

To: Laura Conant, Interim HR Director

From: Shelley Caskey, HR Analyst

Re: Parks and Recreation Sr. Administrative Assistant Audit – Karen Peterson

Date: January 22, 2013

BACKGROUND:

During the 2013 budget cycle, the Parks and Recreation Director requested a job classification review of a Sr. Administrative Assistant (Karen Peterson) within his Department. The Director requested the audit to determine whether the classification of Sr. Administrative Assistant was correct or if the position is more in line with a marketing position or a Department Public Information Officer.

The Sr. Administrative Assistant position in question was originally created in 2002 when the position was reclassified from an Accounting Clerk to its current classification. At that time, the position was reclassified due to a growth in diversity of job tasks moving it from specializing in one specific scope to a broader scope specifically identified with the addition of "the coordination and facilitation of the budget process and the development and maintenance of the Intranet/Internet including scanning and cataloging photos and making daily updates".

In 2008, the City began a Classification and Compensation Study, with an anticipated implementation date of January, 2010. However, due to the economy, the study was placed on hold until the end of 2011 when City Council approved the reclassification of some positions in order to finalize the City's classification structure. The reclassifications recommended consisted of the Administrative Series and a few labor trade positions. As a result of the Classification and Compensation study, the position in question was found to be correctly classified as a Sr. Administrative Assistant. At the request of department heads, a classification review board consisting of the then City Manager Laurie Kadrich, John Shaver, Tim Moore, and Laura Conant, was held on 11/30/2011. Department Heads were given the opportunity to discuss positions within their departments that they felt were misclassified. The position in question was presented to the review board and found to be correctly classified and no audit was approved at that time.

Changes in Job Duties

As part of the review process, the incumbent completed and submitted a Job Analysis Questionnaire, a list of items she feels are outside of her current job description, and a position comparison spreadsheet that compares her current duties, the VCB Marketing and Public Relations Coordinator, Administrative Specialist, and Department Information Coordinator. Upon receipt of this information, a meeting was held with the incumbent at her office.

In reviewing the information submitted by the incumbent and the additional information obtained during our meeting, it was determined that the incumbent:

- Produces three seasonal activity guides per year; creates the layout and design and ensures printing and distribution deadline dates are met; works with content information on programs and activities provided by Recreation Coordinators, Recreation Supervisors, and Golf personnel.

- Designs, develops, and creates brochures, presentations, flyers, QRcodes, and promotional materials; uses graphic design programs to create logos for a variety of Parks and Recreation annual events and programs.
- Takes pictures and makes videos of events, parks, art work, and facilities and prepares the items for utilization in promotional materials and online.
- Designs, creates, and maintains the city's internal and external website for Parks and Recreation in addition to the websites dedicated to specific events and areas (i.e. Pork and Hops and the City owned golf courses).
- Serves as a communication representative for the department and as a member on the City Communication team; provides updates on what is happening within Parks and Recreation for distribution citywide on a monthly basis.
- Works with Recreation Coordinators and Supervisors to coordinate, write, and launch press releases for all events and public announcements.
- Manages all social media for the Parks and Recreation Department; publishes write-ups on blogs and social networking websites; conducts online media surveys.
- Manages content for the Marquee; assists with the coordination of ribbon cuttings, grand openings, and social gatherings; and manages menu board designs at the Stadium Complex.

When asked what job duties have changed within her role, the incumbent stated that she does not perform basic clerical duties within her job any longer. She stated that her focus has shifted to creating marketing pieces and providing communication to internal and external customers regarding events and activities occurring within the Parks and Recreation Department. She stated that she is no longer responsible for processing accounts payable, requisitions, payroll, purchasing cards, travel authorizations, budget, revenue and journal entries, filing, and record archiving. However, as needed, she will assist with performing these duties in a backup capacity.

Based on this information, it has been determined that the focus of the incumbent's position appears to have become more specialized within a couple aspects of her existing job duties/responsibilities that are within the current classification of Sr. Administrative Assistant.

Internal Review

A review of internal positions that may have a similar focus was conducted. The first position reviewed was the Department Information Coordinator. The primary function of the Department Information Coordinator is to coordinate, establish, and maintain two-way communication between an assigned department and its various external and internal customers, clients, and media. Their sole responsibility is to disseminate information to appropriate sources through press releases, media interviews, public education and information meetings, citizen outreach activities and emergency and non-emergency events. In comparison, the primary role of the position in question is to create and design promotional items for the programs and events offered through the Parks and Recreation Department. The position is not the sole communication contact for the Department as the Recreation Coordinator and Supervisor positions are listed as media contacts on the press releases for their individual programs in addition to

conducting media interviews. The position in question supports the department through the creation of these promotional pieces and takes the necessary steps to distribute the items in the best means, whether it be the internet, radio, television, print, or the Marquee. Therefore, it was determined the Department Information Coordinator position is not a solid comparison.

Since the Visitor and Convention Bureau's (VCB) primary focus is to draw tourism dollars to the valley, a review of the positions within that department was conducted. Within the department, there are currently two Sr. Administrative Assistants. One supports the Marketing and Public Relations Coordinator and the other supports the VCB/Sales Manager. In reviewing the specific duties of these two positions, they are responsible for proactively marketing the Grand Junction area to visitors through a variety of marketing methods including updating and maintaining an external website, writing and designing promotional and marketing materials, responding to phone calls regarding marketing and public relations items, developing travel itineraries, compiling and maintaining marketing and public relations materials, writing and publishing press releases, assisting with strategic planning and development of the annual marketing plan, taking pictures and managing a photo database for use in marketing materials, conducting surveys, taking and posting videos online, proofing and approving advertisements, and attending trade shows.

The duties performed by the Sr. Administrative Assistants assigned to the sales and marketing functions within the VCB are comparable to those performed by the Sr. Administrative Assistant within Parks and Recreation. Both positions create and distribute marketing pieces for their individual departments with the intent of drawing interest to the attractions and programs offered. In addition, they provide support to co-workers within their individual departments to assist them with making their programs and services more attractive.

Similar to the administrative support positions within the VCB, the Sr. Administrative Assistant position provides administrative support to the Parks and Recreation Department through the creation of bulletins, flyers, and other promotional materials. The position is not required to develop and implement an annual market plan with budgetary dollars dedicated to marketing the department. The position responds to requests for information based on the programs and events designed and developed by co-workers within the department. The duties performed are in a support capacity and are administrative in nature.

Internal Alignment

The Sr. Administrative Assistant position is currently classified as non-exempt, at a range 52, \$3677 per month. The incumbent's pay has been recently frozen at a monthly rate of \$3963, which was the proficient wage for the position prior to the market study completed by Human Resources in 2012.

This position works closely with the department Recreation Coordinators, who are responsible for creating and marketing individual programs for the department. The coordinator position is currently classified as exempt, at a range 68, \$4488 per month.

Market Data

A review of comparable jobs within our market cities was also conducted. No solid job matches were found. Several of our market cities have Desktop Publishing Specialists and Media and Administrative Technician positions that are dedicated to performing desktop publishing and web design, and

assembling, collecting, and processing data for marketing/communication purposes, are non-exempt and require a high school diploma. These positions are dedicated to the Parks and Recreation Department and report to the director. These positions are considered entry level within the organization and have an average monthly wage of \$3857.

In reviewing positions that are classified as Program Coordinators for Marketing , Communication Specialists, and Marketing and Promotions Coordinators, all of these positions have a broader scope of responsibility, require Bachelor's Degrees, are exempt level, and in addition to the above mentioned duties, are responsible for the creation and managing of a specific marketing budget for their department, developing annual plans for publicity and public relations efforts and departmental media contracts, creating and maintaining a comprehensive marketing plan, overseeing the presence in all major print publications and on-air appearances and paid advertisements on television and radio. These positions have an average monthly wage of \$4732 and are more similar to the City's VCB Marketing and Public Relations Coordinator.

In comparing the scope of responsibilities performed within these two levels of positions, it was determined that the position in question performs duties that are closer in scope and responsibility to those as identified above as entry level positions.

Recommendation

In reviewing the job duties currently performed by the incumbent and comparing those duties to positions within the City and externally, it was determined that the duties being performed are as expected for an administrative support position and the marketing related duties that are indicated are primarily administrative support in nature.

Classification of a position is not determined based on whether or not all duties listed within the job description are performed. When reviewing the job description, it is important to keep in mind that its purpose is to provide a broad overview of the essential job duties and responsibilities of a position along with the minimum qualifications needed to perform the position successfully. A job description in no way will be able to include every aspect of a job and should be used as a general guide only. Even though the incumbent may not perform all items as listed in the description, the duties being performed the majority of time are accurately captured within the description.

Those employees assigned to the Sr. Administrative Assistant classification typically perform routine and non-routine varied administrative activities, requiring solid knowledge of the assigned department/division procedures and practices and general knowledge of other city division's procedures and practices. Incumbents perform work requiring the assessment and evaluation of policies and procedures, application of them appropriately, and determination of how specific situations affect the actions to be taken and application of judgment in implementing decisions. The duties performed are often varied based on the specific area of assignment. By having a broad classification with a variety of duties enables departments to have flexibility and allows the assigning of tasks and responsibilities that best utilize individual strengths and talents. Based on this information, no change in classification is recommended.



Classification Study 2008

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 develop the new job classification system for the City of Grand Junction and to determine the correct classification for 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. The questionnaire must be reviewed and signed by your immediate supervisor and your Department Head. Both the Supervisor and the Fox Lawson Consultant will then review the questionnaire information to ensure fairness and accuracy. Objectivity is the main consideration when the JAQs are reviewed.
4. We suggest that you keep a copy of the final document for your records. One copy and the original of the JAQ must be submitted to Shelley Caskey, Project Coordinator, or the Human Resources Division. The completed JAQ must be submitted to your supervisor and Department Head by 10/15/08. Department Heads must submit JAQs to the Human Resources Division by 10/31/08.
5. This document is set to be filled out by the employee 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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Karen Peterson

Job Title: TBD

Supervisor: Rob Schoeber

Division: Parks Administration

Department: Parks and Recreation

For Individual Questionnaires Only:

Employee Name: Peterson Karen L
(Last) (First) (Middle Initial)

Current Classification Title: Senior Administrative Assistant

Division Administration **Department** Parks and Recreation

Total Length of Time with organization 19 Years 6 months

Total Length of Time in Current Position 4 Years months

Assigned Hours/Week; from 6 am to 4:30 pm **Assigned Days/Week** 4

Email: karenp@gjcity.org **Work Phone:** 970-254-3867

Immediate Supervisor:

Immediate supervisor reports to:

Name: Rob Schoeber

Name: Rich Englehart

Title: Parks and Recreation
Director

Title: City Manager

Work Phone 254-3881

Work Phone:

E-mail: robsc@gjcity.org

E-mail:

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.

I am instrumental and responsible for the development / design, photography, layout, text, printing and meeting distribution dates of three seasonal activity guides per year. Over 4,000, 28 + page guides are distributed each time. In conjunction with developing the activity guide, I coordinate and work hand in hand with the Recreation Division as to the majority of the guide as well as Golf, Forestry, Cemeteries and Parks Operations. I am the photographer, videographer, and graphic designer for the entire department along with assisting other departments throughout the city. I represent our department on the City wide Communication team. Other essential duties but not limited to these are; design, create, and maintain the city website for the Parks and Recreation department and our external Park and Hops website. Working with team leaders of all divisions providing user friendly, new and innovative ideas. Assist with and train others how to program and maintain department marquees. Stay current on marketing trends within the Park and Recreation industry. Create all major department presentations such as budget, future park master plans, park improvements and neighborhood meetings. Consult on and create department logos, flyers, posters, maps, banners, the facility guide and instrumental in all promotional materials for all divisions. A key factor in the success of this position will be to research community need, develop, implement and monitor a department wide marketing plan. Implementing the plan includes staying current with all web based, print based, and design software utilized to the highest of industry standards to develop professional media offerings. Staying current with social media, maintain the departments Facebook and Twitter pages, and create QR-Codes (smart phones) for all of our programs and events for easy access to information and registration. I am the contact with marketing and media outlets to determine specific uses within our department.

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.	1 - 15
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	5 +

- 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

Recreation Supervisors
Recreation Coordinators
Leisure Service Representatives
Administrative Specialist
Administrative Assistants
Recreation Superintendent
Park Superintendent
Park Supervisors

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		
Parks and Recreation Supervisors	DAILY	WORK ON ALL MARKETING RELATED JOB RESPONSIBILITIES, FOR THE CONTINUED MARKETING OF THE PARKS AND RECREATION DEPARTMENT
Recreation Superintendent	DAILY	TO CONSULT AND DEVELOP DAILY WORK PLAN FOR DAY BY PRIORITIZING MARKETING NEEDS OF DEPARTMENT. ASSIST IN DETERMINING /RESEARCHING BEST METHODS TO REACH CURRENT CUSTOMER BASE AND POTENTIAL NEW CUSTOMERS.
Recreation Coordinator Supervisor		CONFIRM AND MANAGE THE NEEDS AS THEY PERTAIN TO MARKETING. TRAIN AND OVERSEE WEBSITE UPDATES COMPLETED BY RECREATION, PARKS MAINTENANCE, AND CEMETERY DIVISIONS.
Golf Pros, Superintendent, Golf Supervisor		BROCHURES, PHOTOGRAPHY, AND CURRENT NEEDS.
Community Coordinator		Compile department information that needs to be shared city wide.
WEB MASTER		TO CREATE, UPDATE, AND POST WEB MATERIALS ON A DAILY BASIS, AS INFORMATION CHANGES.
PURCHASER		ACTIVITY GUIDE BID

- Only one updating the website(s)?

- what is typical daily work plan mktg needs?

- Types of mktg materials created how often

Press Releases?

Types?

- often?

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Contractors		
PUBLICATION PRINTERS		ACTIVITY GUIDE PRODUCTION
AMERICAN D MAIL SERVICE		ACTIVITY GUIDE DISTRIBUTION
Golf Course Restaurants		PRODUCTION OF MARKETING MATERIALS
LERN (Learn Resources Network)	Monthly	STAY CURRENT WITH MARKETING TOOLS AND MATERIAL
ALL MEDIA OUTLETS	VARIES/AS CONTACTED	DISTRIBUTION OF PRESS RELEASES AND PROGRAM INFORMATION, POTENTIAL NEW

		MARKETING OPPORTUNITIES
PARTNERS- Rockies, Mesa Land Trust, etc.	MONTHLY	PROVIDING MARKETING SUPPORT, MENUS, VIDEOS, PHOTOGRAPHS, 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.

EXAMPLE (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

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

List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
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1	Instrumental and responsible for the development / design, photography, layout, text, printing and meeting distribution deadline dates of three seasonal activity guides per year.	Development of layout, format, design, content, and timelines.	Daily	20%
2	Design, develop and create brochures, presentations, flyers, QRcodes, and promotional materials, utilizing a wide verity of graphic design programs and personal creativity.	Design, format, and layout with maintaining a consistent message and format for all materials (Arboretum in Lincoln Park, Filthy 5K, and Pork and Hops are just a few of the current programs).	Daily	10%
3	Design logos for all the Parks and Recreation department annual events.	Design logos and work closely with event coordinators.	Monthly	5%
4	Serve as the department photographer and videographer at events, of parks, art work, and facilities then preparing pictures for insertion into promotional materials and online videos (youtube) for all divisions within the Parks and Recreation Department and assisting other city departments.	How and what photos/videos will be incorporated into existing and new marketing materials.	Daily	10%
5	Design, create, and maintain the city website for the Parks and Recreation department. Working with team leaders of all divisions to provide user friendly, new and innovative ideas; includes training team leaders on design and maintenance.	Deciding how and what information is needed to best market our programs, events and department; format and layout of department pages.	Daily	12%
6	Communication representative for the Parks and Recreation department and a part of the City Communication team gathering pertinent information for department PIO reports for distribution city wide.	Deciding what is the most important and interesting information to share with the PIO Committee and organization.	Monthly	3%

7	Work with various committees marketing special events and conferences. Creating Brochures, program schedules, and other promotional materials.	Deciding what is the best marketing techniques and materials including design, layout, and format for each event, program, etc.	Monthly	3%
8	Oversee, coordinate, write, and launch press releases for all events and public announcements for the Parks and Recreation department working closely with the media to promote events and provide needed information.	Deciding what information is given, making sure that it is the most accurate and informative information.	Daily	3%
9	Research, design, and implement online and other media surveys i.e. neighborhood meetings, park user needs, public comments, etc	Determining the best questions using the most effective format.	Quarterly	1%
10	Develop and update mailing lists for numerous events, programs, seasonal activity guide, and promotional materials.	Decide who gets what information depending on program, event, or material needed.	Occasionally	1%
11	Design and manage external Park and Hops website	Design, create, format, and implement this special event website.	Daily	2%
12	Manage all social media, including facebook, Twitter, and foursquare for the Parks and Recreation Department. Manage online marketing campaigns and publish write ups on blogs and social networking websites.	Decide what is the best most effective, timely, and efficient way to relay messages.	Daily	10%
13	Work with Golf Courses on external website, brochures, marketing, and other promotional needs.	Designing, creating, and producing all marketing material to golfers including format, layout, and design.	Monthly	5%
14	Manages all content for the Marquee.	Deciding when to post, where to place a message, and length of time.	Daily	10%

15	<i>Invitations - Banding - Photos - Beg to</i> Assists with all ribbon cuttings, grand openings, and social gatherings for the Parks and Recreation department.	Determine best marketing methods to communicate event to public partners and VIP's. Lend support, ideas, photography/videography, and creativity to the event.	Occasionally	2%
16	Manage menu board designs at the Stadium Complex	Determine layout and design to fit each of our partners that use the menu boards. (CMU, School Dist 51, Rockies, Two Rivers).	Monthly	3%
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,#4,#15	<p>Knowledge of handling and operating of camera/video equipment.</p> <p>Skills must include the ability to take quality pictures of department events and the ability to use appropriate software to manipulate them to meet the needs of department application, as well as have ability to maintain files to preserve said pictures. Familiarity with digital file formats (tiff, gif, eps, pdf) and the strengths and weaknesses of each.</p>

[illegible]

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

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

You Have	You Need	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
<input type="checkbox"/>	<input type="checkbox"/>	Other (explain):

2. EXPERIENCE: What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

<u>Type of Experience</u>			
<u>You Have</u>	<u>Your Time</u>		<u>Minimum Time Required</u>
Computer, Customer Service, and Communications	17	years	2 years
Desktop publishing, Website design and maintenance	12	years	2 years
Brochures, flyers, and powerpoint	8	years	2 years

a. What field (s) should training or degree be in?
Marketing & Graphic Design,

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.

It is essential that this position have Desktop publishing experience, along with formal training in Adobe InDesign, Photoshop, Fireworks, Illustrator. It is crucial to keep up to date and current with certifications in Adobe products and training opportunities. Also needs to be proficient in Microsoft PowerPoint and video/movie maker programs (Microsoft Movie Maker). It is necessary to stay current in social media standards to keep up with Parks and Recreation trends and marketing. This position must also have experience in website management.

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
#1,#2,#3, #4,#5,#6, #7,#8,#9, #10,#11, #12,#13, #16	Computer	daily
#13, #15	Scanner	monthly
#1,#2,#3, #4,#5,#6, #7,#8,#9, #10,#11, #12,#13	Printer	daily
#4,#7, #11,#15, #16	Video Camera, Sony HD Handycam or better	monthly/daily
#1,#4, #12,#15	Camera, Canon EOS, DSLR or better	daily
#5,#12	Smart Phone to test QR Codes and mobile website testing	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. I design hundreds of flyers, brochures, webpages, and presentations using my own judgment with regard to design, content, layout, and format. I determine the best method to accomplish the task (Adobe InDesign, Photoshop, Fireworks, Illustrator, PowerPoint, or other computer programs). I then work closely with numerous staff members to implement the materials.

2. I determine best practices for marketing programs, facilities, and events using research, past experiences, trends, and staff recommendations. These best practices are usually a mix of marketing opportunities including print, web, and social media.

3. I make monthly, weekly, daily, and hourly decisions about how to best prioritize and manage my workload. The nature of the job requires me to prioritize more critical duties ahead of other duties, and it requires me to use sound time management skills. The nature of the business requires me to be available outside of a typical workweek and workday.

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.	4--Weekly	1--Somewhat Important	Photography
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	Select	
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.	2--Quarterly	2--Very Important	Photography
Kneeling: Bending legs at knee to come to a rest on knee or knees.	4--Weekly	2--Very Important	Photography
Crouching: Bending the body downward and forward by bending leg and spine.	3--Monthly	1--Somewhat Important	Photography
Crawling: Moving about on hands and knees or hands and feet.	0--Never	Select	
Reaching: Extending hand(s) and arm(s) in any direction.	0--Never	Select	
Standing: Particularly for sustained periods of time.	0--Never	Select	
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	0--Never	Select	
Pushing: Using upper extremities to press	0--Never	Select	

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.	0--Never	Select	
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	Working on the computer
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	2--Very Important	Daily operations
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	Select	
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	Computer work
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	Computer Work
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.	0--Never	0--Not Important	

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.	0--Never	Select	
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	Select	
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	Select	
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	Select	

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input 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).

A department wide reorganization was completed in fall of 2008 with my particular function moving solely towards marketing and promotions. Other employees and divisions wanted more focus on marketing as it was the one duty that they did not have the time or expertise to be able to accomplish with any amount of success. My role was to provide these services to the department with consistency in timing, formatting, and content. I feel if you were to ask the employees I work with directly, you would hear that my position is critical to their success.

The "upgrade" for this position was given a "thumbs up" during the 2008 budget reviews with the City Manager and all departments represented. The recession unfortunately prevented any positions from being considered or upgraded. Since then, all audits have been completed and my position was unsuccessful in being upgraded or changed and is currently in the admin. series. In looking back at the JAQ I completed in the fall of 2008, I was still only weeks into the transition from my current position to that of marketing. We were also in the midst of getting a new director and there was another employee out on extended leave, so my JAQ does NOT represent what I currently do. When I read the Senior Admin. Assistant job description I can only identify with two of the thirteen listed duties. This position does not even remotely begin to describe what I do on a daily basis. I understand my position may still be classified in the

[illegible]

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: _____

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.

DATE: 9/8/01
TO: Claudia Hazelhurst
FROM: Nikki Jost
RE: Karen Peterson Reclassification

*Accounting
Clerk*

Background

During the Ralph Andersen study, the position of Accounting Clerk in the Parks and Recreation Department was reviewed and assigned to the Accounting Clerk classification. The incumbent appealed the classification during the employee review process on the basis that the duties of the position assigned to Parks and Recreation were more diverse and demanding than other Accounting Clerks.

Ralph Andersen's response was that while her position may perform different duties than other positions assigned to the class, the duties performed by her position fall within the scope of the classification. They felt the basic knowledge, skills and abilities required were common in other Accounting Clerk positions and therefore, no change was recommended.

In 1999, the incumbent and Department Head requested an audit. She requested that her position be paid equal to that of Customer Service Representative. After further review, the position assigned to Parks and Recreation remained in the Accounting Clerk classification. The internal alignment remained 5% below Customer Service Representative.

In 2001, the incumbent, supervisor and Department Head have requested an audit based on changes in the essential functions of this position. They have requested that the position be classified as a Senior Administrative Assistant.

Position Description

The person assigned to this position provides clerical and technical support to the Parks and Recreation Department and reports directly to the Assistant of Parks and Recreation. The incumbent is responsible for the accounting functions, which include financial record keeping and reporting, for all divisions, excluding Two Rivers. She also coordinates and facilitates the budget process for Parks Operations, Forestry, Cemetery, Sports Fields and Recreation. In addition to the above, the incumbent also monitors the divisions accounts throughout the year for expenditure compliance. Other responsibilities include composing, verifying and maintaining information for City Dial, the Intranet and Internet. Both web sites change frequently, which requires the incumbent to change and edit information two or three times a week and sometimes daily. In 2003, the Parks and Recreation Department hope to include online registration. The incumbent will play a

major role in developing and maintaining this system. The incumbent also creates and writes a variety of reports for both the Assistant Director and Director and files or maintains a variety of information regarding the department's staff.

Changes in Responsibilities

The incumbent has completed a JAQ and an interview has been conducted with the incumbent. The following is a summary of added responsibilities since the 1999 audit:

- Facilitates and coordinates the budget process
- Develops and maintains the Parks and Recreation web pages, which includes scanning and cataloging photos. In 2003, this will include online registration.
- Payroll entry for both golf courses.
- Assists the Assistant Director of Parks and Recreation with some confidential issues
- Coordinates computer and telephony upgrades with Information Service.

Comparison to Senior Administrative Assistant

Although the position does not meet every criteria of the Senior Administrative Assistant, it does meet significant criteria. Those elements are the coordination and facilitation of the budget process and the development and maintenance of the Intranet / Internet. Depending on other department's staffing levels, the senior administrative assistant or administrative specialist usually coordinates the budget process. For Parks and Recreation, the incumbent coordinates not only the bi-annual budget process, but also monitors and tracks the budget throughout the year. During the bi-annual budget process, incumbent coordinates and facilitates budget meetings for all divisions, excluding Two Rivers and is responsible for compiling and presenting all the data or information.

For most departments, the development and maintenance of web pages is a one-time effort, with either no or few changes throughout the year. The Parks and Recreation web page constantly changes as new brochures are published and different programs are offered. With the addition of online registration, this responsibility will become more involved and time consuming.

Recommendation

Due to the budget and Internet / Intranet responsibilities, the position assigned to the Parks and Recreation Department and previously classified as Accounting Clerk, should be reclassified to Senior Administrative Assistant.

Budget impact for 2002 is \$6241.

It should be noted that although the incumbent has been assigned these tasks, they clearly fall out of her current class, which is accounting clerk. The Department Head and Assistant Director of Parks and Recreation should have been assigning those responsibilities to the Administrative Specialist. Now that the department has an Administrative Assistant, Senior Administrative Assistant and Administrative Specialist it is essential to maintain those classifications through proper work assignments. A review

of each incumbent's workload should be conducted to assure that they are working in their assigned class.

Audits of these positions will not be conducted unless there are significant changes in the position and only after the Department Head and Supervisor have assessed and communicated the business need for such an audit.

JOB ANALYSIS QUESTIONNAIRE

DUE DATES		INTERVIEW REQUEST	
Return to Supervisor: _____		Would you like to be interviewed regarding your classification? Yes <input checked="" type="checkbox"/> No _____ If yes, Individual Interview <input checked="" type="checkbox"/> Group Interview _____	
Return to Dept. Head _____		If yes, indicate reason and preference: Function/Duty Change _____ Salary Issue _____ Title Change <input checked="" type="checkbox"/> Other _____ Allocation Issue _____	
Return to Personnel _____		Is this a group questionnaire? Yes _____ No <input checked="" type="checkbox"/>	

I – IDENTIFYING INFORMATION

- A. Name Peterson Karen L.
(Last) (First) (Middle Initial)
- B. Current Classification Title Accounting Clerk
- C. Department Division Parks & Recreation Department
- D. Total Length of Time with Organization 9 yrs 3 mos.
(years) (months)
- E. Length of Time in Current Classification 9 yrs 3mos.
(years) (months)
- F. Assigned Hours/Week 40; from 7 a.m. to 3:30 p.m. G. Assigned Days/Week Mon - Fri
- H. Work Address and Telephone Number 1340 Gunnison Ave. - 970-254-3867
- I. Name of Immediate Supervisor Don Hobbs
- J. Classification Title of Immediate Supervisor Assistant Director for the Parks and Recreation Department

II – PURPOSE OF YOUR POSITION

Describing your job as you would to someone not familiar with your work, briefly summarize the overall purpose(s) of your position, as you understand it, and the key result that the job is expected to achieve.

To provide clerical and technical support to staff including, but not limited to, Parks and Recreation Director, Assistant Director, Park Planner, Golf Course Superintendent, Golf Professional, Recreation Superintendent, Recreation supervisors and clerical support staff. Responsible for the City Dial information, compose & edit scripts and verify that all verbal information is correct and that the fax documents are updated on a regular basis. Responsible for the Intranet/Internet information for the Parks and Recreation department. Responsible for the department budget encoding and verifications, tracking accounts and responsible for Capital Improvement Project lists, encoding and verification. Payroll encoding for the Golf Course maintenance and Golf Professional staff. Maintain records of staff training on an

annual basis. Maintain Travel Vouchers and reconcile at the end of travel. Serve on the I.S.Y.S. committee to evaluate the City's document/ record retrieval and retention periods. Determine which documents meet the requirements for automated storage. Assist in all budget preparations for the following divisions; Administration, Forestry, Lincoln Park - Moyer and Orchard Mesa swimming pools, Municipal Cemeteries, Lincoln Park Auditorium, Stadiums, Softball fields, Recreation programs, Park maintenance operations, and Canyon View. To provide quality customer services for internal and external customers while performing a variety of clerical responsibilities. Responsible for the accounting duties for all divisions within the Parks and Recreation Department. To perform a diverse range of responsibilities in financial record keeping and reporting in all areas of expenditures for all divisions including Lincoln Park and Tiara Rado golf course maintenance and pro shops. Considerable independent judgement and initiative are required to insure that transactions are in accordance with correct accounting procedures and with statutory requirements. Review and prepare recommendations for computer/software/system upgrades and modifications.

III – IMPORTANT AND ESSENTIAL DUTIES

In this section, please identify up to five or six major components of your job. For each major component, then list the important duties you perform. A duty is an activity performed to achieve the purpose or objectives of the job. A duty is a significant part of a functional area and consists of the performance of one or more tasks. Start each duty statement with an action word, such as type, clean, collect, supervise, prepare, or similar verbs.

After you have listed the duties, rate each duty statement for relative frequency using the scales provided and estimate the percentage of time spent on each major component of your job annually.

Column 1:

Relative Frequency	Code	Relative Frequency	Code
Performed once or more daily	D	Performed once or more monthly	M
Performed once or more weekly	W	Performed once or more yearly	Y

Column 2: Time Spent: Please estimate percentage of time you spend on this duty on an annual basis. Assume performance of all duties equals 100 percent.

Column 3: E (Essential): Duty is critically important to achieving the job's overall purpose.
S (Secondary): Duty is performed infrequently, or it could be assigned to another job, or it could be eliminated altogether without affecting this job's overall purpose.

IMPORTANT AND ESSENTIAL DUTIES		Freq. Code	% Time	E/S
A. Administration			45%	
1. Responsible for record management and annual record rotation.		Y		E
2. Maintaining records of staff training on an annual basis.		M		E
3. Maintain Travel vouchers and reconcile at the end of travel.		W		E
4. Responsible for the City Dial information, verify all verbal information is correct and that fax documents are updated on a regular basis for all divisions.		D		E
5. Responsible for the development and maintenance for the City intranet and internet for the Parks and Recreation department.		D		E
6. Process and encode Payroll system for Golf maintenance and Clubhouse/golf professionals at Lincoln Park and Tiara Rado Golf Courses.		W		E
7. Collect, compile, scan and catalog department photos used for the brochure and Intranet/internet.		W		E
8. Perform a wide variety of complex, responsible, and confidential duties for the Assistant Director and Park Planner, including researching and providing assistance in resolving operational and administration problems. <i>40 evals / 6 Don does - proofread</i>		D		E
9. Assist in developing and coordinating departmental team building exercises.			<i>M for 5 months</i>	S
			10%	
B. Computer		W		E
1. Responsible for the phone system operations, computer replacements.				
2. Provide assistance with the "CLASS" program registration system, with upgrades.		M		E
3. Serve as Liaison to Information Services establishing requirements for computer/software upgrades.		M		E
4. Scan approved documents into I.S.Y.S system for citywide retrieval/usage.		M		E
			10%	
C. Customer Service				
1. Provide a wide range of quality customer service dealing directly with the general public and internal personnel		D		E
2. Provide counter and phone assistance to customers with information and inquiries.		D		E
3. Provide counter and phone assistance to customers in registering for classes and Park permits and Shelter reservations.		W		E
4. Work with vendors, <i>PIAB back-up, PRAB - back-up</i> Boards, Commissions, Consultants and Architects.		M		E
			25%	
D. Financial				
1. Responsible for the maintenance of accounts with Capital Improvement project expenditures.		Y		E
2. Monitor and prepare budget reports by division and fund for the department.		M		E
3. Prepare and process Direct Pays, encode into the financial system for all divisions		D		E
4. Reconcile statements from vendors; confer with vendors regarding purchase orders, backorders, invoices, and payments.		M		E

IMPORTANT AND ESSENTIAL DUTIES		Freq. Code	% Time	E/S
5. Reconcile all accounts and balances, process journal entry requests for account corrections.		M		E
6. Responsible for all Purchasing card reconciliation within the department, monitoring each card holder in all divisions throughout the department. A. Responsible for all invoices that is turned in for each card holder after each purchase. B. Compare, reconcile all invoices/receipts with monthly statements. C. Comply with all purchasing policies and procedures. D. Review and process all billing statements, identify disputed charges. E. Monitor charges for proper account codes and fund availability.		W		E
			10%	
E. Budget Preparation				
1. Liaison with the Finance department for information pertaining to accounting and budget concerns.	same	Y		E
2. Assist the Park Planner, Director and Assistant Director with the preparation of the project narratives and encoding into the Budget system for Capital improvement projects.	same	Y		E
3. Responsible for the department budget encoding and verifications.	same	Y		E
4. Assist in coordinating and monitoring the assigned budget; compile, annual budget requests; Assist with revenue projections and recommend expenditure requests for designated accounts.		M		E
5. Collect, compile and analyze budget information; assist in the preparation of the department's budget and presentation, both written and visual.		Y		E

IV – DUTIES ADDED TO YOUR JOB IN THE LAST YEAR

Identify each duty in Section III which has been added to your job in the last year. Please list below the number(s) which corresponds to each of those duty statements (e.g., #3, #6).

A	B	C	D		
#5	#2	#2	#4		
#6	#3	#4	#6		
#7	#4				
#8					
#9					

V – JOB RELATED QUALIFICATIONS

JOB RELATED QUALIFICATIONS: Please list the knowledge, skills and abilities that are:

- (1) **Necessary** for successful performance.
- (2) **Cannot be learned** in a brief training or orientation session (1 week or less).
- (3) **Required by the job**, not ones you may have acquired on the job.

DEFINITIONS

KNOWLEDGE is a body of information that applies directly to the performance of a function or duty (e.g., Knowledge of accounting principles and practices).

SKILL is a developed ability to use knowledge effectively or dexterity/coordination in the performance of physical tasks (e.g., Operate word processing equipment).

ABILITY is the competence or capability to perform an observable duty and usually results in an observable product (e.g., Prepare clear and concise reports).

Please list the knowledge, skills and abilities which are **essential** for the position being described. The knowledge, skills and abilities listed under this section should be linked directly with the essential duty statements.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES STATEMENTS

	Duties from Section III (Please identify the duties from Section III by Number.)
1. Ability to provide responsible and exceptional customer service to internal and external customers.	A1,B2,B3,C1,C2,C3, A8,E1,E3
2. Knowledge of and proficiency with computer programs including Banner, Email, internet, ISYS and CLASS.	A4,A5,B3,B4,D3,D6, E3,E4,E5
3. Knowledge and proficiency with several programs, including Word, Access, Excel, PowerPoint, PhotoShop and Dreamweaver.	A4,A3,A6,A1,A2,
4. Strong computer skills.	A1-6,B1-4, C3,D1, D3,D5,D6,E3,E4,E5
5. Knowledge and proficiency with Class registration and Facility booking program.	C1-3
6. Knowledge of entire department including Administration, Operations, Forestry, Riverfront, Senior Recreation Center, Arts Commission, General Recreation, Two Rivers Convention Center, Pools, Golf Courses, Cemetery operations.	A1-5,B1,B2,C1, C2,C3,D1,D2,D5,D6, E3,E5
7. Ability to handle multiple tasks with interruptions.	ALL
8. Ability to compile information as requested; ability to produce reports derived from information.	A1,A2,B1,D2,E5
9. Knowledge and proficiency with department equipment including scanner, digital camera, video camera and 35mm camera.	A4,A6,B4
10. Considerable knowledge of governmental accounting practices and procedures.	D1-6
11. Knowledge of maintaining, processing and balancing accounts.	D1-6
12. Knowledge of I.S.Y.S. automated record storage/retrieval system.	B4
13. Ability to encode information into the Budget financial system.	E3,E4
14. Ability to compile data, prepare reports to assist in all areas of the budget	E1-5
15. Ability to work independently with minimal direction.	ALL
16. Ability to maintain, organize, and process information.	ALL
17. Ability to communicate clearly and concisely in verbal and written form.	ALL
18. Ability to maintain and file records.	D1-6,E1-5,B1,A1-3
19. Ability to perform in a high activity, multi-tasked environment.	ALL
20. Ability to perform with confidence.	ALL
21. Ability to meet deadlines.	ALL
22. Ability to serve the Public and co-workers with honesty and integrity	ALL
23. Ability to establish and maintain effective working relationships with the general public and co-workers.	ALL
24. Knowledge of the community and how to resource information (citizens who call for information on other areas throughout the city, community, and other government entities.	C1-3

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES STATEMENTS

**Duties from
Section III**
(Please identify the
duties from Section
III by Number.)

25. Knowledge of policies of the department and the city.	ALL
26. Knowledge of boards and commission responsibilities within the Parks Department.	ALL

VI – COMPUTER SKILLS

What computer skills are required to perform your job? *Remember this is not necessarily the level of skills you possess, but the level required in the normal performance of your job.* Check one box.

- ☐ Computer skills are not required on a regular basis.
- ☐ Work requires computer skills for basic data entry and retrieval. This includes, for example, checking electronic mail or entering/viewing listing information in a data base.
- ☒ Work requires using computer skills at an intermediate level. This includes, for example, generating word processing letters/reports, creating simple graphics, preparing basic spreadsheet reports, creating simple macros, mounting tapes and/or operating printers and other peripheral devices.
- ☒ Work requires advanced computer skills. This includes, for example, writing complex word processing and spreadsheet macros, programming in an application language, creating complex graphics/presentations, training users on complex systems, developing complex user documentation, limited systems design and/or trouble shooting maintenance of hardware.
- ☐ Work requires expert-level computer skills. This includes, for example, developing the design specifications for complex software, doing complex systems design/analysis, installing/maintaining mainframe hardware, serving as a system administrator for a large network and/or overseeing an operations center.

VII – EDUCATION & EXPERIENCE

A. **Education** – What minimum level of education is needed to satisfactorily perform your job? (Not necessarily your background).

<input type="checkbox"/> Read and write; no specific requirements	<input checked="" type="checkbox"/> High school diploma or equivalent (G.E.D.)
<input checked="" type="checkbox"/> Supplemental training – vocational or college level courses	<input type="checkbox"/> Formal specialized training – 2-year college program; apprenticeship/technician
Bookkeeping and business course work	
Basic Computer courses	

☐ Bachelor's or higher degree Field of study: _____

Please list any licenses, registrations, or certificates **required** for your position and the agency responsible for issuing it.

License, Certificate, Registration
Class "C" Drivers License

Issuing Agency
Coiorado

- B. **Experience** – In addition to education and training, what minimum amounts of experience is needed to enter your position?
 3 years How many years of prior related experience did you have when you were placed in your current job? 13 years.

VIII – EQUIPMENT OPERATING REQUIREMENTS

List **equipment or machines** you use in the regular course of your assigned duties that require training and skill to operate proficiently. For each item, please assign a frequency code (D, W, M, Y) and estimate the total amount of time spent (total= 100%).

MACHINE/EQUIPMENT	REQUIRED DOCUMENTATION	
	Relative Frequency	Total Percent of time Spent
1. Computer	D	65%
2. Calculator	D	5%
3. Copier	D	5%
4. Telephone	D	5%
5. Printer	D	
6. Fax Machine	M	5%
7. Scanner	D	5%
8. CD Writer	W	
9. Digital Camera	W	
10. Video Camera	W	
11. Laminator		

IX – SUPERVISION EXERCISED

- A. Do you exercise supervision over any employees? Yes No
- B. If yes, please check the definition which best describes the type of supervision you exercise and the names and classification/job titles of the employees whom you supervise.
- ☐ **Technical and Functional (Lead Worker)** – You are responsible for prescribing procedures, methods, materials and formats used in recurring projects of particular area[s] of work including training other employees. In addition, you are also responsible for recurring work projects or activities involving other employees to whom you give direction and guidance including lead supervision for a project or set of work activities. You may also have responsibility for assigning, scheduling, coordinating, organizing, and directing work activities.

Regular Lead _____

Project Lead _____

Employee Name

Class/Job Title

Employee Name

Class/Job Title

Direct Supervision — In addition to functional and technical supervision, are responsible for the administration of line personnel functions including selection, discipline, grievances, and formal performance evaluations.

Employee Name

Class/Job Title

- C. If you checked either of the above, please indicate the nature of group supervised and the number supervised.

Full-time

Part-time

Seasonal/Temp

Volunteer

Contract

- D. Please clarify your responsibility for the following supervisory responsibilities and decisions. Check the appropriate responsibility description which relates to each applicable function you perform in your position.

Function	RESPONSIBILITY			
	Responsible for Function	Make Formal Recommendations	Provide Input	N/A
Hiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Termination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promotion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Appraisal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Setting Goals and Objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Revising Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changing Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

X – CONTACTS

- A. With what individuals **inside** your organization do you have regular and frequent job related contact other than your supervisor and those you supervise? Check the type of contact, indicate the purpose(s) of the contact (a, b, c, d, e, f, g) using the codes noted below, and the relative frequency (D, W, M, Y). You may indicate more than one "purpose of contact" as appropriate.

<u>Purpose of Contact</u>	<u>Code</u>	<u>Purpose of Contact</u>	<u>Code</u>
Provide information	a	Negotiate solutions within policy guidelines	e
Collect information	b	Negotiate solutions involving policy changes	f
Coordinate projects, activities, etc.	c	Other—specify below	g
Solve problems	d		

Type of Internal Contact	Purpose of Contact	Relative Frequency
<input checked="" type="checkbox"/> Clerical/maintenance staff, other departments	a,b,c,d,e	D
<input checked="" type="checkbox"/> Professional/technical staff, same department	a,b,c,d,e,f	D
<input checked="" type="checkbox"/> Professional/technical staff, other departments	a,b,c,d,e	D
<input checked="" type="checkbox"/> Managers, other departments	a,b,c,e	D
<input type="checkbox"/> Councils (Type - _____)		
<input type="checkbox"/> Board(s) (Type - _____)		
<input type="checkbox"/> Commission(s) (Type - _____)		
<input type="checkbox"/> Committee(s) (Type - _____)		
<input type="checkbox"/> (Specify) _____		

- B. With what individuals **outside** your organization do you have regular and frequent contact required by the major responsibilities of your job? Check the type of contact, indicate the purpose(s) of the contact (a, b, c, d, e, f, g) using the codes noted above, and the relative frequency (D, W, M, Y). You may indicate more than one "purpose of contact" as appropriate.

Type of External Contact	Purpose of Contact	Relative Frequency
<input checked="" type="checkbox"/> General public	a,b,d,e,g Other -serving customers and citizen requests.	D
<input checked="" type="checkbox"/> Contractors, engineers and/or developers	a,b,c,d,e	D
<input checked="" type="checkbox"/> Vendors	a,b,d,e	D
<input checked="" type="checkbox"/> Public Agencies - (SD51,Mesa County)	a,b,c,d,e	D
<input type="checkbox"/> Consultants	a,b	M
<input type="checkbox"/> Committee(s) (Type - _____)		
<input type="checkbox"/> (Specify) _____		

XI – ENVIRONMENTAL FACTORS

Please identify any unusual **working conditions** which you are exposed to in the course of your job and indicate the relative code (see below) for each of the applicable conditions. Also indicate from Section III the number(s) of the Duties (i.e., #3, #6) which are related to these working conditions.

Frequency Codes:		I = Infrequent (less than 10%) S = Seldom, Minimal (10% - 25%)				M = Moderate, Average (25% - 50%) A = Almost Always (more than 50%)	
Condition	Relative Frequency				Duties		
	I	S	M	A			
Outside environment; travel from site to site	x						
Inside environment				X			
Heat	x						
Cold			x				
Dampness or Chilling	x						
Dry atmosphere condition	x						
Working in confined spaces				X			
Working closely with others				X			
Work alone	x						
Irregular work hours	x						
Working with machinery	x						
Working with or in water	x						
Working below ground	x						
Work on ladders/scaffolds	x						
Vibration	x						
Noise	x						
Slippery/uneven surfaces	x						
Moving objects/vehicles	x						
Grease and Oils	x						
Radiant energy	x						
Electrical energy	x						
Explosives	x						
Silica, asbestos, etc.	x						
Dust (specify):	x						
Toxic Chemicals (list):	x						
Fumes, smoke, gases (list):	x						
Solvents (list):	x						
Exposure to poisonous animals/insects	x						
Stress, emergency (specify):	x						
Other factors not listed:	x						

Check the box that best describes your overall environmental working conditions.

☒ **General** – Standard setting.

☐ **Unpleasant** – Moderate exposure to conditions that may be unpleasant but not hazardous; occasional exposure to risks controlled by safety precautions.

☐ **Hazardous** – Infrequent or moderate risks or discomforts which are partially controlled by special safety precautions, e.g. working around machines with moving parts, with contagious diseases or irritant chemicals.

☐ **Significant Risk** – Continuous high risks with exposure to potentially dangerous situations requiring a range of safety or other precautions, e.g. working at great heights, under extreme weather conditions, subject to possible physical attack, working around high voltage.

XII – PHYSICAL FACTORS

Please identify each appropriate **physical activity** required in the performance of your job and indicate the relative code (see below) for each activity. Also indicate from Section III the number(s) of the Duties (i.e., #3, #6) which are related to these physical factors.

Frequency Codes:

I = Infrequent (less than 10%)
S = Seldom, Minimal (10% - 25%)

M = Moderate, Average (25% - 50%)
A = Almost Always (more than 50%)

Condition	Relative Frequency				Duties
	I	S	M	A	
Heavy lifting, 45 lbs. & over		x			Lifting file boxes
Moderate lifting, 15-45 lbs.			x		
Light lifting, under 15 lbs.			x		
Heavy carrying, 45 lbs. & over	x				
Moderate carrying, 15-45 lbs.	x		x		
Light carrying, under 15 lbs.			x		
Pulling	x				
Pushing			x		
Reaching				x	
Use of fingers				x	
Both hands required		X			
Walking				x	
Standing				x	
Sitting	x				
Crawling	x				
Kneeling	x				
Repeated bending	x				
Climbing	x				
Operating of motorized equipment	x				
Ability to discharge firearms				x	
Speech				x	
Visual requirements				x	
– Near vision, i.e. 20 inches or less			x		
– Mid-range, i.e. more than 20 inches and less than 20 feet			x		
– Distance, i.e. 20 feet or more			x		
– Color, i.e. ability to identify and distinguish colors			x		
– Depth Perception				x	
Repetitive motions			x		
Hearing requirements					
Special Factors not listed:					

Check the box that best describes the overall amount of physical effort typically required by your job.

- ☒ **Standard** – Normally seated, standing or walking at will; normal physical ability to do some bending and light carrying.
- ☐ **Restricted/Mobile** – Confined to immediate work area; can only leave work station during assigned breaks.
- ☐ **Exertive** – Extensive walking, recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of light or moderately heavy items.
- ☐ **Strenuous** – Considerable and rapid physical exertion or demands on the body such as frequent climbing of tall ladders, continuous lifting of heavy objects, crouching or crawling in restricted areas; exertion requires highly intense muscular action leading to substantial muscular exhaustion.

XIII – MISCELLANEOUS COMMENTS

Miscellaneous Comments:

Over the past few years my job has grown from doing primarily the accounting and the financial duties to becoming more active in the administrative responsibilities. I am now responsible for the development and maintenance of the Department's Intranet and Internet sites. I collect, compile and analyze information from various sources on a variety of subjects for the individual web sites. As my involvement with the intranet/internet increases, I have found it necessary to collect, compile, and catalog department photos. I have been responsible for taking pictures with the digital camera and 35mm camera. The web site is a highly complex responsibility that requires creativity and independent thinking. I have also been responsible for a wide variety of duties as an Administrative Assistant for the Direct, Assistant Director, and Park Planner working on projects, compiling information, and coordinating.

I am responsible for all the departmental accounting activities, which now include Lincoln Park and Tiara Rado clubhouse/golf professional operations. I coordinate and work closely with the head golf professional and the part time accountant that handles the revenues. I continue to handle and be responsible for the encoding and verification of purchasing cards and reconciliation for the department, along with processing direct pays, petty cash checks, tracking budget accounts, and journal entries. I am also responsible for the data entry for the budget, along with establishing internal department deadlines and compiling revenue and expenditure data from various sources as well as giving recommendations for expenditure requests and assist with revenue projections along with monitoring accounts throughout the year.

I work closely with Information Services on the department's computers and telephone upgrades and replacements. I assist with the "CLASS" registration software, upgrades and server maintenance. I provide technical assistance to staff on computers and software applications.

I am responsible for coordinating the CityDial (Direct information Access Line) telephone information system for our department, I work with all the division supervisors compiling information and verifying that all verbal information is correct. I review and update on a regular basis to keep information current for the Grand Junction residents and visitors.

I would truly appreciate your consideration in the evaluation of my job title to be changed from Accounting Clerk to Senior Administrative Assistant.

Sincerely,

Karen Peterson

Employee Signature:

Karen Peterson

Date:

7/20/01

IMMEDIATE SUPERVISOR REVIEW

Did the employee describe the position duties and responsibilities **accurately and fully**? Are there duties missing? Are there any duties listed which are not a requirement of this position? Please comment. **Do not make comments regarding employee performance.**

This document and the attached memo fairly describe the principle duties and responsibilities of the position. It has definitely changed from that of strictly accounting.

Signature Don [Signature] Date: 7/20/01
Classification Title _____
Signature _____ Date: _____
Classification Title _____

DEPARTMENT HEAD REVIEW

Do the preceding descriptions and comments by the employee and immediate supervisor(s) describe the position **accurately and fully**? Please comment.

Signature _____ Date: _____
Classification Title _____

