

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: Utilities, Streets and Facilities

Department: Wastewater Services

For Individual Questionnaires Only:

Employee Name:	Williams	Scott	T.
	(Last)	(First)	(Middle Initial)

Current Classification Title: Industrial Pretreatment Specialist

Division	Utilities, Streets and Facilities	Department	Wastewater Services
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Total Length of Time with organization 8 Years 6 months

Total Length of Time in Current Position 8 Years 6 months

Assigned Hours/Week:: from 0730 to 1600 **Assigned Days/Week** 5

Email: scottwi@gjcity.org

Work Phone: 970-256-4162

Immediate Supervisor:

Immediate supervisor reports to:

Name: Michael Shea

Name: Dan Tonello

Title: Industrial Pretreatment Supervisor

Title: Wastewater Services Manager

Work Phone 970-256-4164

Work Phone: 970-256-4171

E-mail: mikesh@gjcity.org

E-mail: dant@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.

Industrial Pretreatment Specialist

The specialist assists in regulating process wastewater discharges from industrial and commercial users in the service area of the Persigo Wastewater Treatment Plant. Under the general supervision of the Industrial Pretreatment Supervisor, performs duties and responsibilities in support of the program. Performs technical and professional work involving interaction with industrial/commercial customers such as determination of compliance through inspections/sampling/research, enforcement of existing City ordinance and federal/state laws and regulations, documentation and generation of records to be utilized in a legally defensible manner and general program administrative duties.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

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

Yes	Duty	Number of Employees
<input checked="" type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input checked="" type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	2
<input checked="" type="checkbox"/>	I make work assignments for others.	1
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	4
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	4

- 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

Industrial Pretreatment Inspector

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		
Persigo Operations/Maintenance and Collections	Daily	Receive/provide information for daily operation of the Publicly Owned Treatment Works (POTW)
WW Environmental Lab	Daily	Sampling, sample analysis, laboratory support
Persigo Administration	Daily	Day to Day Operations of POTW
City GJ Engineering/Planning/Customer Service/Information Services/Streets/Utility Billing	Daily to Weekly	Exchange information needed to administer the pretreatment program - provide and request information
City GJ City Attorney Office/Fire Department	Quarterly to Annually	Provide and request information concerning legal issues with Industrial Pretreatment, enforcement activities and investigations

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Commercial/Industrial Facilities//Waste Haulers	Daily	Regulate industrial/commercial discharges to POTW; Inspections, sampling, industrial waste survey, investigate noncompliance
General Public	Daily	Respond to questions and problems (POTW and stormwater related); investigate non-compliance
Mesa County Building Department/Health Department	Daily	Provide Industrial Pretreatment clearances for commercial/industrial facilities; Respond to and request assistance with problems related to commercial/industrial facilities and properties
USEPA - Region 8 Pretreatment/Criminal Investigation Division; US Department of Justice; US Probation Office	Weekly to Monthly to Quarterly - depending on cases	Provide and request information concerning administration of the Industrial Pretreatment Program; Provide assistance in investigations and prosecutions of criminal Clean Water Act violations
Colorado Department of Public Health & Environment - Water Quality Control Division/Office of Attorney General	Quarterly to Annually depending on situations	Provide and request information relating to administration of Pretreatment Program; Assist in Clean Water Act investigations and prosecutions

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	Assist the Pretreatment Supervisor in the implementation of Industrial Pretreatment Program policies and procedures - administration; maintain files and records; prepare/review discharge permits and reports; develop industrial/commercial pretreatment applications, sample chain of custodies, survey forms, inspection forms; attend staff, safety, pretreatment meetings and seminars.	Determine how to incorporate information from a variety of sources into the development of many types of program forms and reports; interpretation and application of regulations, laws and ordinances to regulate non-domestic wastewater discharges to the Persigo system.	Daily	20 %

2	Participate in administration of an Industrial Waste Survey (IWS) - identify/inspect industrial/commercial sources of wastewater to determine compliance with City, State and Federal regulations; collect, interpret and document process information; research process chemicals and industrial processes to assess compatibility with Persigo treatment processes; review/ interpret building plans/maps; develop and maintain an IWS database to incorporate collected information.	Determine which commercial/industrial users require further consideration; Determine the impact of a variety of process wastewaters on the Persigo treatment plant and collection system.	Daily	40 %
3	Compliance sampling of permitted industrial users, other non-domestic users; sample collection during investigations and assisting in sample collection at Persigo - maintain and use a variety of automatic samplers, flow monitoring equipment and sampling techniques.	Interpret industrial discharge permits - sample process wastewater accordingly; Determine proper programming of automatic samplers and flow monitoring equipment and how to best apply existing equipment to the task of obtaining legally defensible samples.	Monthly	10 %
4	Investigate/ respond to instances of noncompliance with applicable laws, regulations and discharge permits - cooperate with regulatory agencies (EPA, CDPHE) in the prosecution of criminal Clean Water Act violations; provide information and witness testimony at City hearings and Federal criminal proceedings.	Determine compliance of non-domestic users to pretreatment and stormwater regulations; Decide when/how to set-up monitoring equipment and how to safely obtain information when dealing with unknown hazards.	Monthly	10 %
5	Establish, provide support to and maintain working relationships with industrial/commercial users, City departments, regulating agencies, sanitation districts and water providers.	Is industrial/commercial user compliant with the regulations and/or their discharge permit; Ensure the proper agencies are notified to assist in problems.	Daily	5 %
6	Assist in administering a Hauled Waste Program to regulate tank hauler discharges at the Persigo treatment plant - develop and maintain a hauled waste dump ticket database to incorporate hauler discharge data into a permanent record system; review data and permits, perform sampling, investigate noncompliance, documentation.	What effects will particular hauled waste discharges have on Persigo treatment processes; Determine tank hauler compliance with the program.	Daily	10 %
7	Provide technical assistance to the Persigo wastewater mission - research special projects, complete applications, assist with compliance sampling, assist Persigo administration, operations, environmental laboratory.	How to respond to and complete a variety of assigned tasks;	Daily	5 %
8			Select	

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
1,2,4,5,6	Knowledge of local, state and federal pretreatment/wastewater laws and regulations; knowledge of wastewater, stormwater, hazardous wastes, hauled wastes, industrial/commercial/laboratory processes and operations; knowledge of mathematics, chemistry, biology, hydrology, safety procedures; customer service skills; computer operations (Access db, Excel, Word, Power Point, GIS); research/technical writing, typing, word processing skills; ability to use sampling/monitoring equipment, access manholes, interceptors and treatment equipment.
3	Familiarity with industrial, commercial and laboratory processes and methods; proficient in the use of automatic samplers, sampling software, flow monitoring equipment;
7	Knowledge of wastewater treatment processes and operations, sewer collection systems, laboratory operations, NPDES permits; research/technical writing skills; computer operations/software; typing/ word processing 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	
<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

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Industrial Wastewater Treatment - Operations/Maintenance	4 years	1	0 years

Municipal Wastewater Treatment - Operations/Maintenance/Lab	5	years	2	years
Industrial Pretreatment/Environmental Compliance	15	years	5	4 years

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

science related field - BS , Biology- Chemistry - Environmental Engineering

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.

Current drivers license

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
1,2,3,4,5,6,7	vehicle, computers/software, office equipment, sampling/monitoring equipment, cameras, safety equipment, hand tools	vehicle 10%, computers/software, office equipment 75%, sampling/monitoring equipment, cameras 10%, safety equipment/hand tools 5%

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. Compliance evaluation judgements - Is facility's process discharge to sanitary sewer system in compliance with all applicable local, state and federal regulations? Determined from consideration of information gathered from sampling, inspections, research and review of industry submitted pretreatment applications.
 - 2. Sampling decisions - Are the wastewater samples we are obtaining appropriate to the industrial or commercial user's compliance and are they legally defensible? Requires familiarity with industrial processes, sampling techniques and equipment, quality control issues and proper documentation.

3. Determine how to appropriately incorporate program information into the development of pretreatment databases, application forms and related documents and records.

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

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

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

Frequency

Importance

How frequently is the activity performed?

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

0 – Never

1 – Annually

2 – Quarterly (at least 3 per year)

3 – Monthly (at least 8 per year)

4 – Weekly (at least 3 per month)

5 – Daily (at least 3 per week)

0 – Not Important

1 – Somewhat Important

2 – Very Important

3 – Extremely Important

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	3--Monthly	2--Very Important	2,3,4,7
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.	1--Annually	1--Somewhat Important	2,3,4,7
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.	3--Monthly	2--Very Important	1,2,3,4,5,6,7
Kneeling: Bending legs at knee to come to a rest on knee or knees.	4--Weekly	3--Extremely Important	2,3,4,7
Crouching: Bending the body downward and forward by bending leg and spine.	1--Annually	1--Somewhat Important	2,3,4,7
Crawling: Moving about on hands and knees or hands and feet.	1--Annually	1--Somewhat Important	4
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	3--Extremely Important	1,2,3,4,5,6,7
Standing: Particularly for sustained periods of time.	4--Weekly	2--Very Important	2,3,4,7
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	4--Weekly	3--Extremely Important	1,2,3,4,5,6,7
Pushing: Using upper extremities to press against something with steady force in order to	4--Weekly	2--Very Important	3,4

thrust forward, downward or outward.			
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	3--Monthly	2--Very Important	3,4,7
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	1,2,3,4,5,6,7
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	1,2,3,4,5,6,7
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	3--Monthly	2--Very Important	2,3,4,7
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	2--Very Important	1,2,3,4,5,6,7
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	1,2,3,4,5,6,7
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	1,2,3,4,5,6,7
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	3--Extremely Important	1,2,3,4,5,6,7
Repetitive Motions: Substantial, repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	2--Very Important	1,2,3,4,5,6,7
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	2--Very Important	1,2,3,4,5,6,7
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	4--Weekly	3--Extremely Important	1,2,3,4,5,6,7

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.			
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.	3--Monthly	2--Very Important	3,4
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.	1--Annually	1--Somewhat Important	2,3,4
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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

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

EMPLOYEE CERTIFICATION

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

Signed: Scott T. Williams Date: 1-02-09

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

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: *Scott Williams* Date: 1-02-09

Supervisor Signature: *Michael B. Shea* Date: 1-02-09

Department Head Signature: *[Signature]* Date: 1/8/09

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.

