

# 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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Troy Smith

John Zen

**Division:** Service/Operations

**Department:** Police

### For Individual Questionnaires Only:

**Employee Name:**

(Last)

(First)

(Middle Initial)

**Current Classification Title:**

**Division**

**Department**

**Total Length of Time with organization**

**Years**

**months**

**Total Length of Time in Current Position**

**Years**

**months**

**Assigned Hours/Week:: from**

**t o**

**Assigned Days/Week**

**Email:**

**Work Phone:**

**Immediate Supervisor:**

**Immediate supervisor reports to:**

**Name:** Bill Gardner

**Name:** Laurie Kadrich

**Title:** Chief of Police

**Title:** City Manager

**Work  
Phone**

**Work  
Phone:**

**E-mail:**

**E-mail:**

## 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.

Leads and Manages all operations and administrative functions, including but not limited to, Patrol, Criminal Investigations, Regional Communications, Animal Control, Traffic Enforcement, technical systems, technology, records management, budgets, selection of human resources, procurement, and grants, for the Police Department. Serves as liaison and Acting Chief of Police in Chief's absence. Purpose is to ensure basic public safety for the community served.

## 2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

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

Yes	Duty	Number of Employees
<input type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input checked="" 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).	
<input checked="" type="checkbox"/>	I make work assignments for others.	
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input checked="" type="checkbox"/>	I make hiring and hiring pay decisions.	
<input checked="" 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.	
<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


### YOUR DIRECT REPORTS' JOB TITLES

Sr. Administrative Assistant
Police Commander
Communications Manager
Financial Analyst
Crime Analyst

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

X Full Time 11      ☐ 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		
Chief	Daily	Communication, decision making
Commander	Daily	Support, direction, coaching, communication
Deputy Chief	Daily	Communication, support
Professional Standards Mgr.	Daily	Communication, direction, decision making, policy development, recruitment & hiring decisions, internal investigations decisions, discipline
Sergeant	Daily	Communication, direction, decision making
Communication Mgr.	Daily	Communication, direction, coaching, decision making
Intelligence Officer	Weekly	Communication, decision making, direction
Crime Analyst	Daily	Direction, communication, coaching,
Financial Analyst	Daily	Communication, direction, support, decisions making, coaching,
Sergeants/Com. Ctr. Supervisor	Daily	Communication, coaching, direction, decision making
Corporal	Daily	Communication, coaching, direction, decision making
Officer	Daily	Communication, coaching, direction, decision making
Telecommunicator	Daily	Communication, direction, coaching
IS Analyst	Daily	Communication, coaching, direction, decision making
IS Dept.	3 times a week	Communication, direction, decision making
Finance Dept.	3 times a week	Communication, direction, decision making
Legal Dept.	3 times a week	
City Mgr./Deputy City Mgr.	Daily	Communication, information, direction, decision making,
City Council	1 time per week	Presentations, communication, information, policy direction,
Muni Court	2-3 times a week	Information, communication, direction, decision making
Human Resources	2-3 times a week	Information, direction, decision making, policy, personnel issue resolution, hiring
Public Works	2-3 times a week	Project management, communication, direction, decision making, problem solving
Fleet	2-3 times a week	Direction, communication, decision making, direction
Purchasing	2-3 times a week	Contracts, council staff reports, procurement, decision making, direction
Planning	1 time per week	Project management, information sharing, security planning, direction, advice, decision making
Fire	Daily	Communication, decision making, problem solving, direction, planning, advice, service

		delivery
GIS	1 time per week	Communication, information, decision making
Streets	1 time per week	Communication, information, decision making, information sharing, direction, advice, decision making
Facilities	Daily	Project management, communication, direction, decision making, problem solving
City Clerk	1 time per week	Project management, communication, Council communication
City Records Mgr.	1 time per week	Project management, communication, policy development, decision making
AIM Team	monthly	Project management, communication, policy development, decision making, budget

## 2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		-
Mesa County SO	Daily	Communication, information sharing, decision making, service delivery, direction, support, collaboration, problem solving, leadership, management, training, planning, finance, technology, project management,
Colorado State Patrol	Daily	See above
Bureau of Land Management	Daily	See above
TSA	weekly	See above
FBI	weekly	See above
Secret Service	5 times a year	See above
DEA	Daily	See above
District Attorney	Daily	See above
Community Corrections	weekly	See above
Criminal Justice Services	weekly	See above
Offender Mgt. TF	monthly	See above
Dept. Human Service	weekly	See above
Catholic Out Reach	weekly	See above
Homeless Coalition	monthly	See above
Mental Health Ctr.	weekly	See above
Hospitals	weekly	See above
State Liquor Enf.	monthly	See above
State DOR	monthly	See above
Fruita PD	daily	See above
Palisade PD	daily	See above
Western Slope Ctr.	monthly	See above
C-DOT	monthly	See above
Parole	weekly	See above
Probation	weekly	See above
United Way	monthly	See above
Public Service	weekly	See above
Qwest	weekly	See above



19 Com. Ctr. User Agencies	weekly	See above
Office of Emergency Mgt.	weekly	See above
North West All Hazards Region	monthly	See above
Colorado Bureau of Inv.	Daily	See above
Mesa State College	2-3 times per week	See above
Western Co. Community College	weekly	See above
Grand Junction Regional Airport	weekly	See above

### 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)**

<b>Essential Duties</b>	<b>Decisions Required</b>	<b>Frequency</b>	<b>% of Time</b>
<b>EXAMPLES:</b>			
<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>



	<b>List of Essential Duties</b>	<b>Decisions Required</b>	<b>Frequency:</b> D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	<b>% of Time Spent</b> (Not to exceed 100%)
1	Assume management responsibility for assigned Police Department division activities and delivery of services including Operations or Support Services activities and services.	Resource allocation, budgetary considerations & analysis, systems development, research	Daily	12
2	Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; develop and administer policies and procedures.	Compare conduct with policy, disciplinary actions, best practices, bench marking	Weekly	5
3	Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; set, within Departmental policy, appropriate service and staffing levels.	Resource allocation, budgetary considerations & analysis, systems development, research, benchmarking	Daily	12
4	Coordinate, organize and schedule assigned personnel and other resources to achieve departmental goals; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.	Resource allocation, budgetary considerations & analysis, systems development, research	Daily	12
5	Coordinate department activities with those of other departments, agencies and City officials; assist with planning special operations and task forces.	Resource allocation, budgetary considerations & analysis, project management	Daily	12
6	Select, train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and recommend termination procedures as appropriate.	Personnel, budget, management, compare behavior & conduct	Daily	12
7	Development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.	Resource allocation, direct priorities	Weekly	5
8	Represent the Police Department to other departments, elected officials, media and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations	Resource allocation, budgetary considerations & analysis, systems development, research	Daily	12
9	Provide staff assistance to the Police Chief; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.	Resource allocation, budgetary considerations & analysis, project management, political consideration	Weekly	5



10	Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.	Bench marking, best practice, evaluate service delivery, comparison	Monthly	2
11	Periodically function as the Acting Chief of Police and or represent the Chief of Police at a variety of meetings and events when the Chief of Police is not available	Budgetary, resource, value based decisions, political considerations	Weekly	5
12	Oversees the planning, research, coordination, and implementation of special programs or projects such as the Police Automation Task Force, Emergency Management, Victim Services, Police Officer recruitment and Internal Affairs.	Resource allocation, budgetary considerations & analysis, project management, systems development, research	Monthly	2
13	Oversees the development of grant applications and distribution of funding.	Resource allocation, budgetary considerations & analysis, project management, systems development, research	Monthly	1
14	Prepares, submits and presents staff reports, ordinances and resolutions for approval by city council	Policy development, resource allocation, value based decisions and analysis	Monthly	2
15	Law enforcement (peace officer) functions	Apply behavior to law, investigative, use of force, driving motor vehicle	Monthly	1
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	Operations, services and activities of a comprehensive law enforcement program.
3	Ability to effectively direct, oversee, and evaluate operational and management issues.
5	Law enforcement theory, principles and practices and their application to a wide variety of services and programs.



10	Use of firearms and other modern police equipment.
2	Recent court decisions affecting law enforcement.
3	Principles and practices of program development and administration.
7	Principles and practices of municipal budget preparation and administration.
6	Principles of supervision, training and performance evaluation.
4	Principles and practices of law enforcement and police administration, organization and management.
all	Ability to use standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications, GIS, and electronic mail.
9	Ability to interpret, understand, follow and apply complex statutes, ordinances, regulations, standards, and guidelines (Federal, State and local).
6	Ability to interpret, understand, follow and apply personnel policy, procedures and law
8	Ability to establish and maintain effective working relationships with City employees and management, other law enforcement agencies, criminal justice system staff, community members, and the general public.
10	Ability to research, develop and lead formal and informal presentations and discussions with diverse groups.
15	Skill in the safe and lawful operation of a motor vehicle and emergency vehicle operations.
1	Ability to exercise initiative and judgment as well as make decisions within the scope of assigned authority
11	High level of 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:

<b>You Have</b>	<b>You Need</b>	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input type="checkbox"/>	<input type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bachelor's degree
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other (explain): Graduate level or masters degree

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

<u>Type of Experience</u>			
<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
10+ years of increasing responsible LE management experience		Police Commander	2 years
	years		years
	years		years

a. What field (s) should training or degree be in?  
 Bachelors’ degree from an accredited college or university with major course work in criminal justice, police science, public administration, business administration or a related field.

**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.

- Possession of, or ability to obtain, an appropriate, valid driver's license.
- Possession of an appropriate, valid P.O.S.T. basic certificate.



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

Duty #	Machines, Tools, Equipment	Frequency/Time
All	Computer, standard office equipment, data bases, technical records management & telecommunications software, email, presentation software, internet	90%
15	Emergency response equipment and vehicles (car, large vehicles, van etc.)	10%
All	Phone & other electronic communications equipment	90%
15	Firearms (shotgun, rifle, pistol)	10%
15	Self defense weapons (less-lethal, taser, O.C., handcuffs, baton, hand to hand combat)	10%
15	Public safety communications radio (portable and system operation	10%
All	Legal briefs, periodical, professional development literature, policy manuals, books etc.	20%

#### 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. Personnel – exercise judgment and decision making relative to hiring, leading, directing, coaching, motivating and disciplining sworn and civilian staff; includes hiring, promotion, assignment rotation, and development of staff.
  2. Resource allocation – develop, acquire, plan and allocate human and capital resources, for the police department, to achieve public safety priorities.
  3. Problem Solving -engages in strategic and tactical problem solving by confronting problems assertively, makes independent decisions appropriate to level of command, and performs effectively under stressful conditions and with limited supervision under the direction of the Chief of Police.

## IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

### 1. PHYSICAL ACTIVITIES/REQUIREMENTS.

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

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

#### Frequency

**How frequently is the activity performed?**

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

#### Importance

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

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

Physical Activity	Frequency	Importance	Duties
<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	5	2	All
<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	5	2	All
<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	5	2	All
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	5	2	All
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	5	2	All
<b>Crawling:</b> Moving about on hands and knees or hands and feet.	4	2	15
<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	5	2	All
<b>Standing:</b> Particularly for sustained periods of time.	5	2	All
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	5	2	All
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	4	2	15
<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	4	2	15
<b>Fingering:</b> Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	4	2	All



<b>Grasping:</b> Applying pressure to an object with the fingers or palm.	5	2	All
<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	5	2	15
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5	2	All
<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5	3	All
<b>Hearing:</b> Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5	3	All
<b>Seeing:</b> The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5	3	All
<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5	2	All
<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	5	2	All
<b>Light Work:</b> 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.	5	2	All
<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	3	2	15
<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	3	2	15
<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	3	2	15

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

## V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

### ADDITIONAL COMMENTS

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

## EMPLOYEE CERTIFICATION

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

12-30-08



**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.**

Question No.	Comments

Please check the appropriate statement:

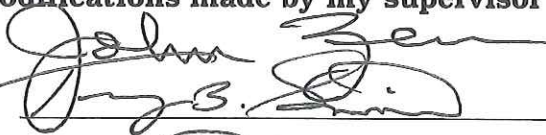
☐ I agree with the incumbents' position questionnaire as written.

☐ 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:



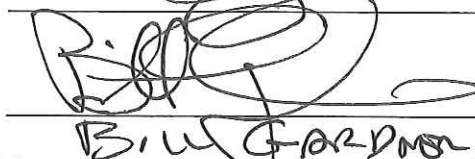
12-30-8  
Date: 12-30-08

Supervisor  
Signature:



Date:

Department Head  
Signature:



Date:

12/31/2008

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.