



Your Name:

Your Job Title:

Department:

Division:



JOB ANALYSIS QUESTIONNAIRE

A JAQ for All Trades

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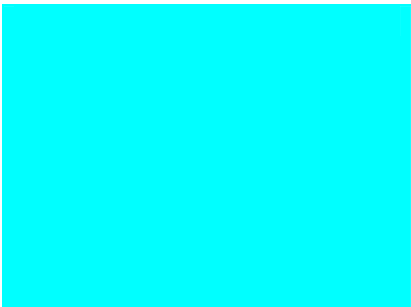


Table of Contents

General Instructions	3
Background Information	4
I. Essential Job Duties and Responsibilities	4
II. Scope of Responsibility	9
III. Your Supervisory Responsibility	12
IV. Education, Experience, and Certifications.....	14
V. Computer Skills	17
VI. Complexity	18
VII. Result of Actions	20
VIII. Supervision Received/Independence.....	22
IX. Physical Requirements	24
X. Working Environment.....	25
XI. Supervisor’s Review Section.....	26

General Instructions

Purpose of This Questionnaire

To ensure we understand what each County job entails, the County, in conjunction with the Human Resources Department and the Compensation and Benefits Study committee is circulating this Job Analysis Questionnaire (JAQ) to all regular County employees.

Your response to this questionnaire will be used to accurately understand your job and update job descriptions. Answers to this questionnaire will assist in updating the County's classification program by providing a consistent basis to compare your job with other jobs that have similar responsibilities and skills.

As part of the County's workforce, you are an important part of this project. We thank you for your effort.

Employee Instructions

1. Please read each item carefully and enter your responses. Please *be realistic* about your job duties and responsibilities when completing this questionnaire.
2. Please do not copy your job description. We want to have *your* opinions, thoughts, and ideas about your job.
3. If you need more space, you may write on the back or attach additional pages.
4. If you are completing this questionnaire by hand, please write legibly. If you would like to download the questionnaire electronically, go to the County's Human Resources site at www.priv.gtc. (You will still need to print the questionnaire to sign and give it to your immediate supervisor).
5. If you have questions or need help filling out the JAQ, you can go to your immediate supervisor. If you have questions on the JAQ process, please call 231-922-4788.
7. After you have completed and signed the questionnaire, give it to your supervisor ***no later than Monday, April 30th.***

Supervisor Instructions

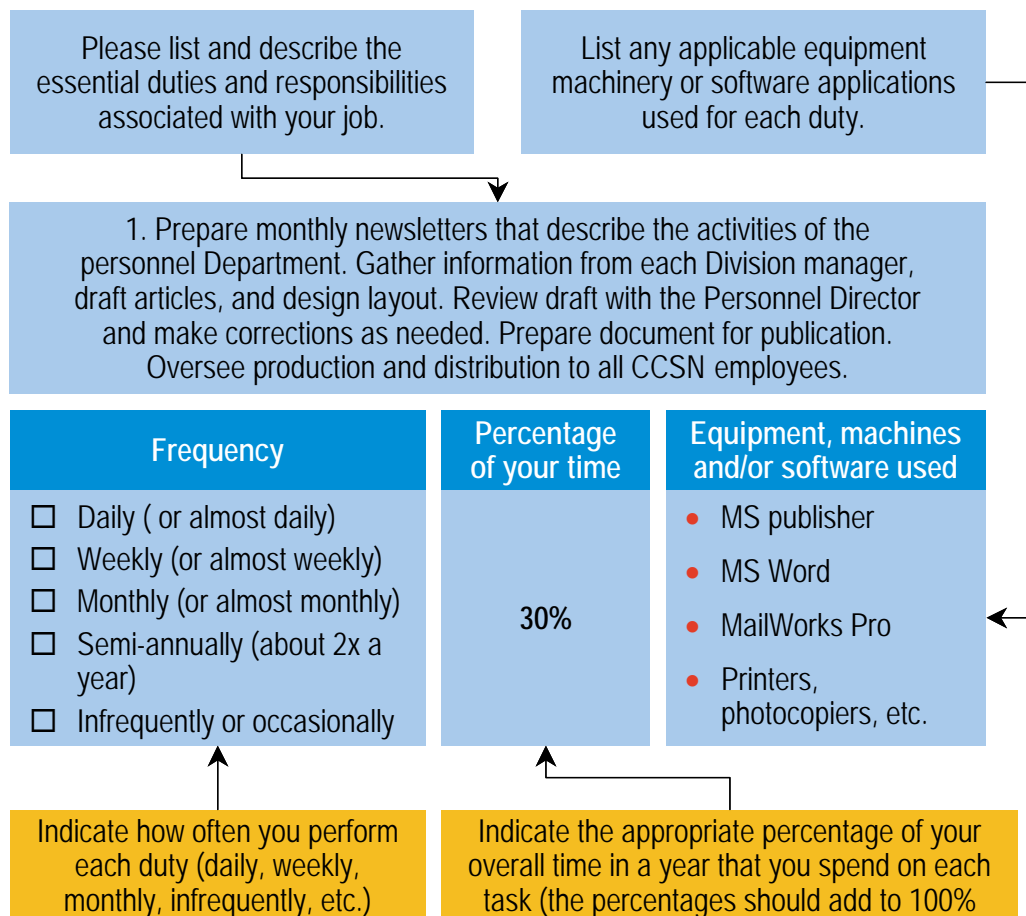
1. Please review the employee's answers to each of the questions. Employee responses should reflect their current tasks, not anticipated changes. If you would like to elaborate, explain, or express disagreement with any of the answers, please write comments in the margins (verified by your initials) and/or use the pages provided at the end of the questionnaire. Please do not alter or change the employee's responses.
2. When you have completed and signed the questionnaire, please forward to Human Resources ***no later than Wednesday, May 9th 2007.***

B. Essential Job Duties

Instructions

1. On the next two pages, please list and describe your **most important** essential job duties and responsibilities.
2. Start with the duty or responsibility that takes the **largest portion** of your time each year.
3. Describe these duties as if you were explaining them to a new employee who is not yet familiar with your work. Please **do not use abbreviations** or acronyms.
4. Indicate **about how often** you perform each duty (daily, weekly, etc.).
5. Indicate the **percentage of your overall time** in a year that you spend on each duty.
6. List any **equipment, machines, or software** that are required for you to perform the work.

Example



1.

Approximate Frequency	Percentage	Equipment, machines and/or software
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Semi-Annually (about 2x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

2.

Approximate Frequency	Percentage	Equipment, machines and/or software
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Semi-Annually (about 2x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

3.

Approximate Frequency	Percentage	Equipment, machines and/or software
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Semi-Annually (about 2x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

4.

Approximate Frequency	Percentage	Equipment, machines and/or software
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Semi-Annually (about 2x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

5.

Approximate Frequency	Percentage	Equipment, machines and/or software
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Semi-Annually (about 2x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

6.

Approximate Frequency	Percentage	Equipment, machines and/or software
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Semi-Annually (about 2x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

II. Scope of Responsibility

A. Responsibility For The Delivery of County Services

Please read each statement and check **all that apply** to your current job.

- 1. **None:** I am not responsible for the work of any County employees (other than myself).
(If you checked Box #1, proceed to Section II C, on page 10.)
- 2. **Team Member:** I work as part of a team and we are all responsible for ensuring that our team meets its objectives.
- 3. **Lead Worker:** I am responsible for training, guiding, and leading employees in my work group, but I AM NOT the formal supervisor.
- 4. **Program Coordinator (non-supervisory):** I coordinate or manage a County program or on-going project. My role requires me to direct the work of other County employees and ensure the quality of work, but I AM NOT the formal supervisor.
- 5. **Program Manager (supervisory):** I coordinate or manage a County program or on-going project AND I have formal supervisory duties for at least 1 employee.
- 6. **Supervisor:** I have formal supervisory responsibilities over at least 2 County employees. (In other words, I supervise at least two County employees).
- 7. **Manager:** I supervise employees who also supervise. (In other words, there are employees who report to the people I supervise.)
- 8. **Other:**



B. Supervisory Activities

Please indicate which of the following activities you perform.

<input type="checkbox"/>	Manage a department or facility
<input type="checkbox"/>	Supervise two or more full-time (or equivalent) County employees
<input type="checkbox"/>	Review the performance of other County employees
<input type="checkbox"/>	Recommend pay increases for other County employees
<input type="checkbox"/>	Recommend promotions for other County employees
<input type="checkbox"/>	Assigns work to other County employees
<input type="checkbox"/>	Handles complaints from other County employees
<input type="checkbox"/>	Disciplines other County employees
<input type="checkbox"/>	Recommends disciplinary action for other County employees
<input type="checkbox"/>	Trains other County employees
<input type="checkbox"/>	Interviews job applicants
<input type="checkbox"/>	Recommends which job applicants to hire

C. Responsibility for Contractors, Vendors, or Volunteers

Please read each statement and check all that apply to your current job.

- 1. **None:** I am not responsible for the work of any contractors, vendors, or volunteers.
- 2. **Vendor Selection:** I solicit short-term bids from vendors, define specifications, recommend vendor selection, and place orders.
- 3. **Daily Supervision/Coordination:** I oversee the work of on-site contractors or volunteers.
- 4. **Technical Expert:** I provide technical expertise and guidance to contractors on a regular or ongoing basis.
- 5. **Contract Monitoring:** I ensure that the terms of a contract are met by monitoring and evaluating contractor performance.
- 6. **Contract Managing:** I define the terms of contract agreements and ensure work is completed satisfactorily. I can authorize payment to contractors based on my evaluation.
- 7. **Other:**

D. Customer Contact

Please read each statement and check the **one statement** that applies to your current job.

- 1. **Minimal:** I seldom have contact with constituents, taxpayers, or other customers (up to 6 times per year).
- 2. **Occasional:** I sometimes have contact with constituents, taxpayers, or other customers (up to once per month).
- 3. **Regular:** I have regular contact with constituents, taxpayers, or other customers (up to once per week).
- 4. **Constant:** I have daily contact with constituents, taxpayers, or other customers.
- 5. **Other:**



E. Financial Responsibility

Please read each statement and check **all that apply** to your current job.

- 1. **Cost Control:** I am aware of resource limitations and try to control costs and reduce waste in my daily work.
- 2. **Financial Transactions:** I collect funds or make payments (by cash, check, or transfers) on behalf of the County . I am responsible for ensuring that the amounts I receive or payout are accurate.
- 3. **Budget Monitoring:** My work involves using financial knowledge and business understanding to monitor, identify, and act on potential financial overruns and variances at an early stage.
- 4. **Program Budgeting:** I am responsible for planning, preparing, monitoring, and managing the budget for an ongoing County program, long-term project, or a section of a Division.
- 5. **Department Budgeting:** I am responsible for planning, preparing, monitoring, and managing the budget for a County Department (or several County Departments).
- 6. **Other:**

III. Your Supervisory Responsibility

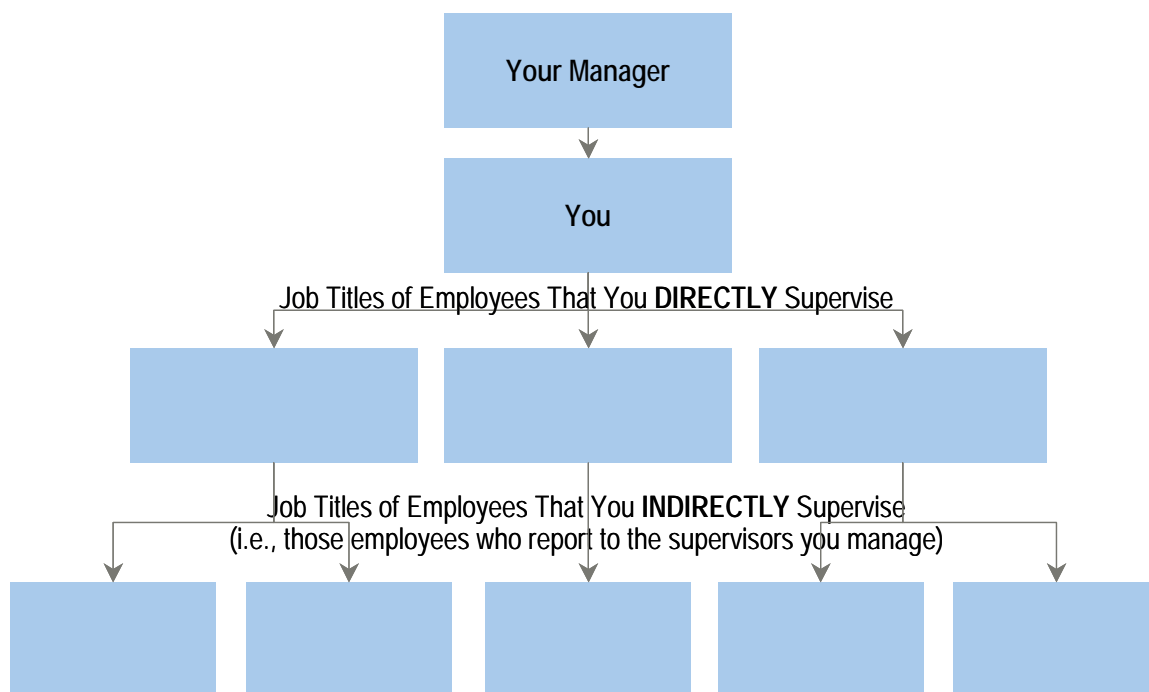
IMPORTANT, PLEASE READ:

FORMAL supervisory responsibility is defined as actively participating in the hiring, training, assigning and directing work, and evaluating other County employees (including full-time and part-time, permanent and temporary).

A. Do you have formal supervisory responsibility of other County employees?

- Yes**—If YES, continue with the survey by following the instructions below.
- No**—If NO, skip to Page 14.

Please fill in the organization chart below. Write in your job title, your manager’s job title, as well as the job titles of all the employees you directly and indirectly supervise.



Write the job title of the people you supervise

B. How many positions do you DIRECTLY SUPERVISE?

Direct supervision refers to employees who **report directly to you**. Enter the number of positions (whether currently filled or vacant). _____

How many of the employees who report directly to you also have supervisory responsibilities over other employees? Enter the number of positions (whether currently filled or vacant). _____

C. How many positions do you INDIRECTLY SUPERVISE? _____

(Indirect supervision refers to employees who report to one of the people whom you directly supervise. To exercise indirect supervision, you must have at least one person reporting directly to you)

D. Check the *one statement* that most accurately describes your formal supervisory responsibilities.

- 1. First Line Supervisor:** I schedule, supervise, and evaluate the work of my employees. In addition, I recommend personnel actions such as hiring, firing, termination, and pay changes for those employees who report to me.
- 2. Assistant Manager:** I assist the Manager of a work group in the day-to-day management of staff. I am responsible for directing and evaluating the work of first-line supervisors, as well as the staff reporting to the first-line supervisors. I recommend personnel actions such as hiring, firing, termination, and pay changes for first-line supervisors and their staff.
- 3. Section/Program Manager:** I am responsible for first-line supervisors and their staff (as well as any Assistant Managers) for a section or program within a Division. In addition to personnel responsibilities, I am also responsible for formulating operating budgets for my assigned area.
- 4. Division Manager:** I am responsible for all employees and work activities within a designated Division of the Department.
- 5. Assistant or Deputy Department Director:** I am responsible for all employees and work activities for more than one Division of a Department.
- 6. Department Director:** I am responsible for managing all employees within the Department.

IV. Education, Experience, and Certifications

A. Formal Education

Please indicate:

1. The level of education **you have** and,
2. The **minimum** level of education that you think **should be required** for new employees in your job.

Education/Training	You Have	Work Requires
Some high school	<input type="checkbox"/>	<input type="checkbox"/>
High school diploma (or GED)	<input type="checkbox"/>	<input type="checkbox"/>
Apprenticeship or training in a skilled trade (e.g., electrician, carpentry, court reporter, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Certified technical training (e.g., certificate in computer assisted design)	<input type="checkbox"/>	<input type="checkbox"/>
Some college	<input type="checkbox"/>	<input type="checkbox"/>
Associate's (2-year) college degree	<input type="checkbox"/>	<input type="checkbox"/>
Bachelor's (4-year) college degree (BA, BS)	<input type="checkbox"/>	<input type="checkbox"/>
Master's degree (MA, MS) or Law degree (JD)	<input type="checkbox"/>	<input type="checkbox"/>
Doctorate Degree (PhD)	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>

Please list any *specialties* or *areas of study* that you think should be **REQUIRED** for new employees in your job.

Examples: Master's in Urban Planning. Certificate in Paralegal Studies.

- 1.
- 2.
- 3.
- 4.

B. Prior Work Experience

Please indicate:

1. The level of directly related experience **you had** (either within the County or elsewhere) **when you started your current position**, and
2. The **minimum** level of directly related experience that you think should be required for *new employees in your job*. Assume that any new employee has the minimum amount of education that you indicated on the prior page.

Education/Training	You Had	Work Requires
1. Less than 3 months	<input type="checkbox"/>	<input type="checkbox"/>
2. At least 3 months, but less than 1 year	<input type="checkbox"/>	<input type="checkbox"/>
3. At least 1 year, but less than 2 years	<input type="checkbox"/>	<input type="checkbox"/>
4. At least 2 years, but less than 4 years	<input type="checkbox"/>	<input type="checkbox"/>
5. At least 4 years, but less than 6 years	<input type="checkbox"/>	<input type="checkbox"/>
6. At least 6 years, but less than 8 years	<input type="checkbox"/>	<input type="checkbox"/>
7. At least 8 years, but less than 10 years	<input type="checkbox"/>	<input type="checkbox"/>
8. 10 years or more	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate any special type of prior experience that you think should be **required for new employees in your job**.

Examples:

- At least one year of experience supervising employees.
- Six months of experience in bookkeeping or financial record keeping in a public sector agency.
 - 1.
 - 2.
 - 3.

C. Certifications and Licenses

List any licenses or certifications that *you think* should be required or preferred for new employees in your job.

Please indicate whether you think the license or certification should be *required* or *preferred*.

Certifications and Licenses	Required	Preferred
Example: Certified Public Accountant	<input type="checkbox"/>	<input type="checkbox"/>
Example: Registered Nurse License	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

D. Motor Vehicle Operation

1. Does your job **require** you to operate a vehicle?

- Yes**— If YES, what **type of vehicles**? For example: passenger van, sideloader refuse truck.
- No**— If NO, go to the next page.

2. What type of driver’s license are you **required** to have for your job? (Check all that apply)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Regular (Classified)
Driver’s License | Class A
Commercial Driver’s
License (CDL) | Class B
Commercial Driver’s
License (CDL) | Class C
Commercial Driver’s
License (CDL) |

3. List any special **CDL endorsements** that are required.

For example: passenger endorsement, HAZMAT, tank vehicles, etc.

V. Computer Skills

Does your job *require* you to use a computer?

<input type="checkbox"/>	Yes. If YES, place an X in the boxes to indicate which types of computer software or system you use on the job. Also include the names of software. For example, "Microsoft Word" is the name of a word processing software. Finally, indicate the level of proficiency (basic, intermediate, expert or programmer).
<input type="checkbox"/>	No— If NO, go to the next page.

Use?	Type of Software or System	Name(s) of Software or System	Level of Proficiency (Choose one for each type of software/system)			
			Basic	Inter- mediate	Expert	Programmer
<input type="checkbox"/>	Accounting Software		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Contract Management Software		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Database Software		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Design Software		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Programming Software		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Financial Systems		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	HR Systems		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Internet Software		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Inventory Software		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Project Management Software		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Purchasing Systems		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Spreadsheet Software		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Word Processing Software		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Other Type:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VI. Complexity

This question measures the relative level of **complexity and difficulty** associated with the essential duties and responsibilities of your job.

1. Please **read** the descriptions of each level.
2. **Place an X** in the box that most closely describes your job (Levels 1-5).

Level 1

You do the same basic tasks every day. Your work follows well-established procedures. You receive daily instructions and do your tasks according to specified guidelines.

- *Office Example*—An employee who performs routine maintenance and repair on buildings, parks, or grounds.
- *Field Example*—An employee who chooses (and then operates) the appropriate heavy equipment based on the needs of a job (such as construction, street repair, or water treatment).

Level 2

You gather and analyze information to determine the best course of action, based on general guidelines or rules of operations. You use your judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation.

- *Office Example*—An employee who follows procurement regulations to make purchases using a number of alternatives in approach, product, and price that are in the “best interests” of the County.
- *Field Example*—An employee who supervises a crew of laborers and/or equipment operators; planning, directing, and inspecting daily work assignments and maintaining necessary records and paperwork.

Level 3

You evaluate the relevance and importance of theories, concepts, and principles. You develop different approaches or tactical plans to fit specific circumstances. Guidelines may exist, but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines.

- *Office Example*—An employee whose job requires planning, conducting, and completing accounting audits. Prepares recommendations for operational changes based on findings and provides follow-up advice on the implementation of recommendations.
- *Field Example*—An employee whose job involves inspecting construction and engineering projects. Prepares reports and diagrams of work that is inspected. Ensures that projects conform with approved plans and regulations. Meets with contractors, engineers, and property owners to provide advice, guidance, and direction.

Level 4

Work involves the development of new guidelines and techniques, establishing criteria or developing new information. Guidelines may not exist for all situations. Considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation.

- *Office Example*—An employee who is responsible for planning, performing, and overseeing computer systems analysis for designing, developing, and installing new computer programs. Reviews project requests, confers with requesters and users to determine design elements. Evaluates feasibility and develops time and cost estimates.
- *Field Example*—An employee who is responsible for planning and managing the County 's parks and recreational facilities. Ensures that staff are appropriately hired, trained, assigned, and supervised. Determines how resources will be allocated within assigned budget. Confers with civic groups and community representatives. Assists Department Director in developing departmental policies and budget.

Level 5

Work involves the origination of models, concepts, theories that are new to the field, and where no prototype exists in the overall organization. Few, if any, guidelines exist. Leadership, judgment, and risk management skills are needed to deal with largely undefined issues or to find solutions to unyielding problems.

- *Example*—An experienced Attorney who is responsible for advising County officials on a wide range of legal matters, representing the County in various litigation matters, prosecuting non-routine violations against the County, or other related matters.

VII. Result of Actions

This question measures the potential **results that could arise** from errors made by someone in your job.

Please consider the potential cost implication to the County , as well as non-financial costs such as effect on public relations, human costs, etc.

1. Please **read** the descriptions of each level.
2. **Place an X** in the box that most closely describes your job (Levels 1-5).

Level 1

An error at this level could lead to minor inconvenience and consequences that may not be obvious outside the work unit. Errors will have little effect on service to the public and may result in limited financial impact or cost. Errors can generally be detected easily by the employee and corrected.

- *Office Example* –A Court Clerk incorrectly files documents and spends time relocating or recreating files.
- *Field Example*—A Custodial worker does not sweep before mopping and must spend extra time and supplies cleaning the floor.

Level 2

An error at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction. An error at this level may require intervention from a higher-level manager and could affect others outside of a department.

- *Office Example*—A Utility Billing Assistant incorrectly calculates a customer’s outstanding balance, which upsets the customer and requires re-issuance of a bill and re-calculation of the monthly accounts.
- *Field Example*—A Technician fails to collect all required data in the appropriate manner meaning they have recollect data which causes a negative impact on the public.

Level 3

An error at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction. These errors affect others outside of a department and may require the intervention of an agency head to resolve.

- *Example*—An Engineer incorrectly surveys a work site, requiring the County to re-hire contractors to draw revised blueprints and to delay the project for months.

Level 4

An error at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission. These errors may require the intervention of the County's senior executives to resolve, or may not be resolvable.

- *Example*—A structural engineer prepares an erroneous design and does not inspect the construction of a public facility that either collapses or has to be torn down and rebuilt.

Level 5

An error at this level could lead to the loss of life or major harm or life impairment.

- *Examples*—Police Officers, Firefighters, Emergency Telecommunicators, Physicians, Clinical Nurses, etc.

VIII. Supervision Received/Independence

This question measures the kind of supervision employees receive on the job.

When answering this question, consider how much instruction, oversight, and direction your supervisor and/or manager provides to all employees in your job title.

SUPERVISION RECEIVED LEVELS

1. Please **read** the descriptions of each level.
2. **Place an X** in the box that most closely describes your job (Levels 1-5).

Level 1

Employees in this job usually receive *close supervision* OR the work is so highly routine that close supervision is not necessary. Work is performed under precise instructions.

- *Example*—Custodial work that is the same every day, and therefore close supervision is not required
- *Example*—An Office Assistant who types routine correspondence or other documents. The supervisor is usually close at hand to answer questions and provide direction.

Level 2

Employees in this job generally receive *moderate supervision*. Work is carried out according to standard practice or general instructions without continuous and direct control. If something unusual occurs, the supervisor is usually nearby to make decisions.

- *Example*—Fiscal work that requires the employee to maintain and review financial and budgetary records under standard guidelines. The employee consults with supervisors under special circumstances and work is reviewed/audited for overall standards of performance.

Level 3

Employees in this job generally receive *limited supervision* AND the work **REQUIRES** employees to use independent judgment or to act on their own discretion. This job requires the use of initiative and creativity to resolve problems or interpret policy to develop solutions. A manager may be available to provide general direction or advice, but employees usually act independently based on their own judgment.

- *Example*—Engineers who develop and prepare plans and designs for street projects, sewer systems, etc.

Level 4

Employees in this job receive **general direction**, working from broad goals and policies. Desired results are communicated to the employee and alternative methods may be suggested but are not explicitly prescribed. Major work assignments are examined for soundness or technical judgment and for general effectiveness and adequacy

- *Example*—A Payroll Manager who is responsible for maintaining and upgrading the County’s record keeping for pay, benefits, and other internal accounting functions.

Level 5

Employees in this job work under **administrative review**. The employee is essentially self-supervisory and exercises the maximum degree of initiative and judgment. Employees have the freedom of action in initiating, developing, and approving programs, plans, and procedures within the guidelines set by the Executive Director and/or the County Board of Directors, or governing legislation.

- *Example*—Department directors or the equivalent.

IX. Physical Requirements

For each physical activity below, check the box that applies to your job. Do not consider those parts of your job that, if you had a disability, a reasonable accommodation could be made. *For example: If you were in a wheelchair, but had to occasionally move a box of paper, it would be a reasonable accommodation to have someone else move it for you.* In that case, you would not consider moving the box as a required part of your job.

Physical Activity	Frequency of Activity			
	Not Required	Occasionally (Less than 1/3)	Frequently (1/3 to 2/3)	Regularly (Over 2/3)
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lifting or Exerting Force	Frequency of Activity			
	Not Required	Occasionally (Less than 1/3)	Frequently (1/3 to 2/3)	Regularly (Over 2/3)
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

X. Working Environment

This question measures your current working conditions. **Check all boxes that apply.**

- Office/Indoor Environment: Employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.
- Outdoor Environment: Employees work outdoors and may not be protected from weather conditions (including weather-related heat and cold, rain, wind, etc.)
- Work in extreme cold (not related to weather): Temperatures typically below 32 degrees for more than an hour.
- Work in extreme heat (not related to weather): Temperatures above 100 degrees for more than an hour.
- Work in close quarters (crawl spaces, shafts, man holes, sewage and water line pipes, and other areas that could cause claustrophobia)
- Work in high, precarious places
- Work near moving mechanical parts
- Exposed to risk of electrical shock
- Exposed to vibration
- Exposed to fumes or airborne particles.
- Exposed to infectious diseases
- Exposed to criminal suspects or prison inmates.

Emergency or On-Call Duties

Please check the appropriate box.

- Yes**, my job requires that I respond to County emergencies or that I be “on-call” at times throughout the workweek (including 24/7 Emergency on-call).
- No**, my job does not require that I respond to County emergencies or be “on-call.”

Thank you for taking the time to tell us about your job.

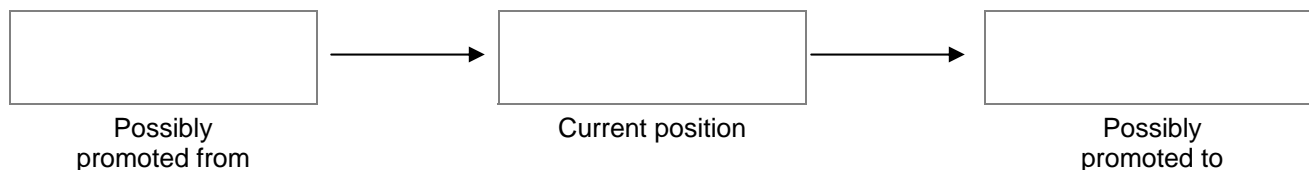
Please sign below and give this questionnaire to your supervisor by **Monday, April 30th**.

Employee Signature

If you are completing this questionnaire electronically, please print, sign and give it to your supervisor.

1. What do you think is the most **appropriate job title** for this position?

2. What do you think is a possible **career path** for someone in this position? Considering this job (not necessarily the person in the position), what jobs could someone be promoted from and be promoted to? Please consider not only the current job titles in the County, but also what you think would be a viable option in any organization.



3. We encourage you to discuss your comments with the employee. Please check the appropriate statement:

- I agree with the employee's responses as written.
- I disagree with some of the employee's responses and have made edits and comments.

4. If you disagree with any part of the employee's responses, did you discuss **these edits/comments with the employee?**

- Yes, and the employee agrees with my edits/comments.
- Yes, and the employee does not agree with my edits/comments.
- No, I did not discuss my edits/comments with the employee.
- Not applicable (I agree with all of the employee's responses).

Please sign below and forward this questionnaire to Human Resources **no later than Wednesday, May 9th**.

Supervisor's Signature

Supervisor's Job Title

Doc 6059983

