

# CITY OF GRAND JUNCTION

## JOB ANALYSIS QUESTIONNAIRE

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

Is this a group questionnaire? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please list all employee names.
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**Division:**

**Department:**

### For Individual Questionnaires Only:

**Employee Name:** Eileen List B.  
(Last) (First) (Middle Initial)

**Current Classification Title:** Environmental Services Manager

**Division** Environmental Services **Department** Utility and Streets Systems

**Total Length of Time with organization** 24 Years 11 months

**Total Length of Time in Current Position** 6 Years 6 months

**Assigned Hours/Week;; from** 8a t o 5p **Assigned Days/Week** 5

**Email:** eileenl@gjcity.org **Work Phone:** 970-256-4149

### Immediate Supervisor:

### Immediate supervisor reports to:

**Name:** Greg Trainor **Name:** Laurie Kadrach

**Title:** Director, Utility and Streets Systems Department **Title:** City Manager

**Work Phone** 970-244-1564 **Work Phone:** 970-256-4154

**E-mail:** gregt@gjcity.org **E-mail:** lauriek@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.

Direct and manage federal and state environmental regulations and legislation that directly affect and impact the City in the areas of air quality, wastewater discharges, stormwater discharges, drinking water and watershed protection issues (oil and gas development, for example.) Direct, manage, plan and supervise the City's Stormwater Phase II Management program. Direct, advise and interact with all City departments, principally the Utility and Streets Systems Department, Public Works and Planning Department and City Attorney's Office.



## 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 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.	
<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

Director, Utility and Streets System Dept
Utility and Streets Systems Dept Mgt and Staff
Deputy Director Utility and Streets Systems
Water Services Manager and staff
Wastewater Services Manager and staff
Environmental Laboratory Manager and staff
Facilities Manager and staff
Street Systems Manager and staff

### 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		
Director, Public Works and Planning Dept  Public Works and Planning Dept Mgt and Staff  City Administration Mgt and Staff  City Attorney and City Attorney Office Staff  Parks and Recreation Dept Mgt and Staff  Fire Dept Mgt and Staff  Police Dept Mgt and Staff  VCB Dept Mgt and Staff	Weekly	Develop City codes, regulations, policies and procedures for environmental regulations  Manage environmental and stormwater regulations
Clerical / maintenance staff	Daily	Manage environmental and stormwater regulations
City Council	Yearly	Authorize city codes and regulations
Managers	Weekly	Manage environmental and stormwater regulations
Professional / technical staff	Daily	Manage environmental and stormwater regulations

**2. Outside your organization:**

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Boards / Councils: 521 Drainage Authority Board and Technical Advisory Committee Colorado Stormwater Utility Council Colorado Colorado Wastewater Utility Council Colorado Water Quality Control Commission	Monthly	Act as City liason to develop and manage environmental and stormwater regulations and to ensure city environmental compliance





Colorado Oil and Gas Commission Mesa County Air Quality Planning Council		
General public, vendors	Monthly	Manage environmental and stormwater regulations
Consultants	Monthly	Manage environmental and stormwater regulations
Contractors, engineers and/or developers	Weekly	Manage environmental and stormwater regulations
Committees	Weekly	Act as City liason to develop and manage environmental and stormwater regulations
Public Agencies United States Fish and Wildlife Service United States Bureau of Land Management United States Bureau of Reclamation United States Forest Service United States Environmental Protection Agency Colorado Water Quality Control Division Colorado Division of Natural Resources Colorado Division of Wildlife Colorado River Water Conservation District Mesa County Army Corps of Engineers Mesa County Health Dept and still others that I can't think about right now	Weekly	Act as city liason to develop and manage environmental and stormwater regulationsand to ensure city compliance

### 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
<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>

	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	<u>PART 1: ENVIRONMENTAL SERVICES</u> Direct, manage and perform Environmental Services Division professional, legal and administrative work related to environmental regulatory programs and policy	Yes	Daily	100 %
2	Manage, research, monitor, review, implement and analyze federal and state environmental regulations and environmental regulatory issues	Yes	Daily	
3	Participate in and represent city on various federal, regional, state and local environmental technical work committees, utility associations and advisory groups	Yes	Weekly	
4	Review and determine effects of federal and state environmental legislation to city operations	Yes	Weekly	
5	Represent the city in environmental regulatory actions and groups	Yes	Weekly	
6	Represent the city in and monitor the activities of various environmental state boards and workgroups to determine impact on city and utility operations	Yes	Weekly	
7	Prepare, present and negotiate legal City environmental positions and statements at state rulemaking hearings	Yes	Quarterly	





8	Develop environmental compliance plans and permitting strategies	Yes	Quarterly	
9	Serve as internal technical staff expert and outside governmental liaison for City environmental regulations	Yes	Daily	
10	Plan, develop, budget and implement the city's environmental policies and programs with division managers and staff	Yes	Weekly	
11	Direct and manage utility division activities with appropriate agencies in response to environmental law, regulations and permits, ie, wastewater discharges, stormwater discharges, water supply protection.	Yes	Daily	
12	Organize legal environmental issues with city legal staff	Yes	Monthly	
13	Organize and develop information necessary to respond to requests for technical environmental information from regulatory agencies, division managers and city legal counsel	Yes	Monthly	
14	Perform and assist in decision-making and planning for long-term Utilities capital improvement projects	Yes	Quarterly	
15	Perform budget analyses and planning for stormwater program and projects	Yes	Annually	
16	Manage consulting contracts for watershed protection services and other environmental services	Yes	Monthly	
17	Interpret various permit requirements, ie wastewater discharge, stormwater discharge	Yes	Quarterly	
18	Plan and prepare environmental permit applications	Yes	Annually	





19	<p>Direct, manage, and negotiate discharge permits and enforcement actions with regulatory agencies and internal staff.</p> <p>20. Represent City of Grand Junction in technical and legal oil and gas issues before the Colorado Oil and Gas Conservation Commission and the Colorado Water Quality Control Commission</p> <p>21. Help Grand Junction work more effectively across State and Federal land and water program and agency boundaries in support of drinking water source protection at local and watershed levels.</p> <p>22. Apply for and administer environmental grants.</p> <p>23. Review discharge options for compliance with environmental regulations.</p> <p>24. Direct, plan, budget and manage technical research and science projects as required by regulating agencies.</p> <p>25. Represent City and participate in Grand Valley Air Quality Planning Committee as City Council designee.</p> <p>25. Participate in City Conserving Our Resources Efficiently (CORE) environmental team.</p>	Yes	Monthly	
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	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	IMPORTANT NOTE: All Essential Duties performed in PART 1 ENVIRONMENTAL SERVICES pertain to stormwater regulatory work in PART 2 STORMWATER SERVICES section also. So include all those duties in this section too...	Yes	Daily	
2	<u>PART 2: STORMWATER SERVICES</u> Manage, implement and direct staff in all City requirements of federal and state stormwater program mandates	Yes	Daily	100%
3	Develop, manage, implement and direct staff in City codes and ordinances necessary to meet Grand Junction's federal and state stormwater mandates	Yes	Weekly	
4	Direct and supervise City staff in implementing stormwater programs requirements	Yes	Weekly	
5	Provide regulatory and technical assistance to all City departments and various divisions on stormwater regulations and requirements	Yes	Weekly	
6	Interact with community regarding stormwater requests	Yes	Monthly	
7	Represent City of Grand Junction in technical and legal stormwater oil and gas issues before the Colorado Oil and Gas Conservation Commission and Colorado Water Quality Control Commission	Yes	Annually	
8	Assist decision-making and planning for long-term Engineering capital improvement projects	Yes	Quarterly	
9	Direct Street Systems staff in budget preparation to meet stormwater requirements. Administer stormwater Phase II budget.	Yes	Annually	
10	Participate in and revise regional engineering criteria manuals (Stormwater Management)	Yes	Annually	
11	Direct, plan, budget and implement internal, external and community stormwater training	Yes	Quarterly	
12	Act as Grand Junction technical engineering staff representative for 521Drainage Authority	Yes	Daily	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	





#### 4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

**Knowledge:** refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

**Skills:** refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty #	Knowledge – Skills
All	Ability to direct and manage regulatory programs and staff
All	Knowledge of environmental management policy and planning principles
All	Knowledge of aquatic biology, ecology, toxicology and chemistry principles
All	Familiarity with permitting and regulatory rule-making processes
All	Ability to read and comprehend complex environmental regulations and scientific studies
All	Strong science background, with the ability to understand and interpret water quality, environmental and toxicological data
All	Ability to apply principles of logical or scientific thinking to regulatory issues
All	Ability to manage and direct, establish priorities and plan, organize, coordinate and schedule work independently and as part of a team
All	Ability to perform detailed work with a high degree of accuracy
All	Understanding of water, wastewater and stormwater treatment and permitting processes
All	Understanding of environmental laboratory analyses
All	Understanding of oil and gas well development and permitting processes
All	Excellent verbal and written communication skills
All	Effective presentation skills, public speaking, conflict resolution and negotiation skills
All	Ability to use various computer software programs (MS Excel, Access, Word)

### III. EDUCATION, EXPERIENCE, AND EQUIPMENT

**1. EDUCATION:** What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

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

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





**Type of Experience**

<b><u>You Have</u></b>	<b><u>Your Time</u></b>	<b><u>You Need</u></b>	<b><u>Minimum Time Required</u></b>
25	25 years	5 - 7	5-7 years
	years		years
	years		years

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

Environmental policy and/or management, environmental sciences, environmental engineering, chemistry, microbiology or a closely 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.



**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	75%
All	Telephone	20%
Travel	Motor vehicle	5%
All	Technical journals	
All	Reports (regulatory, legislative, legal, professional)	
All	Work group minutes	

**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. Direct and manage department, divisions and staff in implementing environmental regulatory programs
  
  - 2. Perform environmental program management for Stormwater Services, Water Services, Wastewater Services Divisions, city air quality program
  
  - 3. Perform technical studies and implement discharge permit standards



## **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

<b>Physical Activity</b>	<b>Frequency</b>	<b>Importance</b>	<b>Duties</b>
<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.	1--Annually	1--Somewhat Important	Field work
<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--Daily	3--Extremely Important	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.	4--Weekly	1--Somewhat Important	All
<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.	0--Never	0--Not Important	
<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.	4--Weekly	1--Somewhat Important	All
<b>Crawling:</b> Moving about on hands and knees or hands and feet.	0--Never	0--Not Important	
<b>Reaching:</b> Extending hand(s) and arm(s) in any direction.	5--Daily	2--Very Important	All
<b>Standing:</b> Particularly for sustained periods of time.	5--Daily	3--Extremely Important	All
<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	Breaks
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust	4--Weekly	2--Very Important	All





forward, downward or outward.			
<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	4--Weekly	1--Somewhat Important	All
<b>Fingering:</b> 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	All
<b>Grasping:</b> Applying pressure to an object with the fingers or palm.	4--Weekly	2--Very Important	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.	4--Weekly	2--Very Important	All
<b>Feeling:</b> Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	3--Extremely Important	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--Daily	3--Extremely Important	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--Daily	3--Extremely Important	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--Daily	3--Extremely Important	All
<b>Repetitive Motions:</b> Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	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--Daily	3--Extremely Important	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	5--Daily	3--Extremely Important	All



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.			
<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.	4--Weekly	2--Very Important	Moving
<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.	2--Quarterly	1--Somewhat Important	Moving
<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.	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input checked="" 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 checked="" 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).

Even though the Environmental Services Manager directs and manages programs, departments, divisions and staff in implementing environmental regulatory programs:

- Wastewater technical studies & implementation of discharge permit standards (Wastewater Services, Environmental Laboratory Services Divisions)
- Stormwater Management Program (City Administration; Public Works and Planning Department – Development and Capital Projects Engineering, Construction Services, Planning, Code Enforcement, Utility Engineering; Utilities and Street Systems Department – Wastewater, Water, Streets, Public Information; Fire/HazMat; Parks; Police), implementation of city program with 521 Drainage Authority
- Source Water Protection (Water Administration, Supply, Treatment) development, implementation and management of watershed regulations
- Air Quality program

The idea of managing a program in which one does not have direct responsibility for the staff is a difficult one to describe.

The Utilities and Streets Systems Department Director is responsible, through the Environmental Services





Manager, for the City's Environmental Services and Stormwater Programs, not only for the external work accomplished by external customers, but also for the internal work of our own operations. Yet this work is carried out by others who are supervised by others.

As the Environmental Services Manager I develop and manage the programs, and the department Director, through my work and supervision, certifies that the City's programs are proceeding as described in our permits, regulations and in other requirements. This requires that I make sure that others, outside of my direct control, know what the requirements are, are trained to undertake the work properly, are evaluated as to their performance in doing the work, that the City passes its federal and state audits, and then certifies that the City have done the work properly. I believe this to be management and/or supervision of other staff, as well as program management and supervision.

I think the City definition of "control" or "supervision" needs to be changed or modified. The last two phrases of the previous paragraph ("...that the City passes its federal and state audits, and then certifies that it have done the work properly) should be the critical element of "supervision." That is, if the City can't pass the audits and make the certification, it gets in trouble. We should discuss an addition to the HR definition of "supervision" or develop a contract for specific jobs and responsibilities. That is, when it comes to stormwater compliance I am the supervisor and have responsibility for performance reviews, pay recommendations, advancements, etc.

## EMPLOYEE CERTIFICATION

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

Signed: EList Date: 1-9-09

## TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

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

Question No.	Comments
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**Please check the appropriate statement:**

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

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

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

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

Employee Signature: ESist 1/9/09 Date: \_\_\_\_\_

Supervisor Signature: [Signature] Date: 1/9/09

Department Head Signature: [Signature] Date: 1/9/09

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.

