

ATTACHMENT VII
(Job Analysis Questionnaire)



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT JOB ANALYSIS QUESTIONNAIRE

I - IDENTIFYING INFORMATION

- A. Department _____ Division _____
- B. Classification Title _____ Work Location _____
- C. Assigned Hours/Week _____ ; from _____ am/pm to _____ am/pm
- D. Assigned Days/Week _____ ; from _____ to _____
- E. Name of Immediate Supervisor _____ Telephone Number (____) _____ Ext.
- F. Classification of Immediate Supervisor _____

II - PURPOSE OF THE POSITION

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

III - IMPORTANT AND ESSENTIAL DUTIES

Listing the most important duties first, describe the major duties performed by the position. 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 a verb such as prepare, maintain, calculate, collect, compile, clean, repair, or other similar action word.

Be objective and accurate. Try not to understate or inflate the job. Base responses on the typical duties and responsibilities of the job under normal conditions, not under unusual circumstances or temporary assignments.

Frequency Code: D (Daily), W (Weekly), M (Monthly), Q (Quarterly), S (Semi-Annually), Y (Yearly)

% of Total Job: Assuming all duties listed encompass 100% of the total job, give a best estimate of the approximate percentage of total job that each duty (or group of related duties) represents. The total of all duty statements must equal 100%.

Importance Level: 1: Critical to the success of the position and to the organization. The average person would be unsuccessful in the job if s/he could not perform this task adequately.

2: Important to the success of the position. Deficiencies in performance are not expected, but the organization would be able to address them and allow for improvement.

3: Basic responsibility, albeit not insignificant. The average person would be expected to perform the duty, but deficiencies in performance would not compromise the service of the organization.

	IMPORTANT AND ESSENTIAL DUTIES	Frequency Code	Percent of Total Job	Importance Level
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

	IMPORTANT AND ESSENTIAL DUTIES	Frequency Code	Percent of Total Job	Importance Level
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

IV - JOB RELATED QUALIFICATIONS

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

1. **Necessary** for the 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 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 that are **essential** for the position being described. The knowledge, skills and abilities listed under this section should be linked 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.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES STATEMENTS

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

12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		

V – COMPUTER SKILLS

What computer skills are required to perform the job? *Remember this is the level required in the normal performance of the job.*
Check as many boxes that apply.

- Work requires typical office computing software including the use of e-mail, spreadsheet, word processing, presentation, and internet applications.
- Work involves developing, maintaining, and enhancing applications. Applications may include special purpose software systems, databases, interactive-spreadsheets, data entry forms, report writers, and web-based systems.
- Work requires the maintenance, installation, and administration of operating systems including desktop computers, servers, and other hardware. Duties typically also include troubleshooting and installing computer hardware components and software applications.
- Work involves the installation, maintenance, and administration of network servers, server-based applications, network/communication hardware, and special purpose servers such as e-mail, security, internet/intranet, and related systems. Work involves both local and wide-area networks (if applicable).

VI - EDUCATION & EXPERIENCE

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

- | | |
|--|--|
| <input type="checkbox"/> Read and write; no specific requirements
<input type="checkbox"/> Supplemental training - vocational or college level course
<input type="checkbox"/> Bachelor's or higher degree | <input type="checkbox"/> High school diploma or equivalent (G.E.D.)
<input type="checkbox"/> Formal specialized training - 2 year college program; apprenticeship/technician
Field of Study: _____ |
|--|--|

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

License, Certificate, Registration	Issuing Agency

B. **Experience**

- In addition to education and training, list fields of work in which a person should have experience to satisfactorily perform the job: _____
- What is the minimum amount of required experience? _____ years.

VII - EQUIPMENT OPERATING REQUIREMENTS

List **equipment or machines** an incumbent would use in the regular course of their assigned duties that require training and skill to operate proficiently. For each item, please assign a frequency code (D, W, M, Q, S, Y) and estimate the total amount of time spent operating that piece of machinery/equipment.

MACHINE/EQUIPMENT	REQUIRED DOCUMENTATION	
	Relative Frequency	Percent of Time
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

VIII - SUPERVISION EXERCISED

A. Will this person exercise supervision over any employees? Yes No

B. If yes, please check the definition that best describes the type of supervision exercises and the names and classification/job titles of the employees that would be supervised. Please attach additional pages if necessary.

Technical and Functional (Lead Worker) - Responsible for prescribing procedures, methods, materials and formats used in recurring projects of particular area(s) of work including training other employees. Also responsible for recurring work projects or activities involving other employees given direction and guidance including lead supervision for a project or set of work activities. May also have responsibility for assigning, scheduling, coordinating, organizing, and directing work activities.

Regular Lead Project Lead

Employee Name	Class/Job Title

Direct Supervision - In addition to functional and technical supervision, this person would be responsible for the administration of line personnel functions including employee 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

D. Please clarify responsibility for the following supervisory responsibilities and decisions. Check the appropriate description that relates to each applicable function performed in the 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"/>

IX - CONTACTS

A. With what individuals **inside** this organization would the incumbent have regular and frequent job related contact other than supervisor and subordinates? 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, Q, S, 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 type="checkbox"/> Clerical/maintenance staff, other departments		
<input type="checkbox"/> Professional/technical staff, same department		
<input type="checkbox"/> Professional/technical staff, other departments		
<input type="checkbox"/> Managers, other departments		
<input type="checkbox"/> Council(s) (Type: _____)		
<input type="checkbox"/> Board(s) (Type: _____)		
<input type="checkbox"/> Commission(s) (Type: _____)		
<input type="checkbox"/> Committee(s) (Type: _____)		
<input type="checkbox"/> (Specify)		
<input type="checkbox"/> (Specify)		

B. With what individuals **outside** the organization would the incumbent have regular and frequent contact required by the major responsibilities of the 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, Q, S, Y). You may indicate more than one "purpose of contact" as appropriate.

Type of External Contact	Purpose of Contact	Relative Frequency
<input type="checkbox"/> General Public		
<input type="checkbox"/> Contractors, engineers and/or developers		
<input type="checkbox"/> Vendors		
<input type="checkbox"/> Public Agencies		
<input type="checkbox"/> Consultants		
<input type="checkbox"/> Committee(s) (Type: _____)		
<input type="checkbox"/> (Specify)		
<input type="checkbox"/> (Specify)		

X - ENVIRONMENTAL FACTORS

Please identify the **environmental factors** that the incumbent would be exposed to in the course of the job and indicate the relative frequency code (see below) for each of the applicable conditions. Also, indicate from Section III the number(s) of the Duties (i.e., #3, #6) that are related to these working conditions. Please leave line blank if environmental factor is not applicable.

Frequency Codes:	I = Infrequent (less than 10%)	M = Moderate, Average (25% - 50%)
	S = Seldom, Minimal (10% - 25%)	A = Almost Always (more than 50%)

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

Check the box that best describes the overall environmental working conditions:

- General** – Standard office/indoor setting.
- Variable** – Moderate exposure to conditions that may be unpleasant such as inclement weather, machine noise, or strong odors; occasional exposure to risks controlled by safety precautions.
- Hazardous** - Infrequent or moderate exposure to risks or discomforts that 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 conditions, subject to possible physical attack, working around high voltage.

XI - PHYSICAL FACTORS

Please identify each appropriate physical activity required in the performance of the job and indicate the relative frequency code (see below) for each activity. Also indicate from Section III the number(s) of the Duties (i.e., #3, #6) that are related to these physical factors. Please leave line blank if physical activity is not applicable.

Frequency Codes:	I = Infrequent (less than 10%)	M = Moderate, Average (25% - 50%)
	S = Seldom, Minimal (10% - 25%)	A = Almost Always (more than 50%)

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

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

XII - MISCELLANEOUS COMMENTS

Please provide any Miscellaneous Comments that may help clarify the duties and responsibilities of the position. Please include any specific issues associated with the job duties that you do not feel were adequately captured on this form.

XII – ORGANIZATION CHART

Please attach an organization chart(s) for your work unit or division.

Please sign and date the completed questionnaire, make a copy for your files, and forward to Human Resources.

Employee Signature: _____ **Date:** _____

Type or Print Name: _____

Manager Signature: _____ **Date:** _____

Type or Print Name: _____