



**THE ARCHER EQUI-VAL JOB EVALUATION SYSTEM  
POSITION QUESTIONNAIRE**

**YOUR COMPANY/ORGANIZATION:**

**IDENTIFICATION INFORMATION:**

**YOUR FULL NAME:**

**TELEPHONE:**

**EXT:**

**CURRENT JOB TITLE:**

**DEPARTMENT YOU WORK IN:**

**IMMEDIATE SUPERVISOR'S NAME:**

**TELEPHONE:**

**EXT:**

**CURRENT SUPERVISOR'S JOB TITLE:**

**ARE YOU EXEMPT FROM OVERTIME PAY –**

**BASIS FOR OVERTIME PAY: Over                      hrs per**

**HOW MANY REGULAR HOURS DO YOU WORK PER YEAR –    2080,    1950,    OTHER:**

**WHAT HOURS DO YOU REGULARLY WORK – (SHOW AM or PM):**

**ARE YOU:    Regular Full-Time    Regular Part-Time    Temporary Full-Time    Temporary Part-Time**

**REPORTING RELATIONSHIPS**

- 1. Place your name and job title into this box.**
  
- 2. Place the name and job title of your immediate supervisor into this box.**
  
- 3. Place the name and job title of the person your immediate supervisor reports to into this box.**
  
- 4. Place the name and job title of the person that the person in box number 3 reports to into this box.**
  
- 5. Place the name and job title of the person that the person in box number 4 reports to into this box.**

# INSTRUCTIONS FOR FILLING OUT THE ELECTRONIC QUESTIONNAIRE

This questionnaire has been designed to identify the **compensable factors** associated with your job.

**First:** Provide identification information for your job. (See page 1)

**Second:** Provide a comprehensive listing of your current duties and responsibilities within the context of essential functions and non-essential functions. (See pages 2 – 5)

**Third:** Respond to sixteen work-related variables, each with a listing of eighteen levels of job complexity and each followed by items that ask for additional and supportive information. (See pages 6 – 25)

**Fourth:** Provide comments and additional information if desired. (See pages 26– 27)

**Fifth:** Sign the questionnaire to attest to the accuracy of your responses. (See page 5)

**Please read through the entire questionnaire before responding to any individual items.** If you are a supervisor, you should respond to every item in the questionnaire. If you are not a supervisor, you should respond to every item except those that are applicable only to someone who supervises or manages the activities of other people. **Please respond to each item honestly, precisely, thoroughly and legibly.**

Please do not create your own format. All responses must be entered directly in the spaces and checklists contained in this questionnaire unless there is insufficient space for your response to a particular item. If there is insufficient space, add additional pages and attach them to the last page of this questionnaire. On your attachment, please note the item number on which you are expanding so that it can be easily referred back to the first part of your response to the item.

## **SPECIFIC STATEMENT OF YOUR JOB:**

**In brief detail, describe the exact purpose of your job.** Please do not use general statements. Instead, concentrate on the specific content of your job so that anyone reading this statement would have a good idea as to the precise nature of your job. For example: **Accounting Clerk:** Calculates, posts and verifies financial data for use in maintaining accounting records. Compiles and sorts invoices and checks to substantiate financial transactions. Verifies and posts details of transactions such as funds received and disbursed into ledgers, journals, computer files and data bases and calculates totals. Types vouchers, invoices, checks, account statements, reports and other records using a calculator or computer. Computes and records charges and refunds. Reconciles posted accounts and reconciles bank statements.

- 1. Summarize in one or two paragraphs the essential purpose of your job.**

**JOB DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS)**

**In specific detail, list the essential functions of your job.** Describe each of your duties and responsibilities in a clear and concise manner beginning each one with an action verb, e.g., types, repairs, operates, measures, records, loads, mixes, prepares, prints, cooks, examines, verifies, cleans, conducts trains, supervises, etc. **List your duties and responsibilities in order of priority of importance.** List the most importance duty and responsibility that you are required to perform first. Next, list the second most important duty and responsibility followed by the third most important and so on until you have listed all your duties and responsibilities. Designate the approximate percent of your work time that you spend on each listed duty and responsibility.

<b>Prioritized Listing of Duties &amp; Responsibilities (Essential Job Functions)</b>	<b>PERCENT OF WORK TIME</b>





## JOB FUNCTION REQUIREMENTS

### I. INFORMATION PROCESSING

The information processing function deals with information, knowledge and concepts, related to information, people, things or conditions, obtained by observation, investigation, interpretation, visualization and mental creation. Information is basically intangible and includes letters, numbers, words, symbols, i.e., ideas, concepts, oral verbalization and non-verbal communications. It may involve the synthesis of information, the coordination of information, the analysis of information, the compiling of information, the computing of information, the copying, transcribing, entering or posting of information and the comparing of information. Examples: vehicle maintenance reports, production reports, billing invoices, personal checks, patient records, telephone calls/messages, insurance forms, laboratory reports, newspaper copy, manuscripts, X-ray reports, photographs, tax statements, attendance records, dictaphone tapes, drafts of letters, time sheets, technical study reports, flow chart diagrams, architectural drawings, electrical diagrams, job applications, diagnostic reports, meter readings, balance sheets, pay roll checks, billing statements, performance appraisals, diagnostic reports, income statements, technical study reports, etc.

**Listed below is a set of job function statements that address 18 levels of information processing. Please check the statement that applies to the specific requirements of your job**

1. My job requires me to **compare** information with other information to see if it matches or is different, e.g., sort, match, differentiate, liken, contrast, etc. (*Item sorter, color sorter, item matcher, fruit sorter, custodian, etc.*)

2. My job requires me to **verify** information to see if it accurately shows, refers to and reflects what it is supposed to, e.g., confirm, vouch, corroborate, measure, test, check-off, etc. (*Item checker, item counter, content checker, manifest checker, ticket taker, gatekeeper, etc.*)

3. My job requires me to **log** information to insure that activities, requirements, events and occurrences to be monitored are properly noted, registered and posted, e.g., post, tally, register, file, index, notate, memo, ticket, etc. (*Meter reader, switchboard operator, file clerk, practical nurse, etc.*)

4. My job requires me to **record** information to insure that meetings, proceedings, discussions, observations and events are properly documented, e.g., ledger, docket, manifest, document, etc. (*Documents clerk, dockets clerk, registration clerk, scale operator, ledger clerk, etc.*)

5. My job requires me to **transcribe**, type, memorize and key information from voice recordings, rough drafts, documents, and other data sources, e.g. report, transcribe, type, tabulate, key, data entry, etc. (*Transcriptionist, typist, secretary, data entry clerk, recording clerk, etc.*)

6. My job requires me to **compute** information using arithmetic and mathematics to calculate and figure, e.g., multiply, divide, debit, credit, invoice, bill, meter, etc. (*Accounting clerk, quality control clerk, billing clerk, tax clerk, standards clerk, frequency checker, etc.*)

7. My job requires me to **compile** and assimilate information so that it can be properly summarized, detailed and consolidated, e.g., detail, investigate, interrogate, deduct, discover, coordinate, consolidate, aggregate, amass, decode, etc. (*Investigator, interrogator, inspector, records manager, pollster, surveyor, decoder, bookkeeper, etc.*)

8. My job requires me to **classify** information by establishing its proper taxonomy, departmentalization, clustering, prioritization and, e.g., cluster, group, catalog, archive, departmentalize, etc. (*Cataloger, taxonomist, archivist, librarian, etc.*)

9. My job requires me to **evaluate** information to ensure conformity to professional, technical, equity, quality, supervisory and statutory standards, e.g., edit, qualitate, reconcile, examine, audit, validate, coordinate, advocate, case manage, treat etc. (*Accountant, case manager, auditor, registered nurse, editor, first-line supervisor, tax examiner, victims advocate, etc.*)

10. My job requires me to **program** information to devise and design complex computer programs, information-processing systems, network systems, e.g., design, program, compose, devise, contrive, conceptualize, etc. (*Computer programmer, network administrator, computer systems programmer, systems designer, etc.*)

11. My job requires me to **analyze** information to enhance quality, output and productivity, e.g., time study, program development, efficiency study, quality control, job analysis, ergonomics analysis, etc. (*Quality control analyst, ergonomics analyst, systems analyst, research analyst, staffing analyst, etc.*)

12. My job requires me to **research** information by engaging in tests, applied research, scientific observation and formal surveys to discover, diagnose and solve problems and to apply optimal solutions to complex, highly technical problems, e.g., diagnose reengineer, research, etc. (*Operations researcher, statistician, management scientist, diagnostics researcher, mechanical engineer, industrial engineer, etc.*)

13. My job requires me to **adjudicate** information taken from laws, investigations, etc., to facilitate negotiating, mediating, litigating, legislating, e.g., adjudge, litigate, prosecute, legislate, arbitrate, prosecutor, heal, strategize, etc. (*Attorney, judge, arbitrator, legislator, professional negotiator, prosecutor, etc.*)

14. My job requires me to **synthesize** information from applied research and analysis in order to deal with top-level management and administrative, situations and to apply solutions to highly complex, work-related problems, e.g., explicate, manage, command, administer, etc. (*Plant manager, hospital administrator, city administrator, management consultant,*

15. My job requires me to **diagnose** information taken from sophisticated testing and examination processes and procedures to determine, diagnose and heal the ailments of human and animal organisms, e.g., Diagnose, heal, therapize, etc. (*Medical doctor, psychiatrist, licensed psychologist, veterinarian, dentist, etc.*)

16. My job requires me to **synergize** information for the purpose of developing board-level missions, objectives, goals, budgets, strategies, policies, programs and procedures for large corporations, e.g., corporate visioning, mission planning, etc. (*Chief executive officer, chief financial officer, chief operations officer, executive vice president, general, etc.*)

17. My job requires me to **systemize**, policize and proceduralize by designing complex administrative and operations systems using complex mathematical theory and applications at the doctoral level, e.g., administrative modeling, operations research, optimization/maximization modeling, etc. (*Doctoral level operations researcher, doctoral level optimization/maximization model designer, doctoral level economic systems designer, etc.*)

18. My job requires me to **imagine**, create and invent complex experimental information to design solutions to problems of growth, intelligence, learning, personality, sensory processes and health at the doctoral level, e.g., stem cell research, cloning, operant conditioning, etc. (*Space research scientist, stem cell research scientist, medical research scientist, behavioral research scientist, genetics research scientist etc.*)

**If you wish to expand on any of the statements you checked above, please do so here.**

**INFORMATION PROCESSING (CONTINUED)**

1. List the **five** most important kinds of information that you **receive and/or review** in order to fulfill the duties and responsibilities of your job. Describe what you do with the kind of information you have listed after you have received it and/or reviewed it.

Kind of Information	What You Do With It

2. List the **five** most important kinds of information that you **prepare and/or generate** in order to fulfill the duties and responsibilities of your job. Describe how you prepare or generate the kind of information you have listed and what you do with it after you have prepared or generated it.

Kind of Information	Why You Prepare It and What You Do With It

3. List the **five** most important kinds of information that you **refer to** in order to fulfill the duties and responsibilities of your job. Describe why you refer to the information that you have listed.

Kind of Information	Why You Refer to It and What You Do With It

4. List the **five** most important **computer software programs** that you use to fulfill the duties and responsibilities of your job. Describe the purpose for which you use each piece of software that you have listed.

Kind of Information	Purpose for Which You Use It

**Comments:**

## JOB FUNCTION REQUIREMENTS

### II. PEOPLE RELATIONSHIPS

The people relationships function involves dealing with people on an individual or group basis, including contact, either physical or mental, with or without the aid of sign or hearing, and including dealing with animals which are treated and dealt with as if they possessed traits similar to humans. The factor may involve the mentoring of people, negotiating with people, instructing or teaching people, supervising or managing people, diverting or amusing people, persuading people, speaking or signaling to people, serving or attending to people and listening to, taking instructions from or helping people. Examples: customers, patients, clients, students, trainees, immediate supervisors, M.D.'s, subordinates, source persons, passengers, supervisors in other departments, consultants, personnel director, sales representatives, etc.

Listed below is a set of job function statements that address 18 levels of people relationships. Please check the statement that applies to the specific requirements of your job.

1. My job requires me to **heed** simple orders and simple instructions as directed by a supervisor or designated person, e.g., respond, react, obey, follow, defer, etc. (*Laborer, field hand, grass cutter, dishwasher, etc.*)

2. My job requires me to **serve** other people by maintaining, servicing, cleaning and caring for their physical surroundings and/or belongings, e.g., caretake, clean up, service, tend, upkeep, etc. (*Maid, janitor, groundskeeper, caretaker, housekeeper, nurses aide, sanitation worker, etc.*)

3. My job requires me to **attend** to other people by grooming, cleaning, feeding, medicating, chauffeuring and/or waiting upon them, e.g., bathe, medicate, groom, chauffeur, wait upon, etc. (*Nurses aide, page, chauffeur, hair dresser, waitress, cook, etc.*)

4. My job requires me to provide **support** to other people by providing clerical, administrative, technical, secretarial and other office and general support, e.g., clerical assistance, secretarial assistance, administrative assistance, etc. (*Clerk, secretary, office manager, administrative assistant, lab assistant, mechanic, engineering technician, bookkeeper, etc.*)

5. My job requires me to **familiarize**, orient and inform people about places, people, things, processes and/or programs that are of interest or importance to them as a guide, lead person or similar position, e.g., show, inform, acquaint, demonstrate, monitor direct, orient, guide, etc. (*Lead person, coordinator, guide, mentor, tour guide, docent, etc.*)

6. My job requires me to **safeguard**, shield and protect the lives, property and institutions of people, e.g., police, guard, defend, aid, patrol, inspect, protect, etc. (*Police officer, guard, firefighter, medical emergency technician, sheriff's deputy, etc.*)

7. My job requires me to **persuade** other people by swaying, inducing, enticing, pleading or convincing them to buy, use or accept certain services, products and/or ideas, e.g., convince, recruit, sell, induce, entice, entertain, etc. (*Salesperson, ombudsman, marketing representative, recruiter, telemarketer, entertainer, etc.*)

8. My job requires me to **train**, tutor, oversee, lead, coach or prompt other people as a trainer, team leader, foreperson or similar position to include instructing, disciplining, guiding or coaching them in the techniques, process, methods and procedures associated with particular jobs, operations or programs, e.g., tutor, drill, coach, lead, discipline, guide, train, oversee, etc. (*Trainer, tutor, coach, foreperson, crew chief, section leader, instructor, team leader, etc.*)

9. My job requires me to **nurture**, nurse and advocate for others for the purpose of rehabilitating or rejuvenating their mental or physical state and/or their general well being, e.g., nurse, therapeuticize, advocate, rehabilitate, treat, etc. (*Registered nurse, physical therapist, victim's advocate, radiological technologist, case worker, etc.*)

10. My job requires me to **supervise** the activities of others as a first-line supervisor, department head, area coordinator or similar position to include controlling and guiding their behaviors as related to the achievement of group, area, or departmental goals and objectives, e.g., superintend, supervise, direct, control, administer, etc. (*First-line supervisor, superintendent, department head, department division manager, etc.*)

If you wish to expand on any of the statements you checked above, please do so here.

11. My job requires me to **counsel** people by providing information that will assist them in the correction of their misjudgments and the mediation of their problems and by inculcating within them correct attitudes and constructive vocational and social habits, e.g., minister, reform, correct, inculcate, remediate, counsel, rehabilitate, etc. (*Therapeutic counselor, rehabilitation counselor, parole officers, drug abuse counselors, spousal abuse counselors, etc.*)

12. My job requires me to **instruct** people by developing, cultivating and enriching their social and professional lives through formal and accredited classroom education and teaching, e.g., educate, refine, enrich, polish, cultivate, etc. (*School teacher, licensed technical school instructor, licensed vocational school instructor, junior college instructor, minister, etc.*)

13. My job requires me to **influence** and inspire the behaviors of others to include organizing, implementing, inducing, spurring, stimulating and urging others to accept challenges, to become leaders, to accept legitimate authority, to achieve organizational goals, e.g., manage, strategize, influence, captivate, inspire, innervate, etc. (*Plant manager, city manager, corporate executive, vice-president, controller, group manager, etc.*)

14. My job requires me to **represent** other people by sustaining and promoting their legal rights, obligations and privileges through the courts as a lawyer or judge and/or through formal complex organizational negotiations as an elected representative, e.g., litigate, defend, adjudge, prosecute, negotiate, legislate, etc. (*Lawyer, prosecutor, defense attorney, judge, state representative, mediator, arbitrator, senator, etc.*)

15. My job requires me to **analyze** other people in order to remediate and heal them through the induction of behavioral modification techniques as related to formal and professional psychological treatment, e.g., psychoanalyze, operant condition, reinforce, cure, heal, etc. (*Licensed psychologist, behavioral theorist, psychoanalyst, etc.*)

16. My job requires me to **diagnose** the illnesses of other people (or animals) so that they might be healed, cured or put into remission for their diseases, injuries and maladies as related to formal professional physician's treatment, e.g., restore, cure, heal, regenerate, remediate, diagnose, revitalize, etc. (*Physician, psychiatrist, surgeon, dentist, veterinarian, etc.*)

17. My job requires me to **lecture** to other people by intellectualizing, edifying, illuminating and spiritualizing their lives as related to teaching them the most complex fields and disciplines of human knowledge, e.g., enlighten, spiritualize, edify, intellectualize, etc. (*Doctor of philosophy-astronomy, doctor of philosophy-economics, doctor of philosophy-divinity, doctor of philosophy-genetics, doctor of philosophy-medicine, etc.*)

18. My job requires me to **experiment** on other people for the purpose of discovering complex psychological and physiological mechanisms and relationships that influence the behavior and existence of the human organism, e.g., behavioral research, experimentation, cloning, etc. (*Doctor of philosophy-behavioral researcher, doctor of philosophy-genetics researcher, doctor of philosophy-social systems researcher, doctor of philosophy-theological researcher, etc.*)

**PEOPLE (CONTINUED)**

1. List the **five** most important groups of people that you are required to **interact or communicate** with in order to fulfill the duties and responsibilities of your job. Describe how and why you interact or communicate with the groups of people that you have listed.

Group/People	Why and How You Interact and Communicate

2. If you have a supervisory, managerial or executive job title, list the five highest ranking full-time people, **according to name and job title**, that you are required to **directly** supervise or manage in order to fulfill the duties and responsibilities of your job. Describe the type of supervision or managing that you provide to the people you have listed.

People You Directly Supervise	Type of Supervision Provided

3. If you have the responsibility of supervising or coordinating others, but do not have a supervisory, managerial or executive job title, list the five highest ranking full-time people, **according to name and job title**, that you are required to **directly** coordinate or supervise in order to fulfill the duties and responsibilities of your job. Describe the type of supervising or coordinating that you provide to the people you have listed.

People You Directly Supervise	Type of Supervision Provided

4. If you direct or supervise the activities of part-time employees, volunteers, seasonal employees, inmates, interns, etc., list the five highest ranking people **according to name and job title** that you supervise **directly** in order to fulfill the requirements of your job. Describe the type of direction that you provide to the people you have listed.

People You Directly Supervise	Type of Supervision Provided

## JOB FUNCTION REQUIREMENTS

### III. TECHNOLOGY APPLICATION

The technology application function deals with inanimate objects, as distinguished from human beings or animals, and involves substances, materials, machines, tools, equipment, products, supplies and other tangible things, which have shape, form and other physical characteristics. This factor may involve the setting-up or programming of machinery or equipment, precision working with machinery, equipment or materials, the operating/controlling of machinery, equipment or materials, the driving/operating of machinery or equipment, the manipulating of machinery, equipment or materials, the feeding-off bearing of materials to or from machinery or equipment and the handling of machinery equipment or materials. Examples: Compaq computer, Mack tractor-trailer, computer terminal, Texas Instrument adding machine, Lennox 5-ton air conditioner, Braeur X-ray machine, mechanic's tools, electrician's tools, surgeon's instruments, artist's paraphernalia, lumber, concrete, chemicals, dynamite, etc.

Listed below is a set of job function statements that address 18 levels of technology application. Please check the statement that applies to the specific requirements of your job.

1. My job requires me to **carry and off load** machinery, equipment, tools and materials by carrying, loading, unloading, allocating, pushing, pulling, dumping, etc. (*Laborer, field hand, mover, dishwasher, etc.*)
2. My job requires me to **wield and handle** machinery, equipment, tools and materials for the purpose of cleaning, polishing, clearing, mopping, sweeping, vacuuming, floor polishing, dusting, weed eating, trimming shrubbery, etc. (*Maid, janitor, groundskeeper, caretaker, housekeeper, nurses aide, etc.*)
3. My job requires me to **feed and tend** machinery, equipment, tools and materials for the purpose of mixing, inserting, joining, aligning, filing, arranging, arraying, etc. (*Batch maker, file clerk, batch mixer, materials feeder, machine tender, etc.*)
4. My job requires me to **manipulate and assemble** machinery, equipment, tools and materials for the purpose of fabricating, forming, assembling, cooking, baking, rigging, bolting, screwing, nailing, oiling, servicing, etc. (*Cook, baker, oiler, rigger, assembly lineman, fabricator, etc.*)
5. My job requires me to **maneuver and steer** machinery, equipment, tools and materials for the purpose of distributing, spreading, sowing, cutting, mowing, seeding, spraying, stacking, grinding, sawing, etc. (*Groundskeeper, grinding machine operator, farm tractor operator, commercial mowing machine operator, etc.*)
6. My job requires me to **drive and convey** machinery, equipment, tools and materials for the purpose of taxiing, transporting, hauling, ferrying, shepherding, lifting, etc. (*Truck driver, fork lift operator, vector controller, ferry operator, boom truck operator, etc.*)
7. My job requires me to **key and adjust** machinery, equipment, tools and materials for the purpose of keying, channeling, controlling, transcribing, typing, data entry, monitoring, printing, transmitting, etc. (*Secretary, data entry clerk, printing machine operator, transcriptionist, computer operator, etc.*)
8. My job requires me to **operate and govern** machinery, equipment, tools and materials for the purpose of shaping, converting, sewing, weaving, welding, lathing, routing, machining, etc. (*Sewing machine operator, seamstress, lathe operator, welder, textile weaver, machinist, etc.*)
9. My job requires me to **operate and control** machinery, equipment, tools and materials for the purpose of grading, paving, road scraping, pursuing, racing, etc. (*Road scraper operator, paving machine operator, race car driver, pursuit vehicle officer, heavy equipment operator, bulldozer operator, tank driver, etc.*)
10. My job requires me to **regulate and arrange** machinery, equipment, tools and materials for the purpose of resonating, calibrating, harmonizing, tuning, etc. (*Tune-up technician, piano tuner, machine calibrator, musician, etc.*)
11. My job requires me to **repair and restore** machinery, equipment, tools and materials for the purpose of renewing, overhauling, reconditioning, repairing, fixing, etc. (*Auto mechanic, heavy equipment mechanic, HVAC mechanic, maintenance mechanic, carpenter, mason, electrician, plumber, etc.*)
12. My job requires me to **set-up and program** machinery, equipment, tools and materials for the purpose of crypto graphing, encoding, programming, electronic coding, etc. (*Cryptographer, computer programmer, electronics technician, set-up mechanic, set-up machinist, computer engineer, etc.*)
13. My job requires me to **precision and synchronize** machinery, equipment, tools and materials for the purpose of building, erecting, constructing, engineering, architecture, tectonic, etc. (*Architect, civil engineer, mechanical engineer, construction manager, aeronautical engineer, etc.*)
14. My job requires me to **pilot and navigate** machinery, equipment, tools and materials for the purpose of transporting, piloting, flying, sailing and navigating large ships, airplanes, etc. (*Commercial airline pilot, commercial ship captain, flight navigator, etc.*)
15. My job requires me to **test and experiment** advanced machinery, equipment, tools and materials for the purpose of authenticating and validating as related to test piloting, complex experimentation, etc. (*Jet test pilot, astronaut, land speed test driver, experimental engineer, etc.*)
16. My job requires me to **automate and structure** machinery, equipment, tools and materials for the purpose of designing automated and mechanized systems as related to computerized and automated production systems, automated medical diagnostics equipment, etc. (*Computer electronics systems designer, computerized medical diagnostics systems designer, computer language structural designer, etc.*)
17. My job requires me to **systemize and integrate** advanced machinery, equipment, tools and materials for the purpose of devising, synchronizing, configuring and controlling integrated systems as related to model and prototype manufacturing and administrative systems, etc. (*Automated production systems model designer, automated administrative systems model designer, automated heuristics systems model designer, computer prototype systems modeler, etc.*)
18. My job requires me to **research and invent** machinery, equipment, tools and materials needs for the purpose of inventing, creating and discovering new prototypes, etc. (*Computer operating systems inventor, computer prototype researcher, automated manufacturing machinery prototype inventor, etc.*)

Discuss some of the problems that you encounter in the application and/ or operation of materials, machinery and/or equipment.

**TECHNOLOGY APPLICATION (CONTINUED)**

- List the **five** most important pieces of **machinery and/or equipment** that you drive, operate, maintain, use and/or repair, other than computer hardware, in order to fulfill the duties and responsibilities of your job. Describe what you do with the machinery and/or equipment that you have listed. (See item 4 below for listing your computer hardware).

Kind of Machinery/Equipment & Brand Name	What You Do With It

- List the **five** most important **tools or sets of tools** that you utilize in order to fulfill the duties and responsibilities of your job. Describe what you do with the tools or sets of tools that you have listed.

Kind of Tools	What You Do With It

- List the **five** most important kinds of materials and/or supplies you utilize in order to fulfill the duties and responsibilities of your job. Describe what you do with the materials and/or supplies you have listed.

Kind of Materials/Supplies	What You Do With It

- List the **five** most important **pieces of computer and computer support hardware** that you use, program, maintain or repair to fulfill the duties and responsibilities of your job. Describe the purpose for which you use each piece of hardware that you have listed.

Kind of Hardware and Brand Name	What You Do With It

## JOB ENVIRONMENT REQUIREMENTS

### I. WORKING CONDITIONS

The working-conditions function is concerned with the environmental or physical-working conditions encountered in carrying out the requirements of a particular job. It involves coping with varying degrees of unpleasantness, uncomfortableness or danger caused by conditions and potential hazards in the work place. Examples: heat, cold, odors, noise, smoke, dusts, fire, humidity, explosions, vibrations, violence, wetness, diseases, light intensity, electrical currents, machine exhausts, poor ventilation, dryness, etc

**Listed below is a set of job function statements that address 18 levels of working conditions. Please check the statement that applies to the specific requirements of your job.**

1. My job requires me to work under conditions that are **negligibly uncomfortable** but non-dangerous such as administrative work, executive work, etc.

2. My job requires me to work under conditions that are **marginally uncomfortable** but non-dangerous such as clerical, filing, secretarial, office work, etc.

3. My job requires me to work under conditions that are **mildly uncomfortable** but non-dangerous such as van operation, interoffice delivery, drafting, computer operating, etc.

4. My job requires me to work under conditions that are **moderately uncomfortable** but non-dangerous such as food service work, custodial work, cataloguing, inventorying, library work, etc.

5. My job requires me to work under conditions that are **appreciably uncomfortable** but non-dangerous such as assembly line work, weaving, mail delivery, counter clerking, cooking, baking, etc.

6. My job requires me to work under conditions that are **significantly uncomfortable** but non-dangerous such as warehouse workers, lathe operating, pressure cleaning, etc.

7. My job requires me to work under conditions that are **considerably uncomfortable** and/or **negligibly dangerous** such as grounds keeping, frozen locker work, chemical batching, fork lift operating, etc.

8. My job requires me to work under conditions that are **substantially uncomfortable** and/or **marginally dangerous** such as plumbing, HVAC work, mechanical work, outside painting and scraping, masonry work, bartending, code inspecting, etc.

9. My job requires me to work under conditions that are **highly uncomfortable** and/or **mildly dangerous** such as heavy equipment operating, biological lab work, nursing, carpentry, etc.

10. My job requires me to work under conditions that are **greatly uncomfortable** and/or **moderately dangerous** such as tree trimming, paramedic work, utility service work, solid waste disposal, welding, garbage collection, construction labor work, taxi driving, etc.

11. My job requires me to work under conditions that are **extremely uncomfortable** and/or **appreciably dangerous** such as steel work, furnace stoking, asphalt paving, roofing, surveying, ocean transport, structural metal work, commercial trucking, prison guard work, security guard work, etc.

12. My job requires me to work under conditions that are **significantly dangerous** such as law enforcement, disease control, undercover investigation, lumber jacking, electric line repair, oil drilling, etc.

13. My job requires me to work under conditions that are **considerably dangerous** such as fire fighting, chemical extractions, high rise construction work, deep sea diving, mining, commercial fishing, etc.

14. My job requires me to work under conditions that are **substantially dangerous** such as commercial flying, smoke jumping, auto racing, etc.

15. My job requires me to work under conditions that are **highly dangerous** such as exposure to radioactive materials handling, undercover agents, etc.

16. My job requires me to work under conditions that are **greatly dangerous** such as active volcano research, Arctic exploration, etc.

17. My job requires me to work under conditions that are **extremely dangerous** such as explosives blasting, bomb disposal, etc.

18. My job requires me to work under conditions that are **extraordinarily dangerous** such as active wartime combat engagement, etc.

**List the three most uncomfortable or most dangerous situations that you encounter in your work:**

**WORKING CONDITIONS (CONTINUED)**

- List the most **uncomfortable** environmental and/or working conditions that you are required to cope and contend with in carrying out the duties, tasks and responsibilities of your job. Describe why and when you encounter the conditions you have listed and how you cope with them when you do encounter them.

Uncomfortable Condition	Why, When and How You Encounter and Cope

- List the most **dangerous** situations and/or working conditions that you are required to cope and contend with in carrying out the duties, tasks and responsibilities of your job. Describe why and when you encounter the situations/conditions you have listed and how you cope with them when you do encounter them.

Dangerous Condition	Why, When and How You Encounter and Cope

- If you work regularly under conditions that are **particularly uncomfortable** and you feel that additional information is necessary to describe the conditions in more detail, please do so here.

Description of Particularly Uncomfortable Conditions

- If you work regularly under conditions that are **particularly dangerous** and you feel that additional information is necessary to describe the conditions in more detail, please do so here.

Description of Particularly Dangerous Conditions

## JOB SKILL REQUIREMENTS

### I. VOCABULARY SKILL

Vocabulary skill relates to the specific verbal comprehension abilities and capacities which an individual must possess or demonstrate in order to meet the demands of a particular job or task in accordance with the information processing, people relationships, technology applications and working conditions of the job. It may include foreign languages, computer languages, sign language, code language and specialty languages such as medical, engineering, legal, music, accounting, mechanics, electrical, marketing etc. It involves words written and spoken, verbal and non-verbal including symbols and signals that are interpreted as words.

**Listed below is a set of job skill statements that address 18 levels of vocabulary skill. Please check the statement that applies to the specific requirements of your job.**

1. My job requires me to have **kindergarten school** vocabulary skills, e.g., taking non-verbal commands, requests, directions, etc.

2. My job requires me to have **grammar school** vocabulary skills, e.g., taking oral commands, requests, directions, etc.

3. My job requires me to have **elementary school** vocabulary skills, e.g., preparing and/or interpreting lists, menus, basic instructions, etc.

4. My job requires me to have **middle school** vocabulary skills, e.g., preparing and/or interpreting notices, memos, agendas, schedules, written orders, basic instructions, requisitions, calendars, etc

5. My job requires me to have **junior high school** vocabulary skills, e.g., preparing and/or interpreting inventory forms, utilization records, recipes, letters, etc.

6. My job requires me to have **high school** vocabulary skills, e.g., preparing and interpreting billings, vouchers, ledgers, journals, checking accounts, sales records, newspapers, etc.

7. My job requires me to have **vocational school** vocabulary skills, e.g., preparing and interpreting accounting reports, benefits forms, insurance forms, procedural guides, tax forms, purchase orders, etc.

8. My job requires me to have **technical college** vocabulary skills, e.g., preparing and interpreting technical manuals, job specifications, operating manuals, repair manuals, etc

9. My job requires me to have **associate's degree** vocabulary skills, e.g., preparing and interpreting accounting ledgers, eligibility guidelines, technical policies, procedures, utilization schedules, etc.

10. My job requires me to have **associate's degree plus 2** vocabulary skills, e.g., preparing and interpreting maps, diagrams, schematics, blue prints, methods description manuals, medical scanner findings, etc.

11. My job requires me to have **bachelor's degree** vocabulary skills, e.g., preparing and interpreting financial statements, marketing surveys, tax codes, nursing protocol, production specifications, engineering specifications, etc.

12. My job requires me to have **bachelor's degree plus 2** vocabulary skills, e.g., preparing and interpreting accounting manuals, engineering structural manuals, computer programming manuals, etc.

13. My job requires me to have **master's degree** vocabulary skills, e.g., preparing and interpreting high tech manuals, architectural manuals, engineering design manuals, systems design, human resource system design, information system design, education curricula design, etc.

14. My job requires me to have **law degree** vocabulary skills, e.g., preparing and interpreting legal briefs, tax counseling briefs, organizational development, etc.

15. My job requires me to have **master's degree or law degree plus 2** vocabulary skills, e.g., preparing and interpreting musical compositions, advanced research proposals, literary compositions, book editing, advanced research proposals, literary compositions, legal writings, etc.

16. My job requires me to have **doctorate degree** vocabulary skills, e.g., preparing and interpreting classical philosophical writings, classical musical compositions, advanced scientific writings, etc.

17. My job requires me to have **academic doctoral degree** vocabulary skills, e.g., preparing and interpreting atomic research papers, cellular research papers, genetic research papers, statistical research papers, etc.

18. My job requires me to have **post doctoral degree** vocabulary skills, e.g., preparing and interpreting advanced linguistics research, heuristics research, etc.

**Information and data.** Select the statement and number from the list above that best describes the vocabulary skills required of you when you create, utilize and/or process data and information and put the number into the shaded box at the left.

**People.** Select the statement and number from the list above that best describes the vocabulary skills required of you when you interact and communicate with people and put the number into the shaded box at the left.

**Machinery, equipment, materials and tools.** Select the statement and number from the list above that best describes the vocabulary skills required of you when you work with machinery, equipment, materials and tools and put the number into the shaded box at the left.

**Give precise examples of at least two work situations in which you use the highest levels of vocabulary skills checked above.**

## JOB SKILL REQUIREMENTS

### II. QUANTITATIVE SKILL

Quantitative skill relates to the specific mathematical comprehension abilities and capacities which the individual must possess or demonstrate in order to meet the demands of a particular job or task in accordance with the information processing, people relationships, technology applications and working conditions of the job. It involves the use of formulae, symbols, principles, laws and axioms associated with applications of basic arithmetic, decimals, percentages, algebra, trigonometry, geometry, calculus, descriptive statistics, statistical inference, statistical theory, linear programming, dynamic programming, quantum theory, etc.

**Listed below is a set of job skill statements that address 18 levels of quantitative skill. Please check the statement that applies to the specific requirements of your job.**

1. My job requires me to use **kindergarten school arithmetic**, e.g., tallies, totals, counts, ciphers, etc.
2. My job requires me to use **primary school arithmetic**, e.g., additions, subtractions, summations, minuends, differences, remainders, etc.
3. My job requires me to use **elementary school arithmetic**, e.g., multiplication, multipliers, products, divisions, dividends, divisors, quotients, etc.
4. My job requires me to use **middle school arithmetic**, e.g., fractions, decimals, ratios, etc.
5. My job requires me to use **junior high arithmetic**, e.g., interest rates, discounts, mark-ups, complex fractions and decimals, etc.
6. My job requires me to use **high school basic statistics**, e.g., means, variances, coefficients, standard deviations, distributions, modes, etc.
7. My job requires me to use **high school basic algebra**, e.g., formulas, variables, roots, radicals, monomials, polynomials, exponentials, etc.
8. My job requires me to use **high school geometry**, e.g., circumference, angles, pairs of angles, properties, etc.
9. My job requires me to use **college algebra**, e.g., algebraic functions, logarithmic functions, inductions, reductions, etc.
10. My job requires me to use **college geometry**, e.g., deductive axiomatic geometry, plane and solid, rectangular coordinates, etc.
11. My job requires me to use **college statistics**, e.g., normal curve, *t*-test, F-statistic, chi-square, Bayes theorems, ANOVA, etc.
12. My job requires me to use **college calculus**, e.g., limits, continuities, derivatives, differentials, integrals, etc.
13. My job requires me to use **Master's level algebra**, e.g., complex variances, angular and circular functions, etc.
14. My job requires me to use **Master's level statistics**, e.g., sampling theory, validity testing, reliability testing, etc.
15. My job requires me to use **Master's level calculus**, e.g., complex differential and integral equations, analytic geometry, etc.
16. My job requires me to use **doctoral level statistics**, e.g., experimental design, complex probability theory, etc.
17. My job requires me to use **doctoral level algebra**, e.g., theories of groups, fields, rings, infinite series
18. My job requires me to use **doctoral level calculus**, e.g., mean value theorems, implicit function theorems, etc.

**Information and data.** Select the statement and number from the list above that best describes the quantitative skills required of you when you create, utilize and/or process data and information and put the number into the shaded box at the left.

**People.** Select the statement and number from the list above that best describes the quantitative skills required of you when you interact and communicate with people and put the number into the shaded box at the left.

**Machinery, equipment, materials and tools.** Select the statement and number from the list above that best describes the quantitative skills required of you when you work with machinery, equipment, materials and tools and put the number into the shaded box at the left.

If you checked an item above that states a level of education higher than you actually have, please explain

Give precise examples of at least two work situations in which you have consistently used the highest level of quantitative skill you checked above and explain.

1.

2.

## JOB SKILL REQUIREMENTS

### III. PROCEDURAL JUDGMENT SKILL

Procedural judgment skill refers to the logical, common sense, interpretive, conceptual and thinking capacities and abilities that lead to process judgments as demonstrated in the application of the principles of systems, methodology, structure, etc., associated with various academic and rational disciplines. Procedural judgements employ influence systems, rational systems, synthesis functions and abstract thinking.

Listed below is a set of job skill statements that address 18 levels of procedural judgment skill. Please check the statement that applies to the specific requirements of your job.

1. My job requires me to exercise procedural judgments associated with **unskilled operations**, e.g., digging, sawing, hammering, crushing, raking, watering, filling, packing, loading, wrapping, dusting, washing, etc.

2. My job requires me to exercise procedural judgments associated with **unskilled support services**, e.g., ironing, vacuuming, polishing, buffing, moving, seeding, spreading, lubricating, brushing, spraying, etc.

3. My job requires me to exercise procedural judgments associated with **clerical support services**, e.g., filing, switchboard operating, basic typing etc. My job requires me to have **elementary school** vocabulary skills, e.g., preparing and/or interpreting lists, menus, basic instructions, etc.

4. My job requires me to exercise procedural judgments associated with **semi-skilled operations**, e.g., light equipment operating, specialized maintaining, etc.

5. My job requires me to exercise procedural judgments associated with **semi-skilled crafts**, e.g. nailing, screwing, bolting, riveting, fastening, gluing, caulking, soldering, sewing, fitting, measuring, etc.

6. My job requires me to exercise procedural judgments associated with **office or service support**, e.g., typing, keypunching, stock keeping, customer service, nurse assisting, records keeping, inventorying, data entry, word processing, requisitioning, etc.

7. My job requires me to exercise procedural judgments associated with **skilled operations**, e.g., materials transport, machining, butchering, distilling, etching, weaving, earthmoving, cooking, developing, printing, casting, etc.

8. My job requires me to exercise procedural judgments associated with **protective and administrative support**, e.g., policing, firefighting, investigating, inspecting, appraising, quality monitoring, customer servicing, administrative assisting, bookkeeping, etc.

9. My job requires me to exercise procedural judgments associated with **skilled craft and/or lead person functions**, e.g., masonry, carpentry, electricianing, mechanizing, plumbing, HVAC installing, upholstering, equipment repairing, guiding, coaching, etc.

10. My job requires me to exercise procedural judgments associated with **salesperson and/or team lead functions**, e.g., selling, promoting, marketing, office managing, team leading, etc.

11. My job requires me to exercise procedural judgments associated with **technical/technologist and/or foreperson functions**, e.g., x-raying, lab working, overseeing, time studying, mapping, drafting, computer programming, etc

12. My job requires me to exercise procedural judgments associated with **paraprofessional and/or supervisor functions**, e.g., legal assisting, purchasing, flight controlling, surveying, graphic designing, social service working, line supervising, etc.

13. My job requires me to exercise procedural judgments associated with **professional and/or administrator functions**, e.g., accounting, marketing, nursing, computer engineering, auditing, engineering, piloting, editing, professional acting, department managing, etc.

14. My job requires me to exercise procedural judgments associated with **high professional and/or manager functions**, e.g., legal representation, engineering design, systems design, architectural design, agency managing, plant managing, etc.

15. My job requires me to exercise procedural judgments associated with **doctoral professional and/or corporate director functions**, e.g., medical doctoring, atomic science researching, veterinary doctoring, university teaching, corporate division managing, etc.

16. My job requires me to exercise procedural judgments associated with **corporate and/or jurisdiction executive functions**, e.g., city managing, corporate group managing, county managing, state agency managing, university managing, etc.

17. My job requires me to exercise procedural judgments associated with **international corporate executive functions**, e.g., international strategic managing, multi-national strategic planning, state governing, etc.

18. My job requires me to exercise procedural judgments associated with **world corporate executive functions**, e.g., worldwide corporate strategic planning, organizing, directing and controlling, federal governing, etc.

Please respond to the instructions below.

**Information and data.** Select the statement and number from the list above that best describes the procedural judgement skills required of you when you create, utilize and/or process data and information and put the number into the shaded box at the left.

**People.** Select the statement and number from the list above that best describes the procedural judgement skills required of you when you interact and communicate with people and put the number into the shaded box at the left.

**Machinery, equipment, materials and tools.** Select the statement and number from the list above that best describes the judgement skills required of you when you work with machinery, equipment, materials and tools and put the number into the shaded box at the left.

**Give a precise example in which you use the highest level of procedural judgement skill checked above.**

## JOB SKILL REQUIREMENTS

### IV. CONTINGENCY JUDGMENT SKILL

Contingency judgment skill relates to the conceptual, analytical, logical and intellectual abilities and capacities that lead to situational judgments as demonstrated in the application of judgments where risk and instability may be involved, ranging from slight risk or instability to constant risk or instability. It relates to the skills the individual must possess or demonstrate in dealing with job or task related change, circumstance, situational prognosis, venture risks and other risks where errors in judgment usually lead to losses in assets and revenues.

**Listed below is a set of job skill statements that address 18 levels of contingency judgment skill. Please check the statement that applies to the specific requirements of your job.**

1. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$0 - \$500**.

2. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$500 - \$1000**.

3. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$1,000 - \$2,500**.

4. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$2,500 - \$5,000**.

5. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$5,000 - \$10,000**.

6. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$10,000 - \$20,000**.

7. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$20,000 - \$50,000**.

8. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$50,000 - \$100,000**.

9. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$100,000 - \$250,000**.

10. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$250,000 - \$500,000**.

11. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$500,000 - \$1,000,000**.

12. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$1,000,000 - \$2,500,000**.

13. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$2,500,000 - \$5,000,000**.

14. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$5,000,000 - \$10,000,000**.

15. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$10,000,000 - \$22,500,000**.

My job requires me to use **Master's level calculus**, e.g., complex differential and integral equations, analytic geometry, etc.

16. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$22,500,000 - \$50,000,000**.

17. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$50,000,000 - \$100,000,000**.

18. My job requires me to exercise contingency judgments where errors in judgment usually lead to losses ranging from **\$100,000,000 - \$200,000,000**.

**Please respond to the instructions below.**

**Information and data.** Select the statement and number from the list above that best describes the contingency judgement skills required of you when you create, utilize and/or process data and information and put the number into the shaded box at the left.

**People.** Select the statement and number from the list above that best describes the contingency judgement skills required of you when you interact and communicate with people and put the number into the shaded box at the left.

**Machinery, equipment, materials and tools.** Select the statement and number from the list above that best describes the judgement skills required of you when you work with machinery, equipment, materials and tools and put the number into the shaded box at the left.

Please give a precise example in which you use the highest level of contingency judgment skill you checked above.

## JOB SKILL REQUIREMENTS

### V. PHYSICAL ADROITNESS SKILL

Physical adroitness skill is concerned with those physiological skills and abilities which the individual must possess or demonstrate, within the context of motor coordination, finger dexterity, manual dexterity, eye/hand/foot coordination, etc., in order to meet the requirements of a particular job or task. It includes simple movements to extremely precise movements of the various parts of the body, including grasping, tossing, assembling, peddling, driving, typing, piloting, surgery, ballet, gymnastics, organized sports, etc.

**Listed below is a set of job skill statements that address 18 levels of physical adroitness skill. Please check the statement that applies to the specific requirements of your job.**

1. My job requires me to make simple movements with my **fingers, hands and arms**, e.g., kneading, spraying, scrubbing, oiling, filing, stirring, gluing, sanding, sorting, inserting, etc

2. My job requires me to make **simple movements** with my **hands, arms, legs and feet**, e.g., pushing, carrying, patrolling, sewing, pruning, lubing, pulling, etc.

3. My job requires me to make **simple movements** with my **fingers, hands, arms, legs and feet**, e.g., mopping, raking, packing, hoisting, cleaning, sweeping, etc.

4. My job requires me to make **simple movements** with my **fingers, hands, arms, legs, feet and torso**, e.g., rowing, shoveling, vacuuming, lifting, loading, unloading, gardening, etc

5. My job requires me to make **coordinated movements** with my **fingers, hands and arms**, e.g., cooking, riveting, screwing, ironing, caulking, nailing, planeing, bolting, forming, riding, peeling, hand sewing, etc.

6. My job requires me to make **coordinated movements** with my **hands, arms, legs and feet**, e.g., ride mowing, steering, seeding, spreading, steam cleaning, painting, weed eating, etc.

7. My job requires me to make **coordinated movements** with my **fingers, hands, arms, legs and feet**, e.g., hauling, fork lifting, stevedoring, auto driving, etc.

8. My job requires me to make **coordinated movements** with my **fingers, hands, arms, legs, feet and torso**, e.g., pedaling, chain sawing, jack hammering, butchering, etc.

9. My job requires me to make **precise movements** with my **fingers, hands and arms**, e.g., typing, machining, keying, data entering, assembling, sewing, weaving, latheing, laying out, etc.

10. My job requires me to make **precise movements** with my **hands, arms, legs and feet**, e.g., commercial trucking, earthmoving, grading, etc.

11. My job requires me to make **precise movements** with my **fingers, hands, arms, legs and feet**, e.g., carpentering, tailoring, masoning, plumbing, electricianing, upholstering, logging, etc.

12. My job requires me to make **precise movements** with my **fingers, hands, arms, legs, feet and torso**, e.g., backhoeing, fire fighting, grading, sailing, etc.

13. My job requires me to make **extremely precise movements** with my **fingers, hands and arms**, e.g., welding, machanicing, drafting, calibrating, repairing

14. My job requires me to make **extremely precise movements** with my **hands, arms, legs and feet**, e.g., professional building, professional constructing, surgery, artistic rendering, etc.

15 My job requires me to make **extremely precise movements** with my **fingers, arms, hands, legs and feet**, e.g., professional piloting, professional flying, etc.

16. My job requires me to make **extremely precise movements** with my **fingers, arms, hands, legs, feet and torso**, e.g., professional piano playing, professional auto racing, etc.

17. My job requires me to make **extremely precise movements** with my **fingers, arms, hands, legs, feet, torso and hips**, e.g., professional tennis, professional wrestling, quarterbacking, etc.

18. My job requires me to make **extremely precise movements** with my **fingers, arms, hands, legs, feet, torso, hips and head**, e.g., professional ballet, professional gymnastics, etc.

**Please respond to the instructions below:**

**Information and data.** Select the statement and number from the list above that best describes the adroitness skills required of you when you create, utilize and/or process data and information and put the number into the shaded box at the left.

**People.** Select the statement and number from the list above that best describes the adroitness skills required of you when you interact and communicate with people and put the number into the shaded box at the left.

**Machinery, equipment, materials and tools.** Select the statement and number from the list above that best describes the adroitness skills required of you when you work with machinery, equipment, materials and tools and put the number into the shaded box at the left.

**Give precise examples of the type of physical adroitness skill required of you with regard to the statements you checked above. Include the type of machines, objects, things, etc., on which you apply your these skills.**

## JOB SKILL REQUIREMENTS

### VI. PHYSICAL STRENGTH SKILL

The physical strength skill is concerned with those physical skills and abilities that an individual must possess or demonstrate, on a regular basis within the context of effort, force, strength, stamina, durability, energy, vitality, etc., in order to meet the requirements of a particular job. It includes lifting, carrying, pushing, pulling, etc., as related to the movement of objects, people and things that possess weight and or offer resistance to gravity. It also considers the movements of the body when engaging in physical activity such as climbing, stooping, kneeling, crawling, crouching, balancing, etc. It does not include infrequent or occasional occurrences.

**Listed below is a set of job skill statements that address 18 levels of physical strength skill. Please check the statement that applies to the specific requirements of your job.**

1. My job requires me to exert physical effort and force equal to lifting **10 – 20** pounds up to 20 times per day.
2. My job requires me to exert physical effort and force equal to lifting **20 – 40** pounds up to 20 times per day.
3. My job requires me to exert physical effort and force equal to lifting **10 - 20** pounds up to 40 times per day
4. My job requires me to exert physical effort and force equal to lifting **40 – 60** pounds up to 20 times per day.
5. My job requires me to exert physical effort and force equal to lifting **20 – 40** pounds up to 40 times per day.
6. My job requires me to exert physical effort and force equal to lifting **10 – 20** pounds up to 80 times per day
7. My job requires me to exert physical effort and force equal to lifting **60 – 80** pounds at least 20 times per day
8. My job requires me to exert physical effort and force equal to lifting **80 – 100** pounds at least 20 times per day.
9. My job requires me to exert physical effort and force equal to lifting **40 – 60** pounds at least 40 times per day.
10. My job requires me to exert physical effort and force equal to lifting **20 – 40** pounds at least 80 times per day.
11. My job requires me to exert physical effort and force equal to lifting **100 – 150** pounds at least 20 times per day.
12. My job requires me to exert physical effort and force equal to lifting **60 – 80** pounds at least 40 times per day.
13. My job requires me to exert physical effort and force equal to lifting **80 – 100** pounds at least 40 times per day
14. My job requires me to exert physical effort and force equal to lifting **40 – 60** pounds at least 80 times per day sampling theory, validity testing, reliability testing, etc.
15. My job requires me to exert physical effort and force equal to lifting **100 –150** pounds at least 40 times per day
16. My job requires me to exert physical effort and force equal to lifting **60– 80** pounds at least 80 times per day
17. My job requires me to exert physical effort and force equal to lifting **80 – 100** pounds at least 80 times per day, etc
18. My job requires me to exert physical effort and force equal to lifting **100 – 150** pounds at least 80 times per day, etc.

**Please respond to the instructions below.**

**Information and data.** Select the statement and number from the list above that best describes the strength skills required of you when you create, utilize and/or process data and information and put the number into the shaded box at the left.

**People.** Select the statement and number from the list above that best describes the strength skills required of you when you interact and communicate with people and put the number into the shaded box at the left.

**Machinery, equipment, materials and tools.** Select the statement and number from the list above that best describes the strength skills required of you when you work with machinery, equipment, materials and tools and put the number into the shaded box at the left.

Check below the physical movements that you are required to regularly engage in as part of your job. Note beside each item you check, the weight or weight resistance involved in such movements. Note in pounds.

- |                                      |                                     |                                      |                                      |                                       |
|--------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|
| 1. <input type="checkbox"/> Pushing  | 3. <input type="checkbox"/> Lifting | 5. <input type="checkbox"/> Reaching | 7. <input type="checkbox"/> Climbing | 9. <input type="checkbox"/> Crouching |
| 2. <input type="checkbox"/> Stooping | 4. <input type="checkbox"/> Pulling | 6. <input type="checkbox"/> Kneeling | 8. <input type="checkbox"/> Crawling | 10. <input type="checkbox"/> Carrying |

**Briefly describe below the activity that requires the highest level of physical effort that you checked above:**

## JOB SKILL REQUIREMENTS

### VII. JOB SENSORY SKILL

Job sensory skill is concerned with those sensory skills and abilities that the individual must possess or demonstrate on a regular basis in order to carry out the requirements of a particular job. It involves form perception, color perception, spatial perception, auditory perception, olfactory perception and other sensory related abilities and capacities. It also involves identifying similarities and differences with regard to shades, pitch, flavors, etc., as well as blending, mixing, and establishing harmonious relationships, and designing and creating different tastes, colors, sounds, odors, forms, etc.

**Listed below is a set of job skill statements that address 18 levels of sensory skill. Please check the statement that applies to the specific requirements of your job.**

1. My job requires me to **perceive** colors, textures, sounds, odors, tastes, forms, e.g., gatekeeping, batch stirring, floor sweeping, hammering, off loading, etc.

2. My job requires me to **differentiate** specific colors, textures, sounds, odors, tastes, forms, e.g., filing, janitorial, car parking, mail sorting, car washing, etc.

3. My job requires me to **recognize** specific colors, textures, sounds, odors, tastes, forms, e.g., machine tending, switchboard operating, auto driving, laundering, etc.

4. My job requires me to **match** specific colors, textures, sounds, odors, tastes, forms, e.g., keyboarding, typing, transcribing, grounds keeping, product stocking, etc.

5. My job requires me to **blend** specific colors, textures, sounds, odors, tastes, forms, e.g., carpet laying, first aiding, product assembling, food preparing, etc.

6. My job requires me to **perceive** specific shades, pitch, shapes, flavors, e.g., concrete working, house painting, baking, truck driving, fork-lift operating, etc.

7. My job requires me **differentiate** specific shades, pitch, shapes, flavors, e.g., heavy equipment operating, policing, sewing, plumbing, tile laying, etc.

8. My job requires me to **recognize** specific shades, pitch, shapes, flavors, e.g., carpentering, fire fighting, electrical wiring, brick laying, mechanicing, machining, plumbing, etc.

9. My job requires me to **match** specific shades, pitch, shapes, flavors, e.g., landscaping, tailoring, investigating, nursing, aircraft flying, etc.

10. My job requires me to **blend** specific shades, shapes, flavors, e.g. instrument playing, wine tasting, drafting, sign painting, singing, etc.

11. My job requires me to **design** contrasting combinations of colors, textures, sounds, odors, tastes, forms, e.g., clothing design, graphic painting, house building, institutional cooking, etc.

12. My job requires me to **design** harmonious combinations of colors, textures, sounds, odors, tastes, forms, e.g. computer programming, interior decorating, song writing, gourmet cooking, etc.

13. My job requires me to **design** contrasting combinations of shades, pitch, shapes, flavors, e.g., musical composing, surgical operating, portrait painting, design engineering

14. My job requires me to **design** harmonious combinations of shades, pitch, shapes, flavors, e.g. perfume designing, architectural designing, classical painting, systems designing, etc.

15. My job requires me to **create** new colors, textures, sounds, odors, tastes, forms, e.g., master painting, master sculpting, musical scoring, computer chip designing, ship designing, etc.

16. My job requires me to **create** new shades, pitch, shapes, flavors, e.g., master building, medical researching, spacecraft designing, etc.

17. My job requires me to **create** contrasting combinations of newly created colors, textures, sounds, odors, tastes, forms, e.g., symphonic conducting, medications researching, space exploring, animal cloning, etc.

18. My job requires me to **create** harmonious combinations of newly created shades, pitch, shapes, flavors, e.g., symphonic composing, heuristics programming, etc.

**Please respond to the instructions below.**

**Information and data.** Select the statement and number from the list above that best describes the sensory skills required of you when you create, utilize and/or process data and information and put the number into the shaded box at the left.

**People.** Select the statement and number from the list above that best describes the sensory skills required of you when you interact and communicate with people and put the number into the shaded box at the left.

**Machinery, equipment, materials and tools.** Select the statement and number from the list above that best describes the sensory skills required of you when you work with machinery, equipment, materials and tools and put the number into the shaded box at the left.

Give precise examples of at least two work situations in which you use the highest level of job sensory skill checked above.

## JOB SKILL REQUIREMENTS

### VIII. EXPERIENCE DERIVED JOB SKILL

Experience derived job skill pertains to professional and vocational job knowledge that has been derived from on-the-job experience. It is concerned with the practical knowledge that an individual must possess or demonstrate to meet the requirements of a particular job. Experience skill is gained from on-the-job activities and not from academic, apprenticeship, or formal training programs.

**Listed below is a set of work requirement statements that address 18 levels of experience derived job skill. Please check the statement that applies to the specific requirements of your job.**

1. My job requires less than **10 days** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

2. My job requires **10 - 15 days** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

3. My job requires **15 – 30 days** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

4. My job requires **1 – 2 months** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

5. My job requires **2 - 3 months** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

6. My job requires **3 – 6 months** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

7. My job requires **6 – 9 months** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

8. My job requires **9 – 12 months** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

9. My job requires **1 – 2 years** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

10. My job requires **2 – 3 years** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

11. My job requires **3 – 4 years** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

12. My job requires **4 – 5 years** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

13. My job requires **5 – 6 years** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

14. My job requires **6 – 9 years** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

15. My job requires **9 – 12 years** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

16. My job requires **12 – 15 years** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

17. My job requires **15 – 20 years** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

18. My job requires **20 – 25 years** of on-the-job experience in order to learn and become proficient in carrying out its duties and responsibilities.

**Information and data.** Select the statement and number from the list above that best describes the on-the-job experience required of you when you create, utilize and/or process data and information and put the number into the shaded box at the left.

**People.** Select the statement and number from the list above that best describes the on-the-job experience required of you when you interact and communicate with people and put the number into the shaded box at the left.

**Machinery, equipment, materials and tools.** Select the statement and number from the list above that best describes the on-the-job experience required of you when you work with machinery, equipment, materials and tools and put the number into the shaded box at the left.

**List the job titles of up to three previously held positions that have prepared you for your current position. Also state the organization for which you worked and the dates of employment for each listed position.**

Job Title	Organization	Dates
1.		
2.		
3.		
<b>How long have you held your current position?</b>		
<b>How long did it take you to learn the duties and essential functions of your current position?</b>		

## JOB SKILL REQUIREMENTS

### IX. ACADEMICALLY DERIVED JOB SKILL

Academically derived job skill pertains to professional and vocational job knowledge that has been derived from formal academic study and training. It is concerned with the knowledge and discipline comprehension that an individual must possess or demonstrate to meet the requirements of a particular job. It involves knowledge gained from classroom study, apprenticeships, seminars, formal training programs, etc. It deals with concepts, theories, principles, axioms, laws, etc.

**Listed below is a set of job skill statements that address 18 levels of academically derived job skill. Please check the statement that applies to the specific requirements of your job.**

1. My job requires me to have an educational level associated with a **kindergarten certificate**.
2. My job requires me to have an educational level associated with a **grammar school certificate**.
3. My job requires me to have an educational level associated with an **elementary school certificate**.
4. My job requires me to have an educational level associated with a **middle school certificate**.
5. My job requires me to have an educational level associated with a **junior high school diploma**.
6. My job requires me to have an educational level associated with a **high school diploma**.
7. My job requires me to have an educational level associated with a **vocational school diploma**.
8. My job requires me to have an educational level associated with a **technical college diploma**.
9. My job requires me to have an educational level associated with an **associate's degree**.
10. My job requires me to have an educational level associated with an **associate's degree plus 2 years**.
11. My job requires me to have an educational level associated with a **bachelor's degree**.
12. My job requires me to have an educational level associated with a **bachelor's degree plus 2 years additional study**.
13. My job requires me to have an educational level associated with a **master's degree**.
14. My job requires me to have an educational level associated with a **law degree**.
15. My job requires me to have an educational level associated with a **master's degree plus 2 years additional study**.
16. My job requires me to have an educational level associated with a **professional doctoral degree**.
17. My job requires me to have an educational level associated with an **academic doctoral degree**.
18. My job requires me to have an educational level associated with a **postdoctoral degree**.

**Information and data.** Select the statement and number from the list above that best describes the academic job skills required of you when you create, utilize and/or process data and information and put the number into the shaded box at the left.

**People.** Select the statement and number from the list above that best describes the academic job skills required of you when you interact and communicate with people and put the number into the shaded box at the left.

**Machinery, equipment, materials and tools.** Select the statement and number from the list above that best describes the academic job skills required of you when you work with machinery, equipment, materials and tools and put the number into the shaded box at the left.

**List the three highest degrees or diplomas that you have earned from accredited colleges, universities and other accredited schools and academic institutions. Also state the institution from which you earned each listed diploma or degree and the date of graduation at each institution.**

	<u>Institution</u>	<u>Degree/Diploma</u>	<u>Year Graduated</u>	<u>Major</u>
1.				
2.				
3.				

**Which degree or diploma listed above is required of your job:**

**List any professional certification, license or paraprofessional certification that you hold and who granted it and when.**

## JOB RESPONSIBILITY REQUIREMENTS

### I. SUPERVISORY CONTROL

Supervisory control refers to the number of hierarchical levels within an organization over which a person has supervisory control or managerial control. Organizational charts usually illustrate the hierarchical levels referred to. It does not refer to the number of people directly supervised by an individual. In general, however, the greater the supervisory control, the greater the number of people influenced through the delegation of authority.

**Listed below is a set of responsibility requirement statements that address 18 levels of supervisory control. Please check the statement that applies to the specific requirements of your job.**

1. My job requires me to exercise supervisory control associated with that of a **mentor**.
2. My job requires me to exercise supervisory control associated with that of a **lead person** or **team leader**.
3. My job requires me to exercise supervisory control associated with that of a **crew leader** or **section leader**.
4. My job requires me to exercise supervisory control associated with that of a **foreperson** or **coordinator**.
5. My job requires me to exercise supervisory control associated with that of a **supervisor**.
6. My job requires me to exercise supervisory control associated with that of a **superintendent** or **departmental division manager**.
7. My job requires me to exercise supervisory control associated with that of an **assistant department manager**.
8. My job requires me to exercise supervisory control associated with that of a **department manager**.
9. My job requires me to exercise supervisory control associated with that of an **assistant plant or assistant jurisdictional manager**.
10. My job requires me to exercise supervisory control associated with that of a **plant manager** or **jurisdictional manager**.
11. My job requires me to exercise supervisory control associated with that of an **assistant group manager**.
12. My job requires me to exercise supervisory control associated with that of a **group manager**.
13. My job requires me to exercise supervisory control associated with that of an **assistant corporate division manager**.
14. My job requires me to exercise supervisory control associated with that of a **corporate division manager**.
15. My job requires me to exercise supervisory control associated with that of a **corporate CEO**.
16. My job requires me to exercise supervisory control associated with that of a **multi-national corporate CEO**.
17. My job requires me to exercise supervisory control associated with that of an **international corporate CEO**.
18. My job requires me to exercise supervisory control associated with that of a **world corporation CEO**.

**List, as applicable, the name of the corporations, companies, jurisdictions, divisions, plants, departments, sections, crews, teams, etc., over which you have supervisory or managerial responsibility and authority. From the levels shown above, note beside each of your listings the level of control and authority you exercise.**

Name of Responsibility Area	Level of Control and Authority
<b>Give at least three examples of your supervisory control that conform to the statements that you checked above.</b>	
1.	
2.	
3.	

## JOB RESPONSIBILITY REQUIREMENTS

### II. HORIZON PLANNING

Horizon Planning deals with the time that elapses between a decision made and the implementation of the decision. The requirement is basically concerned with the influence that an individual's decisions have upon the future activities and strategic direction of a particular job, department, division, organization, etc. The requirement is closely allied to the concept of strategic planning.

**Listed below is a set of responsibility requirement statements that address 18 levels of horizon planning. Please check the statement that applies to the specific requirements of your job.**

1. My job requires me to exercise a planning horizon of approximately **one day**.
2. My job requires me to exercise a planning horizon of approximately **one week**.
3. My job requires me to exercise a planning horizon of approximately **one month**.
4. My job requires me to exercise a planning horizon of approximately **three months**.
5. My job requires me to exercise a planning horizon of approximately **six months**.
6. My job requires me to exercise a planning horizon of approximately **one year**.
7. My job requires me to exercise a planning horizon of approximately **one and one-half years**.
8. My job requires me to exercise a planning horizon of approximately **two years**.
9. My job requires me to exercise a planning horizon of approximately **three years**.
10. My job requires me to exercise a planning horizon of approximately **four years**.
11. My job requires me to exercise a planning horizon of approximately **five years**.
12. My job requires me to exercise a planning horizon of approximately **six years**.
13. My job requires me to exercise a planning horizon of approximately **seven years**.
14. My job requires me to exercise a planning horizon of approximately **eight years**.
15. My job requires me to exercise a planning horizon of approximately **nine years**.
16. My job requires me to exercise a planning horizon of approximately **ten years**.
17. My job requires me to exercise a planning horizon of approximately **ten years to twelve years**.
18. My job requires me to exercise a planning horizon of approximately **twelve to fifteen years**.

**List, if applicable, the planning horizon for your job. More specifically, how far ahead must you plan in order to fulfill the requirements of your job? Give examples of the type of planning that you do.**

**Give at least three examples of horizon planning that conform to the statements that you checked above**

1.

2.

3.

## JOB RESPONSIBILITY REQUIREMENTS

### III. BUDGETARY ALLOCATION

Budgetary allocation deals with the amount of dollars over which an individual exercises control, authority, accountability, and approval. It is concerned with those dollars that have been allocated to a particular individual, department division, organization, etc., in the budgetary process. It does not refer to revenue generation.

**Listed below is a set of responsibility requirement statements that address 18 levels of budgetary allocation. Please check the statement that applies to the specific requirements of your job.**

1. My job requires me to exercise budgetary expenditure authority for approximately **\$0 - \$49,999**.
2. My job requires me to exercise budgetary expenditure authority for approximately **\$50,000 - \$99,999**.
3. My job requires me to exercise budgetary expenditure authority for approximately **\$100,000 - \$149,999**.
4. My job requires me to exercise budgetary expenditure authority for approximately **\$150,000 - \$199,999**.
5. My job requires me to exercise budgetary expenditure authority for approximately **\$200,000 - \$249,999**.
6. My job requires me to exercise budgetary expenditure authority for approximately **\$250,000 - \$299,999**.
7. My job requires me to exercise budgetary expenditure authority for approximately **\$300,000 - \$399,999**.
8. My job requires me to exercise budgetary expenditure authority for approximately **\$400,000 - \$599,999**.
9. My job requires me to exercise budgetary expenditure authority for approximately **\$600,000 - \$899, 999**.
10. My job requires me to exercise budgetary expenditure authority for approximately **\$900,000 - \$1,499,999**.
11. My job requires me to exercise budgetary expenditure authority for approximately **\$1,500,000 - \$2,999,999**.
12. My job requires me to exercise budgetary expenditure authority for approximately **\$3,000,000 - \$6,999,999**.
13. My job requires me to exercise budgetary expenditure authority for approximately **\$7,000,000 - \$14,999,999**.
14. My job requires me to exercise budgetary expenditure authority for approximately **\$15,000,000 - \$24,999,999**.
15. My job requires me to exercise budgetary expenditure authority for approximately **\$25,000,000 - \$51,999,999**.
16. My job requires me to exercise budgetary expenditure authority for approximately **\$52,000,000 - \$103,999,999**.
17. My job requires me to exercise budgetary expenditure authority for approximately **\$104,000,000 - \$203,999,999**.
18. My job requires me to exercise budgetary expenditure authority for approximately **\$204,000,000 - \$410,999,999 plus**.

**List the three largest line items over which you have budgetary expenditure authority.**

1.

2.

3.

**Discuss the amount of revenue generation you are held responsible for as an individual.**

1.

2.

3.

**EMPLOYEE’S COMMENTS AND ADDITIONAL INFORMATION**

If you feel that certain aspects of your job were not adequately addressed or if you feel that additional information would be helpful in explaining certain aspects related to the content of your job, please offer your information and comments below. Attach additional sheets if you wish.

<b>EMPLOYEE’S COMMENTS AND ADDITIONAL INFORMATION</b>

**MANAGEMENT’S REVIEW AND COMMENTS**

Please note any concerns, inadequacies, incompleteness, inaccuracies or other discrepancies that you feel should be addressed in order for this job to be properly analyzed and evaluated. Where applicable, note the page number of the item to which you are referring. Please make additional comments as you deem appropriate.

<b>MANAGEMENT’S COMMENTS</b>

The content of this questionnaire has been reviewed with the employee who prepared it. I have discussed with the employee those differences where there is a disagreement between the way management perceives the content of this job and the way the employee perceives it. I have made notations and corrections along side the employee’s response where there are differences in perception. Otherwise, I attest to the accuracy of the employee's responses to this questionnaire.

\_\_\_\_\_  
**Supervisor’s Signature**                      **Date**                      **Department Head’s Signature**                      **Date**

## NOTES AND INFORMATION