

January 20, 2015

TO: Claudia Hazelhurst, HR Director

FROM: Shelley Caskey, HR Analyst

RE: Risk Management Division Job Review

Background

As part of the 2014 budget process, you requested a review of the Risk Management Division, which presently consists of a Risk Manager, a Senior Administrative Assistant, and a Safety Coordinator that is split between Risk Management and Persigo.

The request was submitted to review the duties being performed by each position to ensure the accuracy of job descriptions, titling, and the compensation level relative to other City jobs and market cities.

The Safety Coordinator position was audited as part of the 2013 budget process and resulted in a change in its internal alignment to 15% below the benchmark resulting in a wage increase for the incumbent. Therefore, this position was not reviewed.

The Senior Administrative Assistant position review requires additional analysis and will be contained within a separate report. Therefore, this report will focus on the Risk Manager position.

The Risk Manager reports to the Human Resource Director, is responsible for managing all aspects of the City's risk management functions, including safety, loss prevention, auto and general liability insurance, and workers' compensation. It is aligned in the Human Resources Analyst benchmark at a level 15% above the benchmark at range 104, \$84,240 annual proficient. If the second half of market adjustments are approved for implementation, the new annual proficient would be \$85,293, range 105. It is FLSA exempt.

Review of Responsibilities

The current incumbent completed a Job Analysis Questionnaire (JAQ). In reviewing the JAQ and comparing to the current job description, the job description appears to be accurate with no significant changes in job duties or responsibilities.

The primary functions of the Risk Manager is to provide oversight and management of the City's Risk Management Program to prevent losses and minimize loss costs resulting from accidents, employee injuries, regulatory non-compliance, employee health claims, and legal or insurance claims against the City. Since the primary functions of the position have not changed, our market cities were contacted to see which positions within each organization perform these same functions.

Market Comparison

Job descriptions from our market cities were reviewed and 10 matches were found. The Risk Manager function is relatively common and the matching positions had very similar job duties, responsibilities, and levels of education, certifications, and years of experience. The biggest difference found is reporting structure within Finance instead of Human Resources. While recognizing some differences exist in other organizations, the market data would indicate that we are below market in our compensation level for the Risk Manager by approximately 14% at current wages and 12.82% after full market is implemented.

Internal Comparison

At this time, the Risk Manager is internally aligned 15% above the benchmark. The Human Resources Supervisor position is aligned equivalent to the Risk Manager. These positions both report to the Human Resources Director, serve the entire City and work with all levels of management within the City, have impact on Citywide policies and procedures, similar impact of error, and manage programs. Therefore, an internal alignment equal to each other is appropriate. However, to confirm this, a review of the Human Resource Supervisor position in the market was also conducted. Upon review of job descriptions from our market cities, 7 matches were found and indicate that the current compensation level for the Human Resources Supervisor is below market by 20%.

The closest comparable position to the Risk Manager outside of Human Resources would be within the Financial Exempt job family, the Management and Legislative Liaison. Both review and ensure the City remains current on legal and regulatory mandates and industry trends, serve as liaisons between the City and other agencies and the business community, conduct complex financial operational analysis, and prepare and present written and verbal reports for the benefit of City Council and City Administration. The Management and Legislative Liaison is a relatively new position, reports to the City Manager, and is at a range 116, with a proficient rate of \$97,760. The Management and Legislative Liaison position does have a broader scope of responsibility and is also responsible for Economic Development of the City of Grand Junction. Therefore, it does make sense that this position be compensated at a higher level than that of the Risk Manager.

Recommendation

Based on the market and internal data reviewed, an increase of 10% to the range for Risk Manager is recommended. This would place the position at 25% above the benchmark at a range 112 with an annual proficiency of \$93,040. This range is 5% below the Management and Legislative Liaison.

The current incumbent has an anticipated retirement date of May 1, 2015. Using the retirement date to calculate additional wages for 9 pay periods, related benefits, and retirement payouts, the impact to the 2015 budget will be \$6009 (\$3,461 –wages/benefits and \$2,548 – retirement payouts). These numbers do not take into account the second portion of market adjustments should City Council approve implementation prior to May 1st. If implementation is approved, the maximum increase to this number would be 1.25%.

Since Human Resources will be recruiting for the Risk Manager position in the near future, it is recommended that the position be advertised at entry of pay range 112, \$80,900, and proficient of pay range 113, \$94,193. Using proficiency of pay range 113 anticipates that City Council will approve the second implementation of market and aligns the pay range within 1% of market. By advertising the higher pay range, the City increases its ability to attract qualified candidates.

Since the City hires new employees at entry, the initial impact to the budget is minimal. The impact in future years is \$11,358 to the Self Insurance Fund.

The Risk Manager position is a non-benchmark position that is reviewed periodically and has been found to be compensated in line with market with the exception of this year. Therefore, it is recommended that the City continue to monitor this position during future market surveys to determine whether this market movement is a trend and not an anomaly.

It is also recommended that the Human Resource Supervisor position be audited as market does indicate that it is currently substantially under market and an internal alignment equivalent to Risk Manager may be appropriate. However, a thorough review of the position and its duties and responsibilities relative to market cities and internal alignment is needed.

Claudia Hazelhurst - Risk Manager Audit

From: Claudia Hazelhurst
To: Rich Englehart
Date: 2/6/2015 12:47 PM
Subject: Risk Manager Audit

Hi Rich,

The position audit for the Risk Manager has been completed. The long and short of it is that the position is recommended for a 12% increase. If we were to treat this adjustment as we have others we would implement 10% of the pay change now and reserve the remaining 2% to when Council approves full market.

The cost of implementing the audit results is \$10,000 to the vacant position. Dave Roper would receive an additional \$6,000 in pay, benefits and retirement pay-outs. We have budgeted \$15,600 for the risk management assessment/reorganization. We have to finish the audit of Siri's position as well but preliminarily it looks as if any recommended change will have a minimal financial impact given that she's now over market. I estimate we'll be around \$3,000 over what we estimated in the 2015 budget. This expense is budgeted in the 404 Fund.

I would like to begin recruiting for the Risk Manager. Please let me know if you need more detailed information in order for me to proceed.

Thanks,
Claudia

Approved by Rich Englehart on 2/11/15.
Claudia Hazelhurst
2/11/15



Job Analysis Questionnaire

Instruction and guidelines for completing your Job Analysis Questionnaire

Job Analysis Questionnaires (JAQs) are being distributed to all individuals who are included within the scope of the study. As these JAQs are used to write job classifications, it is extremely important for you to fill out the questionnaires completely and accurately.

To make this process easier for you, we recommend you first read through the entire questionnaire so that you understand the information we are asking for in each section. Next, complete as much of the questionnaire as you can and then put it down for a day. On the next day, complete the rest of the questionnaire. Finally, just before you turn it in, read it again to make sure you haven't forgotten anything. We have included a checklist on page 2 to assist you with tracking your progress.

1. The information you provide on the following Job Analysis Questionnaire (JAQ) will be used to create and develop an accurate depiction of the work being performed within your job. It is very important that you provide accurate, detailed information about your current job duties. Providing overstated questionnaires may have a negative effect and will not result in a higher classification.
2. You may complete your JAQ as an individual, or you may join with other employees who perform the same type of work that you do to complete the JAQ as a group. Contact your supervisor for specific details on how to participate through a group process.
3. Please ask your immediate supervisor to review and sign the document.
4. This document is set to be filled out by typing a response, checking a box, or selecting an answer from a drop-down menu. Spaces left for response are indicated by a gray-shaded area. Drop-down menus are indicated by the word, "select" and an arrow next to the word when the box is highlighted. You may move between response areas simply by using the "Tab" key.

Job Analysis Questionnaire (JAQ) – Overview & Checklist

Following is an overview of the City of Grand Junction's JAQ. Please use the checkboxes next to each section to monitor your progress and ensure completion.

I - Background

☐ **Employee Background:** Name, title, email, department, etc.

II - Position Information

- ☐ **1. Position Summary:** Written description of your job's primary purpose.
- ☐ **2. Supervision & Organizational Relationships**
 - ☐ **a) Supervision Given:** Details of supervisory responsibility, if any.
 - ☐ **b) Organizational Relationships:** Titles of coworkers and subordinates.
 - ☐ **c) Public Contacts:** Inside and outside the organization.
- ☐ **3. Essential Duties:** Major job duties and their required decisions and frequency.
- ☐ **4. Required Knowledge & Skills:** Required knowledge and skills to perform essential duties.

III - Education, Experience, and Equipment

- ☐ **1. Education:** What education do you have vs. what do you need for the job?
- ☐ **2. Experience:** What experience do you have vs. what do you need for the job?
- ☐ **3. Special Requirements**
- ☐ **4. Machines, Tools, & Equipment:** Necessary equipment needed to perform job.
- ☐ **5. Decision Making & Judgments:** Short answers regarding decision-making capacity.

IV - Americans with Disabilities Act Requirements

- ☐ **1. Physical Activities/Requirements:** Standard ADA-related requirements.
- ☐ **2. Working Conditions:** Physical working conditions.

V - Employee, Supervisor, and Department Head Signatures

☐ **Employee, Supervisor, and Department Head Signatures**

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: Human Resources

Department: Administration

For Individual Questionnaires Only:

Employee Name: Vensel Siri L
(Last) (First) (Middle Initial)

Current Classification Title: Sr. Administrative Assistant

Division Risk Management **Department** Human Resources

Total Length of Time with organization 7 Years 2 months

Total Length of Time in Current Position 7 Years 2 months

Assigned Hours/Week:: from 8 to 5 **Assigned Days/Week** 5

Email: sirim@gjcity.org

Work Phone: 970-256-4024

Immediate Supervisor:

Immediate supervisor reports to:

Name: David Roper

Name: Claudia Hazelhurst

Title: Risk Manager

Title: Human Resources Director

Work Phone 970-244-1592

Work Phone: 970-244-1552

E-mail: daver@gjcity.org

E-mail: claudiah@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.

Perform professional and administrative oversight to the City's Workers Compensation, and Property and Liability Programs. Responsible for a wide variety of complex administrative duties in relation to all claims made against the City. Work with internal and external customers to mitigate damages and recoup costs for damages. Coordinate activities with City departments and staff along with outside claimants and claim adjusters to lower accident rates and increase awareness of potential liabilities.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

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

Yes	Duty	Number of Employees
<input checked="" type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	
<input type="checkbox"/>	I make work assignments for others.	
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	all
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	all

- 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

Benefits Coordinator
HR Analyst
Sr. Administrative Assistant
Risk Manager
HR Supervisor

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		
Managers, supervisors, chiefs	daily	guidance and communication regarding employee or property/liability claims and various city programs I oversee and run.
Employees of all departments	daily	guidance on claims, city policy, benefits and city programs.

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public	daily	
Medical providers	weekly	claims management
Claim Adjusters	daily	claims management
Citizens	weekly	claim guidance, for processing or denial of claims
Insurance companies	weekly	filing subro claims for damages to city property
Other Risk Professionals	monthly	general guidance, practices and policy sharing
Insurance Providers	monthly	renewal or changes to City policies

3. ESSENTIAL DUTIES.

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

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

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

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

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

Attach additional sheets if necessary.

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

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

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
1	Workers Compensation claims oversight. File claims with TPA, assess impacts to current workforce, coordinate with injured employees, doctors, supervisors, attorneys and case managers to facilitate appropriate treatment and return to work.	Compensibility of claims how to best guide employees and supervisors through the process. When to bring in legal assistance and/or direct them toward other city policies/programs.	Daily	30
2	Property and liability claims oversight. Respond to calls from claimants. Apply policy and procedures in a manner that resolves the claim efficiently and equitably. Serve as a liason with insurer for reporting and investigation of claim.	Evaluate claim to determine liability & potential severity of claims, likelihood for recovery, when to seek legal involvement and refer to TPA. Determine if the claim is appropriate for inhouse Claims management or if needs to be filed with CIRSA.	Daily	20
3	File claims with outside insurance companies and/or the courts for reccovery of damages to city property.	Determine if restitution or reimbursement for damages should be addressed through insurance or the courts.	<i>file constantly</i> Daily	10
4	Biannual Reporting of Work Comp Wages to State for Self-Insurance purposes. Annual Application and reporting to DOWC to maintian Self-Insured status.	Assure Correctness of data and spreadsheets to meet reporting requirements of the State.	Annually	5

5	Program Oversight : 1) Random Drug Screening program, FMCSA reporting of DOT Drug screens 2) DOT Physicals for CDL licensed employees 3) Respond to and Track Unemployment Claims and costs	Assure compliance with current laws and regulations for each program and determine educational needs of city staff as changes occur.	Monthly	5
6	Advise and assist employees and supervisors in a variety of areas including human resources policy interpretation, employee relations, and benefits administration.	Determining what policies and procedures apply and how to best advise City staff accordingly	Daily	10
7	For both Worker's Compensation, and Property and Liability Claims: Advise Risk Manager of current claims status and any possible complications that may arise.	Determine which claims have the potential for either legal or political complications, or high costs associated with the claim.	Weekly	5
8	Oversee the process for submitting the annual CIRSA renewal. File amendments to property application throughout the year as changes occur. Communicate with CIRSA staff on coverage issues.	Determining value of property and how best to capture all city property and liabilities.	Quarterly	5
9	Participate in Safety committees for reporting on property and liability and WC claim issues. Make recommendations to safety group based on claims information.	Analyze important claims and or trends to discuss and how to best address the topic with the departments involved.	Monthly	5
10	Assist Human Resources with recruitment processes. Administer testing to candidates. Serve as back up for HR admin staff.	Prioritize screening order for candidates according to availability.	Daily	5
11	General Administrative tasks, including accounts payables, receivable, customer service on phone and in person, letter writing, data entry, record keeping. Maintain claims files in accordance with governmental guidelines for retention.	Decide which accounts are appropriate for each expense. Determine best practices for security and retention of claims files, prioritizing projects and workload.	Daily	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
1,4	Principles and practices of Colorado Work Comp Act
2,3	Working knowledge of Colorado Governmental Immunity Act and recent case law
2,3,8	Working knowledge of Property and Liability insurance programs
5,6,	Principles and practices of human resources programs administration
All	Effective communication of detailed information of interrelated policies, programs, and benefits.
All	Applicable Federal, State and local laws, codes, and regulations
All	Ability to research, compile, analyze and prepare a variety of reports and documents.
All	Ability to effectively communicate both verbally and in writing complex information with all levels throughout the organization.
All	Excellent customer service skills both in person and on the phone.
All	Knowledgeable in MS Office and other software applications
All	Ability to maintain confidentiality on all appropriate issues.
All	Ability to work quickly and accurately with multiple interruptions (multi-task)
All	Problem solving skills
All	Independent judgement and personal initiative
All	Ability to work independently and without supervision

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?

<u>Type of Experience</u>					
<u>You Have</u>	<u>Your Time</u>		<u>You Need</u>	<u>Minimum Time Required</u>	
Employment Law/HR knowledge	14	years	5	3	years
Workers Compensation Claims Drug Testing & DOT	9	years	5	3	years
Property/Liability Claims	7	years	5	3	years

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

Business, Employment Law, Human Resources, Claims Management

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.

None

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
All	General office Equipment, ie....computer, phone, copier, scanner, fax	all
All	Software programs associated with the above equipment	all

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. Compensibility of claims. For both Work Comp and Property and Liability Claims I determine on a regular basis if a claim is compensable, if further investigation is needed, or a possible denial is warranted. With small Property and Liability Claims I determine compensability and often pay or deny these claims directly out of my office. If the Claim has larger legal complications I direct the claim to our P & L adjusters with CIRSA who will represent the City on the claim. With Workers Compensation Claims I advise the employee that a claim may or may not be compensable and why. I advise the City's TPA Adjuster of any reason why we should accept or file a notice of contest on the claim.

2. How to best advise employees and supervisors through disability issues, return to work and other policies and procedures.

3. Managing my workload, prioritizing of projects and setting risk management goals for the year.

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

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

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

Frequency

How frequently is the activity performed?

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

Importance

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

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

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	0--Never	Select	
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	0--Never	Select	
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	1--Annually	0--Not Important	10
Kneeling: Bending legs at knee to come to a rest on knee or knees.	1--Annually	0--Not Important	10
Crouching: Bending the body downward and forward by bending leg and spine.	1--Annually	0--Not Important	10
Crawling: Moving about on hands and knees or hands and feet.	0--Never	Select	
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	1--Somewhat Important	10
Standing: Particularly for sustained periods of time.	2--Quarterly	1--Somewhat Important	10
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	3--Monthly	0--Not Important	
Pushing: Using upper extremities to press against something with steady force in order to thrust	1--Annually	0--Not Important	10

forward, downward or outward.			
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	Select	Select	
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	Select	Select	
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	1--Somewhat Important	
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	5--Daily	1--Somewhat Important	
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	1--Somewhat Important	
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	
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	
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	2--Very Important	
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	2--Very 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	
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	4--Weekly	1--Somewhat Important	

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.			
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.	Select	Select	
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.	Select	Select	
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	Select	Select	

2. WORKING CONDITIONS.

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

☒ Does Not Apply

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

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

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

My job responsibilities have changed through the last 7 years, I am the backup for the Risk Manager on a regular basis. The majority of the Claim Management responsibilities that were previously under the Risk Manager are now my responsibility. I also advise and counsel employees and supervisors on city policy, procedures and benefits on a regular basis. This has allowed the Risk Manager position to shift focus to other important duties. The Claims Management and Employee/Supervisor advising that my position currently is responsible for are outside the scope of a Sr. Administrative Assistant job classification. In doing research on my own of my peers in other municipalities I have found several other job descriptions that more accurately match the programs that I manage and the responsibilities of my position. I look forward to further conversation with HR staff in order to appropriately address the correct classification for the work that I do.

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

Please check the appropriate statement:

- ☐ I agree with the incumbents' position questionnaire as written.
- ☐ The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.
- ☐ The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

I have noted the modifications made by my supervisor in the Comments Section above.

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
Department Head Signature: _____	Date: _____

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR DEPARTMENT HEAD.