JOB AUDIT QUESTIONNAIRE (JAQ)

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I.D. Number: SOP – JAQ

INTRODUCTION

In order to classify positions properly, it is necessary to obtain complete information about the duties and responsibilities involved in each position. The information is obtained in several ways. Employees are provided Job Audit Questionnaires (JAQ) in which they describe their jobs in their own words. The statements of employees are reviewed by their immediate supervisors, who indicate whether the employees' statements are accurate and complete and also add information required for the position. The original statements of employees, however, are not changed. The questionnaires are then submitted to Human Resources (HR). After the preliminary analysis, department heads, supervisors, and individual employees may be interviewed concerning the duties and responsibilities not clearly understood.

Based on the information obtained, the following actions may be taken:

- No change.
- Position may be reallocated to an appropriate classification.
- Positions which are not comparable to an existing classification may be allocated to a new classification. Such classification needs to be approved by the Commission.

PROCEDURE

A study of an individual's position may be initiated by the department director or an employee of the Teamsters Collective Bargaining Unit. Any request for a study of a position must be on the basis of a change in the position's duties or responsibilities and be approved by the department director.

Employee Initiated Job Evaluation – Teamsters Employees – Article 25, Section 1.4

An employee may initiate no more than one (1) request for a job evaluation every 12 months. An employee in a training assignment may not initiate a request for a job evaluation until after six (6) months of continuous service in the assignment. The employee shall submit a JAQ to the immediate supervisor, who shall complete it and route it through channels to the Human Resources Department within thirty (30) calendar days.

Approved by: Milen Balkanski, Class and Compensation Manager
Uncontrolled in hard copy unless otherwise marked

If the employee initiates a request for a job evaluation and does not complete and forward the JAQ to his/her supervisor within sixty (60) days, such evaluation request shall be denied.

Department Initiated Job Evaluation – All other employees

To request a JAQ, the department director or designee shall contact HR and state the reason for the request.

GUIDELINES FOR COMPLETING YOUR JOB AUDIT QUESTIONNAIRE (JAQ)

- The purpose of this questionnaire is to collect and record accurate and up-to-date information on the content and requirements of your job with the City of Fort Lauderdale. The information you provide on the Job Audit Questionnaire (JAQ) may be used to reallocate your position to an appropriate classification or in some cases, create a new job classification. It is very important that you provide accurate, detailed information about your current job duties.

- **Please do not complete this form if you are either a temporary or contract employee.**

- The information that you provide on the questionnaire will be very important in determining the appropriate job classification for your position. The questionnaire must be reviewed and signed by your immediate supervisor and department director.

- This document contains detailed instructions for completing each section of the questionnaire; examples are contained within the questionnaire document for your information and reference.

- Please complete all sections of the JAQ using your own words. Statements about your work should begin with action verbs such as:
    - **supervise** the work of four systems analysts,
    - **weld** parts for fabrication of machinery using an arc welding torch,
    - **prepare** environmental impact statements.

- Please type this JAQ. If you need additional space to respond to any of the JAQ sections, feel free to attach additional sheets of paper.

- Please answer each of the questions in your own words. Try to give complete answers and use examples when appropriate.

- **Please review your answers for accuracy and completeness. Please keep a copy of your JAQ for your records.**

- After you have completed your portion of the questionnaire, please submit the completed questionnaire to your immediate supervisor who will answer the questions on the supervisors' section and will then forward the completed JAQ through your Department Director to the Human Resources Department.

- If you have any questions, please contact Human Resources.