

CITY OF GRAND JUNCTION

JOB ANALYSIS QUESTIONNAIRE

I. EMPLOYEE BACKGROUND: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This will help us make sure we refer to the correct job throughout the study.

Is this a group questionnaire? ☐ Yes ☒ No

If yes, please list all employee names.

Division: Recreation

Department: Parks & Recreation

For Individual Questionnaires Only:

Employee Name:

Sarmo
(Last)

Anne
(First)

Allison
(Middle Initial)

Current Classification Title: Cultural Arts Coordinator

Division Recreation

Department Parks & Recreation

Total Length of Time with organization 14 Years 7 months

Total Length of Time in Current Position 14 Years 7 months

Assigned Hours/Week:: from 8am t o 5pm

Assigned Days/Week 5

Email: allisons@gjcity.org

Work Phone: 245-8930

Immediate Supervisor:

Immediate supervisor reports to:

Name: Traci Wieland

Name: Rob Schoeber

Title: Recreation Superintendent

Title: Parks & Recreation Director

Work Phone 254-3881

Work Phone: 254-3881

E-mail: tracia@gjcity.org

E-mail: robsc@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.

The Cultural Arts Coordinator serves as staff for the City's Commission on Arts and Culture and the Downtown Development Authority's Art on the Corner program, and as a liaison between the arts community and the City. The job is to develop, improve, and expand arts and cultural activities, arts organizations, marketing and promotion of local arts and local artists (locally, regionally, and nationally), cooperation and collaboration among arts groups, and the City's public art programs (1% for Art, Art on the Corner, City Hall exhibits, etc.), and to implement recommendations in the Grand Junction Strategic Cultural Plan.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

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

Yes	Duty	Number of Employees
<input checked="" type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	
<input type="checkbox"/>	I make work assignments for others.	
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	<input type="checkbox"/>
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision. <i>Board</i>	9 member Commission

- 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

Recreation Coordinator
Recreation Superintend
Recreation Supervisor
Parks Superintendent
Aquatics Coordinator
Leisure Services Representatives
Administrative Assistants
Parks & Rec Director

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		
Commission on Arts and Culture board members	weekly	developing ideas and projects or reporting on Commission projects and issues of interest; providing arts information/doing research; initiating/setting up meetings; working together to implement ideas from GJ Strategic Cultural Plan; installing art at City Hall and hosting receptions
Parks & Rec "leadership staff"	weekly	reporting on Commission or Art on the Corner projects; working with Parks or Forestry staff on public art projects; assisting with Activity Guide
Parks & Rec Director, Rec Superintendent, City Council, City Manager, City Clerk	monthly	providing copies of Commission minutes and agendas and a required annual report to City Council; providing information about public art pieces/projects and City Hall art exhibits
Visitors and Convention Bureau	monthly	working on marketing/promotion of community arts activities, Art on the Corner, etc.; networking meetings; distributing info or brochures
Parks & Rec Senior Administrative Assistant	weekly	paying bills; credit card reconciliation
Recreation Superintendent	weekly	touching base about work or reporting on projects

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Art Center, Symphony, Museum, Botanical Gardens, KAFM, Grand Valloey Scienbtific & Cultural Alliance, and about 20 - 40 other arts and cultural organizations	daily/weekly/monthly	sharing information; working on cultural projects; coordinating collaborative marketing efforts (in Free Press, etc.); arranging monthly meetings of cultural groups; collecting information about events and producing the community cultural calendar; administering Commission grant donations to organizations
Downtown Development Authority	weekly	reporting on issues/progress/vandalism/contacts with Art on the Corner; arranging AOTC meeting; designing AOTC flyers, brochure, magazine ads; paying bills; arranging sculpture sales
General public	daily/weekly	Providing information about and helping people find arts organizations, artists, arts activities; distributing cultural calendars/AOTC brochures/GJ Gallery Guide/City Art brochures
Legends Historic Sculpture Committee	daily/weekly	working on five year historic sculpture project and commissioning of artwork; dealing with the artist, AOTC/DDA board, Public Works (placement)
Cities throughout CO/U.S.	about every other week	sharing info about 1% for Art & AOTC programs
Peczuh Printing, Copy Copy Adams Quick-Print	monthly	designing/printing brochures, calendars, AOTC brochures/flyers, City Art brochures, Gallery Guide

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	Organize and attend all meetings of the Commission and its committees, take minutes, prepare agendas, mail agenda packets and other information to Commission; keep Commission members updated and informed in general	Projects to recommend and pursue; what's on the agenda; how to organize and administer projects; what info is pertinent	Weekly	10%

2	Manage and maintain official Commission records, grant applications/awards/contracts/reports/payments, write contracts for artwork and other services, write and maintain minutes, annual budget, financial reports, files, monthly Coordinator reports, correspondence, e-mails, etc.	How to research and write legal contracts for artwork purchases/commissions, various RFP's, grant applications and report forms; what to archive	Daily	10%
3	Represent the Commission in working with local and statewide arts and cultural organizations, Colorado Council on the Arts, the media, the college, the school district, and other community and government agencies and City departments on joint projects of arts and cultural marketing and promotion, selection of artwork, technical assistance and training, or networking and collaboration, and Parks & Rec Dept. business	Projects to propose and pursue; asked to assist in finding/selecting artwork or artists to create art; what types of training the Commission should offer to artists/groups and how; what & how to decimate information to the media	Monthly	10%
4	Manage the City's two public art programs - the 1% for Art program (to purchase art for City capital construction projects) and the quarterly art exhibits at City Hall, plus assisting with any additional public art projects (for streets, I-70) beyond the 1% program - writing RFP's/RFQ's, writing contracts, project management as art is designed, created, and installed; producing the City Art Collection brochure; researching and updating mailing lists; dealing with artists, attending quarterly meetings of Colorado Public Art Administrators; organizing City Hall art exhibits/installation/receptions/press releases	How to organize the RFP or RFQ process; writing contracts and making sure all the requirements are complied with; what is the best type of art for each project and site; how and where to install art pieces; what training to obtain relative to public art programming; what press releases to send out	Weekly	15%
5	Manage the DDA's Art on the Corner program and annual golf tournament fundraiser, including designing and distributing flyers and brochures, installation of 30 new pieces each year and maintenance of 85 permanent pieces, communicating with artists, taking care of vandalism and repairs, researching and addressing maintenance issues, coordinating the annual sculpture change and volunteers, and working with the Legends Sculpture Project	How to correctly install, maintain, and repair the various types of sculpture; how to improve and market AOTC to artists and buyers; what press releases to send out; how to deal with extensive volunteer coordination and project management	Weekly	25%
6	Create, design, research, compile information and data from numerous sources, produce, and distribute twelve informational and marketing brochures, publications, and booklets (as well as press releases): The Sourcebook of GJ Area Artists Arts Organizations (400 listings), Art on the Corner exhibit brochure, AOTC Invitation to Artists, GJ Strategic Cultural Plan, Champion of the Arts Awards nomination and artwork flyers, City Public Art Collection brochure, 1% for Art brochure, Economic Impact of the Arts in the Grand Valley survey and report, GJ Gallery Guide, bi-monthly Community Cultural Events Calendar, and an annual report to City Council	Decide what brochures and marketing materials to create and how/where to distribute them; how to produce and design printed materials and what to include in each; writing articles or ad copy, editing, graphics, in some cases determining which graphic design firm and printer to use or to create/type/design/print the materials myself	Monthly	15%

7	Administer other on-going Commission programs, including the annual Champion of the Arts Awards (creating/sending out the request for nominations and request for artwork flyers, organizing selection process, notifying nominees/ nominators/ awardees/artists, arranging award presentation); and planning, arranging agenda and invitations for, and hosting the annual arts roundtable meeting for local arts and cultural organizations, as well as monthly meetings of arts organizations executive directors	Designing, writing copy, editing, and selecting graphics for Champion Awards flyers, determining how to best promote and publicize Champion awards and other Commission events and programs; determining speakers or panelists for roundtables	Monthly	5%
8	Maintain an office and the newly redesigned and updated website for the Commission and act as a clearinghouse of information and resource about Commission activities, arts and cultural activities, grant opportunities, how to form a non-profit organization, how to commission artwork, etc., for artists, organizations, and the general public	What information to compile and how to make it available; how to select a firm and redesign the Commission's website (how to write the RFP and the contract with the design firm)	Daily	10%
9			Select	
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
1	Knowledge of meeting procedures, agenda writing, minute taking skills, organizational skills

2	Knowledge of management, administrative, and record keeping procedures; general local government operations and budgeting; some legal issues and concerns particularly related to public art Requests for Proposals/Requests for Qualifications, contract requirements and procedures, and Visual Artists Rights legislation; general writing and organizational skills; a range of clerical skills (typing, filing)
3	Communication skills; ability to collaborate with diverse groups and agencies and be an advocate for the arts; public speaking and presentation skills, such as teaching college-level classes in arts management; meeting facilitation skills and ability to lead group discussions (the Commission is often the catalyst/facilitator for group meetings/projects); customer service skills
4	Knowledge of public art programming, artwork selection procedures, writing contracts to commission or purchase works of art (see #2), installation and placement, maintenance and repair of different types of artwork from paintings to all kinds of sculpture; project management skills; customer service skills; college degree and some background or experience in visual arts
5	Same as #4, but also including some marketing skills and ability to coordinate volunteers
6	Strong writing and communication skills; some graphic design and marketing skills; some computer skills in publication and manipulating photographs and graphics; research, data collection, and organizational skills, ability to deal with the media
7	Same as #3 and #6
8	Same as #6 but to provide all the same information via a website; customer service 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**

☐
☐

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):
some background or experience in visual arts |

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>
working for local government (Municipal Clerk & Recorder)	6 years	visual arts or public art training or experience	2 years
managing a small business	4 years	managing a business or nonprofit organization	2 years
	years		years

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

BA or BFA in liberal arts, visual arts, arts management, or public art administration

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.

4. MACHINES, TOOLS AND EQUIPMENT. List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
1	computer	50%
2	computer	90%
3	computer	50%
4	computer	60%
5	computer	60%
6	computer	90%
7	computer	60%
8	computer	80%

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. I determine all information to give to the media and write at least one or two press releases each month about Arts Commission or Art on the Corner activities and projects.

2. I decide what information and periodic reports to give to the Commission with regard to my daily activities, Commission financial expenditures, issues of general interest which I am aware of or read about, possible new projects the board might pursue or procedures which might be implemented or improved.

3. I determine what brochures, publications, and marketing materials the Commission should create and publish, and when and how to gather data for, design, and produce these - I've initiated eight of the Commission's and Art on the Corner's twelve publications and three AOTC ads in national magazines/websites.

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.	4--Weekly	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.	4--Weekly	0--Not Important	
Standing: Particularly for sustained periods of time.	5--Daily	1--Somewhat 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	

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.	4--Weekly	1--Somewhat Important	
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	0--Never	0--Not 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	

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).

EMPLOYEE CERTIFICATION

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

Signed: _____

Allegra D'Amico

Date: _____

12-20-08

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.**

[illegible]

Please check the appropriate statement:

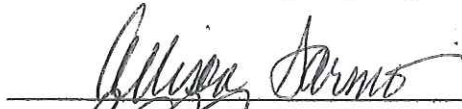
☒ I agree with the incumbents' position questionnaire as written.

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

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

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

Employee Signature:



Date:

1-9-09

Supervisor
Signature:



Date:

1-7-09

Department Head
Signature:



Date:

1/5/09

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.