# CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

name, curr	YEE BACKGROUNTED THE STATE OF T	nmediate supervi					
	roup questionnaire?		If yes, plea	se list a	ıll employe	ee names.	2
Darcy Sar	nborn, Nancy Peeso,	30 - M			<del>-</del>		
Theresa J	aramillo, Jennifer El	ler,					
	avidson, Amy Ka , Jennifer Christense	ansgen, Janine en					
Division:	: Records		<b>Departme</b> Departmen		Grand	Junction	Police
	<u>For</u>	Individual Que	stionnaire	s Only	<u>:</u>		
Employee N	Vame:	(Last)	(Fir	st)		(Middle Initia	ıl)
Current Clas	ssification Title:	Police Records Sp					
Division	1		Departmen	nt			
Total Lengt	h of Time with org:	nization	Ye	ears	mor	nths	
Total Lengt	h of Time in Curre	nt Position	Ye	ears	mor	nths	
Assigned He	ours/Week:; from	t o	1	Assigne	d Days/W	eek .	
Email:			Work Phon	e:			
<u>I</u>	mmediate Superv	isor:	Imme	diate s	uperviso	r reports t	t <b>o</b> ;
Name:	Lee Mull		Name:	Bob I	Russell	r reports t	20.08
Title:	Records Mana	ger	Title:	Comr	nander		
Work	070 244 3620		Work	070.2	11 3727		

E-mail: leem@gjcity.org

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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.

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
	I do not officially supervise other employees (sign performance reviews).	
	I evaluate and sign performance reviews of other full-time employees.	
	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
$\boxtimes$	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	10
$\boxtimes$	I make work assignments for others.	15
	I make hiring and hiring pay recommendations.	
	I make hiring and hiring pay decisions.	
$\boxtimes$	I recommend termination for poor performance.	
$\boxtimes$	I provide advice to peers that they must consider carefully before making a decision.	10
$\boxtimes$	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	Non-Proficient Records Specialists
•	Volunteers

Please indic	ate the	nature of the group	supervised and the r	number supervised	
⊠Full Time \	/aries	Part-Time	Seasonal/Temp	⊠Volunteer 5 + -	Contract

YOUR DIRECT REPORTS' JOB TITLES

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.

		4 4 \$11 - 3

# 1. Inside your organization (other City Departments):

Title of Person or	How Often	For What Purpose
Department		
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

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Insufe your organization (other City Departments).

For What Purpose	How O ter	Trie of events of Department
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ital confirmation (statement points)  Buttering personal  After indeventy of the control of  relation experiences and systems  fraction personal dates and hereared  relation easily to athy  buttern results  Alow case fortal con  Officer and	ylanori	s and Jonesica Regional Louvertherabe as Center, Tank
Visitors & appointment coordination CCIC Velocinisteritys or cappe normications with a uniferral post of the southers are line in the southers and line (Colonal's Bruss in the benefit and supply of crimmal leaders in the daught on the Scraping and corange of paper reports relative to criminal interesting and corange of paper reports in a second sections of the same and southers receipt the interest days as second sections. See the second sections of the Sect	ViisC	antige I num! <b>s</b> ail en
<ul> <li>No are update &amp; scanners</li> <li>Option of through the period of the area</li> </ul>	Cally	Culme Lab & Freperty

Police Administration	Daily	Phone call routing
Police Administration	Dally	Phone call routing Announce visitors
		Spillman requests
		Telephone support when gone
		relephone support when gone
Police Information	Daily	Coordination of media requests
Coordinator		Open records requests (public & media)
		support
Professional Standards	Weekly	Concealed weapons permit criminal
Coordinator		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	Daily	System reports (calls for service), case
Program		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
11		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

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(SEA) similar Conf.		
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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	Daily	Background checks
Human Services		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,

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For What Forpose	Row Often	Tele of Potentiar Organization
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Lackgrouper circles	Daily	Mesa County Is special in of
Disseminance of child obese and neglect		Haman Services
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Client rest contact informations haring		
Fraffic and commonless or quests	Daily	Incurate a companies
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coordinations		
Visitor and appointment consumeron	Alasmi, i	Contact if Pullskin
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Registered Sev Orlender int request:		
Background checks		
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Cosminar 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	Hourly	Incident Based Reporting (IBR) data entry
Investigations		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	Monthly	Case requests
Investigations		Background checks
		Information sharing
Juvenile screeners	Weekly	Patrol coordination

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

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		Background and administrally requests
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# Attach additional sheets if necessary.

## EXAMPLE (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

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

	List of Essential Duties	Decisions Required	Frequency:  D = Daily  W = Weekly  M = Monthly  Q = Quarterly  A = Annually  O = Occasionally	% of Time Spent (Not to exceed 100%)
1	SEE ATTACHED PRINT OUT PAGE 7		Select	
2			Select	
3			Select	
4			Select	
5			Select	
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13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

	List of Essential Duties	Decisions Requried	Frequency	% of Time Spent
1	1 Routing visitors	Badge, where, chaperone, authorization	O	
2	2 Background checks	Run wants, what is releasable	Q	
3	Records release	What is releasable	D	
4	4 Calls for service	Address within city limits, determine time frame, charge	Q	
5	Ride along requests	Background check, how many times ridden, policy	D	
9	Business licenses	What type of business, fee, for alarm installers, are individuals licensed and printed	Ø	22%
7	7 Incident recalls	Case number, date, releasable	×	
∞	8 Criminal histories	Authorization, receipt	×	
6	Golf cart registrations	New or renewal	ď	
10	Bicycle registrations	Find serial number, query article, data entry, collect fee	>	
11	Audit	Fill in blanks, check for accuracy	D	
12	Data entry	Type of case, accuracy, ready to be entered, routing, scanning, and stamping	Q	7
13	13 Traffic accidents	Send to State and Greg, property damage,fatal, public or private	Q	17%
14	14 CCIC entry	Lost or stolen, enter missing adult, enter NCIC	O	
15	15 Answer phones	Route or provide information	O	,000
16	16 Route calls	Dispatch, individual, or other department	O	77%
17	17 Scanning	Where to scan, type of case, cabinet	D	120/
18	18 Property reports	Where to scan, delete and shred copies	Q	TZ 70
		Yearly or quarterly, updates, birthday, see Lorie,		
19	19 Registered sex offenders	complete form, picture, thumb print, CCIC/LRMS updates	Q	%2
20	20 IBBS (stat renorting)	Enter or not, Group A or B offenses, accuracy, which	6	702
3	(3,44,15,04,111,8)	statutes to enter	O.	1 70
21	21 Citations	Which court, to DOR	Q	7%
22	22 Training	When to advance trainee, what tasks, review of work,	O	7%
23	23 LRMS administration	New users, what rights, citation books, correcting errors, approving trainee cases	0	
		D		

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24	24 SIRE administration	New users, what rights	Σ	
25	25 Fingerprint cards	Accurate arrest information	٥	2%
26	26 Case routing	Where, to whom, which database info to route, which stamps	Q	
27	Master workbook	What topics, wording, changes/updates	M	
28	28 Case accountability	Where is it, is it really missing, whose is it, when to contact, fixing	Q	5%
29	29 PD Records	Routing, background checks, case requests, request from officers/DA/courts, on hold	Q	4%
30	30 Photo line ups	What mug, DMV requests, what position, color/BW	O	
31	31 Merges	Same person/property/business/address/vehicle	O	3%
32	32 Sealed/expunged	Our case, redacting, necessary step to limit access	*	
33	33 Interoffice mail	Routing	O	70/
34	34 Cash register	Balance, receive and disperse funds	O	T%
35	35 Municipal bonds	Set court date, collect money	0	
36	36 Dispositions	Right case, scan where	*	
37	37 Briefing attendance	Information sharing	O	
38	38 On call	Schedule, follow appropriate procedure	O	1%
39	39 Notary	Confirm idenity, warrant template, case number	Q	
40	40 10 most wanted	Still wanted, update database if arrested	٥	
41	41 Hit conformations	Still missing/stolen/lost	<b>X</b>	

## 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
		Software, interpret data,
4. Calls for Service	Knowledge of	city limit boundaries
5. Ride Along Requests	Knowledge of	CCIC, Department Policy
	Najvenice as un est	Municipal Ordinances,
6. Business Licenses	Knowledge of	Cash register processing
		Software, interpret data,
7. Incident Recalls	Knowledge of	city limit boundaries
		Software, CCIC rules and
8. Criminal Histories	Knowledge of	regulations, State Laws
		Municipal Ordinances,
0.000		Cash register processing,
9. Golf Cart Registrations	Knowledge of	laminating machine
		Municipal Ordinances CCIC
40 Bianala Banistrationa	Kasudadaa of	Municipal Ordinances, CCIC,
10. Bicycle Registrations	Knowledge of	Records Maintenance
d d A dita	Kanuladan of	Department Policy &
11. Audit	Knowledge of	Procedure
		keyboarding, software, data
10 Data Entry	Knowledge of	maintenance, auditing procedure
12. Data Entry	Knowledge of	State Statutes,
13. Traffic Accidents	Knowledge of	Dissemination
13. Hamic Accidents	Triowledge of	CCIC rules & regulations,
14. CCIC Entry	Knowledge of	Department Policy
15. Answering Phones	Knowledge of	Mulitline telephones
15. Allawering I flories	Trilowiedge of	department duties, and staff
16. Route Calls	Knowledge of	in department
10. Floate Gallo	Triowicago of	Equipment & software,
17. Scanning	Knowledge of	indexing
177 Coarming	Tallowinggool	software, Records Retention
18. Property Reports	Knowledge of	per state law
To a repend to the	, me me age to	State Laws, Forms, data
		maintenance, operate digital
19. Registered Sex Offenders	Knowledge of	camera, CCIC entry
20. Incident Based Reporting		
(statistics to CBI)	Knowledge of	software, statistical reporting
		State Statutes,
21. Citations	Knowledge of	Dissemination
22. Training	Knowledge of	All job duties
		software, employee rights
23. LRMS Administration	Knowledge of	and privlidges

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		software, employee rights
24. SIRE Administration	Knowledge of	and privlidges
		CCIC, arrest reports, data
25. Fingerprint Cards	Knowledge of	entry/maintenance
26. Case Routing	Knowledge of	Dissemination procedures
		Standard Operating
		Procedure, English grammar
27. Master Work Book	Knowledge of	and usage
		data maintenance, Incident
28. Case Accountability	Knowledge of	recalls, use of email system
		software, MWB instructions,
		records release,
29. PD Records email	Knowledge of	dissemination
30. Photo line ups	Knowledge of	software
		data maintenance, ability to
31. Merges	Knowledge of	recognize similarities
		Open Records Law, Data
32. Sealing/Expunging Records	Knowledge of	maintenance
33. Interoffice Mail	Knowledge of	various departments
		Basic math, machine
34. Cash Register	Knowledge of	operation
35. Municipal Bonds	Knowledge of	Municipal Court Procedures
	- No. 100	understanding of court
36. Dispositions	Knowledge of	proceedings
<u></u> , 1 − 1 − 1 − 1 − 1 − 1 − 1 − 1 − 1 − 1		good oral communication
37. Briefing Attendance	Knowledge of	skills
		CCIC procedure, department
38. On call	Knowledge of	procedures
39. Notary	Knowledge of	State Law
40. 10 Most Wanted	Knowledge of	software, CCIC, LRMS
	MY/200 1 1447 /A AAV	software, CCIC, LRMS,
41. Hit confirmations	Knowledge of	SIRE

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## III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1.	<b>EDUCATION:</b>	What level of education do you have and what minimum	level of education do you
beli	eve is needed to s	atisfactorily perform your job at entry level? Check the level	that applies to your job:

You Have	You Need	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
		High School Diploma or equivalent (G.E.D.)
		Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
		Bachelor's degree
		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

You Have	Your Time	You Need	<u>Minimum</u> <u>Time</u> <u>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	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
$\boxtimes$	$\boxtimes$	High School Diploma or equivalent (G.E.D.)
	$\boxtimes$	Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
$\boxtimes$		Bachelor's degree
		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

You Have	Your Time		You Need	<u>Minimum</u> <u>Time</u> <u>Required</u>	
Customer Service	10	years	Customer Service	1	years
Computer Knowledge	8	years	Computer Knowledge	1	years
General Office Equipment	10	years	General Office	1	years
& Operations			equipment & operation		

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

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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	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
$\boxtimes$	$\boxtimes$	High School Diploma or equivalent (G.E.D.)
$\boxtimes$	$\boxtimes$	Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
		Bachelor's degree
$\boxtimes$		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

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

**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** 

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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	You	
Have	Need	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
$\boxtimes$	$\boxtimes$	High School Diploma or equivalent (G.E.D.)
$\boxtimes$	$\boxtimes$	Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
		Bachelor's degree
		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

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

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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	You	
Have	Need	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
$\boxtimes$	$\boxtimes$	High School Diploma or equivalent (G.E.D.)
$\boxtimes$	$\boxtimes$	Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
		Bachelor's degree
		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

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

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

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	You	
Have	Need	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
$\boxtimes$	$\boxtimes$	High School Diploma or equivalent (G.E.D.)
$\boxtimes$	$\boxtimes$	Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
$\boxtimes$		Bachelor's degree
		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

You Have	Your	<u>Time</u>	You Need	<u>Minimum</u> <u>Time</u> Required	
Customer Service	6	years	Customer Service	1	years
Computer Knowledge	13	years	Computer Knowledge	1	years
General office/Equipment	6	years	General	1	years
Operations			office/Equipment		
_			Operations		

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

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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	You	
Have	Need	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
$\boxtimes$	$\boxtimes$	High School Diploma or equivalent (G.E.D.)
		Up to one year of specialized or technical training beyond high school
		Associate degree (A.S., A.A.) or two-year technical certificate
		Bachelor's degree
		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

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

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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	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
$\boxtimes$	$\boxtimes$	High School Diploma or equivalent (G.E.D.)
	$\boxtimes$	Up to one year of specialized or technical training beyond high school
$\boxtimes$		Associate degree (A.S., A.A.) or two-year technical certificate
$\boxtimes$		Bachelor's degree
		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

You Have Your Time		You Need		imum ime uired	
Customer Service	26	years	Customer Service	1	years
Computer Knowledge	20	years	Computer Knowledge	1	years
General Office Equipment	26	years	General Office	1	years
& Operation		~~~	equipment & operation		3007

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

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	You	
Have	Need	
		Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
$\boxtimes$	$\boxtimes$	High School Diploma or equivalent (G.E.D.)
	$\boxtimes$	Up to one year of specialized or technical training beyond high school
$\boxtimes$		Associate degree (A.S., A.A.) or two-year technical certificate
$\boxtimes$		Bachelor's degree
		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**

You Have	Your	Time	You Need	<u>Minimum</u> <u>Time</u> <u>Required</u>	
Customer Service	10	years	Customer Service	1	years
Computer Knowledge	14	years	Computer Knowledge	1	years
General Office equipment	14	years	General Office	1	years
& operation			equipment & operation		

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

**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	
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#### 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%

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# 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

0 – Not Important

1 – Annually

1 – Somewhat Important

2 – Quarterly (at least

2 - Very Important

3 per year)

3 – Monthly (at least 8 3 – Extremely Important

per year)

4 – Weekly (at least 3 per month)

5 - Daily (at least 3

ner week)

per week)			- · · · /
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.	5Daily	3Extremely 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.	0Never	0Not 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.	5Daily	3Extremely Important	2,3,5,6,8,9,10,18,19,22,33,32,41

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<b>Kneeling</b> : Bending legs at knee to come to a rest on knee	5Daily	3Extremely Important	2,3,5,6,8,9,10,18,19,22,33,32,41
or knees.	3Daily	3Extremely important	2,3,3,0,0,7,10,10,17,22,33,32,41
<b>Crouching:</b> Bending the body			
downward and forward by	5Daily	3Extremely Important	2,3,5,6,8,9,10,18,19,22,33,32,41
bending leg and spine.	JDany	3Extremely important	2,3,3,0,0,5,10,10,15,22,33,32,41
<b>Crawling:</b> Moving about on			
hands and knees or hands	4Weekly	3Extremely Important	12
	4Weekiy	3Extremely important	12
and feet.			
Reaching: Extending hand(s)	5Daily	3Extremely Important	1-41
and arm(s) in any direction.	124 S 125 D	, , , , , , , , , , , , , , , , , , ,	
<b>Standing</b> : Particularly for	5Daily	3Extremely Important	1,19,21,22,9,33
sustained periods of time.			State
Walking: Moving about on			105100000
foot to accomplish tasks,	5Daily	3Extremely Important	1,2,5,10,22,30,37
particularly for long distances.			
<b>Pushing</b> : Using upper			
extremities to press against			
something with steady force in	4Weekly	3Extremely Important	2,3,5,6,8,9,10,22,30,32,34,35,37,41
order to thrust forward,		,	
downward or outward.			
Pulling: Using upper			
extremities to exert force in			
order to draw, drag, haul or	4Weekly	3Extremely Important	2,3,5,6,8,9,10,22,30,32,34,35,37,41
tug objects in a sustained		ÿ I	
motion.			
Fingering: Picking, pinching,			
typing or otherwise working,			
primarily with fingers rather	5Daily	3Extremely Important	1-41
than with the whole hand or	O Dany	o Extremely important	<b>▲</b> 300 <b>•</b> 13 <b>▲</b> 30
arm as in handling.			
<b>Grasping</b> : Applying pressure			
to an object with the fingers or	5Daily	3Extremely Important	1-41
palm.	O Dany	o Extremely important	* A*
<b>Lifting:</b> Raising objects from		· ·	
a lower to a higher position or		9	
moving objects horizontally			
from position-to-position. This			
factor is important if it occurs	1 Approally	1Somewhat Important	10,33
The contract of the contract o	1Annually	1Somewhat important	10,55
to be a considerable degree			
and requires the substantial			
use of the upper extremities			
and back muscles.			
<b>Feeling</b> : Perceiving attributes			
of objects, such as size, shape,	0 77	0 11-11	0
temperature or texture by	0Never	0Not Important	0
touching the skin, particularly			
that of fingertips.			
Talking: Expressing or			
exchanging ideas by means of			
the spoken work. Those			
activities in which they must	5Daily	3Extremely Important	1-41
convey detailed or important	o Dany	5 Lateriery important	* *** * *
spoken instructions to other			
workers accurately, loudly, or			
quickly.			
<b>Hearing</b> : Perceiving the			*
nature of sounds with no less			
than a 4db loss @ 500 Hz,	5Daily	3Extremely Important	1-41
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.			
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).	5Daily	3Extremely Important	1-41
<b>Repetitive</b> Substantial repetitive movements (motions) of the	5Daily	3Extremely Important	1-41
wrists, hands, and/or fingers.  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.	4Weekly	3Extremely 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	5Daily	3Extremely Important	1-41

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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.	1Annually	1Somewhat 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.	0Never	0Not 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.	0Never	0Not Important	0

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

#### 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 /
Thereas a garagnillo
I certify that the above statements and responses are accurate and complete to the best of my
knowledge Of 1 of 1 ( 1 ) FOACA Cherrife Elle
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Signed July Huit July 1915
Page 14 of 16 (MM) MM M P Fox Lawson & Associates, LLC
rage 14 of 10

#### 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.
F	I would strongly agree however, that these same individuals present a greater risk of enviornmental 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.
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rease eneck the appropriate statement.	
☐ I agree with the incumbents' position questionnaire as writ	ten.
The above modifications have been discussed with the agrees with these modifications.	incumbent, and the incumbent
☐ The above modifications have been discussed with the disagrees with these modifications.	incumbent, and the incumbent
I have noted the modifications made by my supervisor in th	e Comments Section above.
Employee Signature:	Date:
Supervisor Signature:	Date: 10-17-08
Department Head Signature:	Date: /0 - 20 - 08
THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. HAS COMPLETED YOUR PORTION OF THE QUESTION QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW,	

YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR

DEPARTMENT HEAD.

# CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONAIRE

name, curre		mmediate su		N. CONTRACTOR AND AND ADDRESS.	nation regarding your make sure we refer to
Is this a gr	oup questionnaire	?    Yes	No If yes, plea	se list all empl	oyee names.
Division:	RECORDS		Departme	ent: GRAND	JUNCTION POLICE
	<u>Fo</u>	r Individual	Questionnaire	s Only:	
Employee N	ame:	Peeso		ncy	S
		(Last)	(Fir:	st)	(Middle Initial)
Current Clas	sification Title:	Police Sr. R	ecords Specialist		
ivision	RECORDS		Departmen	nt GRAND J	UNCTION POLICE
otal Lengtl	n of Time with org	anization	4 Years	9 <b>months</b>	
otal Lengtl	n of Time in Curre	nt Position	1 Years	6 months	
ssigned Ho	ours/Week:; from	NOON to	2200 A	Assigned Days	/Week WED SAT.
mail: nand	cyp@gjcity.org		Work Phone	970 244-355	5
<u>Ir</u>	nmediate Super	visor:	<u>Imme</u>	diate superv	isor reports to:
ame:	Lee Mull		Name:	Robert Russe	10°20
itle:	Manager, Reco	ords Div.	Title:	Services Com	
/ork hone	970 244-3620		Work Phone:	970 244-3727	
-mail:	leem@gjcity.o	rg	E-mail:	bobr@gjcity.c	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	On certain requests I will audit			
and storage of records	additional cases ie: sent to DA	4		
	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	Contact records tech and			
above auditing	discuss error w/them			
Create spreadsheets	Seal/Expunge,			
and maintain	Dept. uniforms,			
	Auditing errors			
	Any others manager requests			
Reformat false alarm	Receive false alarm reports			
reports from dispatch	from Records Manager, on a			
	monthly basis- Reformat the			
	pages and forward to city hall			
	for billing.			
Monthly Dept.	Organize and announce and			
Celebrations –	invite GJPD dept.s to recognize			
	Records employees hire dates			
	and birthdates w/cards and			
	cake.			

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Personnel	Address any issues on the floor	
responsibilities	that needs addressing that are	
,	contrary to dept.	
	rules/responsibility and report	
	them to the manager.	
Attend Board of	Monthly meetings are held on	
Working Advisors for	the East Slope Denver and	
Colorado Bureau of	surrounding areas usually	
Investigation and	require 2 days - report back any	
Board of Executive	changes or updates to	
Directors	CCIC/NCIC system or new	
	programs etc.	
COLORADO CRIME	Can supply minimum help to	
INFORMATION	users or help with any	
CENTER Coordinator	complaints by sending e-mails	
	to CBI Program support unit	
	(mainly reset terminal	
	identifiers, reset passwords,	
	unlock terminals, identify	
	operator security numbers )	

# ☐ 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: ☐ 18 D 8 Supervisor Signature: ☐ Date: ☐ 10 118 D 8 Date: ☐ 10 118 D 8 Date: ☐ 10 118 D 8 Date: ☐ 10 118 D 8

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.

Signature:

Please check the appropriate statement:

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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.

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