

## **Job Analysis Questionnaire**

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

Department: \_\_\_\_\_

Reports To: \_\_\_\_\_

**GENERAL PURPOSE OF JOB.** Briefly describe the job's primary purpose or contribution to the department or organization.

**ESSENTIAL DUTIES.** List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals. (Continue this list on another sheet if necessary.)

**MARGINAL DUTIES.** List the job's marginal functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals. (Continue this list on another sheet if necessary.)

**SUPERVISORY RESPONSIBILITIES:**

Does this job have supervisory responsibilities?      \_\_\_Yes \_\_\_No

Are there subordinate supervisors reporting to this job?      \_\_\_Yes \_\_\_No

If yes, how many subordinate supervisors report to this job? \_\_\_\_\_

What are the names of the departments supervised by this job?

How many employees, in total, report to the subordinate supervisors? \_\_\_\_\_

Are there other non-supervisory employees who report directly to this job?      \_\_\_Yes \_\_\_No

If yes, how many employees are directly supervised by this job? \_\_\_\_\_

EDUCATION and/or EXPERIENCE. Select the level of education and/or experience needed to successfully accomplish the essential duties of this job.

- Level 1: No prior experience or training.
- Level 2: Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- Level 3: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Level 4: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- Level 5: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
- Level 6: Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Level 7: Two to four years related experience and/or training; or equivalent combination of education and experience.
- Level 8: Four to ten years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS. Select the level of language (ability to read, write, and speak) needed to successfully accomplish the essential duties of this job.

- Level 1: Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- Level 2: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Level 4: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Level 5: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

\_\_\_\_ Level 6: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS.** Select the level of mathematical skills and abilities needed to successfully accomplish the essential duties of this job.

\_\_\_\_ Level 1: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

\_\_\_\_ Level 2: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

\_\_\_\_ Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

\_\_\_\_ Level 4: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY.** Select the level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job.

\_\_\_\_ Level 1: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

\_\_\_\_ Level 2: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

\_\_\_\_ Level 3: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

\_\_\_\_ Level 4: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

\_\_\_\_ Level 5: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

\_\_\_\_ Level 6: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS. Select the licenses, certificates, or registrations that are required to perform the essential duties of this job.

- Automotive Service Excellence (ASE) Certifications
  - Automatic Transmission/Transaxle Certification for Auto/Light Truck
  - Brakes Certification for Auto/Light Truck
  - Electrical/Electronic Systems Certification for Auto/Light Truck
  - Engine Performance Certification for Auto/Light Truck
  - Engine Repair Certification for Auto/Light Truck
  - Heating and Air Conditioning Certification for Auto/Light Truck
  - Manual Drive Train and Axle Certification for Auto/Light Truck
  - Suspension and Steering Certification for Auto/Light Truck
  
- Damage Analysis and Estimating Certification for Collision Repair
- Mechanical and Electrical Components Certification for Collision Repair
- Non-Structural Analysis and Damage Repair Certification for Collision Repair
- Painting and Refinishing Certification for Collision Repair
- Structural Analysis and Damage Repair Certification for Collision Repair
  
- Assembly Specialist Certification for Engine Machinist
- Cylinder Block Specialist Certification for Engine Machinist
- Cylinder Head Specialist Certification for Engine Machinist
  
- Brakes Certification for Medium/Heavy Truck
- Diesel Engines Certification for Medium/Heavy Truck
- Drive Train Certification for Medium/Heavy Truck
- Electrical/Electronic Systems Certification for Medium/Heavy Truck
- Gasoline Engines Certification for Medium/Heavy Truck
- Heating, Ventilation, and Air Conditioning Certification for Medium/Heavy Truck
- Preventive Maintenance Inspection Certification for Medium/Heavy Truck
- Suspension and Steering Certification for Medium/Heavy Truck
  
- Automobile Parts Specialist Certification
- Medium/Heavy Truck Parts Specialist Certification
  
- Air Conditioning Certification for School Bus
- Body Systems and Special Equipment Certification for School Bus
- Brakes Certification for School Bus
- Diesel Engines Certification for School Bus
- Drive Train Certification for School Bus
- Electrical/Electronic Systems Certification for School Bus
- Suspension and Steering Certification for School Bus
  
- Advanced Series - Automobile Advanced Engine Performance Certification
- Advanced Series - Truck Advanced Electric Diesel Engine Diagnosis Certification
- Light Vehicles - Compressed Natural Gas Certification for Alternate Fuels
  
- I-CAR Certificate of Advanced Training
  - Advanced Vehicle Systems
  - Aluminum Repair, Replacement and Welding

- Collision Repair 2000
- Detailing
- Electronics for Collision Repair
- Executive Seminar
- Finish Matching
- Glass Replacement
- Plastic Repair
- Steering and Suspension
- Understanding Collision Repair
- Workplace Hazardous Materials

Manufacturer Training

NADA Salesperson Certification

Paint Manufacturer Training

State Emission Certification

State Sales License

State Vehicle Inspector Certification

Valid Driver's License

**PHYSICAL DEMANDS:**

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	<u>Amount of Time</u>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				
Walk				
Sit				
Use hands to finger, handle, or feel				
Reach with hands and arms				
Climb or balance				
Stoop, kneel, crouch, or crawl				
Talk or hear				
Taste or smell				

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	<u>Amount of Time</u>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds				
Up to 100 pounds				
More than 100 pounds				

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements.

Make notes on the specific job duties that require the physical demands selected above.

**WORK ENVIRONMENT:**

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	<u>Amount of Time</u>			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)				
Work near moving mechanical parts				
Work in high, precarious places				
Fumes or airborne particles				
Toxic or caustic chemicals				
Outdoor weather conditions				
Extreme heat (non-weather)				
Risk of electrical shock				
Work with explosives				
Risk of radiation				
Vibration				

How much noise is typical for the work environment of this job? Check the appropriate level below.

- \_\_\_ Moderate noise (examples: business office with computers and printers, light traffic)
- \_\_\_ Loud (examples: metal can manufacturing department, large earth-moving equipment)
- \_\_\_ Very loud (examples: jack hammer work, front row at rock concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

What safety equipment is required for this position (e.g., eye/ear protection, face mask, respirator, safety shoes)?

**ADDITIONAL INFORMATION.** Include any other information that will aid in the preparation of an accurate description of this job.

**QUESTIONNAIRE PREPARED BY:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_