

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

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

Is this a group questionnaire? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list all employee names.
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Martin J. Donohue, Steve Moore,

Allen Kwiatowski, John Ferguson, Myles
Shiflet

Patrick Rice, Robert Barker, SUPERVISOR:
SGT. DOUG NORCROSS

Division: Patrol, Traffic Division

Department: Police

For Individual Questionnaires Only:

Employee Name:	Donohue	Martin	J.
	(Last)	(First)	(Middle Initial)

Current Classification Title: Patrol Officer

Division	Traffic	Department	Police
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Total Length of Time with organization 10 Years 4 months

Total Length of Time in Current Position 12 Years 6 months

Assigned Hours/Week:: from 0800 to 1800 **Assigned Days/Week** 4

Email: martind@gjcity.org

Work Phone: 97-986-0168

Immediate Supervisor:

Immediate supervisor reports to:

Name: Sgt. Doug Norcross

Name: Michael Nordine

Title: Sergeant

Title: Commander

Work Phone 956-0424

Work Phone: 956-0968

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.

Serves as a lead worker and as an assistant to Police Sergeants, Police Commanders, and/or civilian Police Managers, providing leadership, training, direction, guidance, and mentorship to Police Officers and Police Recruits. Additionally, the Police Corporal assumes the duties of a Police Sergeant in the absence of a Police Sergeant or Police Commander at an incident or for a shift or multiple shifts. Much of this work is performed during emergency conditions in a dynamic and rapidly changing environment, which frequently involves considerable personal hazards and critical thinking skills.

Motor Officer:

To investigate all accidents, enforce traffic laws and traffic related matters within the City of Grand Junction. To assist patrol with day to day operations for the City of Grand Junction.

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 type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	
<input type="checkbox"/>	I make work assignments for others.	
<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.	9
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	9

- 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

Police Officer
Police Sergeant
Police Service Technician

YOUR DIRECT REPORTS' JOB TITLES

Police Officer
Police Service Technician

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

☒ Full Time 10 ☐ 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		
Firefighters	Daily	Medical Assists
Code Enforcement	Quarterly	Joint Investigations
Street Workers	Monthly	Accident/Road Issues
Municipal Court Clerk	Monthly	Court Trials, Subpoenas, other
Dispatch	Daily	Police Calls for service
Traffic engineering	Monthly	Engineering concerns, questions

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Medical Professionals	Daily	Mental Health & Health related Issues
Sheriff's Deputies	Weekly	Law Enforcement related activities
Academy Director	Monthly	Academy Training
Media	Weekly	Press Release Information
General Public	Daily	Law Enforcement related issues/Citizen Complaints
District Attorney's Office	Monthly	Assist in trial preparation and court testimony

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	Traffic Enforcement	Determine whether a traffic violation has been committed and if a citation if warranted	Daily	60
2	Accident investigation	Investigate and evaluate all public and private roadway accident with in the city limits	Daily	30
3	Traffic education	Educate and develop traffic education programs for the citizens and visitors of Grand Junction	Monthly	20
4	DUI enforcement	patrol and locate possible DUI drivers	Monthly	10
5			Weekly	
6			Daily	
7			Daily	
8			Weekly	
9			Daily	
10			Daily	
11			Quarterly	
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	

19			Select	
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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	Understand and apply the model traffic code as it applies to traffic laws with the City of Grand Junction
2	Have a working knowledge of accident investigation. Have a working knowledge of crash physics as they apply to accident investigation
3	Keep current on yearly changes to Traffic laws, Criminal law
4	Advanced knowledge in police procedures, tactics, legal issues and procedures. May also include specialized skills in firearms, defensive tactics, driving, report writing, investigation, interview and interrogation, and communication.
5	Requires a clear understanding of police procedures, police use of force, criminal law, criminal procedure, and department policy. This area also requires the ability to problem solve and to take and make corrective action.
6	Clear understanding and grasp of police procedures, police use of force, criminal law, criminal procedure, and department policy to a degree these subjects can be instructed. This area also requires the ability to problem solve and to take and make corrective action.
7	Superior organizational, leadership, and management skills are needed in this area to complete, lead, direct and make decisions on police related matters to include investigations both criminal and non-criminal, traffic related issues and investigations as well as other police related duties both hazardous and non-hazardous.
8	Requires an above average knowledge of Department policy and federal guidelines for the release of information.
9	Requires above average verbal, written and radio communication skills as well as a firm understanding of police procedures, Department policy, legal procedures, criminal law, civil law and most importantly an understanding of group dynamics and leadership principals.
10	Requires an understanding of police reports to the point of being able to instruct and correct them.
11	A complete understanding of community oriented policing and police problem solving.

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 checked="" type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input 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?

<u>Type of Experience</u>		<u>Minimum Time Required</u>
<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>
	years	years
	years	years
	years	years

a. What field (s) should training or degree be in?
Criminal Justice, Law, Police Science, Communication

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.

Basic Police Officer Certification
Valid Driver's License
CPR/Basic First Aid

Level One or greater accident investigation
Motorcycle endorsement

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
1-7	Pistol/Shotgun/Rifle	Daily/15%
1-7	Police Car	Daily/20%
1-7	Police Radio	Daily/20%
1-7	Computer (powerpoint, wordprocessing, excel, Mobil data, internet)	Daily/20%
1-7	Straight Baton/Expandable Baton	Daily/5%
1-7	Handcuffs	Daily/15%
1-7	Chemical Munitions (hand deployed/weapon deployed)	Daily/5%
1-7	Motorcycle	80%

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. Assess all accident scenes to determine if a traffic violation has been committed. Gather all pertinent information to ascertain the facts from the accident scene.
 2. Review all traffic complaints and work areas to determine if complaints are warranted. Determine if complaints need continual enforcement.
 3. Assessment of information in the determination of arrests, detentions, search and seizures, and the reporting of criminal and non-criminal information, often times under hazardous and rapidly changing circumstances and environments.
 - 4.

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.	2--Quarterly	3--Extremely Important	1-7
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.	5--Daily	3--Extremely Important	1-7
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.	5--Daily	3--Extremely Important	1-7
Kneeling: Bending legs at knee to come to a rest on knee or knees.	4--Weekly	3--Extremely Important	1-7
Crouching: Bending the body downward and forward by bending leg and spine.	5--Daily	3--Extremely Important	1-7
Crawling: Moving about on hands and knees or hands and feet.	2--Quarterly	3--Extremely Important	1-7
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	3--Extremely Important	1-7
Standing: Particularly for sustained periods of time.	4--Weekly	3--Extremely Important	1-7
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	4--Weekly	3--Extremely Important	1-7
Pushing: Using upper extremities to press against something with steady force in order to thrust	3--Monthly	3--Extremely Important	1-7

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	3--Extremely Important	1-7
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	1-7
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	1-7
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.	4--Weekly	3--Extremely Important	1-7
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	3--Extremely Important	1-7
Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	1-7
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	1-7
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	1-7
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	2--Very Important	1-7
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	1--Somewhat Important	1-7
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	5--Daily	1--Somewhat Important	1-7

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.	4--Weekly	3--Extremely Important	1-7
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.	3--Monthly	3--Extremely Important	1-7
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.	3--Monthly	2--Very Important	1-7

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

Date: *12/22/08*

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

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

Question No.	Comments

Please check the appropriate statement:

- ☐ I agree with the incumbents' position questionnaire as written.
- ☐ The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.
- ☐ The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

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

Employee Signature: _____ Date: _____

Supervisor
Signature:  Date: 122208

Department Head
Signature:  Date: 1/12/2009

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.

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

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

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

Jeremiah Boies, Amanda Butner, Steve
Cowgill, Sean Crocker, Rob Faussone, Julie
Stogsdill, Cal Atkinson

Division: Investigations

Department: Police

For Individual Questionnaires Only:

Employee Name:

Group
(Last)

(First)

(Middle Initial)

Current Classification Title:

Division

Department

Total Length of Time with organization

Years

months

Total Length of Time in Current Position

Years

months

Assigned Hours/Week; from t o

Assigned Days/Week

Email:

Work Phone:

Immediate Supervisor:

Immediate supervisor reports to:

Name: Anthony Clayton

Name: Gregory Assenmacher

Title: Sergeant

Title: Commander

Work Phone 970-244-3606

Work Phone: 970-244-3577

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.

Detective-

Summary: Complex case management, review and analyze all reports prepared in the preliminary investigation phase; conduct follow-up to include but not limited to reviewing departmental computerized records for similar cases or other cases involving the same victims and or suspects; communicate with other agencies requesting additional information on possible suspects or similar cases; conduct additional interviews and/or interrogations with witnesses and suspects, analyze any physical evidence collected and prepare the necessary laboratory requests and cover letters, identify any additional physical evidence that could be collected; examine the crime scene and determine if additional physical evidence could be collected; plan, organize and conduct any necessary searches; identify and arrest suspects if appropriate and/or request arrest warrants; check criminal histories on parties involved, assist the District Attorney's Office with the prosecution of the case; maintain contact with the victim and/or reporting party to keep them advised of the case status. Maintain a professional caring attitude toward the victims, witnesses and public while conducting the investigation.

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).	
<input checked="" type="checkbox"/>	I make work assignments for others.	
<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.	
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- 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

Detective-
Police Services Technician/Investigations
Police Officers
Administrative Assistant
Corporal
Police Services Technician/ Patrol
Crime Analyst
Victim Assistant Personnel

YOUR DIRECT REPORTS' JOB TITLES

Sergeant- Investigation
Sergeant- Investigations
Sergeant-Patrol
Sergeant/ Corporal /Commander Investigation
Sergeant- Investigations
Sergeant of Police Service Technicians
Commander Investigations
Sergeant/Commander Investigations

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		
Communication Center	daily	Obtain 911 information, communicate
Police Service Technician	daily	Criminal History requests, computer searches
Administrative Assistants	daily	Communicate any new information for follow-up
Detectives/Officers/ Supervisors/ *VAP	daily	assist w/ follow-up interviews, searches, arrests, collection of evidence/ provide assistance with C.V.S.A. and computer evidence collection *Follow-up coordination with victims and witnesses.
Crime Scene Technicians/Evidence/Lab	weekly	provide direction for collection of evidence based on the crime and information obtained from reports
Crime Analysts	daily	research of similar cases/trends/links

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Mesa County Sheriff	weekly	Check for similar cases, use facilities for interviews, answer questions regarding agency cases
State Agencies, Parole, Probation, CBI, and FBI	weekly	Checks of local clients with similar motus Operandi or physical make-up to ongoing cases
Western Colorado Center for Children	weekly	Use of the facility for child interviews and help facilitate follow-up treatment
Mesa County District Attorney/Courts/ Public Defender	daily	Check status of cases for court and review of pending cases, courtroom testimony
Public/Businesses	daily	Answer questions regarding cases generally and specific to individuals who contact us with questions, provide and obtain information for investigation and prosecution
Mesa County Human Services	daily	Work in conjunction with Mesa County Human Services regarding child abuse cases and obtain information for investigation and prosecution

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	Complex case management, prioritization of cases, review and analyze all reports prepared in the preliminary officer contact and investigation.	Determine follow-up; interviews, re-interviews, searches and arrests if necessary, based on criminal statute	Daily	15
2	Conduct follow-up to assigned cases and respond to call outs as on-call detective; conduct interviews and/ or interrogations, make arrest	Determine what interviews, searches, evidence needs to be collected and arrests need to be made, based on criminal statute	Daily	25
3	Prepare written reports, ie offense reports, supplementals, arrest warrants, search warrants for assigned cases.	Determine relevant information and forward to the appropriate agency, obtain signatures when appropriate	Daily	30

4	Assist or mentor officers and detectives with their assigned case load, respond for critical incident team	Decisions based on criminal statute, and assignment	Daily	15
5	Communicate with the District Attorney's Office regarding on-going cases, prepare and/or testify in court, conduct follow-up interviews, serve as advisory witness in court	Input on the merits of the case, potential problems with witnesses	Weekly	5
6	Collection of Evidence; DNA, photography, fingerprint, blood collection, hairs and fibers, documentation of crime scene, and computer evidence	Call-out of Forensic Investigator, if a search warrant is required, what needs to be collected	Daily	10
7			Select	
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
1-6	Knowledge of applicable laws; Search and Seizure, Miranda, City Ordinances and State statutes
2	Thorough knowledge of interview/interrogation techniques
4, 6	Procedures and protocol for collection, submission, testing and evaluation of crime evidence.
1-6	Knowledge of police principles and practices

2, 4	Ability to act effectively in crisis situations
4	Ability to observe and detect potential problems
3	Ability to investigate situations and prepare written reports
5	Provide accurate and honest courtroom testimony.
2, 4, 5	Skill in dealing tactfully and effectively with citizens in a wide variety of situations
2, 3	Skill in using weapons and other police equipment
2, 4	Operate motor vehicles in hazardous situations
2, 4	Knowledge of emergency medical and first aid practices
2, 3, 4	Basic Police Officer skills- Defensive tactics, arrest control, patrol tactical knowledge, SWAT skills, crisis intervention

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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
		Other (explain):
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific training related to crimes that are investigated, which can be taken after placed in the assignment

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>
5-27 years of police experience	(1-9) Investigations	years	2 years of police experience
		2	years
		years	years
		years	years

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

Degree should be related to dealing with people; psychology, sociology, nursing, emergency, criminology.
Training related to law enforcement disciplines. Specific training to specialty areas in investigations.

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.

State of Colorado Driver's License

State of Colorado Peace officers' Standards Certificate

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

Duty #	Machines, Tools, Equipment	Frequency/Time
4	Computer Voice Stress Analysis C.V.S.A.	
2, 4, 6	Computer specialized programs (Forensic cell phone acquisition, Encase, GPS)	
1, 2, 3, 5	Computer programs, Microsoft Word, LRMS, Spillman, IQ, Groupwise	
2,4	Weapons- (firearm, baton, pepper spray, taser)	
2, 4	Emergency vehicle	
1,2,4, 5, 6	Phones	
1,2,4,6	Audio/Video recording equipment	

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. When, where and how to take an individual into custody, effecting life and liberty of an individual.
 - 2. Prioritization of and how to conduct a criminal investigation. Discretionary decisions have to be made between fact and fiction and truth and lies.
 - 3. Life and death decisions based on a fraction of a second.

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

order to draw, drag, haul or tug objects in a sustained motion.			
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	3
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	3
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--Daily	3--Extremely Important	3
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	3--Extremely Important	3
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	2--Very Important	2
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	3
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	3
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	3
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	3--Extremely Important	3
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.	5--Daily	3--Extremely Important	3

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.	5--Daily	3--Extremely Important	3
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.	4--Weekly	3--Extremely Important	3
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.	4--Weekly	3--Extremely Important	3

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 type="checkbox"/>	<input checked="" 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).

The position of Detective includes the duties, activities and increased responsibility for major cases (high profile) and mentoring officers and expected higher level of knowledge and skill.

EMPLOYEE CERTIFICATION

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

Julie Stogsdill, Steve Lowgill, Jeremiah Dole, Amanda Butler,
Sean Crocker, Robert Fausone, Cal Atkinson.

Signed: _____

Date: _____

12/17/08

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

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

Question No.	Comments

Please check the appropriate statement:

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

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

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

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

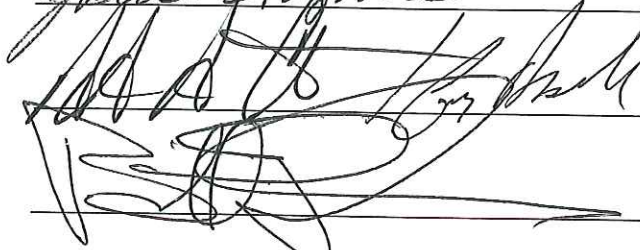
Employee Signature:



Date:

12/18/2008

Supervisor
Signature:



Date:

12/18/2008

Department Head
Signature:



Date:

12-20-2008
1/12/2009

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.

