

# 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:

<b>Employee Name:</b>	Scott	Gregory	C
	(Last)	(First)	(Middle Initial)

**Current Classification Title:** Transportation Systems Analyst

<b>Division</b>	Transportation Engineering	<b>Department</b>	Public Works & Planning
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**Total Length of Time with organization** 12 Years 4 months

**Total Length of Time in Current Position** 5 Years 7 months

**Assigned Hours/Week;; from** 7:00 t o 3:30 **Assigned Days/Week** 5

**Email:** gregsc@gjcity.org **Work Phone:** 970-244-1597

### Immediate Supervisor:

### Immediate supervisor reports to:

**Name:** Jody Kliska

**Name:** Trent Prall

**Title:** Transportation Engineer

**Title:** City Engineer

**Work Phone** 244-1591

**Work Phone:** 256-4047

**E-mail:** jodyk@gjcity.org

**E-mail:** trentonp@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.

I am primarily responsible for the operations of the traffic signals, school zone flashers, CCTV network, fiber optic and 900 Mhz radio networks owned or maintained by the City of Grand Junction. The goal is to operate the traffic signal network in the most safe, efficient and effective manner that balances the needs of all road users. This is achieved primarily through the constant monitoring of existing signal operations via the closed loop signal system consisting of both fiber optic and 900 MHz radio communication.

## 2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

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

Yes	Duty	Number of Employees
<input type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input 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).	
<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 type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	

- 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

Transportation Systems Analyst
Traffic Support Technician
Administrative Clerk
Transportation Engineering Assistant
Traffic Maintenance Supervisor
Traffic Signal Technicians
Traffic Technicians

### 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		
Planning Dept	monthly	development review
Streets & Utilities	monthly	various issues
Engineering	monthly	construction projects
City Attorney Office	semi-annually	discuss legal issues and or subpoenas
Police Dept	monthly	address signal timing requests, concerns or questions and other traffic related questions as needed.

**2. Outside your organization:**

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Mesa County	bi-monthly	traffic issues, signal timing, signs
CDOT	bi-monthly	traffic issues, project review
numerous vendors	monthly	purchase of equipment related to traffic control
School District 51	semi-annually	school zone issues
Contractors	semi-annually	plan review and modifications

**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)**

<b>Essential Duties</b>	<b>Decisions Required</b>	<b>Frequency</b>	<b>% of Time</b>
<b>EXAMPLES:</b>			
<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>

	<b>List of Essential Duties</b>	<b>Decisions Required</b>	<b>Frequency:</b> D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	<b>% of Time Spent</b> (Not to exceed 100%)
1	Develop, Analyze and Implement Traffic Control Signal timings and operations	Analyze data to determine the proper design and operation of the City's traffic signals.	Quarterly	20
2	Develop, Analyze and Implement Traffic Control Signal coordination plans	Collect and analyze data to determine the most efficient and effective traffic signal operations	Monthly	10
3	Update and Maintain Crash Database; Review crash reports for damage to City Traffic Assets	Review crash reports and input appropriate data into our database	Weekly	10
4	Manage fiber optic signal interconnect system, including fiber backbone cables	Determine appropriate use of fibers, manage existing network to include troubleshooting communication issues	Monthly	10
5	Perform field investigations to determine a need for traffic control devices	Analyze field data to determine appropriate traffic control.	Monthly	5
6	Review existing and proposed traffic control devices for compliance with applicable codes	Analyze use of devices or proposed devices to ensure compliance and minimize City liability	Monthly	5
7	Program and Maintain School Zone Time Clocks	Ensure programming matches District schedules	Quarterly	5
8	Design, implement and manage CCTV network	Determine appropriate locations for CCTV installations. Monitor network for proper operation	Weekly	5

9	Design, implement and manage 900 MHz radio systems for traffic signal communications	Analyze locations for installation, monitor existing network for proper operation	Daily	5
10	Update and maintain signal timing databases via fiber, radio or laptop		Quarterly	5
11	Design, install and maintain video detection schemes for traffic signal actuation	Design and implement video detection schemes for traffic signals	Monthly	5
12	Meet with Contractors and City Inspection Staff for Traffic Signal and Striping work	Review proposed and existing work to ensure compliance with all applicable codes	Quarterly	5
13	Prepare Technical Reports	Use recognized Engineering criteria to analyze data and develop appropriate reports.	Monthly	5
14	Provide assistance as needed to field crews.		Monthly	5
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
1,2,3,5,6,9,10,11,13	Knowledge of procedures, methods & techniques of data collection pertaining to Traffic Engineering
1,2,3,5,6,7,13	Knowledge of statistical analysis and reporting procedures relative to Traffic Engineering
1,5,6,7,9,11,12,13,14	Knowledge of pertinent Federal, State and Local Traffic Laws, Codes and Regulations
All	Knowledge of modern office procedures and equipment
All	Knowledge of modern principles and procedures of record keeping and reporting

1,2,5,6,11,12,13,14	Knowledge of mathematics principals as applied to Traffic Engineering work
1,2,4,7,8,9,10,11,13	Knowledge of principles, services and activities of a modern Traffic Engineering and Transportation Planning division, including computerized traffic signal system design and maintenance for video detection, CCTV Systems, fiber optic networks, 900 MHz Radio communication and coordinated signal system timing.
1,2,5,6,12,13,14	Knowledge of principles & practices of Traffic Engineering industry standards such as ITE, MUTCD, NEMA, AASHTO, and City TEDS.
1,2,4,5,6,7,8,9,11,12,13,14	Ability to analyze problems, identify solutions, and understand consequences of proposed solutions
All	Ability to work independently in the absence of supervision
All	Ability to communicate clearly, concisely and effectively, both written and orally
5,6,7,12,13,14	Ability to deal effectively with contractors, consultants, and the general public
All	Ability to operate modern office equipment, including computers
4,8,9,11,14	Ability to read and understand Engineering plans, specifications, blue prints and technical manuals
6,10	Ability to research & gather information to respond to requests for signal timing & operations from Attorneys and Law Enforcement.
3,4,7,8,9,10,11	Ability to research, evaluate and communicate with manufacturers and vendors of ITS equipment in purchasing, installation and operation of equipment
4,8,9,12	Ability to work with Consultants, Civil Designers, Contractors and in-house field personnel in plan review, interpreting specifications and resolving complex Traffic Engineering problems
1,2,4,5,6,8,9,11,12,13,14	Skill to troubleshoot and solve complex traffic engineering issues
All	Skill to operate complex software programs to design and analyze Traffic Engineering work
All	Skill in gathering pertinent facts, making thorough analyses and arriving at sound conclusions
1,2	Skill in organizing large scale data collection needs, such as turning movement counts or inventory of equipment

### **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 checked="" type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" 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

- ☐ ☐ Bachelor's degree  
☐ ☐ 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?

<u>Type of Experience</u>			
<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Traffic signal timing & operations	10+ years		4 years
Fiber Optic & Radio operations & management	6+ years		2 years
Modern traffic signal system management	6+ years		4 years

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

Civil Engineering, emphasis in Traffic/Transportation 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.

- IMSA Traffic Signal Electrician, Level III. Issued by the International Municipal Signal Association.
- IMSA Signs and Markings, Level II. Issued by the International Municipal Signal Association.
- ATSSA Traffic Control Supervisor. Issued by the American Traffic Safety Services Association.
- ETA FOI (fiber optic installer). Issued by the Electronics Technicians Association.
- ITE TSOS (Traffic Signal Operations Specialist): Issued by the Institute of Transportation Engineers



**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
1,2,10,11,12	Traffic Control Signal Microprocessor	Daily, 50
All	Desktop PC with essential Traffic Engineering software	Daily, 75
4,7,9,10,11	Laptop PC with essential Traffic Engineering software	Monthly, 10
1,2,4,7,8,9,10	Closed loop traffic signal system consisting of fiber optic and 900MHz modems	Daily, 50
8,9	Specialty equipment related to CCTV network	Weekly, 10
7,11	Specialty equipment related to school zone time clocks and vehicle video detection	Monthly, 10
4,7,8,9,10	Specialty equipment related to Fiber Optic and 900 MHz radio communications	Quarterly, 5
14	All types of small electric hand tools, long line striping machine, GPS unit, bucket truck, generators.	Weekly, 5
1,2,4,7,8,9,10	Servers with specialty traffic management software and programs	Daily,10

**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. Traffic signal timings and operations. I regularly analyze and implement any modifications to traffic signal timings and operations as deemed necessary due to planned or unplanned events or changes to the roadway network that affect traffic flow.
  2. Fiber Optic contracts and plans review for compliance with City of Grand Junction and industry standards. Implement changes as needed to both plans and field installations.
  3. Intersection design review and revision to ensure compliance with Federal, State and Local laws, codes and ordinances. Project consequences of proposed design.

## **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

<b>Physical Activity</b>	<b>Frequency</b>	<b>Importance</b>	<b>Duties</b>
<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.	2--Quarterly	1--Somewhat Important	4,14
<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.	3--Monthly	2--Very Important	4,5,6,7,8,9,10,11,12,14
<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.	2--Quarterly	Select	4,11,14
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	4--Weekly	3--Extremely Important	1,4,8,9,10,11,12,14
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	4--Weekly	3--Extremely Important	1,4,5,7,8,9,10,11,12,14
<b>Crawling:</b> Moving about on hands and knees or hands and feet.	2--Quarterly	1--Somewhat Important	4,9

<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	4--Weekly	3--Extremely Important	1,4,5,6,7,8,9,10,11,14
<b>Standing:</b> Particularly for sustained periods of time.	3--Monthly	1--Somewhat Important	11,14
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	3--Monthly	1--Somewhat Important	5,6,14
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	1--Annually	0--Not Important	14
<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	1--Annually	0--Not Important	14
<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	1,2,3,7,13
<b>Grasping:</b> Applying pressure to an object with the fingers or palm.	4--Weekly	1--Somewhat Important	4,5,6,14
<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.	3--Monthly	1--Somewhat Important	14
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	2--Quarterly	0--Not Important	
<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	4,5,6,8,9,10,12
<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	5--Daily	3--Extremely Important	All

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).			
<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	All
<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.	3--Monthly	1--Somewhat Important	1,2,3,7,8,9,13
<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	All
<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.	3--Monthly	1--Somewhat Important	All
<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	14
<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	0--Not Important	14

## 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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

parts, electrical currents, vibration, etc.)			
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
Inadequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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).

### EMPLOYEE CERTIFICATION

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

Signed: 

Date: 12-22-08

### 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: [Signature] Date: 12-22-08

Supervisor Signature: [Signature] Date: 12-22-08

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.

January 12, 2009

**Subject: Job Analysis Questionnaire Supplement**

**JAQ: Greg Scott / Transportation Systems Analyst**

**From: Trent Prall, Engineering Manager**

In researching other regional job opportunities last year, the incumbent found that this position may be under-classified. Some municipalities of similar size to Grand Junction in the region utilize engineers-in-training (EIT) or professional engineers (PE) in a capacity similar to the incumbent's Transportation System's Analyst.

In the incumbent's 10 years with the city the complexity of the traffic signal system has advanced in technology. The City now relies on fiber optics and radio operations as a conduit to optimize signals to ensure smooth traffic flow throughout the region. The incumbent has grown his position to keep pace with the changing technology. Engineering Manager Trent Prall, Public Works and Planning Director Tim Moore and this position's supervisor, Jody Kliska, agree that if the position was vacated we would push to re-classify the position to an EIT level.

This position is now expected to analyze complex traffic engineering issues, identify solutions and evaluate benefits/consequences of proposed solutions. Upgrading the signal system requires this position to work closely with consultants and contractors. In order to do this the employee must be able to read and understand engineering plans, specifications, blue prints, and technical manuals, as well as have a working knowledge of electrical systems, fiber optic communications systems, wireless radio communications systems and the ability to analyze and implement complex traffic signal systems and their components.

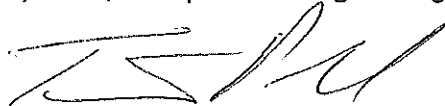
Section III. Education, Experience, and Equipment on the JAQ has purposely been left with the "You Need" column unchecked with the expectation that the Class and Comp Study consultant, Fox Lawson and Associates, can determine from the list of essential duties and the list of knowledge and skills whether a four year degree in Civil Engineering or some level of registration is required. At a minimum, management staff believes registration as an engineer-in-training (EIT) with training in transportation engineering is a minimum expectation of a person in this position.



Jody Kliska, Transportation Engineering Manager

01/13/09

Date



Trent Prall, Engineering Manager

1/13/09

Date

  
TIM MOORE, PWT & PLANNING DIRECTOR

1-14-09  
DATE