

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

JOB ANALYSIS QUESTIONNAIRE

Revised 4/2009

GENERAL INSTRUCTIONS FOR JOB ANALYSIS QUESTIONNAIRE

Whenever a Department Head or the Personnel Manager believes a position or class of positions is inappropriately classified, or an employee believes his/her position is inappropriately classified, a review shall be conducted in accordance with administrative procedures for classification actions.

Merit System Rules and Regulations Subchapter 930

1. All employees should complete a Job Analysis Questionnaire (JAQ).
2. Answer all questions, if applicable.
3. Type your answers, if possible, or print, using dark ink.
4. Use your own words. Do not copy from someone else or from the class specification.
5. Attach extra pages, if necessary, to provide complete information.
6. Employees should complete the JAQ and Form 48, and give completed forms to their immediate supervisor.
7. Immediate supervisors should complete the Form 48 and last 2 pages of the JAQ within the next 5 workdays and then forward all completed forms to the next level supervisor, the Personnel Coordinator or to the Classification and Compensation Team as appropriate.
8. If you have any questions about the Form 48 or JAQ, call:
 - Your Personnel Coordinator
 - Classification and Compensation Team:

Boni King, Manager	301-454-1728
Mary Owens	301-454-1696
Arthur Rivera	301-454-1725
Sally Connolly	301-454-1721

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
JOB ANALYSIS QUESTIONNAIRE

NAME:

OFFICIAL JOB TITLE:

WORKING JOB TITLE:

DEPARTMENT:

DIVISION:

SECTION:

WORK ADDRESS:

PHONE:

IMMEDIATE SUPERVISOR:

TITLE:

OTHER SUPERVISOR:

TITLE:

0. How long have you worked in this POSITION?
1. How long have you worked for the Commission?
2. What is your EDUCATIONAL BACKGROUND?
Less than 7th Grade 7-8; 9-11; HS GRAD/GED
Trade School (Program) Diploma/Certificate
College (Major) Type of Degree
Graduate School (Major) Type of Degree
3. What COURSES/SUBJECTS were most helpful in preparing you for this job?
4. What prior WORK EXPERIENCE was most helpful in preparing you for this job?
Years Activity
Years Activity
5. What is the STATUS of your position? Permanent Temporary
6. How many TOTAL HOURS are you normally scheduled to work each week?
 37.5 hours 40 hours Other (hr/wk)
7. What DAYS are you normally scheduled to work?
 Mon Tues Wed Thurs Fri Sat Sun
8. What SHIFT are you normally scheduled to work?
 Days only Evenings only Nights only Rotating Shifts
 On-call 24 hours, 7 days per week (in addition to regular shift)
9. JOB SUMMARY: What is the main purpose of your position in 1-2 sentences?

11. **JOB DETAIL** Describe the major **TASKS** and **ACTIVITIES** that you perform. Group related tasks together in the same paragraph. Indicate if **SEASONAL**. Estimate **PERCENT OF TIME** spent on each duty over the course of 12 months.

% TIME **IMPORTANT REGULAR DUTIES** - most important duties listed first

_____ % 1. Seasonal: Yes
 No _____

_____ % 2. Seasonal: Yes
 No _____

_____ % 3. Seasonal: Yes No

_____ % 4. Seasonal: Yes
 No _____

_____ % 5. Seasonal: Yes
 No _____

_____ % 6. Seasonal: Yes
 No _____

_____ % 7. Seasonal: Yes No

_____ % 8. Seasonal: Yes No

_____ % 9. Seasonal: Yes No

IMPORTANT OCCASIONAL DUTIES

_____ % 1. Seasonal: Yes No

_____ % 2. Seasonal: Yes No

_____ % 3. Seasonal: Yes No

_____ % 4. Seasonal: Yes No

_____ % 5. Seasonal: Yes No

_____ % 6. Seasonal: Yes No

_____ % 7. Seasonal: Yes No

100%

12. During a normal work week, how many HOURS would you expect to spend on each of the following activities? (Also, write in any missing items.)

hr. Air Conditioning & Refrigeration	hr. Driving heavy trucks
hr. Carpentry	Driving tractors hr.
hr. Electrical	Driving light truck/auto hr.
hr. Heating & Ventilation	Loading/unloading hr.
hr. Masonry	Digging/raking hr.
hr. Mechanics	Mowing/cutting hr.
hr. Painting	Sawing/chopping hr.
hr. Welding	Cleaning/sweeping hr.
hr. Equipment maintenance	hr.
hr. Building maintenance	hr.
hr. Grounds maintenance	hr.
hr. Gardening	hr.

13. **BAD WEATHER.** If you normally work outside, what duties do you perform when the weather is too wet or too cold to work outside?

14. **SUPERVISION.** List the positions which report **DIRECTLY** to you for their supervision, including vacant positions which are expected to be filled within the next 6 months. Mark whether supervision is **LIMITED** or **FULL**.

Name of Employee	Position Title	*Supervision	
		Limited	Full
		<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"/>

* Limited = Serves as WORK LEADER only (directs work of others, gives help); may assist in personnel functions (e.g., evaluations, training, etc.).

* Full = Directs work AND also has full administrative responsibility. (Effectively decides or recommends approval on all personnel actions affecting the hiring, transfer, suspension, promotion, discipline, reward or discharge of workers).

What **PERCENTAGE OF TIME** do you spend performing supervisory functions?

Limited %

Full %

15. How **MANY** positions do you supervise in a normal work year?

	Direct		Indirect	
	Positions	Person Yrs*	Positions	Person Yrs*
Persons Supervised				
Full-time employees				
Part-time employees				
Volunteers and Others				
TOTAL SUPERVISED				

* 1 Person - Year = equivalent of 1 person working full-time for 1 year (e.g., 6 people working full-time for 2 months = 1 person-year.

* Indirect Supervision = People supervised by those who report directly to you.

16. What specific **SUPERVISORY DUTIES** do you perform? (Check appropriate box.)

DUTY	Not Done	Assists	Performs
Select new employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train new employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan and Schedule work of employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assign and check work of employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct formal performance appraisals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counsel and discipline employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve time cards and leave requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolve employee grievances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. What TOOLS, EQUIPMENT, or VEHICLES must you use or operate to perform your job?

EQUIPMENT	% Time Spent
Auto, van, or pickup truck	
Computer terminal (mini or mainframe computer)	
Microcomputer (desktop pc)	

18. What kinds of matters do you normally REFER TO YOUR SUPERVISOR to handle?

19. For what work do you MAKE RECOMMENDATIONS? Give examples.

20. For what work do you MAKE FINAL DECISIONS? Give examples.

21. What written GUIDELINES (laws, rules, manuals) do you follow in your work?
0. What makes your position UNUSUAL, DIFFICULT, or COMPLICATED? Explain.
-
0. BUDGET/PURCHASING What are your duties involving MONEY?
- a. Control annual budget of \$ for FY
 - b. Budget requests:
 - c. Purchases:
 - d. Contracts:
 - e. Purchase orders:
 - f. Petty cash:
 - g. Check Requests:
 - h. Others:
1. PROPERTY. What are your responsibilities for Commission property?
- a. Land
 - b. Buildings
 - c. Equipment
 - d. Other
25. RECORDS. What are your responsibilities for gathering, recording, checking, filing, retrieving, or safeguarding raw data?

26. **REPORTS.** What are your responsibilities for analyzing and interpreting raw data; or for preparing, presenting, or approving correspondence, reports, lectures, maps, or other communications?
27. **PERSONAL CONTACTS.** What are your responsibilities for meeting and dealing with other people as part of your job? Who are the contacts? What is the purpose of the contacts? How often?
- Own department:
- Other departments:
- Other agencies:
- Vendors/Contractors:
- Political Officials:
- News media:
- General Public:
28. Do any of your personal contacts involve negotiations? Explain and provide examples.

29. PHYSICAL EFFORT. What kind of physical tasks do you perform?

Physical Task

	Average No. Hours Per Day
Continuous operation of an auto, truck, or other vehicle	hours
Continuous operation of a video display terminal (VDT)	hours
Operating equipment requiring the fine hand-eye coordination	hours
Using arms, hands, or fingers rapidly to handle objects	hours
Repeated bending, crouching, stretching, or crawling	hours
Continuous standing or walking	hours
Lifting objects of 1 - 49 lbs., without help	hours
Lifting objects of 50 - 100 lbs., without help	hours
Lifting objects of more than 100 lbs., without help	hours
Climbing ladders or scaffolding	hours
Continuous light work (e.g., cleaning)	hours
Continuous heavy work (e.g., digging ditch)	hours

30. WORKING CONDITIONS. Do you have unpleasant working conditions?

Working Conditions

	How Often?
Exposed to dirt, dust, grease, or waste	
Exposed to temperature extremes	
Exposed to unpleasant odors or fumes	
Exposed to dangerous chemicals	
Exposed to dangerous equipment	
Exposed to traffic hazards	
Exposed to frustrated and upset persons	
Exposed to dangerous persons (drunks, etc.)	
Exposed to dangerous animals (raccoons, etc.)	
Work outside exposed to weather	
Work at heights	
Work in special protective clothing	
Work under pressure to meet deadlines	
Work in high stress environment	
On-call 24 hours to come back to work*	

*Normally called back _____times per year.

Reasons for being called back:

THIS SECTION MUST BE COMPLETED BY THE IMMEDIATE SUPERVISOR

- List other positions under your direct supervision which have essentially the same DUTIES and RESPONSIBILITIES as this position.

Name of Employee
Position Title

- What is the most important SERVICE, PRODUCT, OR OUTPUT you expect from this position? Explain.
- WHO or WHAT benefits most directly from this service, product, or output? (Other work units, government services or community). Explain.
- What authority does this position have to COMMIT the organization to a COURSE OF ACTION? Explain.
- How specific and detailed are the WORK ASSIGNMENTS given to this position? To what extent does the position initiate its own work assignments?
- What **SUPERVISORY DUTIES** does this position perform?

Supervisory Duty

None
Advises
Decides
Approves

Employee Selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer or reassignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Cards and Leave Requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning Work Priorities and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scheduling				
Assignment and Checking of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct formal performance evaluation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. What **MINIMUM QUALIFICATIONS** should be used to screen out people who are not likely to perform acceptable work in this position?

Qualification	Minimum Requirement
High School	None <input type="checkbox"/> 7 th <input type="checkbox"/> 9 th <input type="checkbox"/> HS Grad or GED <input type="checkbox"/>
Trade School	
College Courses	
Driver's License	
Occupational License	
Work Experience	
Other	

* Give LEGAL BASIS (e.g., law regulation) for requirement, if any.

8. How long does it take a new employee with the minimum qualifications stated above to become FULLY PROFICIENT in the duties of this position?

9. Provide any ADDITIONAL INFORMATION needed to give an ACCURATE and COMPLETE description of this position (including employee's section of JAQ).

10. State and explain any disagreements you may have with what was stated by the incumbent in employee's section of the JAQ.

11. Explain how the job duties have specifically changed since incumbent has been in this position.

12. What criteria (e.g., duties, responsibilities, qualifications) should be used to establish different levels of jobs in this job series.

I/We Certify that the above information about this position is accurate and complete to the best of my knowledge.

Concur with request for review by
Human Resources Division

Signed: _____
Supervisor Date

Yes No

Printed: _____
Supervisor

Signed: _____
Division Chief/Delegated Authority Date

Yes No

Printed: _____
Division Chief/Delegated Authority

Signed: _____
Department Head Date

Yes No

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