

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. |
|--|---|

Division:

Department:

For Individual Questionnaires Only:

| | | | |
|-----------------------|--------|-----------|------------------|
| Employee Name: | Wilson | Christina | J |
| | (Last) | (First) | (Middle Initial) |

Current Classification Title: Police Crime Analyst

| | | | |
|-----------------|------------|-------------------|--------|
| Division | Operations | Department | Police |
|-----------------|------------|-------------------|--------|

Total Length of Time with organization 2 Years 2 months

Total Length of Time in Current Position 2 Years 2 months

Assigned Hours/Week:: from 0800 **t o** 1700 **Assigned Days/Week** 5

Email: ChrisW@ci.grandjct.co.us **Work Phone:** 970-244-3682

Immediate Supervisor:

Immediate supervisor reports to:

Name: Greg Assenmacher

Name: John Zen

Title: Police Commander

Title: Deputy Chief

Work Phone 970-244-3577

Work Phone: 970-244-3657

E-mail: GregA@ci.grandjct.co.us

E-mail: JohnZ@ci.grandjct.co.us

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.

Police Crime Analyst

This position is responsible for a variety of complex technical and analytical projects for the police department. This position performs crime and intelligence analysis for GJPD and other law enforcement agencies; provides police personnel with crime and intelligence information and technical analysis for tactical operations, strategic planning, manpower allocation; provides GIS related crime maps, pictometry maps and technical assistance to personnel of GJPD and other law enforcement agencies, to support programs and projects of the Department; provides crime information and assistance to law enforcement personnel, the public and other entities such as Mesa State College and the Western Colorado Police Officers Academy, and performs a variety of technical tasks relative to the assigned area of responsibility.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

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

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

- b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

YOUR COWORKERS' JOB TITLES

| |
|-----------------------------|
| Police Officer |
| Sergeant |
| Police Services Tech |
| Victim Advocate Coordinator |
| Detective |
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YOUR DIRECT REPORTS' JOB TITLES

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| Intern/Volunteer |
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Please indicate the nature of the group supervised and the number supervised

☐ Full Time ☐ Part-Time ☐ Seasonal/Temp ☒ Volunteer 1-2 ☐ 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 | | |
| Officers/Sergeants/Cmdrs | Daily | Communication/Information Sharing |
| GIS Analysts | Weekly | Communication/Information Sharing |
| IS Analysts | Weekly | Communication/Information Sharing |
| Records/PSTs/Dispatch | Daily | Communication/Information Sharing |
| Command Staff | Daily | Communication/Information Sharing |
| Other city employees | Occasionally | Communication/Information Sharing |

2. Outside your organization:

| Title of Person or Organization | How Often | For What Purpose |
|--|--------------|-----------------------------------|
| Ex: Vendors, Gen. Public | | |
| Sergeant & Detectives Sheriffs Office | Daily/Weekly | Communication/Information Sharing |
| Other Regional PDs | Weekly | Communication/Information Sharing |
| Other Law Enforcement Agencies | Occasionally | Communication/Information Sharing |
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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 | Plans, organizes and conducts data collection strategies for crime analysis: reviews information & reports on crime, traffic, homeland security, threat assessment, intelligence, manpower allocation, geographic information, and population/demographic statistics. Analyzes & compiles information from crime reports, parole & probation information, arrest data, MO data, FIR cards, citation information, maps and other related criminal data. | Determines appropriate collection strategies, validates crime information and decide how to disseminate it and to which users | Daily | 10% |
| 2 | Evaluates and identifies crime series, patterns and trends; performs victim & suspect profiling; uses all available computer resources, including Geographic Information Systems (GIS) to identify crime patterns & trends, document crime clusters & define hotspots, and notify appropriate personnel. | Validates crime information, decides which datasources to use and which research methodologies to use, does data quality control checks on both information and mapping information, determines what information users need and format | Daily | 20% |
| 3 | Reviews all pertinent information, including investigative and intelligence reports, and public information sources on criminal elements for tactical and strategic analysis. Correlates new information with existing intelligence & criminal history information to assist investigators & patrol officers in apprehension of criminal suspects. Uses all available computer resources to research criminal backgrounds & histories to assist in the tracking and prosecution of career criminals. | Validates investigative & intelligence reports, determines which databases to use and determines what information users need and the form they need the information in | Daily | 10% |

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|----|--|---|-----------|-----|
| 4 | Applies GIS technology to prepare and display crime and other related data on maps and aerial photographs in support of investigative, tactical, management & administrative tasks. Performs complex queries to retrieve data from various data sources. | Determines which databases to query and what information to include based on request, validate information from a variety of sources | Daily | 15% |
| 5 | Prepares a variety of statistical, analytical, and narrative reports, which may include complex statistical or non-statistical data interpretation, prepares spreadsheets, graphs, charts, maps, link charts, associated matrices, bulletins and other supporting documentation and develops target profile analysis for various career criminals. Provides investigative leads and support for both patrol & investigative officers. | Determines which analysis and statistical techniques to use, determines which databases to query and validate information from a variety of sources, determines what information users need | Weekly | 5% |
| 6 | Makes presentations to department members, including upper management, at briefings; and to members of the public & other law enforcement and governmental agencies regarding crime information, makes recommendations for patrol operations, and assists patrol teams in carrying out tactical operations. | Determines validity of information for recommendations, determines what information the user needs in response to requests, determines information to be included in briefings | Weekly | 5% |
| 7 | Participates in major case investigations and multi-agency task force investigations by assembling, coordinating and analyzing reports and evidence to help focus investigative efforts; profiling possible suspects and providing data to investigative staff. Creates data tracking matrices, association matrices, & prepares maps, visual investigative analysis charts, timeline charts, maps, link analysis charts, financial charts, telephone toll analysis charts and hierarchical analysis charts to assist investigative efforts. | Determines priorities of multiple simultaneous assignments, determines what information investigators and command staff need to ID suspect(s) | Weekly | 15% |
| 8 | Assists in planning and establishing patrol priorities and implementing data collection plans and targets; performs frequent quality control checks of crime database to ensure data accuracy and integrity. | Determines what information to capture & analyze, determines source of information and query it for validity, performs data quality control checks | Quarterly | 5% |
| 9 | Provides analytical support to operational divisions within the department for strategic and tactical decisions based on needs and/or requests. | Determines what information requestor needs and priority | Quarterly | 5% |
| 10 | Establishes and maintains liaison and working relationships with other agencies. | Determines which agencies to contact. | Weekly | 5% |

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|----|---|---|---------|----|
| 11 | Participates in the development and implementation of operational and administrative programs, policies and procedures; analyzes alternatives and makes recommendations to command staff. Participates in the formulation & implementation of a directed patrol program using crime analysis information as a basis for deployment. | Determines what information requestors need and makes recommendations | Monthly | 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 |
|-------------|--|
| All | Knowledge of modern research design and complex statistical analysis techniques, crime analysis and investigative techniques, skill in preparing clear, concise & comprehensive written reports. |
| 1,2,4,5,6,7 | Knowledge of GIS techniques for data display and validation and skill in applying those techniques when putting together crime information on maps. |
| 3,4,5,7 | Knowledge of intelligence analytical techniques and skill in applying them to complex case investigations. |
| All | Knowledge of management operations principles and skill in making recommendations to command staff based on these principles. |
| 1,2,3,5,6,7 | Knowledge of criminal profiling and skill in using it to assess possible suspects in order to assist in providing leads to investigators |
| All | Knowledge of how to query multiple databases and correlate information to find people and their associates, and make connections between that and other related information. Skill in querying databases for that information and correlating information from multiple sources. |
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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?

Type of Experience

You Have

Your Time

You Need

**Minimum
Time
Required**

| | | | | | |
|--|----|-------|--|---|-------|
| Law enforcement Crime or Intelligence Analysis experience | 20 | years | Law enforcement crime or intelligence analysis or military intelligence analysis experience | 2 | years |
| GIS experience | 12 | years | GIS experience | 2 | years |
| Statistical experience | 15 | years | Statistical experience | 2 | years |

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

Law enforcement training and degree in Criminal Justice, Business Management, Public Administration, Social or Behavioral Sciences, Statistics, Geographic Information Systems (GIS), Computer Science, Humanities or related field with an emphasis in research, analysis and statistics

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 | Computer | 80% |
| All | Printer | 10% |
| 2,4,5,6,7 | Plotter | 5% |
| All | Copier | 5% |
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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. Deciding priority of competing projects and requests from a variety of users, from the chief to a citizen, on a daily and sometimes, hourly, basis.
 2. Determining & validating quality of information and its sources before correlating and disseminating it to various users.
 3. Determining what format and forum is best used for information dissemination - ie verbal, written documents, maps and aerial photographs, graphs and charts, briefings etc.

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 | 0--Not Important | |
| 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 | 0--Not Important | |
| 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. | 0--Never | 0--Not Important | |
| Kneeling: Bending legs at knee to come to a rest on knee or knees. | 0--Never | 0--Not Important | |
| Crouching: Bending the body downward and forward by bending leg and spine. | 0--Never | 0--Not Important | |
| Crawling: Moving about on hands and knees or hands and feet. | 0--Never | 0--Not Important | |
| Reaching: Extending hand(s) and arm(s) in any direction. | 5--Daily | 1--Somewhat Important | |
| Standing: Particularly for sustained periods of time. | 0--Never | 0--Not Important | |
| Walking: Moving about on foot to accomplish tasks, particularly for long distances. | 5--Daily | 1--Somewhat Important | |
| Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. | 0--Never | 0--Not Important | |
| Pulling: Using upper extremities to exert force in | 0--Never | 0--Not Important | |

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| order to draw, drag, haul or tug objects in a sustained motion. | | | |
| 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 | |
| Grasping: Applying pressure to an object with the fingers or palm. | 5--Daily | 3--Extremely 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 | 0--Not Important | |
| 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 | |
| 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 | 3--Extremely Important | |
| Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers. | 5--Daily | 3--Extremely 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 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. | 0--Never | 0--Not Important | |

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|---|----------|------------------|--|
| 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. | 0--Never | 0--Not Important | |
| 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. | 0--Never | 0--Not Important | |
| 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. | 0--Never | 0--Not Important | |

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).

The position of Crime Analyst in many jurisdictions is benchmarked with GIS Analyst, Public Safety Analyst, Police Planner, HR Analyst, Info Services Analyst and Management Analyst because of the complex technical expertise needed to successfully perform the job. This job requires a high degree of technical knowledge of quantitative methods, research methods as well as a thorough knowledge of a variety of GIS and other computer related database tools, such as Sequential Query Language (SQL) and computer programming. This position also requires a high degree of flexibility in decisionmaking and has many complex analytical tasks, requiring an above average knowledge & expertise of multiple computer databases. The GIS part of the position is a very specialized knowledge field as is the intelligence analysis part of the position. Both require specialized technical expertise that many non law enforcement analyst positions don't have. This position has a lot of daily variety and requires a high degree of prioritization of duties among competing demands from a variety of sources, both internally and externally.

EMPLOYEE CERTIFICATION

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

Signed: Christina J. Wilson 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 |
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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: 1-5-09

Department Head
Signature: _____ Date: 1/12/2009

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.