



CITY OF

*Richmond* CALIFORNIA

## JOB DESCRIPTION QUESTIONNAIRE (JDQ)

Employee ID Number:	<b>1</b>
Your Last Name:	Sample
Your First Name:	Employee
Your Official Job Title:	Human Resources Manager
If this form represents multiple employees, please list all other employees in this title in the field to the right:	N/A
Your Working Title (if different):	N/A
Your Department:	Human Resources
Your Division within the Department:	Labor Relations
Your Supervisor's Name:	Supervisor 1
Your Supervisor's Title:	Human Resources Director
Date Prepared:	<b>11/30/2020</b>

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# Instructions

The Human Resources Department is reviewing the job descriptions for all positions to ensure that they accurately reflect the work that you all do.

To assist with this analysis, we ask that you complete this questionnaire to provide information about your position. You are an important part of this project. We thank you for your effort!

## EMPLOYEE INSTRUCTIONS

Please read each item carefully and enter your responses.

Complete this survey electronically in Microsoft Word. Once complete, please save the file as “[Job Title,Your last name.Your first name-JDQ.docx](#)”

For multiple incumbents filling out one form, please title the saved file as “[Job Title, Multiple Employees-JDQ.docx](#)”. Make sure to include all incumbents first and last names at the beginning of the form.

Email your completed JDQ to your supervisor **no later than *Friday, December 18<sup>th</sup>***.

## 1st REVIEWER INSTRUCTIONS

1. Ensure employees complete the JDQ by the deadline.
2. Review the employee’s answers to each question. Employee responses should reflect their **current major tasks**, not anticipated changes. Write your comments in the 1st Reviewer Comment box provided in each section and/or use the pages provided at the end of the questionnaire.
3. **Do not edit or change** the employee’s responses. Also, do not make any comments regarding the employee’s performance or personal capabilities.
4. Please complete your review of the questionnaire and send it to the designated 2nd Reviewer **no later than *Friday, January 8<sup>th</sup>***.
5. We encourage you to share your comments with the employee.

## 2nd REVIEWER INSTRUCTIONS

Please review the document, add any comments in the 2nd Reviewer Section, and email the completed questionnaire to the Human Resources Department at [jdq@ci.richmond.ca.us](mailto:jdq@ci.richmond.ca.us) **no later than *Friday, January 15<sup>th</sup>***.

## Your Duties and Responsibilities

### Basic Job Summary

Briefly describe the basic purpose of your job. This job summary should be two or three sentences that describe the primary responsibility and purpose of the position. The next section provides the opportunity to describe each duty and responsibility in more detail. This position description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

*Example: To receive and process incoming invoices in an efficient and timely manner. To assist vendors with billing questions and issues.*

**Responsible for managing City-wide labor and employee relations and EEO functions for 4,600 represented and non-represented employees in 18 City departments. This includes overseeing the formal grievance procedure; processing requests for reasonable job accommodations; facilitating training for managers, supervisors and employees; reviewing and approving City-wide requests for discipline; drafting/updating/revising City policies; negotiating CBA provisions and providing CBA interpretations; holding Name Clearing Hearings; responding to City-wide unemployment claims; and all matters related to the EEO Policy.**

### 1st REVIEWER COMMENTS (if you have any)

Click or tap here to enter text.

### 2nd REVIEWER COMMENTS (if you have any)

Click or tap here to enter text.

**Instructions for the Next 7 Pages:**

- In the following section, please list and describe your **most important** essential job duties and responsibilities in descending order. Of those duties that **are most important**, please **list first the one that takes the most time**. It is not necessary to list every duty performed by the position unless it is integral to the job and makes up at least 5% of your time annually.
- Describe your position as it exists today, not as it was in the past or how it might be in the future.
- Please describe these major duties as if you were explaining them to a new employee who is not yet familiar with your work or with the City of Richmond. Please **do not use abbreviations or acronyms**.
- Indicate **about how often** you perform each duty (daily, weekly, etc.) and the approximate **percent of time** you spend on this duty in a typical year.
- Describe the knowledge, skills, and abilities that you think are needed to perform this duty or responsibility.
- Please use action words such as prepares, calculates, operates, etc. to begin each statement when describing your duties.

## Essential Duties and Responsibilities

Describe your actual current duties, even if they differ from your job description.

Describe the important duty or responsibility and the portion it takes of your time each year.	
1. <b>Manage a division of nine (9) professional Human Resources employees including making hiring, promotion, and disciplinary decisions as well as assigning, overseeing, and rating work performed across several HR work functions.</b>	% of Time
	35%
Approximate Frequency (Select below or enter text in Other section)	
Daily (or almost daily)	
Other: Click or tap here to enter text.	
In your opinion, what <u>knowledge, skills, and abilities</u> are needed to perform this work?	
<b>Knowledge of City rules, policies, and procedures</b>	
<b>Management skills – coaching, counseling, mentoring, delegating</b>	
<b>Knowledge of general employment law</b>	
<b>Ability to lead the work of others</b>	
<b>Ability to communicate effectively</b>	

**1st REVIEWER COMMENTS (if you have any)**  
Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**  
Click or tap here to enter text.

Describe your actual current duties, even if they differ from your job description.

Describe the important duty or responsibility and the portion it takes of your time each year.	
<b>2.</b> <b>Oversee the administration of the City's Equal Employment Opportunity (EEO) Policy, including investigating EEO related complaints, serving as the subject matter expert on employee relations, and providing options and resolutions to outcomes of investigations.</b>	<b>% of Time</b> <b>20%</b>
<b>Approximate Frequency (Select below or enter text in Other section)</b>	
Daily (or almost daily)	
Other: Click or tap here to enter text.	
<b>In your opinion, what <u>knowledge, skills, and abilities</u> are needed to perform this work?</b>	
<b>Knowledge of City's EEO Policy</b>	
<b>Knowledge of employment law as it relates to EEO/discrimination/harassment</b>	
<b>Knowledge of how similarly situated employees have been treated</b>	
<b>Strong writing/editing skills - Ability to communicate effectively</b>	
<b>Critical thinking skills - Ability to analyze information and come to a rational/defensible finding</b>	

**1st REVIEWER COMMENTS (if you have any)**  
 Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**  
 Click or tap here to enter text.

Describe your actual current duties, even if they differ from your job description.

Describe the important duty or responsibility and the portion it takes of your time each year.	
3.	% of Time
Oversee the City's formal grievance procedure – ensure that all 3 <sup>rd</sup> /4th Step decisions are based on proper interpretation of the collective bargaining agreement, City rules, policies, procedures, and/or Ordinances/Charter provisions	10%
Approximate Frequency (Select below or enter text in Other section)	
Daily (or almost daily)	
Other: Click or tap here to enter text.	
In your opinion, what <u>knowledge, skills, and abilities</u> are needed to perform this work?	
<b>Knowledge of the collective bargaining agreements (3 total)</b>	
<b>Knowledge of City rules, policies, and procedures</b>	
<b>Knowledge of past practices</b>	
<b>Strong writing/editing skills - Ability to communicate effectively</b>	
<b>Critical thinking skills - Ability to analyze information and come to a rational/defensible finding</b>	

**1st REVIEWER COMMENTS (if you have any)**  
Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**  
Click or tap here to enter text.



Describe your actual current duties, even if they differ from your job description.

Describe the important duty or responsibility and the portion it takes of your time each year.	
4. Review management's requests for serious disciplinary action and provide guidance on appropriateness of actions regarding the demotion, suspension, or termination	% of Time <b>10%</b>
Approximate Frequency (Select below or enter text in Other section)	
Daily (or almost daily)	
Other: Click or tap here to enter text.	
In your opinion, what <u>knowledge, skills, and abilities</u> are needed to perform this work?	
<b>Knowledge of City rules, policies, and procedures</b>	
<b>Ability to analyze investigative summaries</b>	
<b>Knowledge of how similarly situated employees have been treated</b>	
<b>Knowledge of the City's disciplinary process</b>	
Click or tap here to enter text.	

**1st REVIEWER COMMENTS (if you have any)**  
Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**  
Click or tap here to enter text.

Describe your actual current duties, even if they differ from your job description.

Describe the important duty or responsibility and the portion it takes of your time each year.	
5. Review accommodation requests and serve as lead on the City's ADA/Reasonable Job Accommodation Committee	% of Time 10%
Approximate Frequency (Select below or enter text in Other section)	
Daily (or almost daily)	
Other: Click or tap here to enter text.	
In your opinion, what <u>knowledge, skills, and abilities</u> are needed to perform this work?	
Knowledge of employment law as it relates to reasonable accommodations and the Americans with Disabilities Act	
Knowledge of City rules, policies, and procedures	
Strong writing skills	
Click or tap here to enter text.	
Click or tap here to enter text.	

**1st REVIEWER COMMENTS (if you have any)**  
Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**  
Click or tap here to enter text.

Describe your actual current duties, even if they differ from your job description.

Describe the important duty or responsibility and the portion it takes of your time each year.	
6. <b>Oversee and administer three (3) labor collective bargaining agreements, including participation in negotiations and providing interpretations to managers/supervisors</b>	<b>% of Time</b> <b>10%</b>
Approximate Frequency (Select below or enter text in Other section)	
Daily (or almost daily)	
Other: Click or tap here to enter text.	
In your opinion, what <u>knowledge, skills, and abilities</u> are needed to perform this work?	
<b>Knowledge of City rules, policies, and procedures</b>	
<b>Knowledge of collective bargaining agreements</b>	
<b>Knowledge of City past practices and prior interpretations</b>	
<b>Knowledge of employment law as it relates to collective bargaining</b>	
<b>Ability to maintain strong working relationships – build trust and communicate effectively</b>	

**1st REVIEWER COMMENTS (if you have any)**  
Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**  
Click or tap here to enter text.

Describe your actual current duties, even if they differ from your job description.

Describe the important duty or responsibility and the portion it takes of your time each year.	
7. Serve as Secretary to the Human Resources Board	% of Time
	5%
Approximate Frequency (Select below or enter text in Other section)	
Monthly (or almost monthly)	
Other: Click or tap here to enter text.	
In your opinion, what <u>knowledge, skills, and abilities</u> are needed to perform this work?	
Knowledge of City rules, policies, and procedures	
Knowledge of City practices	
Click or tap here to enter text.	
Click or tap here to enter text.	
Click or tap here to enter text.	

**1st REVIEWER COMMENTS (if you have any)**  
Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**  
Click or tap here to enter text.

# Discretion and Independent Judgment

**Does your job involve using discretion and independent judgment?** *See examples below.*

**Yes**

**Examples of discretion and independent judgment may be:**

- Making decisions that affect the overall policies of the department or organization
- Ability to depart from standards or division/department protocols without prior approval
- Forming recommendations regarding changes to departmental policies or standards
- Participating significantly in the formation of policies for the department
- Providing consultation or expert advice to the City's senior leadership
- Planning long-term or short-term business objectives
- Representing the City in handling complaints, arbitrating disputes, or resolving grievances (both union and non-union)
- Investigating and/or independently resolving matters of significance on behalf of the City.
- Committing the City in matters that have a significant financial impact (such as decisions that bind the City to pay for significant purchases)

**Discretion and independent judgment is NOT:**

- Making recommendations by collecting facts concerning compliance with standards or regulations
- Applying technical knowledge to follow procedures (or to decide which procedures to follow)
- Determining whether specific regulations or policies have been followed or completed
- Performing work clerical in nature
- Handling large amounts of cash
- Tabulating data, conducting research or collecting facts and information
- Making decisions that do not commit the City in matters that have significant financial impact

**If you checked Yes, give at least two examples of the kinds of decisions or actions that require you to use discretion and independent judgment on the job.**

**Provide significant recommendations for city-wide policy changes and formulate new policies**

**Representing the City in negotiations with the labor unions and also resolving grievances (both union and non-union)**

**Providing expert advice to senior leadership in the City**

**1st REVIEWER COMMENTS (if you have any)**

Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**

Click or tap here to enter text.



# Minimum Job Requirements

## Job-Related Work Experience

In your opinion, what is the lowest (minimum) level of job-related work experience that should be required of any new employee in this position?

### Years of Job Related Work Experience

Years of Experience: 5 to 7 years' experience

List any specific types of experience you think should be required for new employees in your job. *For example: Experience resolving past due accounts*

### Type of Job Related Work Experience

Specific Type of Experience: Working in a union environment – negotiating and interpreting collective bargaining agreements; resolving grievances; conducting workplace investigations; facilitating training; drafting policies; strong understanding of employment law

## Level and Type of Education

In your opinion, what is the lowest (minimum) level of education that should be required of any new employee in this position?

### Level of Education

Education: Bachelor's Degree

List any specific types of education you think should be required or preferred for new employees in your job. *For example: Bachelor's degree in Accounting, Finance, or Business*

### Type of Education

Specific Type of Education: Business Administration, Public Administration, Law or a related field of study

## Licenses and Certifications

**Does your job require a Professional Skilled Trade License, Certification, or Registration to perform this work (e.g. CPA, electrician's license, Microsoft certification, etc.)?**

No

**Does your job require you to have a Commercial Driver's License (CDL)?**

No

If Yes, which class?

Choose an item.

If Yes, indicate any special endorsements that are required from the drop-down below.

Choose an item.

**1st REVIEWER COMMENTS (if you have any)**

Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**

Click or tap here to enter text.



## Management & Supervision Responsibilities

**Do you have formal supervisory responsibilities over any other employees?**

Please indicate the nature of supervision performed by this job by selecting the most applicable option from the drop-down options in the table below via the third column.

Nature of Supervision		Semi - Complex <sup>1</sup>	Complex <sup>2</sup>
1	Job has <b>no responsibility</b> for the direction or supervision of others.		
2	Work requires the <b>occasional direction</b> of helpers, assistants, seasonal employees, interns, or temporary employees.		
3	Work requires <b>providing guidance and the potential to oversee another employee</b> . This position may oversee work quality, training, instructing, and work assignments.		
4	Work requires <b>supervising and monitoring performance for a regular group of employees (1 or more full-time employees)</b> including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.		Level 5 - Complex
5	Work requires managing and monitoring work performance by <b>directing multiple groups of employees across more than one business function within an organization unit</b> (i.e. benefits), including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.		
6	Work requires <b>managing and monitoring work performance of an organizational unit</b> (i.e. Human Resources) or key work area including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.		

<sup>1</sup> **Semi-complex** - The jobs or tasks of the group are in a somewhat technical or advanced activity where work methods are fairly well-established.

<sup>2</sup> **Complex** - The jobs or tasks of the group are typically in an advanced field of activity where work methods follow only generally standardized processes.

If in the 'Nature of Supervision' table above option 4, 5, or 6 was selected, please list number of positions that this classification typically has responsibility over by employee type, the job titles and names of incumbents in the titles you supervise.

Employee Types	# of Positions
Regular Full-Time	9
Regular Part-Time	Click or tap here to enter text.
Contract Workers	Click or tap here to enter text.
Part-time, Seasonal or Temporary	Click or tap here to enter text.

Job Title	Names of Employees within Job Title
<i>Example: Senior Accountant</i>	<i>Sam Knox, Heather Peterson</i>
Senior Human Resources Specialist	Click or tap here to enter text.
Administrative Officer	Click or tap here to enter text.
Senior Administrative Assistant	Click or tap here to enter text.
Municipal Management Trainee	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

Employee additional notes or comments, if you have any.

Click or tap here to enter text.

**1st REVIEWER COMMENTS (if you have any)**  
 Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**  
 Click or tap here to enter text.

# Human Collaboration

This question measures the job requirements of personal interaction with others outside direct reporting relationships as well as the impact the job has on organizational, departmental or unit objectives, the output of services, or employee or customer satisfaction. Interaction may include:

- The general public
- Volunteers
- Other divisions within the organization and its branches including boards and commissions
- Other governmental organizations or officials
- Vendors, contractors, suppliers of products/services

Please indicate the level that best describes your job.

Human Collaboration Level	Description of Requirement	Likely Impact on Organization	
		Limited <sup>1</sup>	Significant <sup>2</sup>
Level 1	Work requires <b>regular interaction</b> involving exchange and receipt of information.	Level 4 - Significant	
Level 2	Work may require providing <b>advice to others outside direct reporting relationships</b> on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.		
Level 3	Interactions may result in <b>decisions regarding implementation of policies</b> . Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.		
Level 4	Interactions and communications may result in <b>recommendations regarding policy development and implementation</b> . May also evaluate customer satisfaction, develop cooperative associations, and utilize resources to continuously improve customer satisfaction.		
Level 5	Communications and discussions result in <b>decisions regarding policy development and implementation</b> . Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.		

<sup>1</sup> Limited impact on the organization in terms of time, money, or public/employee relations

<sup>2</sup> Significant impact on the organization in terms of time, money or public/employee relations

Please indicate the titles and/or types of people (i.e. General Public, Community Leaders, Board Members, etc.) you interact with and how often you interact with them below. (Co-worker titles can be included as it relates to work responsibilities.)

<b>Titles/Types of People</b>	<b>Amount of Interaction (daily, weekly, monthly, yearly)</b>
<b>Law Department Staff</b>	<b>daily</b>
<b>Union Leaders</b>	<b>weekly</b>
<b>Department HR Liaisons</b>	<b>daily</b>
<b>City Managers/ Supervisors/Employees</b>	<b>daily</b>
<b>HR Board Members</b>	<b>monthly</b>
<b>Outside legal counsel</b>	<b>monthly</b>

**1st REVIEWER COMMENTS (if you have any)**

Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**

Click or tap here to enter text.

## Freedom to Act & Impact of Actions

This two-dimensional factor considers:

1. The extent the job incumbent is free to act in the absence of supervision or standard operating policies or procedures; and
2. The degree to which achieving or mishandling a situation by the job incumbent could affect financial, public, or employee relations aspects of the organization.

Conditions or limitations on independence may include:

- Supervisory control
- Established procedures or lack thereof
- The nature of the work
- Legal constraints

		Impact of Actions	
		Moderate <sup>1</sup>	Significant <sup>2</sup>
1	<b>Receives Immediate Direction</b> You normally perform assignments after <b>receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation.</b> The immediate supervisor may, at times, provide close and constant review.	Level 4 - Significant	
2	<b>Receives Procedural Direction</b> You normally perform assignments after receiving general instructions as to methods, procedures, and desired end results. <b>There is some opportunity for discretion when making selections among a few, easily identifiable choices.</b> The assignment is usually reviewed upon completion.		
3	<b>Receives General Direction</b> You normally perform the job by following established standard operating procedures and/or policies. <b>There is a choice of the appropriate procedure or policy to apply to duties.</b> Performance reviewed periodically.		
4	<b>Receives Limited Direction</b> You normally perform assignments <b>according to your own judgment, requesting supervisory assistance only when necessary.</b> Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.		
5	<b>Receives Administrative Direction</b> You normally <b>perform assignments within broad parameters defined by general organizational requirements and accepted practices.</b> End results determine effectiveness of job performance.		

<sup>1</sup> An error at this level could cause serious, but short-term consequences potentially involving financial impact, reduced service to public, and/or negative public reaction.

<sup>2</sup> An error at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the department to accomplish its mission.

**1st REVIEWER COMMENTS (if you have any)**

Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**

Click or tap here to enter text.

**Give at least one example of the effect of errors that could be made by someone in your current position.**

**Put the City in a bad position to try to defend if an employee files a discrimination lawsuit against the City**

**Labor tensions/unrest**

**An employee being wrongly disciplined/terminated.**

**1st REVIEWER COMMENTS (if you have any)**

Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**

Click or tap here to enter text.

# Knowledge & Skills

This question measures the knowledge and skill level required by the job and how the application impacts the organization. Select the one level that best describes the job's required knowledge & skill level as well as the impact on the organization.

Level of Knowledge & Skill Requirements	Likely Impact on the Organization	
	Standard <sup>1</sup>	Comprehensive <sup>2</sup>
1. <b>Basic:</b> Work requires the use of <b>basic</b> skills and general knowledge of work. Incumbent can complete basic or routine tasks, but frequently references others for non-routine tasks.	Level 4 - Comprehensive	
2. <b>Full-performance:</b> Work requires <b>comprehensive</b> , practical knowledge of work processes. Incumbent can complete a broad range of work, sometimes complex, without frequent reference to others.		
3. <b>Advanced:</b> Work requires <b>advanced</b> skills and advanced & extensive knowledge of work. Incumbent can handle complex tasks and translate complex nuances related to aspects of the job. Recognized by others within organization for technical depth of knowledge.		
4. <b>Expert:</b> Recognized authority in an area of <b>expertise</b> related to the work. Technical expertise is sought out by others across the organization. Incumbent can apply technical skills in a wide and often unpredictable range of contexts.		

**1st REVIEWER COMMENTS (if you have any)**

Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**

Click or tap here to enter text.

<sup>1</sup> **Standard** – only within work unit

<sup>2</sup> **Comprehensive** – spans multiple work units

## Fiscal Responsibility

Select the option that best describes the accountability and participation, if any, as it relates to the fiscal accountability for your department or assigned area(s) of responsibility.

Description		
1	Position has <b>no fiscal responsibility</b> .	4. Major fiscal responsibility
2	Position has <b>limited fiscal responsibility</b> . May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/promotional level budget and expenditures.	
3	Position has <b>moderate fiscal responsibility</b> . May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.	
4	Position has <b>major fiscal responsibility</b> . Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan and adjusts as necessary.	
5	Position has assigned division and/or <b>agency-wide fiscal responsibility</b> . Assures that appropriate linkages exist between division and agency-wide budget, funding limitations and services levels, to meet specific division/departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. May prepare financial statements and budget reports.	

### 1st REVIEWER COMMENTS (if you have any)

Click or tap here to enter text.

### 2nd REVIEWER COMMENTS (if you have any)

Click or tap here to enter text.



## Working Conditions & Physical Effort

Select the drop-down option that best describes the surroundings or physical conditions under which the work must be performed, to the extent to which they make the position disagreeable. Where working conditions vary with specified work assignments the degree selected must represent the average of all the conditions encountered.

Work Environment/Locations	Physical Effort Requirements <sup>1</sup>		
	Sedentary	Medium	Heavy
<p><b>Good:</b> Relatively free from unpleasant environmental conditions or hazards. Office environment.</p>	<p>Good Conditions - Sedentary Work</p>		
<p><b>Satisfactory:</b> Occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.</p>			
<p><b>Disagreeable:</b> Frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work performed outside or with exposure to risk.</p>			

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<sup>1</sup> **Sedentary Work** - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having 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.

**Medium Work** - Exerting up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

**Heavy Work** - Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Indicate how often your work requires you to be in the following types of environments from each drop-down box.

Work Environment/Locations	Frequency Working in Designated Environment
Office or similar indoor environment	Frequently or Often
Outdoor environment	Seldom or Never
Street environment (near moving traffic)	Seldom or Never
Construction site	Seldom or Never
Confined space	Seldom or Never
Vehicle	Seldom or Never
Warehouse environment	Seldom or Never
Shop environment	Seldom or Never
Other <small>Click or tap here to enter text.</small>	Choose an item.

**1st REVIEWER COMMENTS (if you have any)**

Click or tap here to enter text.

**2nd REVIEWER COMMENTS (if you have any)**

Click or tap here to enter text.

## EXPOSURES

Indicate how often your work requires you to be exposed to the following from each drop-down box.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Sometimes
Individuals with known violent backgrounds	Seldom or Never
Extreme cold ( <i>below 32 degrees</i> )	Seldom or Never
Extreme heat ( <i>above 100 degrees</i> )	Seldom or Never
Communicable diseases	Seldom or Never
Moving mechanical parts	Seldom or Never
Fumes or airborne particles	Seldom or Never
Toxic or caustic chemicals or substances	Seldom or Never
Loud noises ( <i>85+ decibels such as heavy trucks, construction</i> )	Seldom or Never
Other <small>Click or tap here to enter text.</small>	Choose an item.

Employee notes or comments regarding work exposures, if you have any.

Click or tap here to enter text.

### 1st REVIEWER COMMENTS (if you have any)

Click or tap here to enter text.

### 2nd REVIEWER COMMENTS (if you have any)

Click or tap here to enter text.

## Job Series Differences

If your job is part of a job family (example: Customer Service Specialist I, II, or III), please note the other positions in the series and tell us what you think is the primary difference between your job and others.

Position Titles in the Job Series	Primary Difference between Your Job and Others in the Job Series
Human Resources Specialist	Performs some non-routine duties; can respond to semi-complex questions
Senior Human Resources Specialist	Leads/supervises other HR professionals; provides advice on complex matters; facilitates training on division's subject matter
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

### 1st REVIEWER COMMENTS (if you have any)

Click or tap here to enter text.

### 2nd REVIEWER COMMENTS (if you have any)

Click or tap here to enter text.

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

Please save the file as “[job title,your last name.your first name] – JDQ.docx”  
For example, if your name is John Doe and your job title is Secretary, save the file as  
**Secretary,Doe.John – JDQ.docx**.

For multiple incumbents filling out one form, please title documentation with “[Job Title],  
**Multiple Employees-JDQ.docx**” Make sure to include all incumbents first and last names at  
the beginning of the form in the Your Name section.

Then email your completed questionnaire to your supervisor no later than **Friday, December  
18<sup>th</sup>**.

# 1st Reviewer Section

To be completed by the immediate supervisor of the individual(s) who completed the questionnaire.

Reviewer's Name:	Click or tap here to enter text.
Reviewer's Title:	Click or tap here to enter text.

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

If you think the current title is the most appropriate, enter "same as current."

If this questionnaire includes responses from multiple employees, indicate the title that you think is appropriate for each individual position.

Click or tap here to enter text.

**2. Please review the employee's responses and write any comments in the "1st Reviewer's Comments" section on each page.**

We encourage you to share your responses with the employee; however, please do not change anything that the employee has written. Also, please **do not** make any comments regarding the employee's performance or personal capabilities.

**3. Please tell us anything else you think we should know about this position.**

Click or tap here to enter text.

Please email the completed questionnaire to 2nd Reviewer no later than *Friday, January 8<sup>th</sup>*.

## 2nd Reviewer Section

To be completed by the immediate supervisor of the individual who completed the 1<sup>st</sup> Reviewer section of the questionnaire.

Reviewer's Name:	Click or tap here to enter text.
Reviewer's Title:	Click or tap here to enter text.

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

If you think the current title is the most appropriate, enter “same as current.”

If this questionnaire includes responses from multiple employees, indicate the title that you think is appropriate for each individual position.

Click or tap here to enter text.

**2. Please review the employee’s responses and write any comments in the “2nd Reviewer’s Comments” section on each page.**

We encourage you to share your responses with the employee; however, please do not change anything that the employee has written. Also, please **do not** make any comments regarding the employee’s performance or personal capabilities.

**3. Please tell us anything else you think we should know about this position.**

Click or tap here to enter text.

Please email the completed questionnaire to [jdq@ci.richmond.ca.us](mailto:jdq@ci.richmond.ca.us) no later than **Friday, January 15<sup>th</sup>**.