

Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	New position	Employer Name	City of West Allis
Job Title	Solutions Analyst	Work Location	City Hall
Department	Center for Excellence	Division	Applications, Training, and GIS
Full-Time / Part-Time	Full Time	Part-Time (Hrs per Wk)	40
Supervisor Name	Pat Walker	Supervisor Title	GIS Supervisor

SECTION 2

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Manage SQL Data Warehouses, develop Advance SQL scripts, views to import and export data from/to various system	D	25
Manage SQL Security and Access	M	5
Maintain legacy MS ACCESS Databases	M	5
Develop/Maintain .NET Applications	N	10
Improve city staff efficiency advising and training in the proper use of software	D	10
Analyzes user needs and requirements, create project plans, research and evaluate software and hardware solutions	M	5
Train users in use of computer network and technology; develop training materials and user manuals as needed.	D	25
Manage FORTIS Scanning applications and NovaTime Time Keeping software	M	5
Formulate strategies for enhancing existing computer usages	M	5
Provide higher level technical user support	D	5

SECTION 3

TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

MS Office, MS ACCESS, MS SQL, .NET, HTML, MTML5, VB.NET, FORTIS, NOVATIME, HAPPY, Market Drive, Legistar, SVRS, EverBridge, GCS, HTE, Click2Gov

SECTION 4**JUDGMENTS / DECISION-MAKING**

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Solve software issues		Google, vendors, web sites, fellow staff	
Instruct users on proper use of software		Google, vendors, web sites, fellow staff	GIS Supervisor
Problem Solving		Google, vendors, web sites, fellow staff	GIS Supervisor, IT Director
Database design and security		Google, vendors, web sites, fellow staff	GIS Supervisor, IT Director

SECTION 5**WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS**

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
City Staff	Training, problem solving	Increase staff efficiencies
Vendors	Technical Support, research	Support

SECTION 6

SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants		X	
Hire / Promote Employees		X	
Provide Written/Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others		X	
Project Management	X		
Provide Work Direction For Others		X	
Evaluate Performance Of Others		X	
Counsel Employees		X	
Train Employees (As Part Of The Normal Duties Of The Job)	X		
Approve Overtime		X	
Approve Time Off Request For Others		X	
Develop / Implement Policies		X	
Do you directly supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>		X	n/a
Job Title	# of FTEs		

SECTION 7

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds	X			
Carrying/Lifting > 40 Pounds	X			
Sitting				X
Standing / Walking / Climbing	X			
Squatting/Crouching/Kneeling/Bending	X			
Pushing / Pulling / Reaching Above Shoulder	X			
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)	X			
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)	X			
Outdoor Weather Conditions	X			
Hazardous Fumes or Odors / Toxic Chemicals	X			
Confined Spaces (as identified by OSHA)	X			
Close Proximity to Moving Machinery / Equipment	X			
Bodily Fluids / Communicable Diseases	X			
Working Alongside Moving Traffic on Roads	X			
Electrical Hazards	X			

SECTION 8

ADDITIONAL EMPLOYEE COMMENTS

Please identify any other information that would help someone else understand your job more clearly:

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To BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9		SUPERVISOR INFORMATION	
Supervisor Name	Pat Walker	Supervisor Title	GIS Supervisor

SECTION 10		EDUCATION <u>REQUIRED</u> FOR HIRE
	Level of Education (Select one with an "X")	Field(s) of Study
	Less than High School Education	n/a
	High School Education (or Equivalent)	
	One Year Certificate (or Equivalent)	
	Associate's Degree (or Equivalent)	
	Bachelor's Degree	Computer Science Related Field
	Master's Degree	
	Professional Degree (Law, Medicine, etc.)	
	PhD w/ Dissertation	
	Other:	
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		
Continued work experience, attending training each year to stay current on changing trends, programming languages, and process workflows.		

SECTION 11		TOTAL EXPERIENCE REQUIRED UPON HIRE					
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
		X					
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):							

SECTION 12

CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB

List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

SECTION 13

SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition
	Self-learner
	Team player
	Desire to seek out the best IT Solution
	Interested in continuous development their of IT skills
	Adaptability with great communication skills
	Goal to exceed customer's expectations
	Understands and uses new electronic devices

