
EMPLOYEE JOB ANALYSIS QUESTIONNAIRE (JAQ)

DISTRICT NAME:

IDENTIFICATION INFORMATION

NAME:	DATE:
YEARS OF EXPER. WITH THE VILLAGE:	JOB TITLE:
YEARS OF EXPERIENCE ON THIS JOB:	YOUR JOB IS: FULL TIME: PART TIME:
YOUR YEARS OF EXPERIENCE IN THIS FIELD:	YOUR EDUCATION: <input type="checkbox"/> Hgh. Sch. <input type="checkbox"/> Asso. Deg. <input type="checkbox"/> Bach. Deg. <input type="checkbox"/> Mas. Deg.
NAME OF IMMEDIATE SUPERVISOR:	HIS/HER TITLE:

INSTRUCTIONS

The purpose of this questionnaire is to obtain additional information that is not provided in your attached job description. It is important that you answer each question thoughtfully and frankly. There are no right or wrong answers and you are not being evaluated on how well you complete the questionnaire.

After you have finished your portion of the questionnaire, give it to your immediate supervisor, who will complete his/her section.

Please read the attached job description. Are there any major changes (additions and/or deletions) that need to be made? Yes No If yes, please explain:

1. Education and Training: In your opinion, what kind of education and training is necessary to perform your job?

- Level of knowledge that is below what is normally attained through high school graduation.
- High school diploma (GED) or equivalent.
- High school, plus elementary technical training, acquired through one year or less of technical or business school.
- Extensive technical or specialized training such as would be acquired by an Associate's Degree or two years of technical or business school.
- Extensive technical or specialized training such as would be acquired by an Associate's Degree or two years of technical or business school, plus two or more certifications in incumbent's field.
- Completion of four-year college degree program.
- Additional professional level of education beyond a four-year college program, such as a CPA or Professional Engineer (P.E.) training.
- Completion of graduate coursework equal to a Master's Degree or higher.

If a specific certificate or license is mandated by an outside agency to perform your duties, name the certificate or license:

2. Years of Experience: How much previous work experience do you feel is necessary to perform your job?

- LESS THAN 1 YEAR; 1 TO 3 YEARS; 4 TO 6 YEARS; 7 TO 10 YEARS; MORE THAN 10 YEARS

3. Independent Judgment and Decision Making: How much discretion do you have in making decisions with or without the input or direction of your supervisor?

- Little discretion or independent judgment exercised.
 Some discretion or judgment exercised, but supervisor is normally available.
 Job often requires making decisions in absence of specific policies and/or guidance from superiors, but some direct guidance is received from superiors.
 High level of discretion with decisions restricted only by broad District-wide policies and little direct guidance from superiors.
 Very high level of discretion with decisions only restricted by the broadest policies of the District.

If you make an erroneous decision, what impact would this decision have on your work unit, department, and/or the District?

- Minor: Some inconvenience and delays but little cost in terms of time, money, or public/employee good will.
 Moderate: Significant costs in time, money, or public/employee good will would be incurred. Delays in important projects/schedules likely.
 Serious: Important goals would not be achieved and the financial, employee, or public relations posture of the District would be seriously affected.
 Very Serious: Critical goals and objectives would be adversely and very seriously affected.

4. Responsibility for Policy Development: Does your job require you to participate in the development of policies for your unit/division/department/the District?

- Position involves only the execution of existing standard operating procedures.
 Position involves some participation in the development of policies and/or standard operating procedures for the department only.
 Position involves some development, interpretation and execution of standard operating procedures and/or policies, as well as the interpretation and execution of broader policies in the department.
 Position involves some responsibility for the development of policies for a division or organizational component of the department, as well as some interpretation and recommendation of changes to department policies.
 Position involves significant responsibility for input/development of departmental policies and procedures, plus occasional participation in the development of policies which may affect other departments in the organization.
 Position involves the primary responsibility for the development of departmental policies and procedures and regular participation in the development of policies that may affect other departments.

Give some examples of the types of policies you've written or been a part of creating:

5. **Planning:** How much latitude do you have to set your own daily work schedule and priorities for a given workday?

- Position requires a minimum level of planning to complete own work load.
- Position requires some planning and analysis to ensure duties are performed according to established procedures or standards.
- Position requires planning to ensure incumbent's duties are performed according to established procedures or standards and to ensure other tasks be completed within the Department.
- Position requires planning to ensure that unit/workgroup activities for incumbent and others are performed according to established procedures or standards within the Department.
- Position requires planning and an above average ability to analyze some data and develop departmental work plans where a number of difficult, technical and/or administrative problems must be dealt with.
- Position requires a managerial level of planning, with a high level of analytical ability to develop plans for the entire department, including strategic planning for the Department and plans that may integrate/involve/impact other departments, etc.

How much planning do you do for others in the department?

Scheduling: Yes: No Assigning of Duties/Jobs: Yes: No

6. **Contacts with Others:** In the course of performing your job, what contacts with people in your department, other departments within the District, and/or people from outside the District are you required to make?

- Position involves minimal interaction with fellow workers on routine matters with relatively little public contact.
- Position involves some internal and external contact, but generally on routine matters such as furnishing or obtaining information, including contact with vendors or other suppliers.
- Position involves regular internal contact and contact with outsiders generally on routine matters, including contacts with irate outsiders which require some public relations skill for taking complaints for others to follow up upon.
- Position involves regular internal and external contacts which require public relations skills in handling complaints. Contacts involve non-routine problems and require in-depth discussion and/or persuasion in order to gain concurrence or to resolve the problem; may serve as a representative on a task force or intergovernmental committee, etc.
- Position involves frequent internal and external contacts which require skill in dealing with, and influencing others, and initiating changes in policy/procedures within the Department to address the issue so as to avoid having to deal with the issue again in the future.
- Position involves everyday internal and external contacts, acting as the spokesperson for the Department, responsible for the Departmental employees and may be authorized to make commitments on behalf of the department. Hears grievances and can issue discipline for the Department.
- Position can represent the entire organization and is authorized to make commitments in matters of critical interest to the community. Authorized by Ordinance to negotiate contracts, enter into agreements for the organization, etc.

7. **Supervision Given:** Do you supervise or assign work to other employees? Yes No

If yes:

- Position is responsible for assigning work to an employee or employees, without acting in a supervisory role.
- Position is responsible for the supervision of one full time or several part time employees.
- Position is responsible for the supervision of two to five full time (or full time equivalent) employees.

- Position is responsible for the supervision of six to 15 full time (or full time equivalent) employees.
- Position is responsible for direct and/or indirect supervision of 16 to 29 full time (or full time equivalent) employees.
- Position is responsible for direct and/or indirect supervision of 30 to 50 full time (or full time equivalent) employees.
- Position is responsible for direct and/or indirect supervision of more than 51 full time (or full time equivalent) employees.

8. Physical Demands: Please describe any physical demands required to perform your job.

Demand	No	Yes	How often?
Lifting up to 20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting 20-50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting 50+ pounds	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	
Crawling	<input type="checkbox"/>	<input type="checkbox"/>	
Bending	<input type="checkbox"/>	<input type="checkbox"/>	
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	
Prolonged Standing	<input type="checkbox"/>	<input type="checkbox"/>	
Prolonged Visual Concentration	<input type="checkbox"/>	<input type="checkbox"/>	

Unpleasant or Hazardous Conditions: Please describe any unpleasant or hazardous conditions you are exposed to in performing your job and how often you are exposed to those conditions. Include only those conditions which are directly related to your work rather than specific work area conditions.

Condition	No	Yes	How Often?
Lighting-dimness or brightness	<input type="checkbox"/>	<input type="checkbox"/>	
Dust	<input type="checkbox"/>	<input type="checkbox"/>	
Heat	<input type="checkbox"/>	<input type="checkbox"/>	
Cold	<input type="checkbox"/>	<input type="checkbox"/>	
Odors	<input type="checkbox"/>	<input type="checkbox"/>	
Noise	<input type="checkbox"/>	<input type="checkbox"/>	
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	
Wetness/Humidity	<input type="checkbox"/>	<input type="checkbox"/>	
Toxic Agents	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical Currents	<input type="checkbox"/>	<input type="checkbox"/>	
Heavy Machinery	<input type="checkbox"/>	<input type="checkbox"/>	
Violence	<input type="checkbox"/>	<input type="checkbox"/>	
Disease	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

9. Use of Technology: Please check the level of technology needed for you to perform your job:

- Position has no responsibility for, or use of, technology.
- Position has some basic use of computers for word processing/data entry and some use of the telephone, copier, etc.

- Position has daily use of computers for word processing/data entry and use of the telephone, fax machine, copier, etc.
- Position has daily use of computers, the Internet, PDA's, etc. to create databases, spreadsheets, accounting programs, etc. to produce reports for supervisors.
- Position provides routine consultation and technology support for everyday computer programming and/or software requests/questions to others in the organization. Also uses specialized equipment such as GIS, SCADA, etc.
- Position is responsible for advanced computer programming, maintenance, training, and purchasing of items such as computers, printers, scanners, etc., for the computer system for the organization.
- Position is responsible for system security, as well as the overall direction and supervision of the staff that are responsible for the computer and technology needs of the organization, including responsibility for developing technology policies for the organization.

10. **Overtime:** Do you receive overtime or comp time for hours worked beyond your normal work week?

- Yes No

11. **Comments/Additional Information:** Feel free to attach a document or use the back of this sheet to include any additional information or comments on your job or your department that you do not feel were addressed in the above questions.

EMPLOYEE'S SIGNATURE

DATE

THIS SECTION TO BE COMPLETED BY IMMEDIATE SUPERVISOR AND/OR DEPARTMENT HEAD

1. Do you agree with the employee's answers to all of the above questions? If not, please explain. Do not mark on the employee's portion of the questionnaire.
2. List any job duties or assignments which the employee performs which are in addition to those listed on the job description or this form.
3. How long has this employee worked for you?
4. Additional comments from the employee's immediate supervisor:

SUPERVISOR'S SIGNATURE

DATE

- I have read the above and substantially concur.
- I have read the above and attached my comments.

DEPARTMENT HEAD'S SIGNATURE

DATE