

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

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

Is this a group questionnaire? ☐ Yes ☒ No

If yes, please list all employee names.

Division: Services

Department: Police Dept. Crime Lab

For Individual Questionnaires Only:

Employee Name:

Babeon
(Last)

Pamela
(First)

S.
(Middle Initial)

Current Classification Title:

Quartermaster / Administrative Clerk

Division

Services

Department

Police Dept. Crime Lab

Position is (check one):



Regular full-time



Regular part-time

Total Length of Time with organization

____ YEARS

11

MONTHS

Total Length of Time in Current Position

____ YEARS

11

MONTHS

Assigned Hours/Week

40

; from

8am

to

5pm

Assigned Days/Week

5 (Mon-Fri)

Email:

pamelab@gjcity.org

Work Phone:

970-244-3604

Immediate Supervisor:

Immediate supervisor reports to:

Name:

David Oswalt

Name:

Robert Russell

Title:

Sergeant

Title:

Commander

Phone:

970-244-3656

Phone:

970-244-3727

E-mail:

daveos@gjcity.org

E-mail:

bobr@gjcity.org

II. POSITION INFORMATION

1. POSITION SUMMARY: This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example: Computer Support Technician

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

Quartermaster / Admin Clerk

To maintain, receive and issue all uniforms and equipment for entire department. To perform a variety of office support and clerical duties for the Crime Lab.

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).	0
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	0
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	0
<input type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	0
<input type="checkbox"/>	I make work assignments for others.	0
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	0
<input type="checkbox"/>	I make hiring and hiring pay decisions.	0
<input type="checkbox"/>	I recommend termination for poor performance.	0
<input type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	0
<input type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	0

- 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

Evidence Technician
Evidence Technician
Criminalist
Criminalist
Fingerprint
Sergeant

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		
Commanders, Sgts.	Daily	Uniform + equipment needs
Officers, PST's	Daily	Uniform + equipment needs
Admin - Police Dept	2-3 days/wk	uniform needs + admin duties
Acctg - City Hall	1 day/week	Invoices + Credit Cards

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Jamels	4 days/week	Uniform needs
Galls	2 days/week	Uniform + equipment + needs
NWLS	1-2 days/wk	Uniform + equip. needs
Alpine Wireless	1 day	Radio needs
Jacque Castleton	2 days/wk	Sewing + alterations

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.

EXAMPLE (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

Essential Duties	Decisions Required	Frequency	% of Time
EXAMPLES:			
Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.	Articles to include, editorial changes, graphics, layouts	M	25%
Performs inventory spot checks and monthly counts of supplies in warehouse.	When to check supplies	M	10%

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
1	Perform variety of ofc. support + clerical duties to crime lab		D	20
2	Maintain list of all department owned uniforms + equipment in inventory	When to check supplies + order	D	5
3	Receive and issue all equipment + uniforms for entire dept	Keep track on rpts.	D	50
4	Enter data into computer for inventory purpose. Verify data for accuracy	make sure complete + accurate	D	1
5	Assist in compilation of rpts. for lab	Input corrections	D	1
6	Answer telephones + provide info on dept. operations + activities. Relay msgs.	Accuracy	D	1
7	Provide backup to evidence techs. maintain schedule for releases/viewings	Accuracy of calendar	D	1
8	Release tapes/cds to atty's/BA's that request them	If ok to release	W	1
9	Process all invoices for crime lab	Organization + accuracy of invoices	W	5
10	Process/reconcile all credit cards for crime lab	Organize/accuracy	W	5
11	Gather and distribute fingerprint cards to proper departments	Accuracy of distribution	D	1
12	Process mail - receiving, sorting, distribute incoming + outgoing correspondence	Accuracy of distribution	D	1
13	Maintain office supplies + inventory - order all supplies	Check supplies	D	1
14	Run errands to seamstress, uniform co., radio repair, dry cleaner, Sub Station, etc.	Maintain schedule for completeness	W	2
15	Provide support to evidence software + in car video software for accuracy	Check accuracy/completeness	D	1
16	Maintain fingerprint + mug shot computer + printers. Live Scan machine	Whether to call for service	D	1
17	Box + ship any outgoing packages	Keep for inventory or ship back	W	1
18	Maintain + continually check on budget - have various machinery	Accuracy	W	1
19	Repair issued equipment - flashlights, taser holders, etc	how to fix	W	1

* Some days are definitely different - hard to define!

4. REQUIRED KNOWLEDGE AND SKILLS.

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

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

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

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

Duty #	Knowledge - Skills
1	Knowledge + skill of responsible office or clerical experience
2, 4, 5	Knowledge of modern office procedures, methods and equipment
3	Ability to maintain and verify data/spreadsheets in reference to inventory
6	Knowledge of modern office equipment
7, 8, 15	Knowledge and able to understand, also explain city and police department policies + procedures
9, 10	Ability to perform clerical support and mathematical principles.
11, 12, 13, 14, 17	Knowledge + ability to perform office/clerical duties at a speed necessary for successful job performance.
14	Knowledge of office equipment, able to communicate clearly + concisely, both orally & in writing. maintain effective working relationship w/vendor
18	Knowledge of computer spreadsheets + off. equipment. Also, effective working relationship with accounting dept.
19	must be able to utilize finger mobility in order to repair small pieces for equipment repair.

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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input 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>
office/clerical	22+ years	office/clerical	2 years
office equip/proc.	22+ years	office equip/proc	2 years
Accounting	10+ years	Accounting	2 years

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

office, business, computers

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.

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
1,2,4,5	Computer, typewriter	Daily / 7
6	telephone	Daily / 90%
7,9,10	Computer	Daily / 1
13,15,18	Computer	Daily / 1
19	Various tools - screwdriver, wrench, hammer	Daily / 10%
3	Dolly - heavy lifting	Daily

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. Ability to order, maintain and complete lists of all dept owned uniforms + equipment - Checking various vendors for price.
2. Checking accuracy + completeness of all invoices, and credit cards for payment.
3. Making decision of which job/project is the most important - prioritize daily! A task in itself!

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

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

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

Frequency

How frequently is the activity performed?

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

Importance

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

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

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	5	3	Ascend and descend stairs
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.	5	3	Walking, Standing
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.	5	3	Bending - stock inventory
Kneeling: Bending legs at knee to come to a rest on knee or knees.	4	2	Bending - stock inventory
Crouching: Bending the body downward and forward by bending leg and spine.	5	3	Bending - inventory
Crawling: Moving about on hands and knees or hands and feet.	0	0	
Reaching: Extending hand(s) and arm(s) in any direction.	5	3	inventory
Standing: Particularly for sustained periods of time.	5	3	inventory
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5	3	errands, inventory
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	4	2	inventory
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	4	2	inventory
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5	3	typing, telephone

Grasping: Applying pressure to an object with the fingers or palm.	5	3	Organizing inventory
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.	5	3	Organize inventory
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	4	2	Organize inv.
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	3	Maintain effective working relationships
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	3	W-Workers, inventory
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	3	Computer, maintain inventory
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5	3	Computer, lifting
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	3	lifting ordered items
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.	4	3	lifting ordered items
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	2	2	lifting ordered items
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	0	0	NA
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	0	NA

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

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: _____

Page 13 of 15

Date: _____

10-15-08

For Lawson & Associates, LLC

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. The Supervisor does not need to read the entire JAQ. Simply check the areas identified with arrows for accuracy as these are the most important in classifying the jobs. If these sections are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. **Please note the form should have all three signatures to ensure all have read the questionnaire.**

Question No.	Comments

Please check the appropriate statement:

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


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

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

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

Employee Signature: _____ Date: _____

Supervisor
Signature:  Date: 10-22-08

^{DIVISION}
Department Head
Signature:  Date: 10-23-08

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.