

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.
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Pamela Thorman

Stephen Brumbaugh

Trent Rundquist

Division: Services - Laboratory

Department: Police

For Individual Questionnaires Only:

Employee Name: Thorman Pamela M
(Last) (First) (Middle Initial)

Current Classification Title: Criminalist

Division Services - Laboratory **Department** Police

4 Years 9 months

Total Length of Time with organization

4 Years 9 months

Total Length of Time in Current Position

Assigned Hours/Week; from 8:00 to 5:00 **Assigned Days/Week** M - F

Email: pamelat@gjcity.org **Work Phone:** 970-248-7473

Immediate Supervisor: **Immediate supervisor reports to:**

Name: David Oswalt **Name:** Robert Russell

Title:	Sergeant	Title:	Commander
Work Phone:	970-244-3656	Work Phone:	970-244-3727
E-mail:	daveos@gjcity.org	E-mail:	bobr@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.

Criminalist / Lab Agent II
To analyze evidence, interpret results and report opinions. Process crime scenes, testify in court and train others.

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Pamela Thorman

Stephen Brumbaugh

Trent Rundquist

Division: Services - Laboratory

Department: Police

For Individual Questionnaires Only:

Employee Name: Brumbaugh Stephen T
(Last) (First) (Middle Initial)

Current Classification Title: Criminalist

Division Services - Laboratory **Department** Police

1 Years 6 months

Total Length of Time with organization

5 Years 4 months

Total Length of Time in Current Position

Assigned Hours/Week:: from 0800 to 1700 **Assigned Days/Week** M-F

Email: stephenb@gjcity.org **Work Phone:** 970-248-7472

Immediate Supervisor:

Immediate supervisor reports to:

Name: David Oswalt **Name:** Robert Russell

Title:	Sergeant	Title:	Commander
Work Phone:	970-244-3656	Work Phone:	970-244-3727
E-mail:	daveos@gjcity.org	E-mail:	bobr@gjcity.org

II. POSITION INFORMATION

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Example: Computer Support Technician

Summary: To operate, maintain and repair computer equipment and to provide technical assistance to users.

SEE PAMELA HOLMAN'S DESCRIPTION. (RJR)

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Trent Rundquist

Stephen Brumbaugh

Pamela Thorman

Division: Services/Lab

Department: Police

For Individual Questionnaires Only:

Employee Name: Rundquist Trent L
(Last) (First) (Middle Initial)

Current Classification Title: Criminalist

Division Services/Lab **Department** Police

1 Years 2 months

Total Length of Time with organization

1 Years 2 months

Total Length of Time in Current Position

Assigned Hours/Week:: from 800 t o 1700 **Assigned Days/Week** M-F

Email: trentr@gjcity.org **Work Phone:** (970) 248-7471

Immediate Supervisor:

Immediate supervisor reports to:

Name: David Oswalt **Name:** Robert Russell

Title:	Sgt.	Title:	Commander
Work Phone	(970) 244-3656	Work Phone:	(970) 244-3727
E-mail:	daveos@gjcity.org	E-mail:	bobr@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.

Performs complex physical and chemical processing of evidence to develop latent prints. Performs complex and detailed comparisons of latent prints to known inked prints. Enters unknown latent prints into the Automated Fingerprint Identification System and evaluates results. Drafts reports detailing conclusions of analysis and submits written reports to law enforcement and district attorneys offices. Maintains CBI standard of competency through proficiency testing and International Association for Identification certification. Assists and trains law enforcement personnel in proper collection, preservation and value of scientific evidence. Responds to, documents and processes crimes scenes. Testifies in a court of law at the local, state, and federal levels as to the findings of analysis.

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).	varies/all
<input type="checkbox"/>	I make work assignments for others.	
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	20
<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

Criminalist
Lab Agent
Evidence Tech
Quartermaster
Intern
Agent in Charge
Forensic Investigator
Volunteer

YOUR DIRECT REPORTS' JOB TITLES

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

- Full Time Part-Time Seasonal/Temp Volunteer Contract

c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
Lab Manager	weekly	Administrative issues
Criminalist	daily	Exchange ideas, workload issues
Officers / Detectives	monthly	Offering advise, explaining opinions and results
Evidence Tech	monthly	Retreiving and returning evidence
Intern	weekly	Training
Quartermaster	quarterly	Getting gear

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
CBI Lab Agent	daily	Exchange ideas, workload issues
CBI Agent in charge	weekly	Administrative issues
CBI Evidence Tech	weekly	Retreiving and returning evidence
Deputy District Attorneys	weekly	Offering advise, explaining opinions and results
Other non GJPD law enforcement	weekly	Offering advise, explaining opinions and results
Instrument manufacturers tech / Suppliers	quarterly	Getting supplies, troubleshooting / instrument maintenance

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%)
	<i>CHEMISTRY</i>			
1	Chemical analysis of suspected drugs	Methods of analysis, necessity for analysis, interpretation of results	Daily	40
2	Prepare written reports for distribution to law enforcement, DA's offices and defense attorneys	Interpretation of analytical data, determination of drug scheduling	Daily	20
3	Crime scene processing. This includes maintaining proficiency in CBI issued/approved firearms	Decisions regarding what to collect, methodology of processing, what photos / video are required. Use of force issues.	Monthly	10
4	Fingerprint processing (chemists)	Methods of processing, quality / usability of lifted prints	Weekly	10
5	Serial number restoration	Methods of processing, interpretation of revealed number	Quarterly	5
6	Testifying in court		Monthly	5
7	Maintaining lab equipment		Daily	5
8	Training others (interns, officers, new hires, forensic investigators)		Quarterly	5
9			Select	
10			Select	
11			Select	
12			Select	
13			Select	
14			Select	
15			Select	

Essential Duties	Decisions Required	Frequency	% of Time
EXAMPLES:			
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%)
	<i>FINGERPRINTS</i>			
1			Select	
2			Select	
3			Select	
4			Select	
5			Select	
6			Select	
7			Select	
8			Select	
9	Chemical/Physical analysis of items of evidence (Fingerprint Examiner)	Methods of analysis, interpretation of results	Daily	30
10	Performing comparisons of latent prints to known fingerprints/Automated Fingerprint Identification System	Methods of analysis, interpretation of results	Daily	30
11	Prepare written reports for distribution to law enforcement, District Attorney's offices and Defense Attornies	Interpretation of results	Daily	15
12	Crime Scene Processing	Decisions regarding what to collect, methodology of processing and documentation	Monthly	10
13	Testifying in court		Monthly	5
14	Maintaining lab equipment		Daily	5
15	Training others (interns, officers, new hires, forensic investigators)		Quarterly	5
16			Select	
17			Select	
18			Select	
19			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
	CHEMISTRY
1	Knowledge of controlled and non controlled substances and their reactions with various chemical tests. Knowledge of various extraction schemes and when each is appropriate for use. Knowledge of and skill in use of analytical instruments including but not limited to gas chromatograph / mass spectrometer, fourier transform infrared spectrometer and microscopes. Knowledge of the standard operating procedures and what is acceptable practice in the field of forensic chemistry. Ability to recognize controlled substances based on results of chemical tests and data produced from various instruments.
2	Knowledge of State of Colorado and Federal controlled substance scheduling. Ability to convey scientific results in a clear and concise manner.
3	Knowledge of evidence documentation, collection and preservation. Skills to include photography, fingerprint processing, footprint and tire track processing and collection, blood spatter analysis, presumptive field testing of fluids, proper search and collection techniques. Ability to recognize and convey spatial relationships (bullet paths, etc). Knowledge of and proper protection from biological, chemical and physical hazards. Pass / maintain firearms qualification. Knowledge of the use of force continuum. Knowledge of use of force laws.
4	Knowledge and skill of various chemical and powder processing techniques to develop and preserve latent prints (various powders, superglue processing, sudan black, electrostatic lifting, etc). Ability to recognize a usable latent print. Ability to collect prints after processing and visualization by lifting with tape, photography etc.
5	Knowledge of various chemical etching solutions. Knowledge of each chemical's specific use. Ability to photograph and document recovered serial number.
6	Knowledge of all aspects of the position. Knowledge of court etiquette. Skill in relating complex scientific concepts and techniques in layman's terms.
7	Knowledge of operating principles of instruments including gas chromatograph / mass spectrometer and fourier transform infrared spectrometer. Ability to diagnose and correct problems and properly document maintenance procedures.
8	Ability to convey and instruct others in proper techniques (crime scene processing, fingerprint processing, drug identification and presumptive techniques)

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
	FINGERPRINTS
9	Knowledge of proper processing of items of evidence, knowledge of chemicals used and hazards of working with these chemicals
10	Knowledge and skill of proper comparison techniques. Knowledge and ability to properly identify latent prints to known prints.
11	Ability to convey scientific results in a clear and concise manner.
12	Knowledge of evidence documentation, collection and preservation. Skills to include photography, fingerprint processing, footprint and tire track processing and collection, blood spatter analysis, presumptive field testing of fluids, proper search and collection techniques. Ability to recognize and convey spatial relationships (bullet paths, etc.) Knowledge of and proper protection from biological, chemical and physical hazards.
13	Knowledge of all aspects of the position. Knowledge of court etiquette. Skill in relating complex scientific concepts and techniques in laymen's terms.
14	Knowledge of operating principles of instruments used. Ability to diagnose and correct problems and properly document maintenance procedures.
15	Ability to convey and instruct others in proper techniques in crime scene and fingerprint processing.

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 |
| | | Other (explain): |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Specialized training in chemical analysis, crime scene processing, fingerprint analysis |

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>
(Thorman) Forensic / Analytical Chemistry	8.5 years	Forensic Chemistry	2 years

(Brumbaugh) Forensic / Analytical Chemistry	11.5	years	Forensic Chemistry	2	years
(Rundquist) Fingerprint Examiner	2	years	Fingerprint Examiner	2	years

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

Chemistry or other physical science appropriate to discipline, minimum 30 credit hours of chemistry

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.

(Fingerprints) International Association of Identification latent print certification

(All) Maintain firearms qualification

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	gas chromatograph / mass spectrometer	daily
1	fourier transform infrared spectrometer	daily
1	microscopes	daily
1	balances	daily
1,3,4,5	chemicals	daily
1,2,3,7	computers	daily
1,3,4	Alternate light source	quarterly
3	Electrostatic lifter	biannually
1,3,4,5,8	Cameras	weekly
3	Hand tools	quarterly
3	Vehicle lift	biannually
3	Firearm	biannually (qualification)

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. During chemical analysis must decide as to the best methodology and testing to be used in the analysis. Must make judgments regarding quality of analytical data collected and interpretation of results. These results must be able to withstand technical and administrative review and be defensible in court. Judgments regarding scheduling of controlled substances. Review analyses / data of peers.

2. During crime scene processing must make decisions as to what should be documented and collected and how best to accomplish this. Would need to make judgments regarding use of force if the situation arises.

3. During fingerprint processing must decide which methods are most appropriate for a particular surface. Must make judgments regarding quality and usability of revealed latent prints.

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
9	Alternate Light Source	Daily
9	Balance	Weekly
9	Chemicals	Weekly
9, 12	Cameras	Daily
9, 10, 11	Computers	Daily
10	Automated Fingerprint Identification System	Daily
10	Magnifier	Daily
12	Electrostatic Lifter	Biannually
12	Hand tools	Quarterly
12	Vehicle Lift	Biannually
12	Firearms	Biannually

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. Types of analysis needed to be performed on items of evidence
 2. What items needed to be collected and preserved at crime scenes
 3. Decision of quality/individuality of latent prints found; interpretation of results.

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.	2--Quarterly	2--Very Important	3,12
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.	2--Quarterly	2--Very Important	3,12
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable	2--Quarterly	2--Very Important	3,12

degree and requires full use of the lower extremities and back muscles.			
Kneeling: Bending legs at knee to come to a rest on knee or knees.	2--Quarterly	2--Very Important	3,12
Crouching: Bending the body downward and forward by bending leg and spine.	2--Quarterly	2--Very Important	3,12
Crawling: Moving about on hands and knees or hands and feet.	2--Quarterly	2--Very Important	3,12
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	3--Extremely Important	1,3,4,5,7,8,9,10,12
Standing: Particularly for sustained periods of time.	3--Monthly	2--Very Important	1,3,9,12
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	2--Very Important	1,3,9,12
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	2--Quarterly	2--Very Important	3,12
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	2--Quarterly	2--Very Important	3,12
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	1, 2, 3,4,5,7,8,9,10,11,12,14,15
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	1,2,3,4,5,7,8,9,10,11,12,14,15
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.	3--Monthly	2--Very Important	1, 3,4,5,7,8,9,10,11,12,14,15
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	1,3,4,5,7,8,9,10,11,12,14,15
Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or	4--Weekly	3--Extremely Important	3, 6, 8,12,13,15

important spoken instructions to other workers accurately, loudly, or quickly.			
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.	3--Monthly	2--Very Important	3, 6,12,13,15
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	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	1, 2,3,4,5,7,8,9,10,11,12,13,14,15
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	5--Daily	3--Extremely Important	1, 2, 6,9,10,11,13

walking and standing are required only occasionally and all other sedentary criteria are met.			
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.	3--Monthly	2--Very Important	1,3,4,5,7,8,9,10,11,12,13,14,15
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.	2--Quarterly	2--Very Important	1,3,4,9,10,12
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.	2--Quarterly	2--Very Important	3,12
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	2--Very Important	3,12

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

Lucretia R. Galt
Thomas M. Thomas
Stephen J. Zaback

Date:

12-15-08
12-15-08
Dec 15, 2008

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

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

Question No.	Comments

Please check the appropriate statement:

I agree with the incumbents' position questionnaire as written.

The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

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

Employee Signature: _____ Date: _____

Supervisor Signature:  _____ Date: 12-26-08

Department Head Signature: _____ Date: 1-19-09

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.