



## JOB DESCRIPTION QUESTIONNAIRE (JDQ)

### 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 Description Questionnaires (JDQ) 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 the Human Resources Analyst who reviews them carefully, noting any questions or further data required. After this 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
- Job specification may be revised
- Positions which are not comparable to an existing position may be allocated to a new classification

### 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 26, 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 JDQ to the immediate supervisor, who shall complete it and route it through channels to the Human Resources Department within thirty (30) calendar days.



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

### **Department Initiated Job Evaluation – All other employees**

To request a JDQ, the department director or designee shall contact the Human Resources Analyst assigned to his/her department and state the reason for the request. The Human Resources Analyst will discuss the request with the Talent Manager/ Designee to determine a course of action.

All requests for a JDQ should be routed through the assigned Human Resources Clerk III assigned to track date issued, department and requestor's name and title. All JDQs received by the Human Resources Department should be routed through the Clerk III to log the date received. The completed JDQ is then routed to the appropriate Human Resources Analyst to process



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### INSTRUCTIONS AND GUIDELINES FOR COMPLETING YOUR JOB DESCRIPTION QUESTIONNAIRE (JDQ)

- 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 Description Questionnaire (JDQ) may be used to create a new job classification, reallocate your position to an appropriate classification, or revise the job description to reflect updated tasks. 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.**
- You may complete your JDQ as an individual or, if directed, join with other employees who perform the same type of work that you do to complete the JDQ as a group. If you have been selected to participate in the group process but believe your duties are unique, you may complete the JDQ as an individual.
- The information that you provide on the questionnaire will be very important in determining the appropriate job classification for your position or description. 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 JDQ 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 JDQ. If you need additional space to respond to any of the JDQ 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.



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- Please review your answers for accuracy and completeness. Please keep a copy of your JDQ for your records.
- After you or your group 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 JDQ through your Department Director to the Human Resources Department.
- If you have any questions, please contact your Department's Human Resources Analyst.



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### Section I - DUTIES AND RESPONSIBILITIES

To be completed by the employee and for the supervisor to provide comments in the comment section.

- A. **Basic Job Summary** - Describe the basic purpose of your job. This job summary should be two or three sentences that describe the primary responsibility and purpose of the position. The next section provides the opportunity to describe each duty and responsibility in more detail. This job description is not intended to be an exhaustive list of all duties and responsibilities associated with the job.
- B. **Essential Duties and Responsibilities** - please list and describe your most important essential job duties and responsibilities. Start with the major duty or responsibility that takes the greatest portion of your time each year.

Indicate about how often you perform each duty (daily, weekly, etc.) and the approximate percent of time you spend on this duty in a typical year (i.e. 2 hours per week is approximately 5 percent of your time annually). Seven sections are provided if responsibilities are extensive. **The total of these percentages should equal 100%.**

#### Essential Duties:

- Begin each duty statement with an action verb (calculates, operates, establishes) that tells **what is done or why and how it is done**.
- List the tasks that you consider the **most important first**, followed by the less important work, with the least important work being described last.
- If your work varies from season-to-season or at specific times, group your duties and note the time period or season.
- Describe your work in detail so that someone unfamiliar with your work can understand what you do. Avoid using department or personal terms.
- Estimate the percent of time that you spend on each task (in a typical 12-month period).
- If appropriate to explain your duties, attach forms or other documentation. Be sure to explain the significance of each document.

#### Decisions Required:

- For each duty you have listed, state the decision(s) you must make in order to carry out the duties required. e.g.:

***Determine how work should be assigned to subordinates***



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*Determine information needed by subordinates to accomplish work assignments*  
*Research and evaluate all aspects of a proposed project*

**Frequency:**

- Check one option for how often you perform each duty -Daily, Weekly, Monthly, **Semi-Annually(about 2x a year)**, Annually or less often, **Other**

**Percent (%) of Time:**

- Indicate percent of time you spend on each task during the period indicated (for example, if daily, percent of time per day, if monthly, and percent of time per month). The total of these percentages should equal 100%.

**Job Competencies:**

- Indicate the job competencies needed to perform the job

**Emergency Situation:**

- Describe your position's level of involvement in an emergency situation or as warranted.

**Additional Duties:**

- Duties not listed in the Essential Duties section that may be performed by others if you are not able.

**Unique Duties:**

- Duties not listed in the Essential Duties section that you regularly perform that you believe are not performed by others with the same job title you hold.
- Duties you are temporarily performing such as: lead worker; working outside of your classification; or special assignments.

### Section II - SUPERVISORY RESPONSIBILITIES

Indicate if you have formal supervisory responsibilities and indicate how many positions you supervise in each category listed in the JDQ. Duties should include completing performance evaluations for the employees you supervise.

**List only those jobs over which you have full managerial/supervisory authority.**



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### Section III - MINIMUM JOB REQUIREMENTS

Indicate both the minimum and preferred qualifications that would be necessary to perform the duties of this position.

- **Minimum qualifications** are those that are absolutely required for a person to be able to perform the work at a satisfactory level.
- **Preferred qualifications** are those that are beyond the minimum, which would enhance the performance of the employee, but which are not required for entry into the position.

Both minimum and preferred qualifications must be valid; that is, must relate directly to the duties and responsibilities of the position.

### Section IV - PHYSICAL REQUIREMENTS

Indicate how often your job duties require you to lift or move the following weights listed.

### Section VI - WORKING CONDITIONS

Indicate how often your work requires you to be in the following types of environments listed (check all that apply).

Indicate how often your work requires you to be exposed to the following listed (check all that apply).

### SUPERVISOR REVIEW SECTION AND COMMENTS

As a supervisor, you need to review the JDQ for completion and accuracy. If you disagree with any information provided or believe some information is missing, please indicate in the supervisor comments box.

**DO NOT EDIT OR REVISE THE EMPLOYEE'S SECTION OF THE JDQ.**

### Section III - MINIMUM JOB REQUIREMENTS

Please review both the minimum and preferred qualifications indicated by the employee that would be necessary to perform the duties of this position. **DO NOT CONSIDER THE QUALIFICATIONS OF THE INCUMBENT OR THE QUALIFICATIONS SPECIFIED IN THE CLASSIFICATION DESCRIPTIONS.** We want your best judgment of the qualifications needed for successful performance in THIS POSITION.



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Please review the specific **knowledge, skills and abilities** (Job Competencies) indicated by the employee, that the individual would need in order to successfully perform the duties of this position?

- **Minimum qualifications** are those that are absolutely required for a person to be able to perform the work at a satisfactory level.
- **Preferred qualifications** are those that are beyond the minimum, which would enhance the performance of the employee, but which are not required for entry into the position.

Both minimum and preferred qualifications must be valid; that is, must relate directly to the duties and responsibilities of the position.

### Section VII - MARKET RECOMMENDATION

- Survey other organizations with similar positions and provide results in this section.

### Section VIII - BUDGET IMPACT

- Provide total dollar amount of operating budget this position will be responsible for. **DO NOT** include the salary for this position. **Include** salary and all related benefits of employees supervised by this position. For higher level division or department head positions, include total operating budget for the division/department.
- Provide funding source for salary and benefits for the position.

### Section IX - ADDITIONAL COMMENTS

- Please review the JDQ thoroughly and include any additional comments you would like to make to clarify any sections. Sign the JDQ and give it to your department director to review and sign. Return the completed JDQ to the Human Resources Department for processing.



**EXHIBIT I**

**Essential Functions Guide**

**Why identify essential functions?**

Identifying essential functions helps:

- Avoid inconsistent or unfair employment decisions.
- Define positions and ensure that employees understand what is expected of them.

The federal Americans with Disabilities Act (ADA) protects qualified individuals with disabilities. These individuals, who may be applicants or employees, meet the valid skill, experience, education, or other requirements of a position and **can perform its essential functions with or without a reasonable accommodation**. The ADA also protects non-disabled employees from being perceived by their employer as disabled.

**When should essential functions be identified?**

Identify essential functions:

- When a position is established, vacant, or reallocated.
- Prior to interviewing candidates for a position.
- Prior to conducting any conditional offer medical examinations.

The best time to identify essential functions is when a position is established. An employer can then refer to those functions if it engages in the reasonable accommodation process.

**What are essential functions, and how are they identified?**

Essential functions are the fundamental, crucial job duties performed in a position. They do not include marginal functions, which are extra or incidental duties. A function may be essential because:

1. The position exists to perform that function.
2. There are a limited number of employees available who could perform that function.
3. The function is highly specialized, and the incumbent is hired for special expertise or ability to perform it.



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**Essential functions must be identified for each position, not job class, and they must be based on the work performed, rather than the capabilities of an individual.** A job analysis can help identify essential functions by determining which functions an employee actually performs.

It is also critical to separate the function, which creates a desired outcome, from the method, which is a way of performing a function. **An essential function is a completed task, not how that task is completed.** Results-oriented language will help ensure this distinction. For example, it may be an essential function of a job to “relocate (as opposed to lift) 50 lb. boxes.”

### **Questions to ask to determine which functions are essential include:**

- 1. Is the function a primary reason for which the position was established?**  
For example: A project manager’s job exists to monitor and direct construction projects; contractor selection; project planning and scheduling; and supervising the construction of annual projects from design through completion and project closeout to ensure quality and compliance with program standards.
- 2. Would removing the function fundamentally change the position, or eliminate the need for the position?**  
For example: Removing the function “monitors and direct construction projects” from a project manager position would fundamentally alter the job and question the need for it.
- 3. Is transferring the function impossible due to a lack of available employees?**  
For example: It may be an essential function for a file clerk to answer the telephone if there are only three employees in a very busy office and each employee has to perform many different tasks.
- 4. Are there severe consequences if the position is not required to perform the function?**



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For example: A firefighter may rarely have to carry a heavy person from a burning building, but it is an essential function of the job because of the serious consequences of not performing it.

**5. Does the function require specialized expertise?**

For example: Dual language positions may have essential functions related to speaking a second language fluently. Or, accountant positions may have essential functions that require licensure as a Certified Public Accountant.

If any of the above criteria are met, the function is likely essential. **In addition, the terms of a collective bargaining agreement may be relevant to determining a position's essential functions.** It is critical that the essential functions are accurate for the particular position.

**Does percentage of time spent on a function determine whether or not it is essential?**

No, a function may be essential regardless of the amount of time spent performing it. For example, a pilot is required to take off, fly, and land airplanes. The majority of the pilot's time is spent flying in the air; however, it is an essential function of the job to land the plane.

**Can an employer change the essential functions of a job?**

Yes, an employer may change the essential functions of a job for business reasons. If the position is filled, the employer should notify the incumbent that the essential functions will be changing and, if possible, involve him or her in the process.

**Who is responsible to demonstrate that a function is essential?**

If challenged, management must demonstrate that a function is essential.