

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: VCB

Department: TRCC

For Individual Questionnaires Only:

Employee Name: Drake Susan E
(Last) (First) (Middle Initial)

Current Classification Title: Chef - Pastry Specialty

Division VCB **Department** TRCC

Total Length of Time with organization 2 Years 9 months

Total Length of Time in Current Position 1 Years 1 months

Assigned Hours/Week:: from 5am t o 1pm, Varies **Assigned Days/Week** 4, Varies

Email: **Work Phone:** 970-263-5709

Immediate Supervisor:

Immediate supervisor reports to:

Name: Thomas Cressy

Name: Tim Seeberg

Title: Executive Chef

Title: General Manager

Work Phone 263-5709

Work Phone: 263-5710

E-mail: thomasc@gjcity.org

E-mail: tims@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.

Supervises and coordinates activities of team members in pastry production to produce puddings, icings, and fancy pastries in accordance with direction received from the Executive Chef. Assists with creation of new designs and recipes. Assigns specific baking tasks and directs workers in task performance. Inspects pastry production kitchen area, baking equipment, and workers for cleanliness. Identifies supplies and equipment needs.

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).	0
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	0
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	2
<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).	14
<input checked="" type="checkbox"/>	I make work assignments for others.	14
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	14
<input type="checkbox"/>	I make hiring and hiring pay decisions.	0
<input checked="" type="checkbox"/>	I recommend termination for poor performance.	14
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	2
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	5

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

Banquet Production Cook
Banquet Captain and Banquet Staff
Administrative Assistant
Set-up Staff
Sales and Planning Assistant
Dishwasher
Chef

YOUR DIRECT REPORTS' JOB TITLES

Pastry seasonal kitchen help staff

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

- Full Time 0
 Part-Time
 Seasonal/Temp 14
 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		
BANQUET PRODUCTION COOK	DAILY	Coordinate food production as directed by Executive Chef
BANQUET CAPTAIN AND BANQUET STAFF	DAILY	COMMUNICATE ANY NECESSARY DETAILS REGARDING FOOD AND BEVERAGE EVENTS. GATHER INFORMATION FROM THE BANQUET STAFF AS NEEDED TO ENSURE A SUCCESSFUL EVENT.
Dishwasher	DAILY	REQUEST ASSISTANCE FROM DISHWASHING STAFF TO MAINTAIN A CLEAN WORKING ENVIRONMENT AND HELP WITH ANY FOOD PREP AS NEEDED.
SET-UP STAFF	AS NEEDED	COMMUNICATE ANY NEEDS FOR FOOD AND BEVERAGE EVENTS SUCH AS TABLE SET UP OR SOURCES OF ELECTRICAL POWER FOR SPECIALTY STATIONS.
SALES AND PLANNING ASSISTANT	Daily	RECEIVE INFORMATION SUCH AS CHANGES OR GUARANTEES AS IT RELATES TO FOOD AND BEVERAGE EVENTS.
Executive Chef	Daily	Receive instruction and direction regarding daily food production and any other issues relating to the kitchen environment.

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
VARIOUS FOOD VENDORS	AS NEEDED	RECEIVE DELIVERIES AND ENSURE ACCURACY AND QUALITY OF PRODUCTS ORDERED BY THE EXECUTIVE CHEF. TAKE RESPONSIBILITY FOR ORDERING ITEMS IN EXECUTIVE CHEF'S ABSENCE.

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>	M	25%
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	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%)
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1	Participates in daily pastry production with kitchen staff, controlling costs, minimizing waste and producing menu items according to specifications.	Calculate proper amount of product to be produced according to portion size and customer count. Utilize and control food products to avoid waste and incorrect food handling procedures.	Daily	60%
2	Identifies daily service club dessert items and discusses with Executive Chef for approval.	Knowledge of food products available. Knowledge of local market preferences.	Daily	5%
3	Keeps kitchen pastry production area and food storage areas organized and efficient.	What changes can be made to improve the efficiency of the work area and the usage of food products. Are food products being rotated properly.	Daily	5%
4	Educates and trains banquet production cooks to follow pastry production standards.	Knowledge of developed food production specifications and expected level of quality.	Daily	5%
5	Trains staff, resolves problems, recommends discipline and or termination when appropriate.	Is the employee's performance up to par and if not what needs to improve. What type of discipline is appropriate for the given situation or behavior.	Occasionally	5 %
6	Assists Executive Chef with menu development as assigned.		Occasionally	5%
7	Reviews Banquet Event Orders and makes note of any changes. Communicates changes to production staff.	Which events have changes. How do changes affect production, do we need more or less product prepared.	Daily	5%

8	Assists Executive Chef with execution of menu tastings with clients as needed.	Understand the specific needs expressed by the client for each situation.	Occasionally	5%
9	Communicates both verbally and in writing to provide clear direction to staff.	What is important to communicate and what is the best method.	Daily	5%
10			Select	
11			Select	
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
3	Must know current city policies, state and federal requirements, and basic HR procedures
1,2,3,4,5,6,7,9	Critical Thinking - A complex set of cognitive skills employed in problem-solving and intellectual consideration and innovation. Critical thinking requires mental agility and thoughtful consideration: one must, almost simultaneously, be able to process and then analyze what is being presented, to make connections between various bits of information, to draw inferences from what has been stated directly, to question any assumptions and connections made, and to remain generally skeptical until sufficient proof is offered
1,2,3,4,5,6,7,8,9	Clear concise written and verbal communications skills in English
1,3,4,7,8,9	Organizational skills

1,2,4,6,7,8,9	Basic math skills
1,6,7,9	Basic knowledge of operating office equipment - computer, phone, fax, copy machine, calculator.
2,6	Knowledge of local market and current food trends.
1,2,3,4,6,7,8	Knowledge of recipe and menu costing procedures and overall food cost control.
2,4,6,7,8,9	Customer service skills
1,2,4,5,6,8	Extensive knowledge of professional cooking techniques, procedures and cuisines.
All	Time management skills
1,2,3,4,7	Financial management skills
1,3,4,5,7,8,9	Human resource management skills

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

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Management/Supervisory Experience	2 years	Management/Supervisory Experience	1 years
Pastry Chef Experience	6 years	Pastry Chef Experience	2 years

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

High school or equivalent education required. Minimum of two years of culinary schooling 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.

Must have food handler certification from the County as well as Serv Safe Food Protection Manager Certification from the National Restaurant Association Educational Foundation.

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
3,4,5,6,7, 8,9,11,12 ,13,14,15	Computer	Daily - used on a daily basis
3,6,12,15	Phone	Daily - used on a daily basis
1,2,3,5,7, 8,11,12,1 3,14	Calculator	Daily - used on a daily basis
6,7,8,11, 12,13,14	Printer/Coper	Daily - used on a daily basis
11,12	Various kitchen knives	Daily - used on a daily basis
11,12	Convection ovens	Daily - used on a daily basis
11,12	Deep fryer	Daily - used on a daily basis
11,12	Broiler/Gas Range	Daily - used on a daily basis
11,12	Griddle	Daily - used on a daily basis
11,12	Steam Cabinet/Kettle	Daily - used on a daily basis
11,12	Tilting Skillet	Daily - used on a daily basis
11,12	Free standing floor mixer/ table mixer	Daily - used on a daily basis
11,12	Food cutter machine / food processor	Daily - used on a daily basis

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. When developing dessert items for service club menus, it is important to understand the tastes of the local market and be able to develop a menu that meets their needs and fits into the targeting pricing. Choosing the right ingredients and products to produce a quality event and maintaining the correct cost margins is important as well.

2. When assigning duties to food production staff, the skills of each team member must be considered for the purpose of assigning the task to the most capable person. Sometimes certain

team members must be instructed before being assigned to a task. Following up with team members to ensure they are performing the task correctly is important.

3. When planning production for upcoming events it is necessary to gather information relating to expected counts and other details that are subject to change. The level of production and/or the details of production will then need to be adjusted according to any changes that have occurred.

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

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

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

Frequency

Importance

How frequently is the activity performed?

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

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

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

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	5--Daily	3--Extremely Important	Use of ladder to reach higher shelves
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.	5--Daily	3--Extremely Important	Floors are frequently wet
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.	5--Daily	2--Very Important	Receiving goods, storing goods on shelving in storage areas
Kneeling: Bending legs at knee to come to a rest on knee or knees.	5--Daily	2--Very Important	To reach low lying areas where items are stored. To inspect certain areas under equipment,
Crouching: Bending the body downward and forward by bending leg and spine.	5--Daily	3--Extremely Important	Receiving goods, storing goods on

			shelving in storage areas
Crawling: Moving about on hands and knees or hands and feet.	2--Quarterly	1--Somewhat Important	Reaching and accessing kitchen utensils that fall on the floor
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	3--Extremely Important	Reaching for cooking utensils, food items on shelves, retrieving plates from dollies
Standing: Particularly for sustained periods of time.	5--Daily	3--Extremely Important	Working at prep table, plating entrees for banquets
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	Walking around entire facility to observe operations
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	5--Daily	2--Very Important	To move carts with food items and equipment
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	5--Daily	2--Very Important	To move carts with food items and equipment
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	Doing all computer work, typing emails, ordering items, taking inventory.
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	Writing with pen or pencil, using chef knife and kitchen utensils. Holding pots and pans.
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	3--Extremely Important	Moving food items around in storage areas, lifting stacks of plates and other kitchen equipment

Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	3--Extremely Important	Feeling equipment for temperature (hot/cold), fresh produce for ripeness
Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	Giving instructions to staff in a noisy environment
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	Listening to staff or customers in a noisy environment
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	3--Extremely Important	To view kitchen and facility for possible hazards, to look for debris blocking exits, entry ways or walkways, viewing all emails, electronic documents, paper documents, review reports, reading and reviewing service work orders
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	Typing, dialing phone numbers, using kitchen knives, vegetable peelers
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	1--Somewhat Important	Sitting at desk
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force	5--Daily	2--Very Important	Receiving goods, storing

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.			goods on shelving in storage areas
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.	5--Daily	2--Very Important	Receiving goods, storing goods on shelving in storage areas. Moving food items around in storage areas, lifting stacks of plates and other kitchen equipment
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.	3--Monthly	1--Somewhat Important	Pushing a heavy piece of kitchen equipment on occasion to make room for other activities
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.	1--Annually	1--Somewhat Important	Same as above

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

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

EMPLOYEE CERTIFICATION

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

Signed: _____ Date: _____

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. The Supervisor does not need to read the entire JAQ. Simply check the areas identified with arrows for accuracy as these are the most important in classifying the jobs. If these sections 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: Susan Drake Date: 01.22.09

Supervisor Signature: [Signature] Date: 1-22-09

Department Head Signature: Debbie Kovalik Date: 1-21-09

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.

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: VCB

Department: TRCC

For Individual Questionnaires Only:

Employee Name:	Jones <i>(Last)</i>	John <i>(First)</i>	R (Randy) <i>(Middle Initial)</i>
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Current Classification Title: Chef

Division	VCB	Department	TRCC
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Total Length of Time with organization 0 Years 3 months

Total Length of Time in Current Position 0 Years 3 months

Assigned Hours/Week:: from 7am t o 4pm, Varies **Assigned Days/Week** 5, Varies

Email: randyj@gjcity.org **Work Phone:** 970-263-5709

Immediate Supervisor:

Immediate supervisor reports to:

Name: Thomas Cressy	Name: Tim Seeberg
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Title: Executive Chef	Title: General Manager
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Work Phone: 263-5709	Work Phone: 263-5710
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E-mail: thomasc@gjcity.org	E-mail: tims@gjcity.org
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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.

The Chef (otherwise known as "Sous Chef" in the industry) is the second in command in the kitchen and generally is in charge of food production. The Sous Chef ensures that all food production workers are performing their duties as prescribed by the quality standards established by the Executive Chef. The Sous Chef assumes all the duties of the Executive Chef in the chef's absence.

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).	0
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	0
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	7
<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).	14
<input checked="" type="checkbox"/>	I make work assignments for others.	14
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	14
<input type="checkbox"/>	I make hiring and hiring pay decisions.	0
<input checked="" type="checkbox"/>	I recommend termination for poor performance.	14
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	1
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	6

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

Banquet Production Cook
Banquet Captain and Banquet Staff
Administrative Assistant
Set-up Staff
Sales and Planning Assistant
Dishwasher
Chef

YOUR DIRECT REPORTS' JOB TITLES

Banquet Production Cooks
Dishwashers

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

- Full Time 0 Part-Time 0 Seasonal/Temp 14 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		
BANQUET PRODUCTION COOK	DAILY	Coordinate food production as directed by Executive Chef
BANQUET CAPTAIN AND BANQUET STAFF	DAILY	COMMUNICATE ANY NECESSARY DETAILS REGARDING FOOD AND BEVERAGE EVENTS. GATHER INFORMATION FROM THE BANQUET STAFF AS NEEDED TO ENSURE A SUCCESSFUL EVENT.
Dishwasher	DAILY	REQUEST ASSISTANCE FROM DISHWASHING STAFF TO MAINTAIN A CLEAN WORKING ENVIRONMENT AND HELP WITH ANY FOOD PREP AS NEEDED.
SET-UP STAFF	AS NEEDED	COMMUNICATE ANY NEEDS FOR FOOD AND BEVERAGE EVENTS SUCH AS TABLE SET UP OR SOURCES OF ELECTRICAL POWER FOR SPECIALTY STATIONS.
SALES AND PLANNING ASSISTANT	Daily	RECEIVE INFORMATION SUCH AS CHANGES OR GUARANTEES AS IT RELATES TO FOOD AND BEVERAGE EVENTS.
Executive Chef	Daily	Receive instruction and direction regarding daily food production and any other issues relating to the kitchen environment.

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
VARIOUS FOOD VENDORS	AS NEEDED	RECEIVE DELIVERIES AND ENSURE ACCURACY AND QUALITY OF PRODUCTS ORDERED BY THE EXECUTIVE CHEF. TAKE RESPONSIBILITY FOR ORDERING ITEMS IN EXECUTIVE CHEF'S ABSENCE.

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:	% of Time Spent
			D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	(Not to exceed 100%)

1	Participates in daily food production with kitchen staff, controlling costs, minimizing waste and producing menu items according to specifications.	Calculate proper amount of product to be produced according to portion size and customer count. Utilize and control food products to avoid waste and incorrect food handling procedures.	Daily	60%
2	Develops daily service club menus and discusses with Executive Chef for approval.	Knowledge of food products available. Knowledge of local market preferences.	Daily	5%
3	Keeps kitchen area and food storage areas organized and efficient.	What changes can be made to improve the efficiency of the work area and the usage of food products. Are food products being rotated properly.	Daily	5%
4	Educates and trains banquet production cooks to follow food production standards.	Knowledge of developed food production specifications and expected level of quality.	Daily	5%
5	Trains staff, resolves problems, recommends discipline and or termination when appropriate.	Is the employee's performance up to par and if not what needs to improve. What type of discipline is appropriate for the given situation or behavior.	Occasionally	5 %
6	Assists Executive Chef with menu development as assigned.		Occasionally	5%
7	Reviews Banquet Event Orders and makes note of any changes. Communicates changes to production staff.	Which events have changes. How do changes affect production, do we need more or less product prepared.	Daily	5%

8	Assists Executive Chef with execution of menu tastings with clients as needed.	Understand the specific needs expressed by the client for each situation.	Occasionally	5%
9	Communicates both verbally and in writing to provide clear direction to staff.	What is important to communicate and what is the best method.	Daily	5%
10			Select	
11			Select	
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
3	Must know current city policies, state and federal requirements, and basic HR procedures
1,2,3,4,5,6,7,9	Critical Thinking - A complex set of cognitive skills employed in problem-solving and intellectual consideration and innovation. Critical thinking requires mental agility and thoughtful consideration: one must, almost simultaneously, be able to process and then analyze what is being presented, to make connections between various bits of information, to draw inferences from what has been stated directly, to question any assumptions and connections made, and to remain generally skeptical until sufficient proof is offered
1,2,3,4,5,6,7,8,9	Clear concise written and verbal communications skills in English
1,3,4,7,8,9	Organizational skills

1,2,4,6,7,8,9	Basic math skills
1,6,7,9	Basic knowledge of operating office equipment - computer, phone, fax, copy machine, calculator.
2,6	Knowledge of local market and current food trends.
1,2,3,4,6,7,8	Knowledge of recipe and menu costing procedures and overall food cost control.
2,4,6,7,8,9	Customer service skills
1,2,4,5,6,8	Extensive knowledge of professional cooking techniques, procedures and cuisines.
All	Time management skills
1,2,3,4,7	Financial management skills
1,3,4,5,7,8,9	Human resource management skills

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 checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | High School Diploma or equivalent (G.E.D.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Up to one year of specialized or technical training beyond high school |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Associate degree (A.S., A.A.) or two-year technical certificate |
| <input type="checkbox"/> | <input type="checkbox"/> | Bachelor's degree |
| <input type="checkbox"/> | <input type="checkbox"/> | Other (explain): |

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

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Management/Supervisory Experience	4 years	Management/Supervisory Experience	1 years
Sous Chef Experience	4 years	Sous Chef Experience	1 years
	years		years

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

High school or equivalent education required. Minimum of two years of culinary schooling 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.

Must have food handler certification from the County as well as Serv Safe Food Protection Manager Certification from the National Restaurant Association Educational Foundation.

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
3,4,5,6,7, 8,9,11,12 ,13,14,15	Computer	Daily - used on a daily basis
3,6,12,15	Phone	Daily - used on a daily basis
1,2,3,5,7, 8,11,12,1 3,14	Calculator	Daily - used on a daily basis
6,7,8,11, 12,13,14	Printer/Coper	Daily - used on a daily basis
11,12	Various kitchen knives	Daily - used on a daily basis
11,12	Convection ovens	Daily - used on a daily basis
11,12	Deep fryer	Daily - used on a daily basis
11,12	Broiler/Gas Range	Daily - used on a daily basis
11,12	Griddle	Daily - used on a daily basis
11,12	Steam Cabinet/Kettle	Daily - used on a daily basis
11,12	Tilting Skillet	Daily - used on a daily basis
11,12	Free standing floor mixer/ table mixer	Daily - used on a daily basis
11,12	Food cutter machine / food processor	Daily - used on a daily basis

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. When developing service club menus, it is important to understand the tastes of the local market and be able to develop a menu that meets their needs and fits into the targeting pricing. Choosing the right ingredients and products to produce a quality event and maintaining the correct cost margins is important as well.

2. When assigning duties to food production staff, the skills of each team member must be considered for the purpose of assigning the task to the most capable person. Sometimes certain

team members must be instructed before being assigned to a task. Following up with team members to ensure they are performing the task correctly is important.

3. When planning production for upcoming events it is necessary to gather information relating to expected counts and other details that are subject to change. The level of production and/or the details of production will then need to be adjusted according any changes that have occurred.

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.	5--Daily	3--Extremely Important	Use of ladder to reach higher shelves
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.	5--Daily	3--Extremely Important	Floors are frequently wet
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.	5--Daily	2--Very Important	Receiving goods, storing goods on shelving in storage areas
Kneeling: Bending legs at knee to come to a rest on knee or knees.	5--Daily	2--Very Important	To reach low lying areas where items are stored. To inspect certain areas under equipment,
Crouching: Bending the body downward and forward by bending leg and spine.	5--Daily	3--Extremely Important	Receiving goods, storing goods on

			shelving in storage areas
Crawling: Moving about on hands and knees or hands and feet.	3--Monthly	1--Somewhat Important	Reaching and accessing kitchen utensils that fall on the floor
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	3--Extremely Important	Reaching for cooking utensils, food items on shelves, retrieving plates from dollies
Standing: Particularly for sustained periods of time.	5--Daily	3--Extremely Important	Working at prep table, plating entrees for banquets
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	Walking around entire facility to observe operations
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	5--Daily	2--Very Important	To move carts with food items and equipment
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	5--Daily	2--Very Important	To move carts with food items and equipment
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	Doing all computer work, typing emails, ordering items, taking inventory.
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	Writing with pen or pencil, using chef knife and kitchen utensils. Holding pots and pans.
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	3--Extremely Important	Moving food items around in storage areas, lifting stacks of plates and other kitchen equipment
Feeling: Perceiving attributes of objects, such	5--Daily	3--Extremely Important	Feeling

as size, shape, temperature or texture by touching the skin, particularly that of fingertips.			equipment for temperature (hot/cold), fresh produce for ripeness
Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	Giving instructions to staff in a noisy environment
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	Listening to staff or customers in a noisy environment
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	3--Extremely Important	To view kitchen and facility for possible hazards, to look for debris blocking exits, entry ways or walkways, viewing all emails, electronic documents, paper documents, review reports, reading and reviewing service work orders
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	Typing, dialing phone numbers, using kitchen knives, vegetable peelers
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	1--Somewhat Important	Sitting at desk
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	5--Daily	2--Very Important	Receiving goods, storing goods on

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.			shelving in storage areas
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.	5--Daily	2--Very Important	Receiving goods, storing goods on shelving in storage areas. Moving food items around in storage areas, lifting stacks of plates and other kitchen equipment
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.	3--Monthly	1--Somewhat Important	Pushing a heavy piece of kitchen equipment on occasion to make room for other activities
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.	2--Quarterly	1--Somewhat Important	Same as above

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

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

EMPLOYEE CERTIFICATION

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

Signed: 

Date: 1/22/09

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. The Supervisor does not need to read the entire JAQ. Simply check the areas identified with arrows for accuracy as these are the most important in classifying the jobs. If these sections 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:	<u>1-21-09</u>
Supervisor Signature:		Date:	<u>1-21-09</u>
Department Head Signature:		Date:	<u>1-21-09</u>

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