

# 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? ☒ Yes ☐ No If yes, please list all employee names.

John Williams

Glen Crespin

Robert Ferguson

**Division:** Public Safety

**Department:** Fire

## For Individual Questionnaires Only:

**Employee Name:** Ferguson Robert J  
(Last) (First) (Middle Initial)

**Current Classification Title:** Battalion Chief

**Division** suppression **Department** Fire

**Total Length of Time with organization** 21 Years 6 months

**Total Length of Time in Current Position** 8 Years 0 months

**Assigned Hours/Week; from** 0800 to 0800 **Assigned Days/Week** 56 hrs week

**Email:** robfe@gjcity.org

**Work Phone:** 970-244-1400

## Immediate Supervisor:

## Immediate supervisor reports to:

**Name:** Jim Bright

**Name:** Ken Watkins

**Title:** Dupty Chief-Operations

**Title:** Fire Chief

**Work Phone** 970-244-1466

**Work Phone:** 970-244-1415

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

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



✓

# 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.
--	---

John Williams

Glen Crespín

Robert Ferguson

**Division:** Public Safety

**Department:** Fire

### For Individual Questionnaires Only:

<b>Employee Name:</b>	Williams <small>(Last)</small>	John <small>(First)</small>	G. <small>(Middle Initial)</small>
-----------------------	-----------------------------------	--------------------------------	---------------------------------------

**Current Classification Title:** Battalion Chief

<b>Division</b> Operations	<b>Department</b> Fire
----------------------------	------------------------

**Total Length of Time with organization** 19 Years 3 months

**Total Length of Time in Current Position** 5 Years 6 months

**Assigned Hours/Week:: from** 0800 **to** 0800 **Assigned Days/Week** 56

**Email:** johnw@gjcity.org

**Work Phone:** 970.244.1400

**Immediate Supervisor:**

**Immediate supervisor reports to:**

**Name:** Jim Bright

**Name:** Ken Watkins

**Title:** Operations Chief

**Title:** Fire Chief

**Work Phone** 970.244.1400

**Work Phone:** 970.244.1400

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

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

# 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.
--	---

John Williams

Glen Crespin

Robert Ferguson

**Division:** Public Safety

**Department:** Fire

## For Individual Questionnaires Only:

<b>Employee Name:</b>	Crespin (Last)	Glenn (First)	R (Middle Initial)
-----------------------	-------------------	------------------	-----------------------

**Current Classification Title:** Battalion Chief

<b>Division</b>	Fire Suppression	<b>Department</b>	Fire
-----------------	------------------	-------------------	------

**Total Length of Time with organization** 33 Years 5 months

**Total Length of Time in Current Position** 3 Years 6 months

**Assigned Hours/Week; from** 0800 **to** 0800 **Assigned Days/Week** 56

**Email:** glennc@gjcity.org

**Work Phone:** 970-244-1418

## Immediate Supervisor:

## Immediate supervisor reports to:

**Name:** Jim Bright

**Name:** Ken Watkins

**Title:** Deputy Chief of Operations

**Title:** Fire Chief

**Work Phone** 970-244-1466

**Work Phone:** 970-244-1415

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

**E-mail:** kenw@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.

Battalion Chief

Oversee the daily line operations of a shift on the Fire Department. Including staffing, apparatus, supplies & equipment, addressing personnel issues, overtime, time off, reviewing reports, yearly evaluations of Captains, training, emergency incident command functions, occasional Public relations, citizen complaints and Fire Records management data inputting.

To direct, manage, supervise and coordinate the activities and operations of an assigned shift or division within the Fire Department including either operations, emergency medical services and/or hazardous materials response services and activities; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to assigned Operations Chief.

## 2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

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

Yes	Duty	Number of Employees
<input type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	33
<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 checked="" type="checkbox"/>	I make work assignments for others.	5
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input checked="" type="checkbox"/>	I recommend termination for poor performance.	33
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	3
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	2

- 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

EMS Chief

### YOUR DIRECT REPORTS' JOB TITLES

Captain

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		
Peers	Daily	Daily activities, operational information and emergency operations
Police Dept.	Daily	Emergency operation incidents/ Dispatch and records information
GJRCC	Daily	Checking status of apparatus, Time log questions and general dispatch problem resolutions
Street dept.	Monthly	Requests for response to incidents for sand
IS	Daily	Software maintenance, computer maintenance, Wireless & 900 system maintenance
Shops	Daily	Scheduling and repair concerns of all Fire apparatus

**2. Outside your organization:**

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Mesa County Sheriff's	Occasional/monthly	Emergency scene control/safety, preplanning for emergencies
Colorado State Patrol	Occasional/monthly	Emergency scene control/safety, preplanning for emergencies
Colorado Department of Transportation	Occasional/monthly	Emergency scene control/safety, preplanning for emergencies
Grand Junction Regional Airport	Occasional monthly	Emergency scene control, pre-planning for emergencies
Union Pacific & BN railroad	Occasionally monthly	Emergency scene control, preplanning for emergencies
Other Fire Districts in Mesa County	Daily, monthly	Emergency scene control on mutual aid, Haz Mat Dera Response

**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 percentage

**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	Staffing of emergency response personnel	Assign personnel to each fire station	Daily	15%
2	Management of emergency operations	Direct operational needs	Daily	15%
3	Records management	Maintain and review electronic reports and data	Daily	30%
4	Evaluation of personnel	Performance Evaluation of Captains	Annually	5%
5	Mentoring of Officers	Information, Leadership and shift management	Daily	10%
6	Meetings	Staff meetings, committee meeting, budget	Weekly	5%
7	Emergency response management	Strategy and tactics decision during emergency operations	Daily	10%
8	Training	Curriculum development and instructional implementation.	Monthly	10%
9			Select	
10			Select	
11			Select	
12			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	Department SOG's - records management system, pay codes,
2	Department SOG's City policy, emergency management of FIRE, EMS, HAZ MAT, TECH Rescue, public perception
3	High Plains, New World, Banner systems, up to date computer skills
4	Department and City Policy,
5	Department functions, knowledge of dealing with personnel issues, knowledge of working in the emergency environment, ability to get along with other personnel from other organizations in a stressful environment
6	Knowledge of the subject matter, skill to listen and communicate, build consensus , and be an effective teamplayer
7	Emergency response management entails the knowledge of the Incident Command System (ICS) the skill to recognize the stage of the emergency



### **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 checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
<input type="checkbox"/>	<input type="checkbox"/>	Other (explain):

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

<b><u>Type of Experience</u></b>			
<b><u>You Have</u></b>	<b><u>Your Time</u></b>	<b><u>You Need</u></b>	<b><u>Minimum Time Required</u></b>
Glenn Crespin	33 1/2 years	Firefighter	5 years
	years	Fire Captain	2 years
	years		years

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

General education but Emergency Services or Fire Service Management preferred

**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.

Battalion Mentor Certificate, Incident Command Certificate, Safety Officer Certificate, Emergency Medical Certificate, Valid Drivers license, HAZ MAT Operations Certificate, FEMA 100, 200, 300, 400, 700, & 800 level Certificate, Fire Leadership Certificate from National Fire Academy, Inspector Certificate

**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	Computer skills, windows vista, New World, Groupwise, High Plains	15%
2	Computer skills, radio operations, phones	15%
3	Computer, windows Vista, New World, Groupwise, High Plains, telephone, City Intra Net	40%
4	Computer, Windows Vista, Group Wise,	5%
5	Computer, Windows Vista, Power Point, projector,	10%
6	Computer, windows vista, power point, high plains, new world, telephone	5%
7	Computer, driving a SUV, telephone, radio	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. Staffing of personnel - who and where to place personnel,
2. Incident Scene Management - strategy and tactics used to control and manage the emergency scene.
3. Mentoring of officers - schedule meeting or meet with officers to discuss issues and resolve them. Use discussions as learning points for each officer.

## 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
<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.	5--Daily	3--Extremely Important	Accessing work station.
<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	Emergency scene, all fire stations,
<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	Emergency scene
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	5--Daily	2--Very Important	emergency scene
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	5--Daily	2--Very Important	Emergency scene
<b>Crawling:</b> Moving about on hands and knees or hands and feet.	3--Monthly	2--Very Important	emergency scene
<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	5--Daily	3--Extremely Important	emergency scene
<b>Standing:</b> Particularly for sustained periods of time.	5--Daily	3--Extremely Important	emergency scene
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	emergency scene

<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	5--Daily	2--Very Important	emergency scene
<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	emergency scene
<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	Work station
<b>Grasping:</b> Applying pressure to an object with the fingers or palm.	5--Daily	2--Very Important	Emergency scene
<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.	5--Daily	2--Very Important	emergency scene
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	2--Very Important	emergency scene
<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 daily activities
<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 daily activities
<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 daily activities
<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	Daily work station activities
<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.	5--Daily	2--Very Important	Daily activities
<b>Light Work:</b> Exerting up to 20 of force occasionally, and/or up to 10 of force	5--Daily	2--Very Important	Daily activities

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.			
<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	Emergency activities
<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.	4--Weekly	2--Very Important	Emergency Activities
<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.	4--Weekly	2--Very Important	Emergency activities

## 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input type="checkbox"/>	<input checked="" 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).

The daily job of a Battalion Chief on the Grand Junction Fire Department entails that the BC have knowledge of all GJFD activities. The BC is the answer person for administrative staff, other city departments, other fire departments, on duty and off duty personnel as to the status of equipment, status of emergency scenes, staffing, on going or new projects, training activities. The BC is aware of any personnel issues throughout each crew. The BC is on the go throughout the day beginning the shift at 0800 hours with his/her day slowing down at 2200 hours and periodically throughout the night. The BC needs to be well prepared to answer to the immediate needs of the emergency whether it is a piece of apparatus that has broken down, to managing an evacuation of a hospital. He/she will be making on the spot decisions drawing from their experience, knowledge, and abilities. They need to be team players with command staff and able to come to a consensus regardless of their view point.

The Battalion Chief is the direct communication link from line personnel to fire administration, and from fire/city administration back to line personnel. It is the Battalion Chief's responsibility to maintain the critical communication connection between line and staff.

## EMPLOYEE CERTIFICATION

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

Signed: [Signature] for Edm Williams  
Glenn Crespin  
Rob Ferguson Date: 1/2/09

## TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. **Please note the form should have all three signatures to ensure all have read the questionnaire.**

Question No.	Comments
I.	Need a separate completed information sheet for each individual listed as part of the group questionnaire.
11.3.	RECOMMENDS ADDING "TRAINING" TO ESSENTIAL DUTIES.
	TB/C'S CONDUCT TRAINING TO BOTH INCUMBENTS AND
	RECRUITS, ALONG WITH ATTENDING TRAINING.

**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: 1/9/09

Supervisor  
Signature: \_\_\_\_\_

Date: 1/9/09

Department Head  
Signature: \_\_\_\_\_

Date: 1/9/09

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