

December 10, 2013

TO: Claudia Hazelhurst
FROM: Laura Conant
RE: Position Audit – Safety Programs Coordinator

Background

Prior to 2011 Persigo had a position titled Plant Safety Coordinator. This position was responsible for oversight of safety programs and training for the wastewater treatment plant. The position functioned as part of the plant maintenance team and was compensated equivalent to a Plant Mechanic. When the incumbent resigned in 2010 the position remained unfilled for nearly a year. In order to justify filling the position during the economic downturn, it was determined that the position should have a broader focus to include safety programs city-wide. Bob Kelley transferred to the new Safety Programs Coordinator from Fire in July, 2011. The compensation level was not evaluated at that time due to the pending classification and compensation plan implementation and due to the fact that the responsibilities for the job were still being determined. When the new compensation plan structure was implemented in 2012, the position was moved from the Plant Operator benchmark to the HR Analyst benchmark and aligned at level 25% below HR Analyst (still in the same range as Plant Mechanic at \$55,212 proficient for 2014).

A position audit request was submitted and approved by the department head this year. The incumbent completed a new job analysis questionnaire and met with me on December 6th. In addition, I met with Dave Roper to discuss changes to the position as they related to risk management.

Changes to the position

The greatest change to the position is the expansion of the duties that were previously performed only at Persigo to other City divisions. These divisions are primarily those with field operations such as streets, water, parks, and traffic however, the position has some interaction with all departments. Some of the duties that have been added to this position either were not performed at all in the past or were performed at a basic level by employees within the departments. The Safety Programs Coordinator now coordinates the efforts of those safety designated employees and they meet monthly as the City Safety Committee.

The incumbent is responsible for determining safety training needs in these areas and for presenting or coordinating the training. The needs are determined through on-site inspections, observation and interaction with City employees and analysis of accidents or incidents. The position conducts research on safety or personal protective equipment and provides recommendations for safety related City purchases. With a broader city-wide scope of knowledge, the incumbent promotes communication and cooperation in safety related procedures across department lines. This responsibility includes coordinating the safety equipment the City purchases and uses and making sure the various departments are aware of equipment that is available in other departments. Overseeing the employee safety incentive program is also part of the new duties.

While the Risk Manager is still involved in oversight of City safety, Bob is the one coordinating day-to-day safety activities. He has more interaction with a broader variety of City staff than the previous incumbent and is considered part of the management team at Persigo. He has expanded external contacts such as staff from CIRSA, the City's property and liability provider. He regularly attends the state-wide CIRSA meetings. In the area of supporting risk management, Bob also performs in depth analysis and investigation of special accidents, such as the 7th Street explosion, and is able to focus attention on future improvements in prevention and response in those types of incidents.

Comparison to market

Of our market cities, only three have a position designated to safety programs therefore there is not sufficient data to compare the compensation level directly to market. However, the three matches do show that the ranges paid in other organizations are higher than our current compensation. I reviewed two of the job descriptions and found them to be similar to our position. Both positions require a Bachelor's degree and 3 -5 years of experience in the field of occupational safety or safety training.

Internal comparison

The Risk Manager is aligned in the pay plan under the HR Analyst benchmark which is also an appropriate benchmark for this position in terms of a career ladder in risk management and because the position supports employees city-wide. While the incumbent does not have a Bachelor's degree, the new responsibilities of the job would require a degree (or equivalent), consistent with other jobs in the HR Analyst benchmark. The Safety Programs Coordinator has a more narrow scope of responsibility than the HR Analyst and therefore it should be internally aligned at a range below the HR Analyst which requires a broader scope of knowledge in variety of human resources disciplines. The responsibilities of the Safety Programs Coordinator can be viewed as equivalent to the Police Recruiting Coordinator in terms of the position providing specialized support to a higher level professional function (HR and Risk Management).

Recommendation

The expanded duties of the Safety Programs Coordinator warrant a change in compensation from the original pay grade for the position when it was limited to Persigo. It is recommended that the position be realigned within the HR Analyst benchmark from 25% below to 15% below the benchmark. This puts the position at range 78. This range has a proficient rate of \$60,991, which is more in line with what market indicates. The position would have received a 2.5% increase with the implementation of the second half of market. With the reclassification the salary will increase an additional 10% in 2014. The budget impact of the change will be \$2892 in fund 404 and \$2892 in fund 902 (wages only).



Job Analysis Questionnaire

Instruction and guidelines for completing your Job Analysis Questionnaire

Job Analysis Questionnaires (JAQs) are being distributed to all individuals who are included within the scope of the study. As these JAQs are used to write job classifications, it is extremely important for you to fill out the questionnaires completely and accurately.

To make this process easier for you, we recommend you first read through the entire questionnaire so that you understand the information we are asking for in each section. Next, complete as much of the questionnaire as you can and then put it down for a day. On the next day, complete the rest of the questionnaire. Finally, just before you turn it in, read it again to make sure you haven't forgotten anything. We have included a checklist on page 2 to assist you with tracking your progress.

1. The information you provide on the following Job Analysis Questionnaire (JAQ) will be used to create and develop an accurate depiction of the work being performed within your job. It is very important that you provide accurate, detailed information about your current job duties. Providing overstated questionnaires may have a negative effect and will not result in a higher classification.
2. You may complete your JAQ as an individual, or you may join with other employees who perform the same type of work that you do to complete the JAQ as a group. Contact your supervisor for specific details on how to participate through a group process.
3. Please ask your immediate supervisor to review and sign the document.
4. This document is set to be filled out by typing a response, checking a box, or selecting an answer from a drop-down menu. Spaces left for response are indicated by a gray-shaded area. Drop-down menus are indicated by the word, "select" and an arrow next to the word when the box is highlighted. You may move between response areas simply by using the "Tab" key.

Job Analysis Questionnaire (JAQ) – Overview & Checklist

Following is an overview of the City of Grand Junction's JAQ. Please use the checkboxes next to each section to monitor your progress and ensure completion.

I - Background

- ☒ **Employee Background:** Name, title, email, department, etc.

II - Position Information

- ☒ **1. Position Summary:** Written description of your job's primary purpose.
- ☒ **2. Supervision & Organizational Relationships**
- ☒ **a) Supervision Given:** Details of supervisory responsibility, if any.
 - ☒ **b) Organizational Relationships:** Titles of coworkers and subordinates.
 - ☒ **c) Public Contacts:** Inside and outside the organization.
- ☒ **3. Essential Duties:** Major job duties and their required decisions and frequency.
- ☒ **4. Required Knowledge & Skills:** Required knowledge and skills to perform essential duties.

III - Education, Experience, and Equipment

- ☒ **1. Education:** What education do you have vs. what do you need for the job?
- ☒ **2. Experience:** What experience do you have vs. what do you need for the job?
- ☒ **3. Special Requirements**
- ☒ **4. Machines, Tools, & Equipment:** Necessary equipment needed to perform job.
- ☒ **5. Decision Making & Judgments:** Short answers regarding decision-making capacity.

IV - Americans with Disabilities Act Requirements

- ☒ **1. Physical Activities/Requirements:** Standard ADA-related requirements.
- ☒ **2. Working Conditions:** Physical working conditions.

V - Employee, Supervisor, and Department Head Signatures

- ☐ **Employee, Supervisor, and Department Head Signatures**

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.
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Division:

Department:

For Individual Questionnaires Only:

Employee Name: Kelley Robert L
(Last) (First) (Middle Initial)

Current Classification Title: Safety Programs Coordinator

Division Persigo WWTP **Department** Public Works and Utilities

Total Length of Time with organization 34 Years 2 months

Total Length of Time in Current Position 2 Years 3 months

Assigned Hours/Week:: from 0800 to 1700 **Assigned Days/Week** 5

Email: bobk@gjcity.org **Work Phone:** (970) 256-4163

Immediate Supervisor:

Immediate supervisor reports to:

Name: Dan Tonello **Name:** Greg Trainor

Title: Wastewater Services Manager,
Persigo WWTP **Title:** Public Works and Utilities Director

Work Phone (970) 256-4171 **Work Phone:** (970) 244-1564

E-mail: dant@gjcity.org **E-mail:** gregt@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.

POSITION: Safety Programs Coordinator

SUMMARY: Promote and reinforce safety to all city employees with the goal of minimizing worker injuries, property damage and City liability.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

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

Yes	Duty	Number of Employees
<input checked="" type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	
<input type="checkbox"/>	I make work assignments for others.	
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input checked="" type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	40
<input checked="" type="checkbox"/>	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

Persigo Maintenance Supervisor
Persigo Pre-treatment Supervisor
Persigo Operations Supervisor
Risk Manager
Risk Manager Administrative Assistant

YOUR DIRECT REPORTS' JOB TITLES

Wastewater Services Manager

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		
Persigo Employees	D	Plant safety officer, conduct safety meetings, conduct plant inspections, provide safety resources, evaluate and purchase new equipment
City Safety Committee	Q	Conduct quarterly safety meetings with safety representatives from each city department
General Employees and Supervisors	D	Provide safety information and advise, act as a resource to all personnel
Each City Department	D	Provide advise and safety resources to all city departments, training and AED management
Risk Management	W	Discuss safety programs and needs, training, employee and property accident investigations and reviews, prevention efforts, budget issues
Human Resources	M	Provide assistance with promotional testing i.e. role playing for police and fire, conducting 911 interviews, etc.

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
CIRSA	W	Access training, site inspections, member of various committees, coordinate employee training
Safety Companies (general)	D	Research and order safety related products, research and coordinate safety training, utilize technical support, obtain safety recommendations
General Contractors	M	Meet with contractors awarded city projects, city engineers and supervisors to look at scope of work and develop safety plans during work processes
Retail Vendors	W	Purchase various safety related products from local retail vendors i.e. Home Depot, Walmart etc.

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	Develop and submit monthly news letter articles (City Lights)	Select and research topics, develop article, make editorial changes and submit	Monthly	<5
2	Chair, City Safety Committee comprised of members from all city departments	Coordinate all committee activities, topics, projects. Act as city resource	Monthly	5
3	Perform work-site safety inspections for most city departments	Conduct on-site safety inspections, provide feedback and documentation	Weekly	5
4	Ability to safely and competently drive city vehicles	Maintain valid drivers license, attend city meetings, training, etc. as needed	Daily	5
5	Attend training as needed to aquire adequate knowledge in technical areas i.e. OSHA, traffic work zone regulations, etc.	Determine training needs, attend appropriate classes, convey information to workers	Monthly	10

6	Develop and manage safety policies, plans, programs and budgets	Research and determine safety needs, develop and update policies or plans. Determine needs and submit budget	Monthly	15
7	Perform general office work activities such as research, report preparation, develop written reports and documentation. This would include use of computers, printers and related systems	Determine needs, conduct research, compile information in appropriate format, develop to written reports, save/disseminate	Daily	20
8	Manage Safety Incentive program	Meet with department supervisors to review current and next years safety plans, document performance and present awards	Annually	5
9	Perform Accident Investigations	Research incident facts, conduct interviews, collect witness statements, document findings in written reports	Monthly	5
10	Conduct safety meetings and training	Determine topic, research information, develop class content, deliver presentation	Weekly	10
11	Provide advice and assist with procurement of safety information and equipment city-wide. Ability to use hand, power and specialized tools.	Assist all city departments with safety needs, give advise, provide resource information. Ability to safely use tools for maintenance and repairs	Weekly	10
12	Gas detection systems and detectors	Oversee, maintain, calibrate plant and personal gas detectors to maintain safety and reliability	Weekly	5
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 computer operating systems, ability to develop reports and presentations
5	Knowledge of OSHA standards and regulations and ability to incorporate those requirements into City training and policies
5	Knowledge of Manual of Uniform Traffic Control Devices (MUTCD) and ability to incorporate requirements into City training and policies
5	Knowledge of hazardous materials as it relates to Material Safety Data Sheets (MSDS) and the Globally Harmonized System (GHS) chemical identification and classification system
12	Knowledge of gas detection systems as it relates to detector use, and applications in hazardous atmospheres, confined spaces and Immediately Dangerous to Life and Health (IDLH) areas
7	Knowledge of how to conduct research and develop presentations using various computer programs, and a knowledge of the instructional methodology required to deliver presentations
3	Knowledge of the construction industry, industrial standards, common practices as well as Federal and State laws regarding worker safety requirements. Knowledge of how to conduct work-site safety inspections and the necessary follow-up required to make changes
6	Knowledge of city budget and procurement process, ability to develop and prepare a safety budget for the Persigo Department as well as a more global budget for the rest of the City
3	Knowledge of the Persigo WWTP, collection and operational processes, policies and plans
2	Knowledge of teamwork principles and ability to work and be productive with committees.
4	Knowledge and skills to proficiently operate a city vehicle and understand the potential liability that goes with it's use. Knowledge of what to do should you become involved in an accident
9	Knowledge to conduct an accident investigation, complete detailed reports and follow-up with education, training and prevention efforts

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

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

You Have	You Need	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input checked="" 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"/>	Certifications in technical areas such as hazardous materials, incident management, OSHA, medical (first aid), confined space entry, trench operations, gas detection

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>
Safety experience related to all types of emergency response	39	years Experience to understand OSHA and other occupational laws and requirements	3 years
Safety training in technical areas and certifications	39	years Safety experience regarding Job site and construction requirements	3 years
Job site and construction experience	39	years Ability to work in an office environment using a variety of electronic technology	3 years

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

Primarily: Occupational Health and Safety

Secondarily: Business, Industrial Hygiene, Fire Protection 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.

Required:

Valid Colorado Driver's License

Should have:

Basic OSHA 10 hour compliance course

Advanced OSHA 30 hour compliance course

Manual of Uniform Traffic Control Devices (MUTCD) Flagger and Supervisor courses

Hazardous Materials Awareness - 8 hour course

Hazardous Materials Operations - 24 hour course

Hazardous Materials Technician - 80 hour course

National Incident Management System (NIMS) 100, 200, 300 700, 800 courses

CPR / AED / and Basic First Aid

Gas Detection: Detector use and response

Confined space entry and trench operations

I have all of the above courses except for the 30 hour OSHA and MUTCD which I still need to obtain in my current position.

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

Duty #	Machines, Tools, Equipment	Frequency/Time
4	Ability to drive a motor vehicle to conduct various city business	5 %
7	Computers, software, printers, copiers, fax, scanners, etc.	40 %
12	Gas detection equipment and calibration systems	20 %
11	Hand and power tools	10 %
3	Hard hats, safety glasses, safety vests, gloves	5 %
11	While I may not have direct use with some tools and equipment, I have major involvement with many in terms of research, inspecting, maintaining, purchasing, training, etc. These include items such as gas detectors, self contained breathing apparatus (SCBA's), supplied breathing air systems, portable ventilation systems (gas or contaminate evacuation) etc. at both Persigo and throughout the City	20 %

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. Evaluate what types of safety or personal protective equipment is needed to perform a particular task or project. These are important decisions because they go right to the heart of performing a job correctly by using the proper equipment to keep our employees safe. I'm in the process of determining needs and upgrading outdated equipment city-wide to enhance worker safety and better comply with safety standards.
 2. Continually evaluate the safety needs of other city departments by meeting with supervisors regularly to better understand their operations, then by providing information, resources, equipment and training to address their safety needs and concerns.

3. Prioritizing budget needs and expenditures to get the most "bang for the buck" for the many things needed within the city. Coming up with inovative ways to make our dollars stretch but still being able to address the necessary needs of various departments.

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

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

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

Frequency

Importance

How frequently is the activity performed?

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

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

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

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	5--Daily	2--Very Important	3,9,11,12
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	5--Daily	2--Very Important	All
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	5--Daily	2--Very Important	3,4,7
Kneeling: Bending legs at knee to come to a rest on knee or knees.	4--Weekly	1--Somewhat Important	3,4,7
Crouching: Bending the body downward and forward by bending leg and spine.	4--Weekly	1--Somewhat Important	3,7
Crawling: Moving about on hands and knees or hands and feet.	3--Monthly	1--Somewhat Important	3
Reaching: Extending hand(s) and arm(s) in any direction.	5--Daily	2--Very Important	3,4,7,9,10
Standing: Particularly for sustained periods of time.	5--Daily	2--Very Important	3,9,10
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	5--Daily	2--Very Important	3,5,7,9,10,12
Pushing: Using upper extremities to press	4--Weekly	1--Somewhat Important	3,4,7,9,11

against something with steady force in order to thrust forward, downward or outward.			
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	4--Weekly	1--Somewhat Important	3,4,7,9,11
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	1--Somewhat 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.	5--Daily	2--Very Important	3,7,9,10,12
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	5--Daily	2--Very Important	34,7,9,11,12,
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	2,3,8,9,10,
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	2,3,4,5,9,10
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	2--Very Important	4,7,12
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	1,4,5,6,7,
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force	5--Daily	2--Very Important	3,4,7,9,11,12

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.			
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	4--Weekly	2--Very Important	3,7,9,11,12
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.	2--Quarterly	1--Somewhat Important	3
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	1--Annually	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input 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).

I would like to note an important change in this Job Analysis Questionnaire as it relates to an expansion and functional change in this position's title, duties and responsibilities.

Prior to 2011, this position was classified as a full-time position as a "Safety Coordinator" for the Persigo Wastewater Treatment Plant. This position involved work and safety responsibilities only for the physical plant site as well as all Persigo employees.

In 2011, a new City safety position was created that is currently known as the "Safety Programs Coordinator". This new position took the Safety Coordinator role at Persigo and expanded the scope of that position city-wide by developing it into the Safety Programs Coordinator position. This new position now has responsibilities that encompasses all city departments and personnel.

I believe based on two years of experience in this position, that the Persigo safety position in of itself, was, and should continue to be a full-time position. This is a huge plant with many complex operations occurring daily that I feel require the attention of a full-time safety coordinator. Add to this, the safety program requirements and responsibilities for the entire City and the position becomes very busy and somewhat overwhelming. Prioritization is required to address the most pressing city issues while other issues that also

need to be worked on are somewhat put on the back burner and are addressed as time permits.

Under ideal budget conditions and organizational structure , I believe the best solution would be to have a full-time City Safety Coordinator as well as a full-time Safety Coordinator at Persigo.

During recent discussions regarding this JAQ with my supervisor Dan Tonello, he indicated that he is in agreement with my statements above.

NOTE: Due to the format and space limitations of this JAQ form, I would like to offer additional comments and detail regarding primary or essential duties and qualifications (this section shall serve as "attach additional sheets if necessary"):

PRIMARY DUTIES:

1. Develop, coordinate and present safety related information and training to employees; develop programs for training, and conduct training on a variety of topics. Instruct classes to assist staff in acquiring and maintaining necessary job certifications.
2. Recommend and assist in the implementation of Safety Program goals and objectives; assist in developing policies and plans for assigned programs; establish schedules and methods for providing assigned services; implement policies and procedures.
3. Investigate both injury and property accidents, unsafe conditions or acts, complete necessary reports and forward to appropriate personnel; develop directives and programs to correct deficiencies.
4. Manage the safety incentive program; determine components, budget for awards and implement program according to established plans and guidelines.
5. Develop operational standard operating procedures regarding hazard communication plans including Material Safety Data Sheets (MSDS) and required chemical updates; develop and revise emergency response and evacuation plans, manage the Automated External Defibrillator (AED) program; develop traffic control plans; develop other city procedures that require specific safety equipment or training i.e. gas detection and response plans.
6. Inspect, audit and test facilities and work stations for safety hazards; prepare and submit reports regarding findings along with recommendations for correction; inspect, clean and calibrate equipment i.e. fire extinguishers, personal protective equipment, and atmospheric testing and monitoring equipment.
7. Observe employee work practices and provide feedback and instruction to ensure that employees receive the appropriate safety training and that they comply with safety requirements; assist other personnel and act as a resource to them, as needed; provide management personnel with feedback and recommendations to assist them with managing safety hazards, issues and concerns.
8. Coordinate event details and scheduling for safety training, conferences and seminars; select vendors, instructors and topics; submit appropriate paperwork and applications for licenses and certifications; provide course completion certificates to participants.
9. Prepare, track, and maintain a variety of reports, records and logs.
10. Perform other city-wide duties of a similar nature or level as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of health and safety training programs.
Uses, operational characteristics and limitations of safety equipment.
Rules, regulations, policies and procedures governing workplace safety, including OSHA standards.
Principals and practices of training and instructional methodology.
Methods and techniques of developing and conducting safety training programs.
Principals and procedures used in the proper handling of chemicals including the Global Harmonizing System (GHS) and Safety Data Sheets (SDS).
Principals and procedures of record keeping and report writing.
Occupational hazards and standard safety practices related to area of assignment.
English usage, spelling, grammar and punctuation.
Modern office technology and equipment, including computers and related software applications.
Motor vehicle use and safe driving techniques and practices.
Applicable tools and equipment operations.
Applicable Federal, State and local codes, laws and regulations.

Ability to:

Develop and coordinate safety training programs in assigned areas.
Investigate accidents and unsafe working conditions and provide recommendations to prevent reoccurrence.
Ensure compliance with appropriate safety practices and regulations.
Assess safety training needs and develop appropriate programs.
Respond to requests and inquiries from the general public and City employees.
Establish and maintain accurate records, logs and files.
Interpret and apply Federal, State and local policies, laws and regulations.
Operate and use modern office equipment including computer and various software applications.
Operate a motor vehicle in a safe manner.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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.**

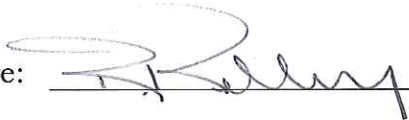
Question No.	Comments

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.

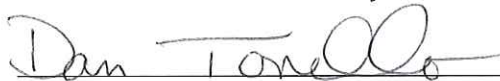
I have noted the modifications made by my supervisor in the Comments Section above.

Employee Signature:



Date: 10-25-13

Supervisor
Signature:



Date: 10/25/13

Department Head
Signature:

Date:

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.