

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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Darcy Sanborn, Nancy Peeso,

Theresa Jaramillo, Jennifer Eller,

Heidi Davidson, Amy Kansgen, Janine
Faussone, Jennifer Christensen

Division: Records

Department: Grand Junction Police
Department

For Individual Questionnaires Only:

Employee Name:

(Last)

(First)

(Middle Initial)

Current Classification Title: Police Records Specialist

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: Lee Mull

Name: Bob Russell

Title: Records Manager

Title: Commander

**Work
Phone** 970-244-3620

**Work
Phone:** 970-244-3727

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.

To perform a variety of technical functions in the collection, retention and dissemination of police records and reports; to maintain the integrity of all police records and provide accurate and timely information to the public, law enforcement personnel, and other criminal justice agencies; to conduct computer systems data entry, inquiry and report writing; and to perform a variety of tasks relative to assigned area of responsibility.

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 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).	10
<input checked="" type="checkbox"/>	I make work assignments for others.	15
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input checked="" 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.	10
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	10

- 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 Records Specialist

YOUR DIRECT REPORTS' JOB TITLES

Non-Proficient Records Specialists
Volunteers

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

☒ Full Time ☐ Part-Time ☐ Seasonal/Temp ☒ Volunteer 5 + - ☐ 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		SEE ATTACHED PRINT OUT PAGE 6

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		SEE ATTACHED PRINT OUT PAGE 6

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.

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1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Police Patrol	Daily	Administrative support and customer service (faxing, phone calls, messages and appointments) RMS auditing, routing and IBR (Colorado Bureau of Investigations) data entry of criminal incidents and supplements Scanning and routing of paper reports relative to criminal investigations Case accountability coordination (case auditing) Dissemination of case reports to various internal and external entities Traffic accident report routing to DOR Photo line ups CCIC/NCIC entry and deletion
Grand Junction Regional Communications Center (911)	Hourly	Hit confirmations (stolen property & missing persons) After hours CCIC/NCIC entry and deletion coordination and systems update (missing persons, autos and firearms) Phone call routing Incident recalls New case initiation Officer ID's
Police Investigations	Daily	Visitors & appointment coordination CCIC Administrative message notifications RMS auditing, routing and IBR (Colorado Bureau of Investigations) data entry of criminal incidents and supplements. Scanning and routing of paper reports relative to criminal investigations System(s) trouble shooting Requests from external data systems Spillman (county rms), DMV photos, etc. Notary services
Crime Lab & Property	Daily	RMS data update & scanning Visitor coordination for property release

Police Administration	Daily	Phone call routing Announce visitors Spillman requests Telephone support when gone
Police Information Coordinator	Daily	Coordination of media requests Open records requests (public & media) support
Professional Standards Coordinator	Weekly	Concealed weapons permit criminal history and backgrounds Applicant background checks
Victim's Assistant Coordinator	Weekly	Systems support Dissemination of victim information for public assistance letters Criminal History research on VAP volunteers Scanning Victim's Letters
Volunteer Coordinator	Weekly	Criminal Histories for applicants Phone call routing
Mesa County Drug Task Force	Weekly	RMS entry, routing and IBR (CBI) data entry of drug violation incidents and supplements Scanning supporting paper reports Dissemination of case reports to various internal and external entities Criminal History research
Community Advocacy Program	Daily	System reports (calls for service), case requests Leaf grant support Crimes stoppers support Mug shots and photo line ups Phone routing, facility tour info
GJ Municipal Court	Daily	Traffic and criminal summons ticket data entry and dissemination Municipal bonding procedures (after hours) Information sharing
City Code Enforcement	Daily	Graffiti abatement coordination Query vehicle (CBI)
GJ Fire Department	Monthly	Case dissemination Information sharing
GJ City Risk Management	Monthly	Case dissemination

City Human Resources	Monthly	Training as required
City Information Services	Weekly	Department systems issues and trouble shooting. 10 Most Wanted updates for City website Telephone issues coordination

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2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Mesa County District Attorney	Hourly	Primary support for communications and dissemination of criminal data and scanned documents relative to criminal prosecutions. Systems support Information sharing
Registered Sex Offenders	Hourly	Annual and quarterly registration of sex offenders (600 annually) Change of information – employer, residence and vehicle (700-800 annually est) Registration forms audits & instructions, finger printing , obtain digital photograph. RMS data entry and CBI entry and maintenance Coordination with RSO PST
Mesa County Sheriff's Office	Weekly	Information sharing Mug shots Arrest and booking information sharing Background checks
Mesa County Department of Human Services	Daily	Background checks Dissemination of child abuse and neglect case reports
Mesa County Parole	Monthly	Routing of case requests Client last contact information sharing
Insurance Companies	Daily	Traffic and criminal case requests Trouble shooting Tracview (traffic accident website) coordination
General Public	Hourly	Visitor and appointment coordination Calls for service requests Registered Sex Offender list requests Background checks Criminal & traffic accident case requests Customer service requests for directions,

		city regulation information Bike registrations, golf cart registrations, municipal bonding, business licensing (pawn shops, second hand stores, security alarm companies and installers)
Vendors	Daily	Appointment coordination Visitor badges and security processing
Military Services	Daily	Background checks
Mesa County Combined Courts	Daily	Traffic and criminal summons ticket data entry and dissemination Restitution requests Case requests and information sharing
Defense Attorneys	Daily	Case requests Coordination with District Attorney's Office, 911 tape request, Lab and property requests
Public Defender	Daily	Case requests Coordination with District Attorney's Office, 911 tape request, Lab and property requests
Media	Daily	Dissemination of case requests and mug shots Daily resume (media report) Coordination of 911 tape requests
Colorado Bureau of Investigations	Hourly	Incident Based Reporting (IBR) data entry and maintenance Hit confirmations Stolen property & missing person, ATL, entry and deletion. RAP sheet searches Wants and warrants for 10 Most Wanted (city website) Criminal History requests System inquiry for investigative purposes
Mesa County Partners	Quarterly	Case dissemination (juvenile offenders)
Federal Bureau of Investigations	Monthly	Case requests Background checks Information sharing
Juvenile screeners	Weekly	Patrol coordination

Colorado State Patrol	Weekly	Information sharing Supervise detainees
Probation	Weekly	Case requests Information sharing
Federal Alcohol Tobacco & Firearms	Quarterly	Background checks Case dissemination Criminal History research (CBI)
Federal Immigration & Customs Enforcement	Quarterly	Case requests Information sharing
Mesa State College	Weekly	Case dissemination Registered Sex Offender list
Colorado Department of Revenue	Daily	Traffic accident routing, DUI paperwork, proof of service, Re-exam
City Attorney	Weekly	Case requests Background and criminal history requests
Other Law Enforcement Agencies	Weekly	Case requests, coordination with patrol and investigations personnel Background checks Information sharing
Other Criminal Justice Agencies	Weekly	Case requests, coordination with patrol and investigations personnel Background checks Information sharing

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	SEE ATTACHED PRINT OUT PAGE 7		Select	
2			Select	
3			Select	
4			Select	
5			Select	
6			Select	
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	

	List of Essential Duties	Decisions Required	Frequency	% of Time Spent
1	Routing visitors	Badge, where, chaperone, authorization	D	
2	Background checks	Run wants, what is releasable	D	
3	Records release	What is releasable	D	
4	Calls for service	Address within city limits, determine time frame, charge	D	
5	Ride along requests	Background check, how many times ridden, policy	D	
6	Business licenses	What type of business, fee, for alarm installers, are individuals licensed and printed	Q	22%
7	Incident recalls	Case number, date, releasable	W	
8	Criminal histories	Authorization, receipt	W	
9	Golf cart registrations	New or renewal	Q	
10	Bicycle registrations	Find serial number, query article, data entry, collect fee	W	
11	Audit	Fill in blanks, check for accuracy	D	
12	Data entry	Type of case, accuracy, ready to be entered, routing, scanning, and stamping	D	17%
13	Traffic accidents	Send to State and Greg, property damage, fatal, public or private	D	
14	CCIC entry	Lost or stolen, enter missing adult, enter NCIC	D	
15	Answer phones	Route or provide information	D	12%
16	Route calls	Dispatch, individual, or other department	D	
17	Scanning	Where to scan, type of case, cabinet	D	12%
18	Property reports	Where to scan, delete and shred copies	D	
19	Registered sex offenders	Yearly or quarterly, updates, birthday, see Lorie, complete form, picture, thumb print, CCIC/LRMS updates	D	7%
20	IBRS (stat reporting)	Enter or not, Group A or B offenses, accuracy, which statutes to enter	D	7%
21	Citations	Which court, to DOR	D	7%
22	Training	When to advance trainee, what tasks, review of work, recommendations	D	7%
23	LRMS administration	New users, what rights, citation books, correcting errors, approving trainee cases	D	

24	SIRE administration	New users, what rights	M	
25	Fingerprint cards	Accurate arrest information	D	
26	Case routing	Where, to whom, which database info to route, which stamps	D	7%
27	Master workbook	What topics, wording, changes/updates	W	
28	Case accountability	Where is it, is it really missing, whose is it, when to contact, fixing	D	5%
29	PD Records	Routing, background checks, case requests, request from officers/DA/courts, on hold	D	4%
30	Photo line ups	What mug, DMV requests, what position, color/BW	D	
31	Merges	Same person/property/business/address/vehicle	D	3%
32	Sealed/expunged	Our case, redacting, necessary step to limit access	W	
33	Interoffice mail	Routing	D	1%
34	Cash register	Balance, receive and disperse funds	D	
35	Municipal bonds	Set court date, collect money	O	
36	Dispositions	Right case, scan where	W	
37	Briefing attendance	Information sharing	D	
38	On call	Schedule, follow appropriate procedure	D	1%
39	Notary	Confirm identity, warrant template, case number	D	
40	10 most wanted	Still wanted, update database if arrested	D	
41	Hit conformations	Still missing/stolen/lost	W	

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
	SEE ATTACHED PRINT OUT PAGE 8

Duty #		Knowledge - Skills
1. Route Visitors	Knowledge of	Building & Security Policy
2. Background Checks	Knowledge of	Open Records Law
3. Records Release	Knowledge of	Open Records Law
4. Calls for Service	Knowledge of	Software, interpret data, city limit boundaries
5. Ride Along Requests	Knowledge of	CCIC, Department Policy
6. Business Licenses	Knowledge of	Municipal Ordinances, Cash register processing
7. Incident Recalls	Knowledge of	Software, interpret data, city limit boundaries
8. Criminal Histories	Knowledge of	Software, CCIC rules and regulations, State Laws
9. Golf Cart Registrations	Knowledge of	Municipal Ordinances, Cash register processing, laminating machine
10. Bicycle Registrations	Knowledge of	Municipal Ordinances, CCIC, Records Maintenance
11. Audit	Knowledge of	Department Policy & Procedure
12. Data Entry	Knowledge of	keyboarding, software, data maintenance, auditing procedure
13. Traffic Accidents	Knowledge of	State Statutes, Dissemination
14. CCIC Entry	Knowledge of	CCIC rules & regulations, Department Policy
15. Answering Phones	Knowledge of	Multiline telephones
16. Route Calls	Knowledge of	department duties, and staff in department
17. Scanning	Knowledge of	Equipment & software, indexing
18. Property Reports	Knowledge of	software, Records Retention per state law
19. Registered Sex Offenders	Knowledge of	State Laws, Forms, data maintenance, operate digital camera, CCIC entry
20. Incident Based Reporting (statistics to CBI)	Knowledge of	software, statistical reporting
21. Citations	Knowledge of	State Statutes, Dissemination
22. Training	Knowledge of	All job duties
23. LRMS Administration	Knowledge of	software, employee rights and privlidges

24. SIRE Administration	Knowledge of	software, employee rights and privlidges
25. Fingerprint Cards	Knowledge of	CCIC, arrest reports, data entry/maintenance
26. Case Routing	Knowledge of	Dissemination procedures
27. Master Work Book	Knowledge of	Standard Operating Procedure, English grammar and usage
28. Case Accountability	Knowledge of	data maintenance, Incident recalls, use of email system
29. PD Records email	Knowledge of	software, MWB instructions, records release, dissemination
30. Photo line ups	Knowledge of	software
31. Merges	Knowledge of	data maintenance, ability to recognize similarities
32. Sealing/Expunging Records	Knowledge of	Open Records Law, Data maintenance
33. Interoffice Mail	Knowledge of	various departments
34. Cash Register	Knowledge of	Basic math, machine operation
35. Municipal Bonds	Knowledge of	Municipal Court Procedures
36. Dispositions	Knowledge of	understanding of court proceedings
37. Briefing Attendance	Knowledge of	good oral communication skills
38. On call	Knowledge of	CCIC procedure, department procedures
39. Notary	Knowledge of	State Law
40. 10 Most Wanted	Knowledge of	software, CCIC, LRMS
41. Hit confirmations	Knowledge of	software, CCIC, LRMS, SIRE

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

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

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.

****NOTE****

ALL RECORDS SPECIALISTS COMPLETED PAGE 9 DUE TO THE VARIOUS EDUCATION AND EXPERIENCE BACKGROUNDS.

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 checked="" 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 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
<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>
Customer Service	10 years	Customer Service	1 years
Computer Knowledge	8 years	Computer Knowledge	1 years
General Office Equipment & Operations	10 years	General Office equipment & operation	1 years

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

Administrative Office Technology, Criminal Justice, Liberal Arts, Psychology, Public Administration/
Public Safety, Social Science, Sociology

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.

CCRN-Colorado Certified Records Network

CORA- Colorado Open Records Act

Notary Public

CCIC- Colorado Crime Information Center

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Other (explain): Some college

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>
Customer service	11 years	Customer Service	1 years
Computer knowledge	9 years	Computer Knowledge	1 years
General office equipment/operations knowkedge	7 years	General Office equipment & operation	1 years

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

Administrative Office Technology, Criminal Justice, Liberal Arts, Psychology, Public Administration/
Public Safety, Social Science, Sociology

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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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" 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?

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Customer Service	15 years	Customer Service	1 years
Computer Knowledge	9 1/2 years	Computer Knowledge	1 years
General Office equipment & operation	15 years	General Office equipment & operation	1 years
Criminal Justice System	9 1/2		

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

Administrative Office Technology, Criminal Justice, Liberal Arts, Psychology, Public Administration/
Public Safety, Social Science, Sociology

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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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" 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?

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
Customer service	23 years	Customer Service	1 years
Computer knowledge	23 years	Computer Knowledge	1 years
General Office equipment & operation	23 years	General Office equipment & operation	1 years

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

Administrative Office Technology, Criminal Justice, Liberal Arts, Psychology, Public Administration/
Public Safety, Social Science, Sociology

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.

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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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" 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 checked="" 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>
Customer Service	6 years	Customer Service	1 years
Computer Knowledge	13 years	Computer Knowledge	1 years
General office/Equipment Operations	6 years	General office/Equipment Operations	1 years

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

Administrative Office Technology, Criminal Justice, Liberal Arts, Psychology, Public Administration/
Public Safety, Social Science, Sociology

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.

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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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" 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 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>
Customer Service	10 years	yes	1 years
Computer Experience	10 years	yes	2 years
Supervisor Experience	10 years	no	years

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

Administrative Office Technology, Criminal Justice, Liberal Arts, Psychology, Public Administration/
Public Safety, Social Science, Sociology, Business Administration, Human Services

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.

COLORADO OPENS RECORD ACT CERTIFIED

Colorado Crime Info Center CERTIFIED

CERTIFIED RECORDS NETWORK CERTIFIED

NOTARY

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 checked="" 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
<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>
Customer Service	26 years	Customer Service	1 years
Computer Knowledge	20 years	Computer Knowledge	1 years
General Office Equipment & Operation	26 years	General Office equipment & operation	1 years

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

Administrative Office Technology, Criminal Justice, Liberal Arts, Psychology, Public Administration/
Public Safety, Social Science, Sociology

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.

CCRN-Colorado Certified Records Network

CORA- Colorado Open Records Act

Notary Public

CCIC- Colorado Crime Information Center

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 checked="" 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
<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>
Customer Service	10 years	Customer Service	1 years
Computer Knowledge	14 years	Computer Knowledge	1 years
General Office equipment & operation	14 years	General Office equipment & operation	1 years

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

Administrative Office Technology, Criminal Justice, Liberal Arts, Psychology, Public Administration/
Public Safety, Social Science, Sociology

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.

CCRN-Colorado Certified Records Network

CORA- Colorado Open Records Act

Notary Public

CCIC- Colorado Crime Information Center

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
	SEE ATTACHED PRINT OUT PAGE 10	

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. Records Release- what is allowed to be released to the public per the Open Records Law
 - 2. Routing and Dissemination to the Distric Attorney's Office- what to send to the DA's office based on arrest criteria and input from officers.
 - 3. Data Entry/Maintenance with completion and accuracy- based on Master Work Book procedures, when to update information in our records management computer system.

Duty #	Machines, Tools, Equipment	Frequency/ Time
2,3,4,5,6,7,8,9,10,11,12,13,14,17,18,19,20,21,22, 23,24,25,26,27,28,29,30,31,32,33,1,16,36,38,40,41	Computer	95%
3,7,13,22,29	Fax	20%
5,7,8,11,12,14,17,18,19,21,22,29,30,32,36	Scanner	75 %
2,3,4,6,19,21,22,29,30,35	Copy Machine	60%
9,22	Laminator	5%
3,6,9,10,13,22,34,35	Cash Register	20%
2,3,4,5,7,8,11,13,14,17,19,20,21,22,27,28,29,30,41	Printer	95%
3,4,7,22,28,29	Computer Aided Dispatching	25%
1,15,16,19,22,29,32,33,38,41	Telephone	95%
22,3,32	Microfilm	5%
22,34	Credit Card Machine	1%
39	Notary	35%

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.	5--Daily	3--Extremely Important	1,37
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.	0--Never	0--Not Important	0
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	2,3,5,6,8,9,10,18,19,22,33,32,41

Kneeling: Bending legs at knee to come to a rest on knee or knees.	5--Daily	3--Extremely Important	2,3,5,6,8,9,10,18,19,22,33,32,41
Crouching: Bending the body downward and forward by bending leg and spine.	5--Daily	3--Extremely Important	2,3,5,6,8,9,10,18,19,22,33,32,41
Crawling: Moving about on hands and knees or hands and feet.	4--Weekly	3--Extremely Important	12
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	3--Extremely Important	1-41
Standing: Particularly for sustained periods of time.	5--Daily	3--Extremely Important	1,19,21,22,9,33
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	3--Extremely Important	1,2,5,10,22,30,37
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	4--Weekly	3--Extremely Important	2,3,5,6,8,9,10,22,30,32,34,35,37,41
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	4--Weekly	3--Extremely Important	2,3,5,6,8,9,10,22,30,32,34,35,37,41
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	1-41
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	1-41
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.	1--Annually	1--Somewhat Important	10,33
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	0--Never	0--Not Important	0
Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	1-41
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	5--Daily	3--Extremely Important	1-41

receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.			
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	1-41
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	1-41
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.	4--Weekly	3--Extremely Important	1-41
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	5--Daily	3--Extremely Important	1-41

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.	1--Annually	1--Somewhat Important	33,10
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--Never	0--Not Important	0
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	0

2. WORKING CONDITIONS.

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

☐ Does Not Apply

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 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:

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
IV, 2	I disagree with the working conditions described by this group. While Records Specialists are exposed to criminal offenders and registered sex offenders daily who may have a higher likelihood of hazardous blood and other body fluid contamination, that potential risk does not rise to the level indicated.
	I would strongly agree however, that these same individuals present a greater risk of environmental conditions caused by disruptive and threatening people.
	Hazardous physical and atmospheric conditions, extreme temperatures, inadequate lighting, restricted movement and intense noises, while present, are symptoms of the conditions posed by our aging building, poor ventilation, hazardous wiring and cramped conditions, but not the job itself.

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: *[Signature]* Date: 10-17-08

^{Division}
Department Head Signature: *[Signature]* Date: 10-20-08

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.

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

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

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

Division: RECORDS

Department: GRAND JUNCTION POLICE

For Individual Questionnaires Only:

Employee Name: Peeso Nancy S
(Last) (First) (Middle Initial)

Current Classification Title: Police Sr. Records Specialist

Division RECORDS **Department** GRAND JUNCTION POLICE

Total Length of Time with organization 4 Years 9 months

Total Length of Time in Current Position 1 Years 6 months

Assigned Hours/Week:: from NOON t o 2200 **Assigned Days/Week** WED. - SAT.

Email: nancyp@gjcity.org **Work Phone:** 970 244-3555

Immediate Supervisor:

Immediate supervisor reports to:

Name: Lee Mull

Name: Robert Russell

Title: Manager, Records Div.

Title: Services Commander

Work Phone 970 244-3620

Work Phone: 970 244-3727

E-mail: leem@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.

Sr. Records Tech

All Records Tech job duties/responsibilities

Any assignment my manager asks of me

Please see attached page 4 of 15

List of Essential Duties	Primary Responsibility	% of time spent
Additional auditing and storage of records	On certain requests I will audit additional cases ie: sent to DA or SIRE to LRMS for quality audits Seal/Expunge cases: Then box and arrange for storage of these case files	
If errors found on the above auditing	Contact records tech and discuss error w/them	
Create spreadsheets and maintain	Seal/Expunge, Dept. uniforms, Auditing errors Any others manager requests	
Reformat false alarm reports from dispatch	Receive false alarm reports from Records Manager, on a monthly basis- Reformat the pages and forward to city hall for billing.	
Monthly Dept. Celebrations –	Organize and announce and invite GJPD dept.s to recognize Records employees hire dates and birthdates w/cards and cake.	

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: *A. Keeto* Date: 10-18-08

Supervisor Signature: *W. M. Mice* Date: 10-17-08

^{Division}
Department Head Signature: *B. Russell* Date: 10-20-08

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.

JAQ

Response to page 14-Supervisor comments

The modifications have not been discussed with all incumbents, and all incumbents disagree with these modifications.

Supervisor Lee Mull stated that the working conditions do not rise to the potential risk to the level indicated. We as Records Specialists are in contact with criminal offenders, more specifically registered sex offenders who we know several that have communicable diseases. Registered Sex Offenders at times are irate and have thrown items at us through the counter, or spit while talking. We are also assigned to handle outgoing mail in which there are times where urine samples being sent out by mail have leaked. There have also been citizens come in and attempt to commit suicide at the counter by slicing their wrists, leaving blood at the counter. There have been victims of crimes come in that have been assaulted and come in with open wounds. Officers have brought in detainees in to the interview room who are combative and have escaped officer detention, some officers allow detainees to use our personal restroom facilities.

Supervisor Lee Mull also stated that hazardous physical and atmospheric conditions are not related to the job. We as Records Specialists feel that we would not have to be in these conditions if this was not for our job. There have been numerous times when the Property/Lab department down stairs destroys evidence, and we can smell it on the main level. More recently the Property/Lab department had an acid spill, which they were evacuated and sent home, but we were not instructed to take any precautionary measures.

Hidi E. Davidson 10/22/08

Theresa A. Granillo 10-22-08

Jennifer Eller 10-22-08

Darcy Sapsorn 10-22-08

Jennifer Christensen 10-22-08

Janet Sawson 10-22-08

Nancy Skelso 10-22-08

NSPee so for
Amy Kargen 10-22-08

