constuction of Capital Projects
Public Service Company, Qwest, Bresnan	monthly	uiltiity information and relocations.
General Public	weekly	Respond to concerns and questions regarding both capital projects and Development issues.
CDOT	monthly	utility information, relocations and permits
Ute Water	monthly	utility information and relocations
conslutants	monthly	project coodination for design and constriction

**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
<b>EXAMPLES:</b>			
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	Prepare designs for assigned projects; develop construction plans, specifications, contract documents, bid documents and cost estimates for proposed projects, perform engineering design including calculations and layout of infrastructure improvements.	What information needs to be included, project aspects, address legal contract requirements	Weekly	10
2	Participate in the selection of private contractors and consultants for various projects; participate in the preparation of Request for Proposals and Request for Qualifications; advertise for bids; participate in the review of proposal and bids; participate in the award of contracts	What information needs to be included, project aspects, address legal contract requirements	Monthly	5
3	Review plans, specifications, contract documents, cost estimates, reports, engineering construction drawings and related documents of consulting engineers and private contractors for compliance with City standards and practices; coordinate reviews with other departments and external agencies; approve drawings for construction.	What information needs to be included, project aspects, address legal contract requirements	Monthly	10
4	Oversee construction management and contract administration for assigned projects; monitor construction progress and changes to work schedules; review and process pay requests and payments; negotiate and prepare change orders and field orders; review quality control and quality assurance procedures and plans.	are contractors staying on schedule, decisions related to progress payments, requirements for change order, are the QC and QA methods appropriate	Daily	25
5	Participate in a variety of meetings including pre-construction meetings, public meetings and hearings to provide information to the outside agencies and the general public; serve as primary contact during course of project and provide information to the public and outside agencies.	What information needs to be included at the meetings, project issues, address legal contract requirement, who should attend	Quarterly	10

6	Conduct field inspections during and at completion of the project; participate in final project inspections and project close-out including final quantities and final payment; review "as constructed" drawings; process construction close-out documents.	How often should site visits be conducted, types of issues that need to be documented prior to issuing change orders vs ones that can be simply field corrected, accuracy of final quantities, accuracy of "as-built" drawings	Daily	10
7	Participate in the procurement of right-of-way/easements.	What real estate needs to be procured to complete the project, affected property owners concerns and issues	Quarterly	2.5
8	Prepare and implement citizen participation programs to involve the public and neighborhoods in project planning design and construction processes.	What techniques should be used to inform citizens and to obtain citizen "buy-in" for the project	Occasionally	2.5
9	Assist in the preparation of timetables and budget estimates for engineering and construction projects.	what are appropriate schedules and costs associated with the projects considering location and time of year	Quarterly	2.5
10	Review a variety of engineering studies and reports prior to, during and after construction.	Determine what information is of value for project design or to assist contractors with construction of projects	Quarterly	5
11	Respond to public and professional inquiries in a courteous manner; resolve complaints in an efficient and timely manner; research technical topics; provide technical assistance to other City Staff.	what information is needed for the inquiring public, who best to disseminate the information to.	Weekly	5
12	Participate in the development and revision of City engineering standards, specifications, and operating procedures.	what information in the standards needs to be amended.	Annually	2.5
13	Utility Coordination with local agencies	What information needs to be included, project aspects, address legal contract requirements	Weekly	2.5
14	Prepare work in the Right-of-Way permit applications for working within other local agencies Right-of-Way	Is traffic control adequate for public safety and to meet the uniform traffic codes and ensure that all issues related to the project have been addressed to satisfy the local agencies.	Quarterly	2.5

15	Review and approve permits for work in the Right-of-Way within the Cities jurisdiction; review of traffic control plans, quantity summary and inspection/acceptance of installed utilities.	is the traffic control addecuate for the project have all of the contractors obligations been meet	Monthly	5
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
1,2,3,4,6,9,10,12	Civil engineering design and construction standards, methods and practices
1,2,3,4,6,9,10,12	Methods, materials and techniques used in construction public works projects
1,2,3,4,6,10,12	City development standards and construction specifications
1,3,4,6,10	Principles of mathematics as applied to engineering work
2,3,4,5,6,7,9	Principles and practices of engineering project management
1,3,5,9,10,12	Recent developments, current literature and information related to civil engineering
1,3,4,6,9,12,13,14,15	Engineering computer software including drafting programs
1,2,3,4,5,13,14,15	Pertinent Federal, State and local laws codes and regulations including City zoning and development codes
5,7,8,11,13	Mediation priciples, practices and public services
4,5,6	Construction safety requirements

*Charles M Best*

### III. EDUCATION, EXPERIENCE, AND EQUIPMENT

**1. EDUCATION:** What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

<b>You Have</b>	<b>You Need</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	Other (explain): Two years of civil engineering experience

**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>
Construction and contracting experience	28 years	Same	2 years
Computer automated drafting and design skills	10 years	Same	2 years
	years		years

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

Civil Engineering Construction Management and Architecture Design

**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.



*JOHN J. VENSEL*

### III. EDUCATION, EXPERIENCE, AND EQUIPMENT

**1. EDUCATION:** What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

<b>You Have</b>	<b>You Need</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input type="checkbox"/>	<input type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other (explain): Two Years of civil engineering experience

**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>
Construction and contracting experience	10 years	Same	2 years
CADD skills	7 years	Same	2 years
	years		years

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

Civil Engineering, Construction Management and Architecture Design

**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
1,23,4,6,8,9,12	Computers and programs ie Word, Excel, Project Manager, engineering programs, and AutoCad	Daily
1,4,5,6	Vehical	Daily
1,3,6	Measuring devices and survey instruments	Occasionally
1,3,6,10,12	Calculator	Daily

#### 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. During the initial planning stages of a project, the problem to be solved is defined and a suite of alternatives with the potential to solve the problem is created. Once the menu of alternatives is developed, preliminary analysis of cost, effectiveness, constructability, and related issues is used to cull the list to a two or three preferred alternatives which then receive detailed analysis. In the course of all of this, countless decisions are made regarding cost, speed of construction, public and private property rights, existing utilities, future growth expectations, public/private impacts, effectiveness, and other concerns and objectives. The basic decision made in this phase is "Choose the alternative/alternatives that will provide a long term, cost effective, constructable, asthetic solution to the problem which will provide value to the taxpayers and garner their support, while minimizing negative impacts to citizens, businesses, and private property. In short, honor the public trust

2. During the design phase, an engineer again faces many decisions. Some decisions are made based on experience, some are made through the use of calculations, some are made through research and consultation with other engineers and suppliers, and some are not so much made, as they are created. The creative side of the decision-making process is the most challenging, as there is no formula, recipe, or procedure. All have an impact on the degree to which the objective of honoring the public trust is met.

3. During the construction of each project, previously unknown or changed conditions arise that require modifications to the plans and construction contract. The Project Engineer addresses this situation by developing a new plan, negotiating a fair and equitable adjustment for a change order, determining impacts to the project schedule and budget, and communicating the changes to stakeholders and other affected parties

#### IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

##### 1. PHYSICAL ACTIVITIES/REQUIREMENTS.

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

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

##### Frequency

##### Importance

**How frequently is the activity performed?**

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

0 - Never

1 - Annually

2 - Quarterly (at least 3 per year)

3 - Monthly (at least 8 per year)

4 - Weekly (at least 3 per month)

5 - Daily (at least 3 per week)

0 - Not Important

1 - Somewhat Important

2 - Very Important

3 - Extremely Important

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

against something with steady force in order to thrust forward, downward or outward.			
<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	5--Daily	2--Very Important	1,6
<b>Fingering:</b> Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	1,6
<b>Grasping:</b> Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	1,6
<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	4--Weekly	2--Very Important	1,6
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	3--Extremely Important	1,6
<b>Talking:</b> 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	All
<b>Hearing:</b> Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	3--Extremely Important	All
<b>Seeing:</b> The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	3--Extremely Important	All
<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	1,3,6,12,14,15
<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	4--Weekly	2--Very Important	1,6

<b>Light Work:</b> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.	5--Daily	3--Extremely Important	1,6
<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	4--Weekly	2--Very Important	6
<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	2--Quarterly	1--Somewhat Important	6
<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	1--Annually	1--Somewhat 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 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: Charles M. Best

Date: 1-9-2009

**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: *Chadman Best* Date: 01/09/2009  
Supervisor Signature: *[Signature]* Date: 01/09/09  
Department Head Signature: *[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.

The following table shows the results of the survey. The first column lists the items, and the second column shows the number of responses for each item. The third column shows the percentage of responses for each item.

Item	Number of Responses	Percentage of Responses
Item 1	10	10.0%
Item 2	20	20.0%
Item 3	30	30.0%
Item 4	40	40.0%
Item 5	50	50.0%
Item 6	60	60.0%
Item 7	70	70.0%
Item 8	80	80.0%
Item 9	90	90.0%
Item 10	100	100.0%