

CITY OF GRAND JUNCTION

JOB ANALYSIS QUESTIONNAIRE

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

Is this a group questionnaire? ☐ Yes ☒ No	If yes, please list all employee names.
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Division: Professional Standards

Department: Police

For Individual Questionnaires Only:

Employee Name:	Dyer	Rick	G.
	(Last)	(First)	(Middle Initial)

Current Classification Title: Professional Standards Administrator

Division	Professional Standards Unit	Department	Police
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Total Length of Time with organization 15 Years 8 months

Total Length of Time in Current Position 10 Years 8 months

Assigned Hours/Week;; from 7:00 am **t o** 4:00 pm **Assigned Days/Week** M-F

Email: rickd@ci.grandjct.co.us

Work Phone: 244-3549

Immediate Supervisor:

Immediate supervisor reports to:

Name: Bill Gardner

Name: Laurie Kadrich

Title: Chief of Police

Title: City Manager

Work Phone 244-3559

Work Phone: 256-4154

E-mail: billg@ci.grandjct.co.us

E-mail: lauriek@ci.grandjct.co.us

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.

This position is an administrative management position that oversees the Professional Standards Unit. The Unit is responsible for all duties, assignments and tasks pertaining to Recruitment, Personnel, Internal Affairs, Training, Public Information coordination and release, and the Volunteer Program.

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.	3
☒	I evaluate and sign performance reviews of part-time, temporary or contract employees.	1
☒	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	4
☒	I make work assignments for others.	4
☒	I make hiring and hiring pay recommendations.	Dept. Wide
☐	I make hiring and hiring pay decisions.	4
☒	I recommend termination for poor performance.	Dept. Wide
☒	I provide advice to peers that they must consider carefully before making a decision.	9
☒	I provide information to supervisors/management that they use in making a decision.	20

- 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

Admin. Assistant to Chief
Deputy Chief
Deputy Chief

YOUR DIRECT REPORTS' JOB TITLES

Professiona Standards Sergeant
Police Department Recruiter
Public Information Coordinator
Volunteer Coordinator

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

☒ Full Time 3 ☒ Part-Time 1 ☐ Seasonal/Temp ☐ Volunteer ☐ Contract

c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
Deputy Chief-Services	Weekly	Policy/Training/Recruitment/IA
Deputy Chief-Operations	Weekly	Policy/Training/Recruitment/IA
Commanders	Weekly	Policy/Training/Recruitment/IA
Sergeants	Monthly	Recruitment/Policy/IA
H.R. Analyst	Weekly	Recruitment/Policy
City Attorney	Weekly	Policy/Training/IA

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
Captain-M.C.S.O.	Monthly	Policy/Training/IA
Lieutenant-M.C.S.O.	Monthly	Policy/Training/IA/Recruitment
Academy Director	Monthly	Recruitment/Training

3. ESSENTIAL DUTIES.

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

Decisions Required: List the decisions you make to carry out the essential duties.

Frequency: Indicate how often you perform each duty – D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%**. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

Attach additional sheets if necessary.

E X A M P L E (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

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

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
1	Conduct high profile/sensitive personnel related investigations or assign investigations as directed by the Chief of Police.	Determine level of severity of issue and how to proceed/conduct investigation.	Monthly	15
2	Develop, prepare and administrate assigned Cost Center (Budget)	Forecast and request needs for staffing, equipment, monitor and approve expenditures, and recommend adjustments.	Weekly	10
3	Oversee and participate in Sworn/Civilian selection process	Participate in initial screening, background and subsequent hiring recommendations.	Monthly	15
4	Participate in development/implementation of Department objectives, goals, policy/procedures with Executive Command Staff. Direct PSU on assigned projects, goals, and responsibilities.	Recommending best practices, procedures, etc based on research and historical data.	Monthly	15
5	Assist assigned employees with day to day PSU operations as required or requested.	Identifying and directing appropriate tasks, actions, etc. and assist assigned employees as needed.	Daily	10
6	Maintain various data-bases and records keeping systems pertaining to PSU functions.	Period review of data for decisions related to collection, storage, and purging.	Daily	10
7	Oversee Orientation, In-Service and Police Academy Training programs.	Assist Sgt. with selection and scheduling of Instructors and mainting Instructor certification process.	Monthly	10
8	Review and coordinate CACP Recreditation process.	Reviweing and updating required documents to demonstrate compliance.	Annually	5

9	Oversee CVSA collateral duty assignment and conduct CVSA exams on pre-employment applicants.	Selection and training of interal employees as CVSA examiners and conduct and analyze results of exam and make recommendations.	Monthly	10
10			Select	
11			Select	
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

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

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

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

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

Duty #	Knowledge – Skills
1	Knowledge of modern principles/practices, procedures in conducting personnel related investigations and monitoring Federal/State court decisions.
2	Knowledge of municipal budget preparation and administrative oversight.
3	Knowledge of laws and practices related to recruiting, screening, selection and hiring of personnel.
4	Knowledge of modern principles/practices of Law Enforcement including best practices regarding policy development and implementation.
5	Knowledge of current operation of PSU Unit and development of long term goals.
6	Knowledge of existing data-bases used by PSU.
7	Knowledge of Police training systems, programs, adult learning models and development of orientation and on-going training methods.
8	Knowledge of CACP Accreditation practices and established standards.
9	Knowledge (and certification) of CVSA Instrument

6	Skill in operation of modern equipment including phone, computer scanner, digital camera and recorder.
1	Skill in conducting interviews and interrogations.
6	Skill in using various computer programs such as MS-Office, CVSA, etc.
7	Skill in organizing and scheduling multiple resources and equipment/facilities.

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)
☐	☐	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): (Bachelor's Degree or equivalent)

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>
Law Enforcement	34 years		5 years
POST Certification	N/A	(Certification expired - Civilian position)	1 years

Personnel related Investigations	12	years	2	years
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a. What field (s) should training or degree be in?
Business or Public Administration/Management
Police Science

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.

Previous POST (Peace Officer Standards and Training) certification.

CACP (Colorado Association of Chiefs of Police) Assessor certification.

CALEA (Commission on Accreditation of Law Enforcement Agencies) Accreditation Manager certificate.

CVSA (Computerized Voice Stress Analyzer) examiner certification.

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
5	Computer, phone, digital camera/recorder, scanner, video capture	100%
6	Computer, phone, digital camera/recorder, scanner, video capture	100%

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. Intake and assessment of internal/external complaints and subsequent assignment of investigation to appropriate staff - includes completing and recommending final action with regard to possible disciplinary action. (if applicable)
 - 2. Assignment of screening, selection and processing of applicants for background investigations, along with reviewing final recommendation on hiring.
 - 3. Research, preparation and recommendation on revision/creation of Department policy and procedures, along with final issuance of those policy/procedures.

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.	0--Never	0--Not Important	
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	
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.	0--Never	0--Not Important	
Kneeling: Bending legs at knee to come to a rest on knee or knees.	0--Never	0--Not Important	
Crouching: Bending the body downward and forward by bending leg and spine.	0--Never	0--Not Important	
Crawling: Moving about on hands and knees or hands and feet.	0--Never	0--Not Important	
Reaching: Extending hand(s) and arm(s) in any direction.	0--Never	0--Not Important	
Standing: Particularly for sustained periods of time.	0--Never	0--Not Important	
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	0--Never	0--Not Important	
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	0--Never	0--Not Important	
Pulling: Using upper extremities to exert force in	0--Never	0--Not Important	

order to draw, drag, haul or tug objects in a sustained motion.			
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	2--Very Important	5-6
Grasping: Applying pressure to an object with the fingers or palm.	0--Never	0--Not Important	
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.	0--Never	0--Not Important	
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	
Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	2--Very Important	All
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	2--Very Important	All
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5--Daily	2--Very Important	All
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	2--Very Important	5-6
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	5--Daily	2--Very Important	5-6
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.	3--Monthly	1--Somewhat Important	5-6

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

2. WORKING CONDITIONS.

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

☒ **Does Not Apply**

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	☐	☐	☐
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	☐	☐	☐
Hazardous materials (chemicals, blood and other body fluids, etc.)	☐	☐	☐
Extreme temperatures	☐	☐	☐
Inadequate lighting	☐	☐	☐
Work space restricts movement	☐	☐	☐
Intense noise	☐	☐	☐
Travel	☒	☐	☐
Environmental (disruptive people, imminent danger, threatening environment)	☐	☐	☐

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).

This position is somewhat unique in as it is a "civilian" position - as compared to other Law Enforcement agencies that normally have a sworn Commander/Lieutenant in charge of a Professional Standards Section or Unit. Additionally, I did not list or include other less critical assignments, responsibilities, and tasks. If you need clarification or more information, please contact me.

EMPLOYEE CERTIFICATION

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

Signed: _____

Date: _____

12-11-09

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

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

Question No.	Comments
II. #1	MID-LEVEL MGT POSITION WITH ENORMOUS - RESPONSIBILITY. CHIEF OF POLICE (COP) DEPENDS ON THIS POSITION TO SUSTAIN ETHICAL CONDUCT OF POLICE DEPT. DEMANDS COMPLEX ANALYTICAL DECISION MAKING. EQUIVALENT OF COMMANDER.

Please check the appropriate statement:

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

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

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

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

Employee Signature: _____

Date: _____

~~Supervisor~~
Signature: _____

Date: 12-23-08

Department Head
Signature: _____

Date: 12/23/2008

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.

