

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 checked="" type="checkbox"/> No	If yes, please list all employee names.
--	---

Division:

Department:

For Individual Questionnaires Only:

Employee Name:

Vacant

(Last)

(First)

(Middle Initial)

Current Classification Title:

Real Estate Specialist

Division

Real Estate

Department

Public Works & Planning

Total Length of Time with organization

Years

months

Total Length of Time in Current Position

Years

months

Assigned Hours/Week:: from 8 to 5

Assigned Days/Week 5

Email: @gcity.org

Work Phone: 970-256-4048

Immediate Supervisor:

Immediate supervisor reports to:

Name:

Peggy Hunter

Name:

Trent Prall

Title:

Real Estate Manager

Title:

Engineering Manager

**Work
Phone**

970-244-1538

**Work
Phone:**

970-256-4047

E-mail:

peggyh@gcity.org

E-mail:

trentonp@gcity.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.

Title: Real Estate Specialist:

Summary:

Negotiate and purchase rights-of-way/easements for roadway and utility construction projects, counsel & advise Public Works staff, other City Departments and citizens with right-of-way issues. Write relevant contracts, leases, easements, agreements, deeds and releases. Research complex historic land data and render professional opinions. This position functions as Professional Assistant to the City's Real Estate Manager. It is one component of a collaborative problem-solving team in Real Estate which requires a high level of creativity in determining the best approach within the full scope of practices in the real estate field. Data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process or determine if the process needs to be revised.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

- a. The chart below asks for your specific supervisory responsibilities. If a duty statement applies to you, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Number of Employees
<input checked="" type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input checked="" type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	
<input type="checkbox"/>	I make work assignments for others..	
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	9
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	1

- 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

Real Estate Technicians

YOUR DIRECT REPORTS' JOB TITLES

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

☐ Full Time

☐ Part-Time

☐ Seasonal/Temp

☐ Volunteer

☐ Contract

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

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
Administrative Assistant staff	Daily	Coordinate projects, activities, etc. Provide and collect information, solve problems, negotiate solutions within policy guidelines
Engineering Project Manager, Engineering Technician, Utility Engineer, Transportation Engineer, Real Estate Technician, Real Estate Specialist, City Surveyor	Daily	Coordinate projects, activities, etc. Provide and collect information, solve problems, negotiate solutions within policy guidelines
Senior and Associate Planners; Planning Techs	Weekly	Coordinate projects, activities, etc. Provide and collect information, solve problems
GIS Analyst & Tech	Monthly	Coordinate projects, activities, etc. Provide and collect information, solve problems

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
County Assessor, Treasurer, Clerk & Recorder, Engineering and Right of Way	Weekly	Provide and Collect information, solve problems, Coordinate projects, activities, etc.
Title Company	Monthly	Research land title records
Public Utility Companies, Attorneys, Private Business Owners, Property Owners	Weekly	Project coordination & negotiation

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:			
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	Contact and meet with property owners and/or their representatives to make offers and negotiate the purchase of rights-of-way and easements, advising property owners of their rights and applicable laws, and acting as a liaison between the department and property owners for City Projects	individual approach, education, application of laws, innovate approaches	Daily	25
2	Research complex historic land data such as titles, deeds, mortgages, liens, leases and other encumbrances at County Clerk, Assessor and Land Title Companies. Review real estate sales records to assist in establishing fair market value, render qualified professional and technical opinions regarding findings to requesting City department.	title effect of documents, discrepancies or deficiencies in name, language or legal description, value comparison	Daily	25

3	Prepare a variety of real estate documents including contracts, leases, easements, agreements, deeds, releases, affidavits, general informational letters; prepare reports and documentation of activities and findings; provide professional and technical services and guidance to other departments and agencies, citizens or their representatives to assure compliance with Federal regulations, state and federal laws, policies and agency procedures pertaining to the purchase of real estate.	interpretation of data, use of correct documents, value comparison, timing of actions. Write to receiver's knowledge and ability for clarity	Daily	30
4	Maintain maps and written records to assist research inquired from other departments and Public, interpret drawings, maps, law, title evidence, appraisals and eminent domain procedures.	interpretation of data, use of correct documents, value comparison.	Monthly	10
5	Order and review title insurance commitments; interpret & explain title evidence; review transactions to assure compliance with state and federal guidelines; research title, deeds, mortgages, liens, leases and other encumbrances.	interpretation of data, use of correct documents.	Weekly	5
6	Prepare reports, resolutions and ordinances for City Council action; prepare and coordinate legal notices and media publications as required.	interpretation of data, use of correct documents.	Quarterly	5
7			Select	
8			Select	
9			Select	
10			Select	
11			Select	
12			Select	
13			Select	
14			Select	
15			Select	
16			Select	
17			Select	
18			Select	
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

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

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

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

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

Duty #	Knowledge - Skills
All	Knowledge & ability to plan and conduct real estate purchase activities; knowledge & ability to gather and analyze data appropriate to each individual project; ability to conduct complex and elementary negotiations and reach settlements with property owners and/or their representative; knowledge & ability to ensure that transactions are accomplished in accordance with applicable laws, guidelines, rules, regulations and policies.
All	Expert knowledge of real estate principles and practices, real estate law & contract law.
All	Knowledge of applicable Engineering principles and practices.
All	Expert knowledge of Real Estate Title search procedures and practices.
All	Knowledge of applicable Federal, State and County laws.
All	Knowledge of Real Estate related industries.
All	Knowledge of computer word processing, spreadsheet and internet research tools.
All	Knowledge of interpersonal communication.
All	Skill in researching County/Land Title Records
All	Skill in interpersonal communication; especially dealing with those who are angry or irate, in a diplomatic and tactful manner.
All	Skill in effectively communicating orally and in writing expressing ideas and facts succinctly and in an organized manner.
All	Skill & ability to problem solve complicated issues containing many facts; gather, integrate and consider a broad range of relevant information and ideas to identify and reach optimal conclusions.

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1. EDUCATION: What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

You Have	You Need	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input type="checkbox"/>	<input type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
		Other (explain):
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	This position requires an in-depth knowledge of law, real-estate and engineering practices. This knowledge cannot be learned in a college program but rather by experience and individualized industry training. Additionally, certain abilities to blend these while dealing with people is essential and is not something that can be formally taught.

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>
Real Estate Law, Contract Law, Sub-professional Engineering	years	Real Estate, Law, Engineering	4 years
	years		years
	years		years

a. What field (s) should training or degree be in?
Real Estate, Law, Engineering

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 Real Estate Associate Broker license.
Colorado Driver's License

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

Duty #	Machines, Tools, Equipment	Frequency/Time
All	Computer	Daily
All	Telephone	Daily
All	Vehicle	Weekly
All	Calculator	Daily
All	Fax	Weekly
2	Microfilm/Microfiche reader	Monthly
All	Copier/Printer	Daily

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. Research and Interpret Land Title Records

2. Negotiate and write contract documents

3. Prepare market analysis to determine real estate values

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your job is classified.

Frequency

How frequently is the activity performed?

- 0 – Never
- 1 – Annually
- 2 – Quarterly (at least 3 per year)
- 3 – Monthly (at least 8 per year)
- 4 – Weekly (at least 3 per month)
- 5 – Daily (at least 3 per week)

Importance

How important is the activity in accomplishing the job's purpose?

- 0 – Not Important
- 1 – Somewhat Important
- 2 – Very Important
- 3 – Extremely Important

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	0--Never	0--Not Important	N/A
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	N/A
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	N/A
Kneeling: Bending legs at knee to come to a rest on knee or knees.	4--Weekly	1--Somewhat Important	All
Crouching: Bending the body downward and forward by bending leg and spine.	5--Daily	2--Very Important	All
Crawling: Moving about on hands and knees or hands and feet.	0--Never	0--Not Important	N/A
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	3--Extremely Important	All
Standing: Particularly for sustained periods of time.	4--Weekly	3--Extremely Important	All
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	3--Monthly	3--Extremely Important	All
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	0--Never	0--Not Important	N/A
Pulling: Using upper extremities to exert force in	0--Never	0--Not Important	N/A

order to draw, drag, haul or tug objects in a sustained motion.			
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	All
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	3--Extremely Important	All
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	4--Weekly	2--Very Important	All
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	3--Extremely Important	All
Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	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	3--Extremely 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	3--Extremely Important	All
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	All
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	5--Daily	3--Extremely Important	All
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.	4--Weekly	1--Somewhat Important	All

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	N/A
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	N/A
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	N/A

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

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

This job requires knowledge of Law, Real Estate and Engineering. Additionally, there is an esoteric factor that cannot be quantified in a form such as this, that allows for the combination of the analysis and communication skills being used to complete the job. It is necessary to be able to find the balance between getting the task to be completed and the genuine need to consider the outfall to the public. One has to be able to take complex Engineering concepts and explain them to people of all ages, all backgrounds, all statures in life. This occurs in an environment where they are often hostile to the City or towards our project, and we are in a position of needing something from them. Higher communication skills are necessary to deliver information and discuss concepts in a manner that is acceptable and understood by the recipient. In contrast to these intrinsic skills, it must be coupled with a real spatial and technical understanding of Engineering practices and methods.

EMPLOYEE CERTIFICATION

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

Signed: _____ Date: _____

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

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

Question No.	Comments

Please check the appropriate statement:

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

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

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

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

Employee Signature:	_____	Date:	_____
Supervisor Signature:	<u>Peg Hunter</u>	Date:	<u>January 9, 2009</u>
Department Head Signature:	<u>[Signature]</u>	Date:	<u>1-9-09</u>

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.

