

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:

Department:

For Individual Questionnaires Only:

Employee Name: Cooper Shawn W
(Last) (First) (Middle Initial)

Current Classification Title: Parks Planner

Division Engineering **Department** Public Works and Planning

Total Length of Time with organization 13 Years 9 months

Total Length of Time in Current Position ~~13~~ Years ~~9~~ months ^{2 1 month}

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

Assigned Days/Week 5

per
phone
conversation
w/ Shawn

Email: shawnc@gjcity.org

Work Phone: 970-244-1434

Immediate Supervisor:

Immediate supervisor reports to:

Name: Trent Prall

Name: Tim Moore

Title: Engineering Mananger

Title: Public Works and Planing Director

Work Phone 970-256-4047

Work Phone: 970-244-1557

E-mail: trentonp@gjcity.org

E-mail: timm@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.

Manage the City's Parks Capital Improvement Program for design and construction of Parks and Recreation Department projects. Supervise Engineering Staff including Project Engineers, Project Managers and Engineering Technicians. Perform a variety of professional landscape architecture, park planning and program management duties and responsibilities in administering the Parks and Recreation Department's capital improvement program; to serve as landscape architect for assigned projects throughout the City and to provide responsible technical and staff assistance to the Parks and Recreation Department, the Planning Division, Director of Parks and Recreation and other departments as needed.

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.	4-7
<input checked="" type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	varies
<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).	4-7
<input checked="" type="checkbox"/>	I make work assignments for others.	4-7
<input checked="" type="checkbox"/>	I make hiring and hiring pay recommendations.	4-7
<input checked="" type="checkbox"/>	I make hiring and hiring pay decisions.	4-7
<input checked="" type="checkbox"/>	I recommend termination for poor performance.	4-7
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	12
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	8

- 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

Engineering Projects Manager
Utility Engineer
Transportation Engineer
Real Estate Manager
Construction Services Supervisor

YOUR DIRECT REPORTS' JOB TITLES

Project Engineer (4)
Project Manager (2)
Senior Engineering Technician

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

☒ Full Time 7

☐ Part-Time

☐ Seasonal/Temp

☐ Volunteer

☒ Contract
varies

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		
Peers and Subordinates	Daily	Discussions related current and future CIP, needs analysis for Parks and Recreation system, review of current projects, development review
Director of Parks and Rec	Weekly	Discuss P&R CIP, Land Needs, Current Development impacts, Project status updates
Parks Supervisors	Daily/weekly	Project Needs, updates and input/feedback
Planning Staff	Weekly	Discuss parks and trail system needs for current and long range planning, review dedications and landscape requirements from developments
Legal Staff	monthly	review of dedication requirements and real estate negotiations
Transportation Planning staff	weekly/monthly	Analyze, discuss and plan the needs of the City's trail system. Review dedication of trail corridors in conjunction with the City's Trails Master Plan

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
General Public	Daily	Provide information regarding the current and long range planning for the parks system.
Contractors	Weekly	Provide input and clarification for current projects.
Consultants	Weekly	Guide the design and development of project plans, providing direction for compliance with City's Comprehensive Plan's goals and objectives.
Various boards (Horizon Dr BID, DDA, Parks Advisory, Urban Trails, etc)	Monthly - Quarterly	Discussion of current and proposed projects, provide advice and input from previous experience in order to define future projects.
Vendors	Monthly	Discuss current and future projects, new trends and advances in the field.
Other Municipalities	Monthly	Discussion of current projects, provide advice and input from previous experience.

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	Work closely with Parks Director, Park Superintendent, parks supervisors and Recreation Superintendent on Parks development projects. Provide assistance, support and detailed information for succesful implementation of projects.	Interpretation of plans, processes and acceptance of design and in-field work.	Daily	15
2	Parks planning and landscape architect resource for not only Parks and Recreation but also all other City capital improvement projects as assigned.	Provide direction for landscape design and installations.	Daily	10
3	Work with the planning department in regards to the Comprehensive Plan and discerning park needs into the plan. Assist in the interpretation of long range parks system needs.	Provide direction for lang range park planning in regards to the Comprehensive Plan.	Weekly	10
4	Supervise and direct work of engineering technicians, project managers and project engineers for applicable projects	Appropriateness of work and give direction.	Daily	10

5	Serve as City coordinator for Urban Trails on behalf of the Parks and Public Works and Planning Departments.	Interpret current and long range needs of the trails system, consider need for additional input on items.	Weekly	10
6	Provide assistance, technical expertise, input and advice on neighborhood improvement projects through the Neighborhood Services division by reviewing plans, and assisting citizens.	Provide input, guidance and designs for installations.	Monthly	5
7	Serve as a City resource for L.E.E.D.S. landscape design as well as other low impact and "green" design concepts.	Recommend or decide on which alternatives best meet the goals and budget of the City in becoming a greener community.	Monthly	5
8	Discussions with contractors and developers regarding parks needs as it relates to new developments.	Decide on appropriateness of amenities for new park facilities.	Monthly	5
9	Plan Review for Landscape Code requirements review and updates. Check in with Parks monthly with Parks Director and review where we are at with Parks and Open Space dedications and fees, etc.	Provide interpretation of landscape code requirements for private developments.	Weekly	10
10	Development of landscape standards for utilization in public parks and open spaces as well as in private developments. Work closely with Parks operation staff on development.	Decide on requirements for development standards of landscapes and public parks and open spaces.	Monthly	5
11	Work closely with Parks Ops and Rec staff to provide parks and open spaces guidance in expanding areas such as Clifton, east Orchard Mesa, Whitewater, Appleton, etc...	Assist with long range planning of the community's expanding areas.	Monthly	5
12	Prepare conceptual designs for a variety of projects as a basis for information to lead the design staff into a project or for consideration by administration.	Initiate the design process and direction for upcoming projects.	Weekly	5
13	Supervisory duties include training, coaching and motivating engineering staff; prepare employee performance evaluations; implement employee recognition for hard work or outstanding performance; initiate and/or participate in disciplinary action, hiring and terminating employees when necessary.	deciding which of these actions are needed and when to implement them	Daily	5
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, 6, 7, 9, 10, 12	Park and landscape architecture design and construction standards, methods and practices
1, 3, 4, 5	Supervisory Skills and Personnel Management
2, 3, 4, 5, 6, 7, 8, 10, 11, 12	Recent developments, trends, current literature and information related to landscape architecture
1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12	City development standards and construction specifications
1, 2, 3, 5, 6, 8, 11	Effective processes for dispute resolution and consensus building among groups
2, 3, 5, 6, 7, 8, 9, 10, 11, 12	City's Comprehensive Plan and the requirements for guiding quality community growth
1, 4, 5, 8, 12,	Principles and practices of project management
1, 2, 3, 5, 7, 9, 10, 11, 12,	Processes and procedures for encouraging conservation of natural resources throughout the urban environment
2, 3, 5, 6, 8, 9, 10	Pertinent Federal, State, and local laws, codes and regulations including City zoning and development codes and requirements
2, 3, 5, 6, 11	Methods and techniques of eliciting community participation in planning for public open spaces and recreation areas
1, 2, 3, 5, 12	Professional services contracting and negotiations
All	Analyze problems, identify alternative solutions, project implications of proposed actions, and implement recommendations in support of stated goals and objectives
1, 4, 5, 6, 12	Manage multiple projects at one time of varying types and complexity
1, 2, 3, 4, 5, 6, 8, 11, 12	Interact and negotiate tactfully and effectively with agency officials, contractors, consultants, and the general public.
All	Prepare, review, understand, interpret, and analyze plans, specifications, drawings, and technical reports for conformance to standards, function, code compliance, economics, completeness and constructability

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>
Park Planning and Landscape Architecture	23 years	Park Planning and Landscape Architecture	4 years
Personnel Management	10 years	Personnel Management	1 years
Landscape Design and Construction Project Management	26 years	Landscape Design and Construction and Project Management	4 years

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

Landscape Architecture, Planning or Urban Planning, Civil Engineering, Project or Construction Management

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.

Licensed Landscape Architect- State of Colorado

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 using Microsoft Office and Project Management Software	daily
All	Telephone	daily
All	Copier/ Plotter	daily
1, 2, 6	Field Level	monthly
1, 2, 4, 5, 6, 7, 12	Drafting Equipment (CAD, and Hand)	weekly
All	Calculator	daily
1, 2, 5, 6, 7, 8, 9, 12	City Vehicle	daily
1, 5, 6	Handtools - Shovel, pry bar, tape measures, calipers, etc.	monthly

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. Those related to management and supervision of engineering personnel. Decisions and judgements related to employee work assignments, performance evaluation, recognition and personnel problems/issues. Solving misc. problems related to project implementation. Providing solutions to issues and questions from Project Engineers and Project Managers. Frequent dealings with contractors, consultants and vendors about acceptability of work and or products.

2. Those related to project planning, budgeting, prioritizing, scheduling and design issues such as development of City landscape, parks and open space for future capacity, determining project design life, funding limitations, construction material types and alternatives. Decisions and judgements related to project construction problems such as unforeseen conditions, unsuitable materials or workmanship, contractor claims and delays caused by weather conditions, contractors, utility companies or others.

3. Decisions related to the furtherance of private development issues in the City's landscape, Parks and Recreation system and Open Spaces. Issues typically related to the interpretation of adopted plans, guideleines and policies relating to developments and required and/or dedicated city improvements.

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.	2--Quarterly	1--Somewhat Important	1,2,5
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.	3--Monthly	2--Very Important	1,2,5
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	1,2,5
Kneeling: Bending legs at knee to come to a rest on knee or knees.	3--Monthly	2--Very Important	1,2,5
Crouching: Bending the body downward and forward by bending leg and spine.	3--Monthly	2--Very Important	1,2,5
Crawling: Moving about on hands and knees or hands and feet.	1--Annually	1--Somewhat Important	1,2,5
Reaching: Extending hand(s) and arm(s) in any direction.	3--Monthly	1--Somewhat Important	1,2,5
Standing: Particularly for sustained periods of time.	4--Weekly	1--Somewhat Important	Office duties
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	2--Quarterly	2--Very Important	All
Pushing: Using upper extremities to press against something with steady force in order to thrust	2--Quarterly	1--Somewhat Important	1,2,5

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

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	1--Somewhat Important	1,2,5
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	0--Not Important	
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	0--Never	0--Not Important	

2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. **Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.**

☐ Does Not Apply

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input 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 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: _____

Date: 1-12-09

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
1	This position is envisioned to manage the Parks Capital Improvement Program similar to how the Utility Engineer manages the utility CIP and the Engineering Projects Manager manages the Street CIP. The only difference would be the dollar volume of the work supervised. I am suggesting that the title of these three positions be changed to Parks Program Manager, Utility Program Manager, and Streets Program Manager. - 1/2/09 Trent Prall, Engineering Manager

Please check the appropriate statement:

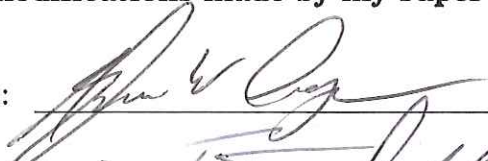
☐ I agree with the incumbents' position questionnaire as written.

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

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

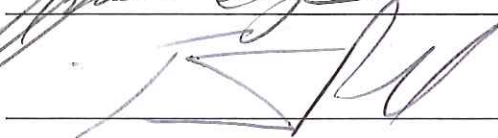
I have noted the modifications made by my supervisor in the Comments Section above.

Employee Signature:



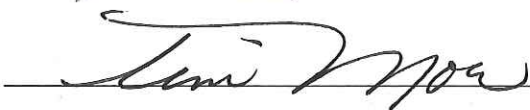
Date: 1-12-09

Supervisor
Signature:



Date: 1/12/09

Department Head
Signature:



Date: 1-12-09

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.