

## City of Corpus Christi Job Assessment Questionnaire (JAQ)

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**General Instructions:**

- An evaluation of a current job will only be evaluated if the job functions have changed significantly, i.e., 40% or more.
- Job Assessment Questionnaire should be completed by the supervisor of the job.
- Please type in the required sections to complete the questionnaire.
- Use complete, concise sentences.
- Read each item carefully and answer completely
- Be brief but specific in accurately describing the job. Please describe the actual job duties and qualifications.
- For vacant and new positions, type "Vacant" or "New" in the employee name section.
- Include an organization chart.

Date	
Current Job Title	
Department	
Supervisor Name Completing Form	
Phone Number	
Email	
Employee Name	

**When this job was last reviewed? Date: \_\_\_\_\_**

**Please describe the significant changes in this job since it was last reviewed? Why did these changes occur; i.e. reorganization.**

**Job Overview:**

Briefly state the principle purpose or functions of the job. Describe what the job is, what is its major objective, and why does the position exist.

**Essential Job Functions:**

Please include all essential job essential functions that are performed. For every function you list, please indicate how often the employee will perform the function (Daily, Weekly, Monthly, Few Times a Year, or Annually). Then, estimate the overall percent of your time spent on each function.

Function:	% of Time	Frequency

Function:	% of Time	Frequency

Function:	% of Time	Frequency

Function:	% of Time	Frequency

Function:	% of Time	Frequency

Function:	% of Time	Frequency

Function:	% of Time	Frequency


**Education, Training and Experience:**

Specify the MINIMUM level of Educational the Job Requires:

- High School Diploma/GED
- Associate's Degree (AA/AS);  
or 2 year technical certificate
- Bachelor's Degree (BA/BS)
- Graduate Degree (MS/MA)
- Post Graduate Degree (PhD)
- Other (Please indicate: \_\_\_\_\_)

Specify the MINIMUM experience required for the job.

- No prior experience required.
- Six months to one year experience.
- 2 years experience.
- 3 years experience.
- 4 years experience.
- 5 years experience.
- 6 years experience.
- 7 years experience.
- 8 years experience.
- 9 years experience.
- 10 years or more experience.

**Certifications, Licenses or Other Requirements:**

List any certifications, licenses such as driver's license, professional license, etc., statutory requirements, or registrations requires for this job. (Use exact name of licenses, certifications, etc.)

1.
2.
3.
4.
5.
6.

**Complexity:**

<b>Reading</b> – Describe the level of reading ability required for this position and provide examples.

<b>Math</b> – Describe the level of math ability required for this job and provide examples.

**Writing** – Describe the level of writing ability required for this job and provide examples.


**Problem Solving/Analytical Skills** – Describe the level of problem solving/analytical skills required for this job and provide Examples:


**Budget/Financial Responsibility** – If this position requires performing budget duties, please indicate the level of involvement preparing, monitoring or administering the annual budget?

- Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
- Does research for documents, compiles data for computer entry and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size.
- Oversees budget preparation of department budget. Reviews and approved expenditures of significant budgeted funds for the department or does research and prepares recommendations for City-wide budget expenditures.
- Has responsibility for the final approval of at least one departmental budget and presents the budget(s) to City manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.

<b>Total amount of budget that this position is responsible for: \$</b>
<b>Additional Comments:</b>

**Supervisory Responsibility** – If this job requires supervising or directing work to others, please list the job titles and number of employees the employee will supervise.

Job Titles	Number of Employees

**Authority/Accountability:**

What kind of actions, documents, plans or functions require the employee’s authorization?

What kind of significant decisions is the employee authorized to make without clearing them through the supervisor?

What work decisions require clearance from the supervisor? Please give examples.

What are the most difficult/important decisions the employee will make? Describe their impact on your immediate organizational unit, department, other employees, contractors, customers, vendors and other members of the public and/or the community.

**Interaction with Others:**

To perform the job the effectively, what jobs outside the department is the employee required to interact with?

**Computer Equipment and Software:**

List all computer equipment and software that is required to perform the job.

**Equipment, Tools, and Materials:**

What machinery, vehicles or motorized equipment is used to perform the work, and how often is it used (Rarely, Frequently, and Constantly).

Equipment, Tools, Materials	Rarely	Frequently	Constantly
1.			
2.			
3.			
4.			

**Physical Demands:**

List any special or unusual physical skills or efforts required for the job (example: climb ladders, dig/work in trenches, handle extremely hot or cold materials, etc.)

1.
2.

3.
4.
5.
6.

What approximate percentage of total time on the job is spent doing the following? (These may add up to more than 100%).

Standing _____%	Walking _____%	Sitting _____%	Driving _____%
Typing/ _____% Data Entry	Kneeling/ _____% Bending	Crawling _____%	Walking on Uneven Surfaces _____%
Listening _____%	Talking _____%	Other (Give Examples) _____ %	

How much weight is required to manually **lift** at any one time? \_\_\_\_\_

Is the lifting done regularly? \_\_\_\_\_ Yes      \_\_\_\_\_ No      For how many hours per day? \_\_\_\_\_

How much weight is required to manually **carry** at any one time? \_\_\_\_\_

Is the carrying done regularly? \_\_\_\_\_ Yes      \_\_\_\_\_ No      How many hours per day? \_\_\_\_\_

**Working Conditions:**

What unusual and/or special working conditions affect or are part of the job? Answer all that apply and indicate whether “regular” or “occasional”.

<b>Environmental Conditions</b>	<b>Regular</b>	<b>Occasional</b>
Extreme Temperatures (heat, cold, changes, etc.)		
Wetness/Humidity		
Respiratory Hazards (fumes, gases, chemicals, dust and dirt)		
Noise/Vibration		
Physical Hazards (high voltage, dangerous machinery, aggressive prisoners/patients)		
<b>Health &amp; Safety Conditions</b>	<b>Regular</b>	<b>Occasional</b>
Mechanical Hazards		
Chemical Hazards		
Electrical Hazards		
Fire Hazards		
Explosives		
Communicable Diseases		
Physical Danger/Abuse		
Other (Specify)		

The work functions and minimum job requirements stated in this Job Assessment Questionnaire (JAQ) are accurate and complete to the best of my knowledge.

Immediate Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Director or Designee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For HR use only**

Date Evaluated: \_\_\_\_\_

Grade: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

Non Exempt

Title: \_\_\_\_\_

Exempt

Executive

Job Code: \_\_\_\_\_

Position Number: \_\_\_\_\_

Notes: