

**LIVINGSTON COUNTY
JOB ANALYSIS QUESTIONNAIRE**

Your Name:	Present Job Title
Department:	Work Telephone No:
Immediate Supervisor's Name:	Supervisor's Title:
Years of Experience on this Job:	Years with the County:

INSTRUCTIONS

The purpose of this questionnaire is to obtain accurate and comprehensive information about your current classification responsibilities. The questionnaire includes areas such as job duties, minimum qualifications and other key characteristics.

It is important that you answer each question thoughtfully and frankly. Please do not think of the questionnaire as either a test or performance appraisal. There are no right or wrong answers. It is important to state your duties and responsibilities as you understand them and to answer the questions based on your views. Please keep in mind that your answers should be sufficiently clear and complete to provide an accurate picture of your duties and responsibilities to a reader from outside the County.

We suggest that you first read this document thoroughly to understand the type of information we are seeking. After taking time to organize your thoughts, please complete this questionnaire in your own words. There may be some questions that are not applicable to your position. In these cases, insert "N/A" in the space and go on to the next question. Your answers may be as brief or long as you think is necessary. When you have finished completing the questionnaire, forward it to your supervisor.

Also, you should not hesitate to work together or seek assistance from your co-workers and supervisor.

If you have any questions regarding the Job Analysis Questionnaire, please talk to your supervisor or Human Resources.

1. POSITION SUMMARY

Briefly describe the major or primary function of your position.

2. MAJOR POSITION DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of your job in the spaces provided. Please follow these guidelines:

- List in order of importance the major duties and responsibilities of your job (include important responsibilities, even if they are performed infrequently). The intent is to capture your major duties and responsibilities, not to record everything you do on your job.
- Describe your duties or responsibilities in such a way that they would be understood by someone not familiar with your work.
- Begin each duty or responsibility with an action word. For example, “Prepares monthly status reports for court”.
- After you have listed your major duties and responsibilities, give an *estimate* of the amount of working time usually required by each duty or responsibility. (Do not be concerned with exact time measurement... *a basic estimate is sufficient*).
- Space is provided for up to 10 major duties and responsibilities. It is fine if you can list your major duties and responsibilities in fewer than 10 spaces.

#1.

I perform this duty/responsibility	hours per	Day	Week	Month	Year
------------------------------------	-----------	-----	------	-------	------

#2.

I perform this duty/responsibility	hours per	Day	Week	Month	Year
------------------------------------	-----------	-----	------	-------	------

2. **MAJOR POSITION DUTIES AND RESPONSIBILITIES (Continued)**

#3.

I perform this duty/responsibility hours per . Day . Week . Month . Year

#4.

I perform this duty/responsibility hours per . Day . Week . Month . Year

#5.

I perform this duty/responsibility hours per . Day . Week . Month . Year

#6.

I perform this duty/responsibility hours per . Day . Week . Month . Year

2. **MAJOR POSITION DUTIES AND RESPONSIBILITIES (Continued)**

#7.

I perform this duty/responsibility	hours per	Day	Week	Month	Year
------------------------------------	-----------	-----	------	-------	------

#8.

I perform this duty/responsibility	hours per	Day	Week	Month	Year
------------------------------------	-----------	-----	------	-------	------

#9.

I perform this duty/responsibility	hours per	Day	Week	Month	Year
------------------------------------	-----------	-----	------	-------	------

#10.

I perform this duty/responsibility	hours per	Day	Week	Month	Year
------------------------------------	-----------	-----	------	-------	------

3. KNOWLEDGE AND EDUCATION

What do you believe is the *minimum* level of knowledge and education necessary to competently perform your job? Please select the appropriate knowledge and education level.

Less than 12 years

General high school education

Specialized training such as that acquired in up to one year (approximately 30 hours or 45 credits) of college, technical, vocational, trade or business school

Associate's degree for specific program or 2 full years of college/business

Bachelor's degree

Master's degree or equivalent advanced degree

J.D. or equivalent

If you check a box that indicates a requirement for course work or knowledge beyond a general high school education, please describe the subject matter or curriculum that you would need to study.

What is your level of education? Please note that the minimum requirements for your job and your education may not be the same.

4. ***WORK EXPERIENCE***

What do you think is the minimum level of work experience that an individual with the necessary knowledge and skills must have with the courts or elsewhere to be hired and to competently perform your job? Please select the appropriate level of work experience.

Up to three months of experience

Three to six months of experience

Six months to one year of experience in related jobs

One to two years of progressively more responsible experience

Two to four years of progressively more responsible experience

Four to six years of progressively more responsible experience

Six to eight years of progressively more responsible experience

More than eight years of progressively more responsible experience

Describe the nature and specific type of work experience needed for your job; for example, experience in working in legal and/or court environment.

What experience did you have when entering this job? Please note that your experience and the minimum level for the job may not be the same.

5. SPECIAL EMPLOYMENT REQUIREMENTS

Please list any formal licenses, certifications or additional skills that are required in your position with the courts. What does a person have to do to meet the requirements (i.e., experience and tests)?

What licenses, certifications, or specialized areas of knowledge/expertise *do you possess*?

6. JUDGMENT/INDEPENDENCE OF ACTION

A. Describe how frequently your supervisor gives directions and how often the results of your work are reviewed.

B. What policies, procedures or instruction manuals, or established past practices are available to guide you in your work?

C. Give examples of the types of decisions you make on your job.

D. Give examples of the types of decisions you refer to your supervisor for direction or solution.

7. **COMMUNICATION**

If your job requires that you have regular contact with persons beyond your immediate work unit/department, please list below. Include regular contacts you have with people in other departments or outside the courts and describe the primary nature/purpose of the communication (e.g., exchanging information, resolving situations) and indicate the frequency as follows:

- O Occasionally Up to 25% of your work time
- P Periodically 25% - 60% of your work time
- F Frequently 60% or more of your work time

<u>Contact</u>	<u>Nature/Purpose</u>	<u>Frequency</u>
<i>Example:</i> <u>Citizens</u>	<u>Answer questions and provide assistance</u>	<u>O</u>

8. ***SUPERVISORY RESPONSIBILITY***

A. Do you manage, supervise or lead other employees?

Yes

No

If "No", please skip to question #9

B. List the job titles of employees whom you manage, supervise or lead on an ongoing basis. Identify the number of employees in each job.

Job Title

Number

C. My responsibility for the job titles listed above includes the following (check as many as apply):

Assign work

Provide input into performance evaluations

Plan work, establish priorities

Supervise a project

Review work

Participate in disciplinary actions

Instruct and train employees

Participation in hiring and terminations

9. *JOB COMPLEXITY*

Please provide examples of situations you face in performing your job duties that require you to use some degree of solving problems, making recommendations, making decisions, making plans, analyzing situations or information, and being creative. Provide typical examples, as opposed to infrequent or unusual situations.

10. *IMPACT ON SERVICES AND OPERATIONS*

Please describe the *direct* or *indirect* impact which your job has on the services or operations of the courts or the County. “Impact” is defined in terms of both *tangible* resources (examples: time, money, equipment, materials) and *intangible* resources (examples: reputation, public goodwill). Think in terms of *probable* impact, as opposed to *potential* outcomes which are not likely to occur.

What are the more significant errors possible in your position, who/what would they affect, and how are they normally detected and corrected? Think in terms of consequences that are likely to happen, not those that would rarely, if ever, occur.

11. *RESPONSIBILITY FOR THE RIGHTS, WELL-BEING AND SAFETY OF OTHERS*

Please describe the extent to which the performance of your job duties may affect the legal or civil rights, and/or the emotional, physical or mental well-being of other people. Think in terms of the likely consequences on other’s rights and well-being when you perform in your position as you are supposed to, and/or if you do not perform at the level expected of a person in your position.

12. MENTAL DEMANDS

Review the list of elements that require mental concentration provided below. Identify those elements which apply to your position by indicating the frequency with which the condition is present in your day-to-day work as follows:

O = Occasionally Up to 25% of your work time
P = Periodically 25% to 60% of your work time
F = Frequently 60% or more of your work time

Attention to detail/concentration on figures, paperwork, data, etc.

Pressures related to meeting deadlines, fulfilling scheduling requirements, etc.

Simultaneous handling of multiple projects

Distracting influences such as people, phone calls, noise and so forth

Intermittent or cyclical work pressures

Irregularity of work hours because of overtime requirements, weekend rotation, etc.

On-call availability to handle work problems, attend meetings, handle emergencies/crisis situations, etc. at all hours

Pressures related to dealing with concerns of citizens, employees, etc.

Please describe the most mentally demanding aspects of your job.

13. PHYSICAL DEMANDS

What are the physical demands of your job? Review the list of physical requirements provided below. Identify those elements which apply to your position by indicating the frequency with which the requirement/activity is encountered as follows:

O = Occasionally Up to 25% of your work time
P = Periodically 25% to 60% of your work time
F = Frequently 60% or more of your work time

Lifting (lbs.)	Climbing	Sitting for long periods of time
Pushing (lbs.)	Kneeling	Walking
Pulling (lbs.)	Stooping	Standing for long periods of time
Carrying (lbs.)	Bending	Repetitive movement
	Visual strain	Working in confined areas

Other physical demands not listed.

Please describe the most physically demanding aspects of your job, if any.

14. UNDESIRABLE/DISAGREEABLE WORKING CONDITIONS OR HAZARDS

Review the list of working conditions provided below. Identify those elements that are present in your day-to-day work which apply to your position by indicating the frequency of exposure to the condition as follows:

- O = Occasionally Up to 25% of your work time
- P = Periodically 25% to 60% of your work time
- F = Frequently 60% or more of your work time

- | | |
|--|----------------------------------|
| Outside weather conditions | Fumes/odors |
| Extreme hot | Dirt/dust |
| Extreme cold | Bodily injury |
| Noise | Moving objects |
| Travel | Confined work area |
| Fire, flames | Contact with infectious diseases |
| Contact with chemicals, hazardous waste materials, or toxins/poisons | |

Assuming that you properly observe established health and safety procedures, describe your exposure to possible injury or health hazards in your job.

15. EMPLOYEE'S COMMENTS

Briefly explain any aspects of your position that you believe have not been adequately covered by the previous questions and that you believe are important in understanding your various duties and responsibilities. *It is not necessary for you to complete this section if the previous information presents a complete picture of the position.*

Name: _____

Date: _____

16.SUPERVISOR'S COMMENTS

Please read carefully this employee's response to this questionnaire and answer the following questions. Do not erase or change any of the employee's responses.

A. Do you agree with this employee's responses in all areas of the questionnaire? If not, please state and explain the areas of disagreement. Yes No

B. List any job duties or tasks that the employee performs and which are in addition to those listed by the employee.

C. How long has this employee worked for you?

E. Additional comments:

I have reviewed the contents of this Job Analysis Questionnaire and am in agreement, with any exceptions noted above, with the information provided.

Name: _____

Date: _____

Please return this questionnaire to Human Resources. Thank you!