



Gallagher

Insurance | Risk Management | Consulting



**GAVILAN
COLLEGE**

Study Orientation

Classification & Compensation Study



Study Overview

Classification Study (Phase 1)

- Classification Analysis and Plan Development
- Snapshot in time

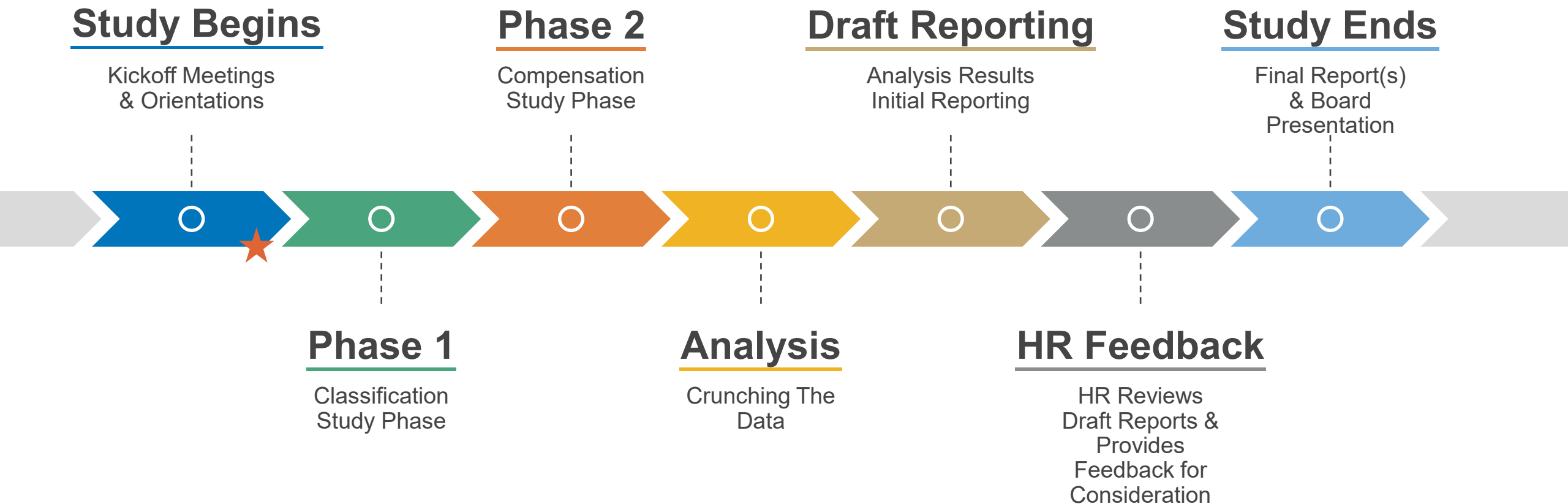
Compensation Study (Phase 2)

- Compensation Analysis and Plan Development
- Snapshot in time

Stakeholder Involvement

- Employees
- Management
- Human Resources
- Board of Trustees

Study Timeline



1

Classification Study Overview

Phase 1



Purpose of a classification study

- Up-to-date & current class plan/descriptions
- Ensure legal compliance
 - Fair Labor Standards Act & Americans With Disabilities Act
- Enhance recruitment process
- Career paths
- Equitable compensation system



Methodology



Orientation meetings with employees



PDQ completion & review



Employee & supervisor interviews



Draft class concepts & class descriptions



Stakeholder review

Job analysis methodology



What a classification study is not

- Not about the person – it's only about the job
- Not about your qualifications
- Not about your work volume
- Not a performance evaluation process
- Not for determining staffing
- Not for influencing compensation



2

Compensation Study Overview

Phase 2



Compensation Study Elements

Total Compensation



Base Compensation



Benefits Elements



Benchmark Classifications



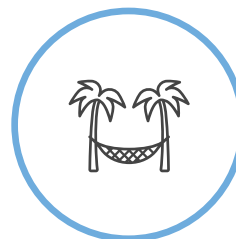
Comparator Agencies

Total Rewards

Common Salary & Benefits Data



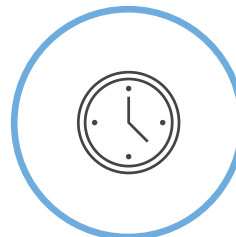
Maximum Base Salary
– plus next increases, if known



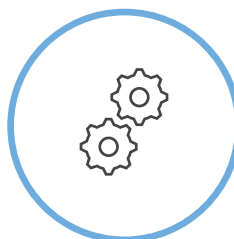
Retirement – PERS or similar plan, Social Security, deferred compensation



Insurances – medical, dental, vision, and/or cafeteria/flexible benefit



Leaves – vacation, holidays, and paid administrative/personal leave



Other

Benchmark Classifications

Evaluation Criteria

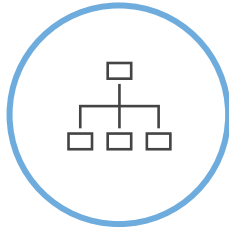
Classifications which we anticipate would be common to other agencies.

- Not every class is a benchmark
- Should have a relationship to other college classes
- Benchmark classes are used to set salaries for non benchmark classes



Comparator Agencies

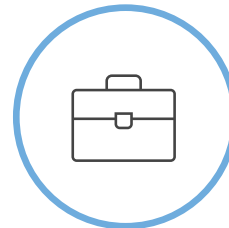
Evaluation Criteria



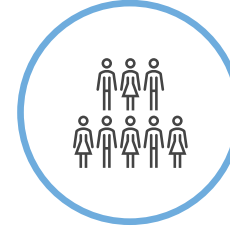
Organizational
type & structure



Services and
programs



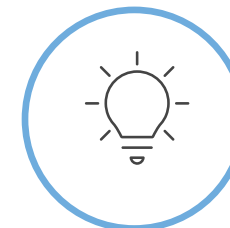
Cost of labor



Population, number of
employees, & budgets



Labor market -
geography



Other factors based on
client input

Total Compensation Study Results

Example Results Data Sheet (HR)

Student Services Specialist II																
Agency	Classification	Min Monthly	Max Monthly	Salary Effective Date	Next Salary Increase	Percentage of Next Increase	Employee Cost Sharing	Other Retirement	Employer Contribution to Social Security	Deferred Compensation Plan	Employer Contribution to Medical Plan	Employer Contribution to Dental	Employer Contribution to Vision	Employer Contribution to Cafeteria Plan	Other Health Care Contributions	Monthly Total Compensation
Client Example College	Student Services Specialist II		\$ 5,844	7/1/2025	7/1/2026	Unknown			\$ 400	\$ 0	\$ 2,250	\$ 150	\$ 50			\$ 6,694
Comparator Community College District	(Career Specialist/ Recruitment and Outreach Technician/ Student Success Specialist)*		\$ 5,929	7/1/2024	7/1/2025	2.50%			\$ 368	\$ 0	\$ 1,782	\$ 113	\$ 19			\$ 8,220
Example Valley College	(Disabled Student Program & Services Specialist/ Outreach Specialist)*		\$ 6,942	7/1/2025	7/1/2026	Unknown			\$ 430	\$ 0	\$ 1,980	\$ 106	\$ 21			\$ 9,480
Sample Community College District	(Student Support Assistant/ Outreach Specialist)*		\$ 7,282	7/1/2024	7/1/2026	1%			\$ 451	\$ 0	\$ 1,250	\$ 123	\$ 0			\$ 9,106
Another Community College District	Student Support Specialist		\$ 6,158	7/1/2025	7/1/2026	Unknown			\$ 382	\$ 0	\$ 2,434	\$ 139	\$ 37			\$ 9,150
Example Community College District	(Program Specialist, Military & Veterans Support/ Program Assistant, Student Accessibility Services)*		\$ 6,660	7/1/2024	7/1/2026	Unknown			\$ 413	\$ 0	\$ 1,500	\$ 120	\$ 12			\$ 8,705
Comparison Community College District	Student Services Specialist II		\$ 5,094	7/1/2024	7/1/2026	2%			\$ 375	\$ 0	\$ 1,750	\$ 95	\$ 15			\$ 7,329

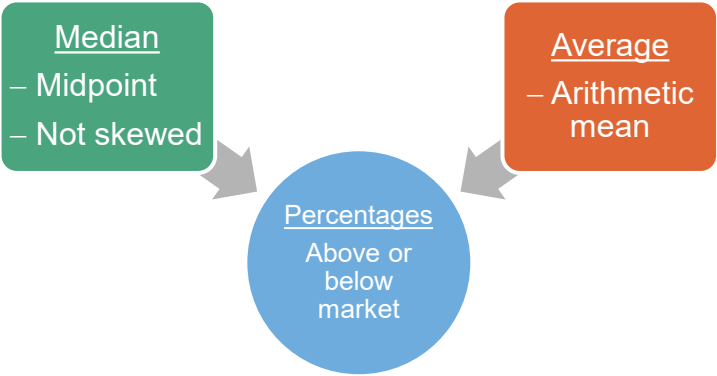
Base Salary Median	\$6,261
Base Salary Average	\$6,302
Percentage Above or Below Median	-7%
Percentage Above or Below Average	-7%

Total # of Matches: 6

Total Compensation Median	\$8,906
Total Compensation Average	\$8,461
Percentage Above or Below Median	-2%
Percentage Above or Below Average	3%

Total # of Matches: 6

Footnote:
 1. Functional Hybrid - The salary displayed is the same for both matches.
 2. Functional Hybrid - The salary displayed is the higher of the matches.



Compensation Study Results

Range Placements

- Surveyed classifications without sufficient data
- Non-surveyed classifications
- Whole position analysis
 - Same class series
 - Scope of work
 - Organizational “worth”
 - Past internal relationships



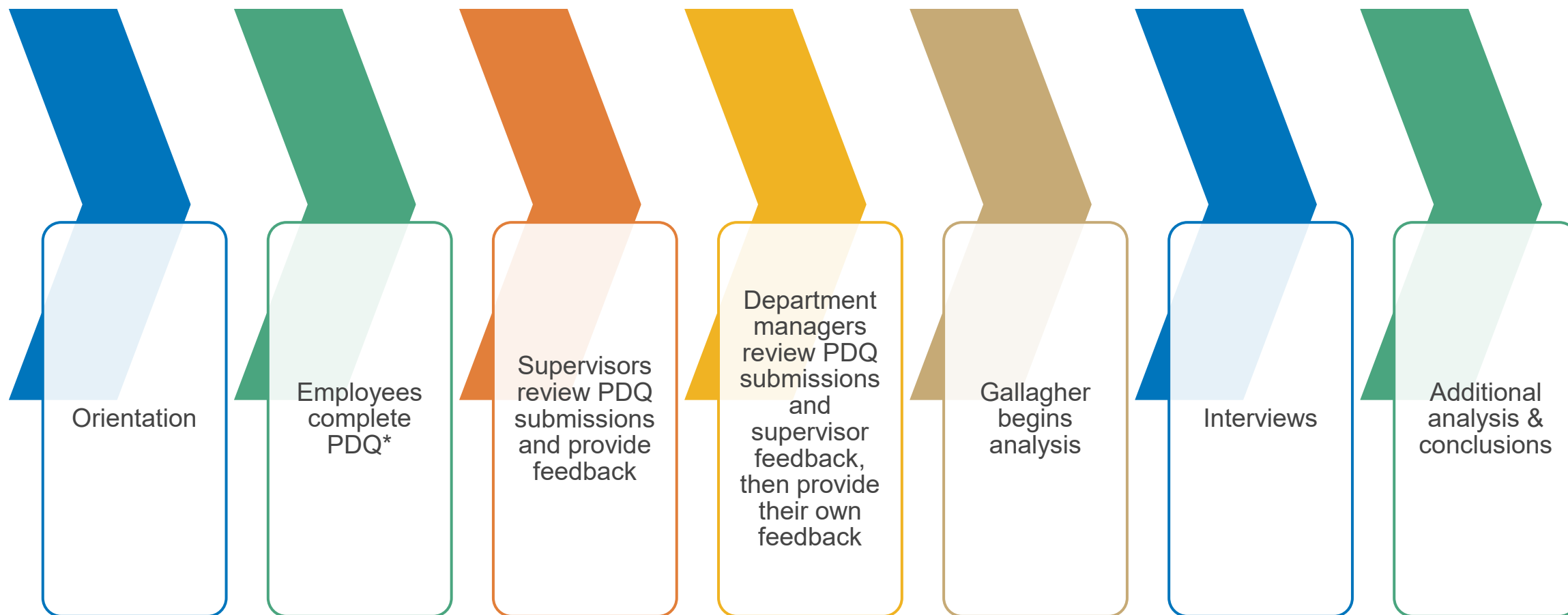
3

PDQ Process Overview

Position Description Questionnaire

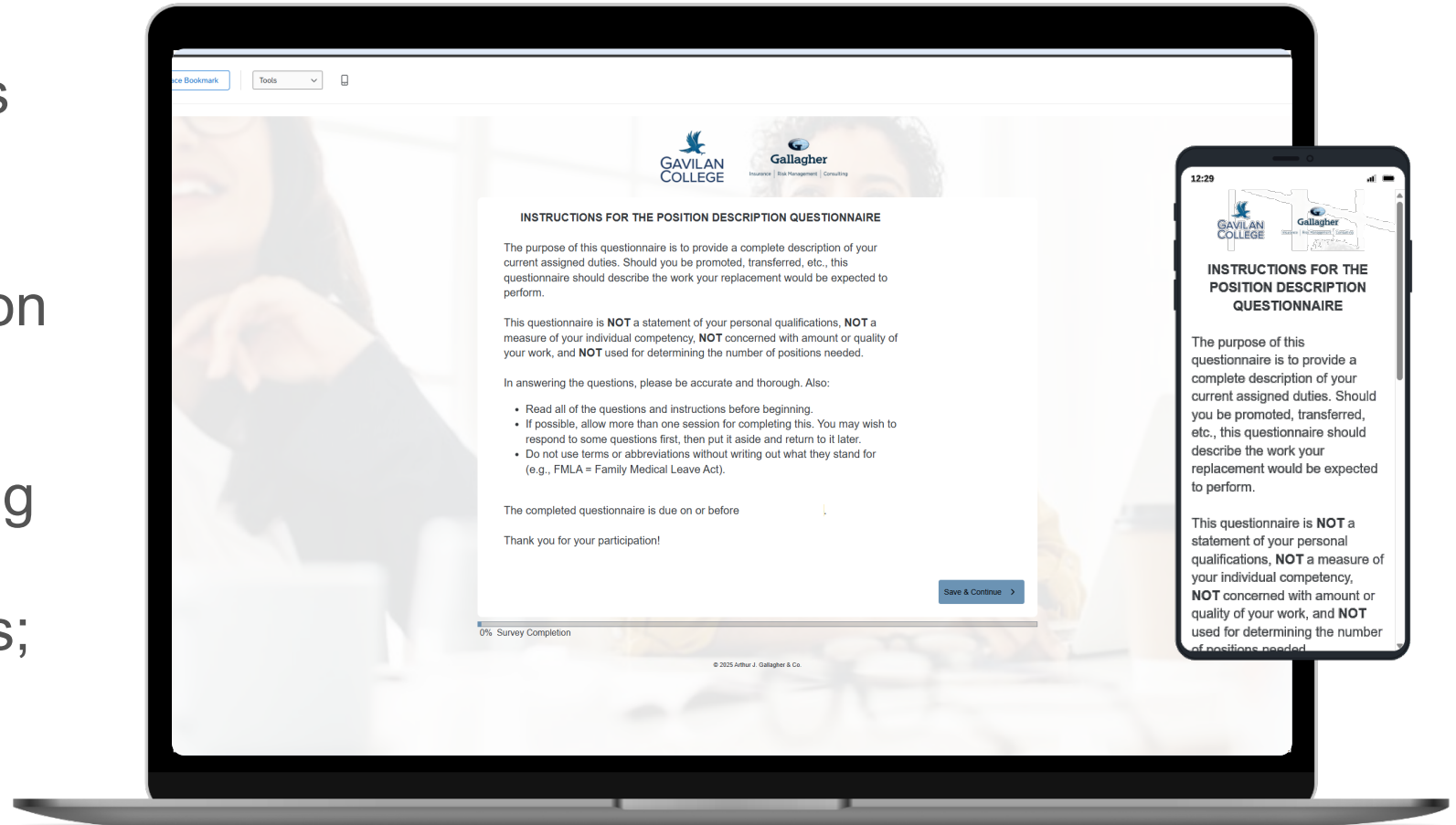


PDQ Process

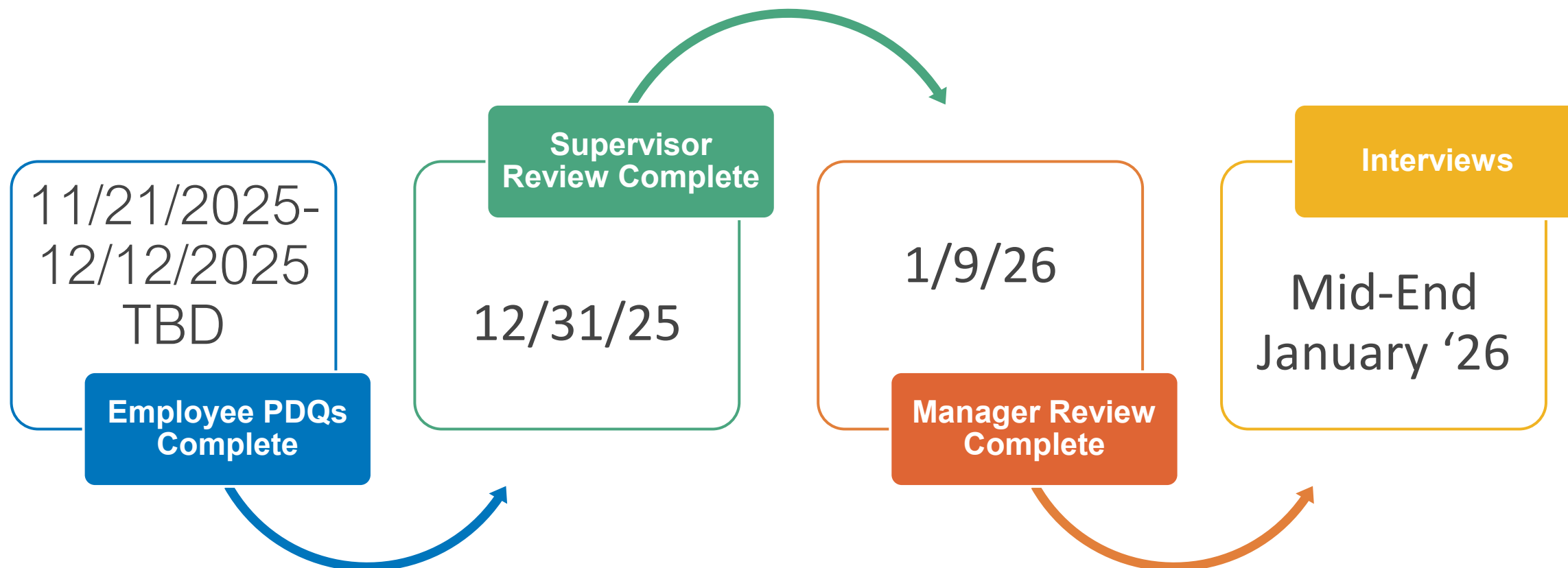


PDQ Expectations

- PDQs – no changes by supervisors or managers
- Classifications are generalized
- PDQs inform classification description updates, if needed
- PDQs – completed during work hours
- Works on mobile devices; computer highly recommended

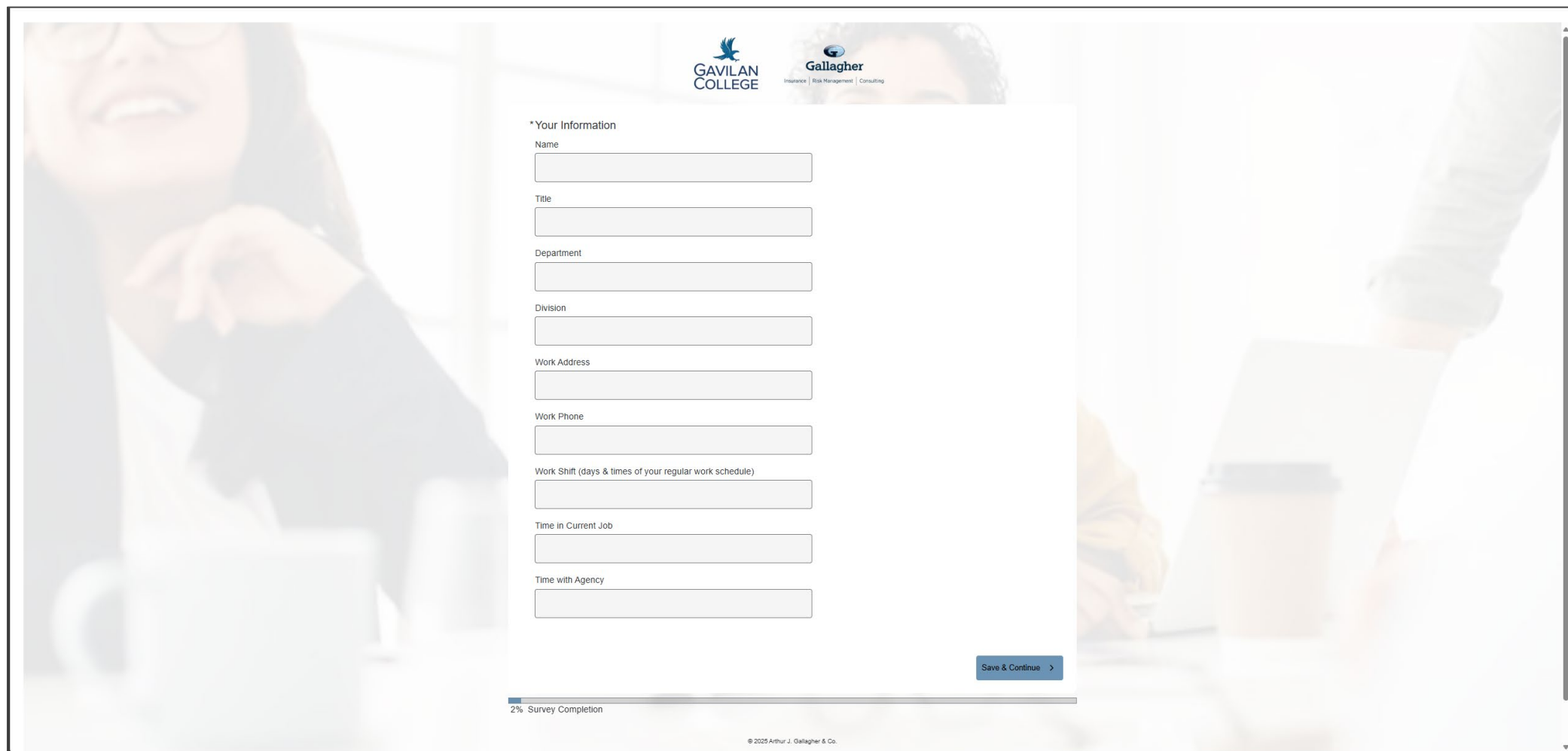


PDQ Timeline



PDQ

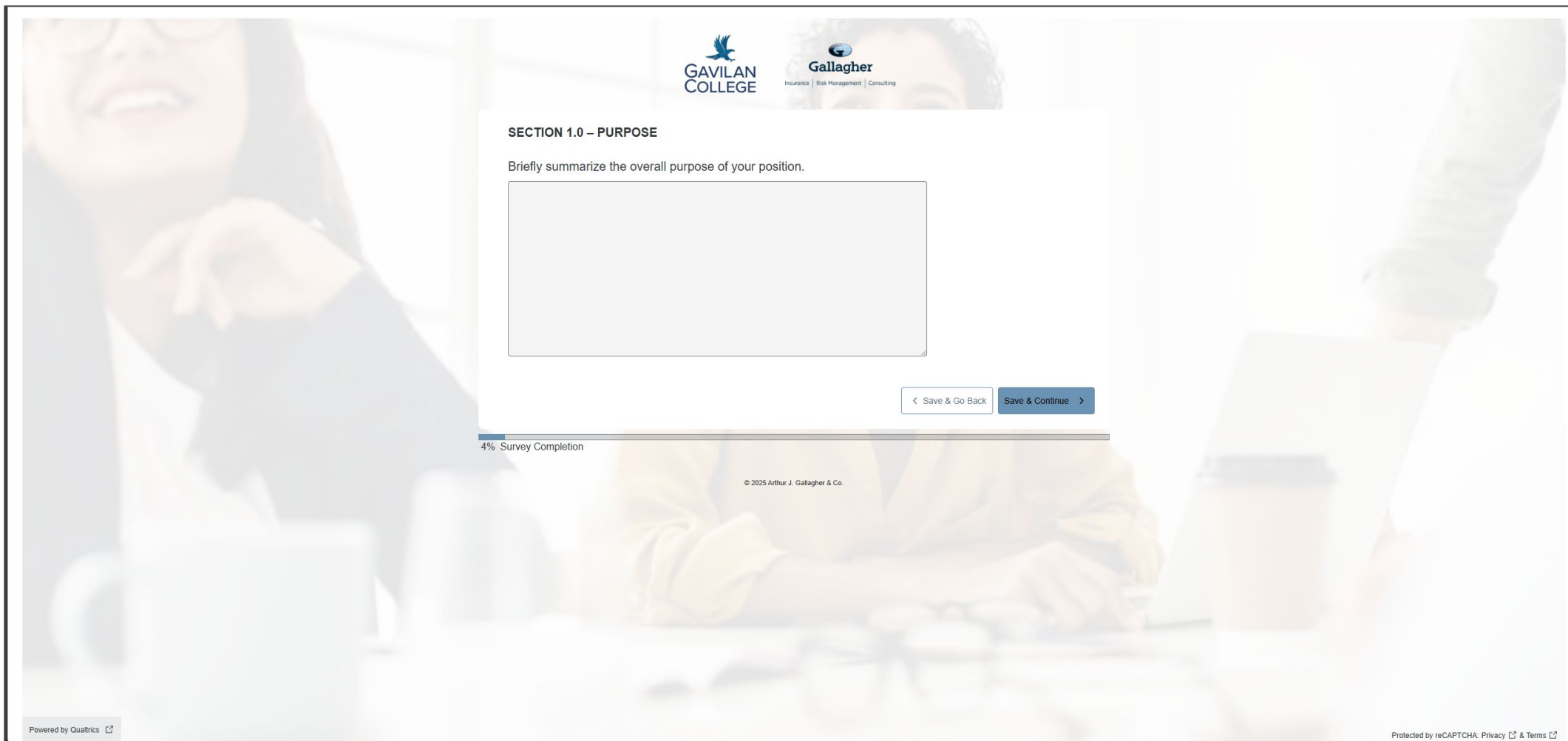
Participant & Basic Job Information



The screenshot shows a web-based survey form titled "Participant & Basic Job Information". At the top, there are logos for "GAVILAN COLLEGE" and "Gallagher Insurance | Risk Management | Consulting". The form is titled "*Your Information" and contains several text input fields: "Name", "Title", "Department", "Division", "Work Address", "Work Phone", "Work Shift (days & times of your regular work schedule)", "Time in Current Job", and "Time with Agency". A "Save & Continue >" button is located at the bottom right of the form. Below the form, a progress bar indicates "2% Survey Completion". At the very bottom, there is a small copyright notice: "© 2025 Arthur J. Gallagher & Co."

PDQ

Section 1.0 – Job Purpose



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SECTION 1.0 – PURPOSE

Briefly summarize the overall purpose of your position.

[< Save & Go Back](#) [Save & Continue >](#)

4% Survey Completion

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PDQ

Section 2.0 – Job Duties




SECTION 2.0 – DUTIES

DESCRIPTION OF YOUR WORK/DUTIES:
Using the following table, describe the work/duties that you perform in order of importance (listing the most important duties first). Duty statements should be clear and concise, summarized within 12-15 statements, and representative of the essential functions of your position.

If your position's assigned duties/responsibilities include responsibility for budget(s), staff direction/supervision, and/or the operation of specialized equipment, please ensure those responsibilities are reflected below.

Instructions:

- In the column titled DUTIES, describe the tasks/duties you perform, beginning each statement with an action verb (e.g., receives, processes, repairs, designs, mows, trims, conducts, etc.)
- In the column title TIME, indicate the percentage of your overall work time spent performing each task/duty statement (e.g., 25%, 10%, 5%, etc.). **Please note that the percentages of time for all task/duty statements listed should add up to 100%.**
- In the column titled FREQUENCY, indicate how frequently you perform each task/duty.
 - Several Times Daily:** I do this multiple times each day.
 - Daily:** I do this every day.
 - Weekly:** I do this about once per week.
 - Monthly:** I do this about once per month.
 - Infrequently:** I do this task as needed, but not very often.
- In the column titled IMPORTANCE, indicate how important each task/duty is to the overall functions of your position using the following descriptions:
 - High:** if this duty were removed from my position, it would have a significant impact on the nature of my position.
 - Medium:** if this duty were removed from my position, it would have an impact, but it would not change the nature of my position significantly.
 - Low:** if this duty were removed from my position, it would not have much impact.

In crafting your task/duty statements, it may be helpful to think about your work in the following ways:

- Action verb/what the position does.**
 - Example: writes and reviews*

Duty Statements

	DUTIES	TIME Must Add to 100%	FREQUENCY	IMPORTANCE
1		Select one ▾	Select one ▾	Select one ▾
2		Select one ▾	Select one ▾	Select one ▾
3		Select one ▾	Select one ▾	Select one ▾
4		Select one ▾	Select one ▾	Select one ▾
5		Select one ▾	Select one ▾	Select one ▾
6		Select one ▾	Select one ▾	Select one ▾
17		Select one ▾	Select one ▾	Select one ▾
18				
19				
20				

TIME
Must Add to 100%

Select one ▲

Select one

5%

10%

15%

20%

25%

30%

35%

40%

45%

FREQUENCY

Select one ▲

Select one

Several Times Daily

Daily

Weekly

Monthly

Infrequently

IMPORTANCE

Select one ▲

Select one

High

Medium

Low



Select one ▾

6% Survey Completion

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Section 3.0 – Job Changes

SECTION 3.0 – CHANGES IN POSITION

The following questions are intended to capture changes which may have occurred to your position's assigned/duties and responsibilities over the last two (2) years. If you have not been in your *current* position for at least two (2) years, please indicate "N/A" below.

Please ensure that any duties/responsibilities indicated in this section are also reflected in the task/duty statements provided earlier in Section 2.0.

If your assigned/duties and responsibilities have changed significantly (i.e., you have assumed duties outside of your current classification and/or major duties and responsibilities have been removed from your position), please explain.

Is the change described above due to a vacant position in your unit/division/department? If yes, please explain.

Why did this change occur (e.g., retirement, reorganization, new program, change in legislation, etc.)?

If your assigned/duties and responsibilities have changed significantly (i.e., you have assumed duties outside of your current classification and/or major duties and responsibilities have been removed from your position), please explain.

Is the change described above due to a vacant position in your unit/division/department? If yes, please explain.

Why did this change occur (e.g., retirement, reorganization, new program, change in legislation, etc.)?

Are the changes indicated expected to be temporary or expected to continue? Please explain. If you do not know, indicate "unknown".

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10% Survey Completion

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Section 4.0 – Budget

* SECTION 4.0 – BUDGET

From the options below, please select the statement that most accurately describes your duties and responsibilities related to the development, administration, and/or oversight of budget(s).

☐ I am responsible for monitoring and approving budget revenue and/or expenditures, approving financial transactions, and/or ensuring compliance with budgeted funding.

☐ I am responsible for researching, interpreting, and applying grant provisions, new legislation, and/or bills, and ensuring budgets and expenditures are in compliance.

☐ I am directly involved in the budget development, administration, and oversight.

☐ My budget responsibilities are not reflected in any of the preceding statements.

☐ I am responsible for tracking and/or monitoring budget data.

☐ I provide financial insight and analysis to support budget planning and decision-making processes, including analyzing financial data and trends and forecasting revenues/expenditures.

☐ I do not have any responsibility for the development, administration, and/or oversight of any budget(s).

Please elaborate on your response above.

What is the maximum dollar amount you are authorized to expend without higher level approval?

From the following options, please select the type of budget(s) you support, develop, administer, and/or oversee. Select all that apply.

☐ N/A – Not applicable

☐ Grant-funded

☐ I do not have any responsibility for the development, administration, and/or oversight of any budget(s).

Please elaborate on your response above.

What is the maximum dollar amount you are authorized to expend without higher level approval?

From the following options, please select the type of budget(s) you support, develop, administer, and/or oversee. Select all that apply.

☐ N/A – Not applicable to my position.

☐ Grant-funded budget(s).

☐ Program budget(s).

☐ Operating budget(s).

☐ Capital Improvement Program (CIP) budget(s).

☐ Other.

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20% Survey Completion

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Section 5.0 – Organizational Context: Supervision Received & Decision-Making Authority

SECTION 5.0 – ORGANIZATIONAL CONTEXT: SUPERVISION RECEIVED AND DECISION-MAKING AUTHORITY

Supervision Received

I report to:

Name of immediate supervisor

Title of immediate supervisor

Email Address of immediate supervisor

Others who report to the same supervisor:

	Same Supervisor	
	Name	Job Title
Person 1	<input type="text"/>	<input type="text"/>
Person 2	<input type="text"/>	<input type="text"/>
Person 3	<input type="text"/>	<input type="text"/>
Person 4	<input type="text"/>	<input type="text"/>
Person 5	<input type="text"/>	<input type="text"/>

Please indicate below the type of supervision that your position receives. Please note that references to your "supervisor" indicate the individual to whom you directly report, and their job title may be something other than "supervisor" (e.g., manager, director, etc.). Select only one option below.

Person 5

Please indicate below the type of supervision that your position receives. Please note that references to your "supervisor" indicate the individual to whom you directly report, and their job title may be something other than "supervisor" (e.g., manager, director, etc.). Select only one option below.

I receive general guidelines from my supervisor, and I am responsible for establishing objectives, timelines, and methods to deliver work products or services. My supervisor makes assignments by defining objectives, priorities, and deadlines and assists me with unusual situations that do not have clear precedents. My work is typically reviewed upon completion for quality and conformity to supervisor instruction.

My work is observed on an ongoing basis by a lead or supervisor. My work assignments fit an established pattern, and I receive detailed and specific instructions for completing most of my assignments.

I am responsible for achieving goals and objectives set by my agency's governing body and/or executive leadership, and it is my responsibility to develop, assign, direct, and monitor the programs, projects, and budgets by which objectives will be achieved. I generally do not receive oversight from my supervisor except for the accountability of accomplishing objectives within prescribed parameters.

I typically perform regular assignments independently with a lead or supervisor checking my work once completed to ensure that finished work and methods are accurate and compliant with instructions or established procedures. For assignments that are unusual which fall outside of normal operating procedures, a lead or supervisor monitors my work.

I work in consultation with my supervisor to develop projects, deadlines, and work to be done, and I generally provide input regarding the resources needed for accomplishing the work. I am responsible for keeping my supervisor informed of progress and potential controversial matters, but otherwise I am responsible for independently implementing and executing projects and assignments. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

In the table below, please indicate what level of decision-making authority you have for each area of responsibility listed.

	Recommend	With Prior Approval	On Own Authority	Corresponding Duty # from Section 2.0	No Authority
Establish work priorities for my own	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

PDQ

Section 5.0 – Organizational Context: Supervision Received & Decision-Making Authority (Continued)

I work in consultation with my supervisor to develop projects, deadlines, and work to be done, and I generally provide input regarding the resources needed for accomplishing the work. I am responsible for keeping my supervisor informed of progress and potential controversial matters, but otherwise I am responsible for independently implementing and executing projects and assignments. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

In the table below, please indicate what level of decision-making authority you have for each area of responsibility listed.

	Recommend	With Prior Approval	On Own Authority	Corresponding Duty # from Section 2.0	No Authority
Establish work priorities for my own position.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Establish goals and objectives to be achieved by the work unit, division, or department.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Implement policies and procedures for the work unit, division, or department.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Establish work priorities for other positions as well as my own.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Acquire resources (e.g., staffing, time, financial resources, etc.) to achieve goals and objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Identify resource needs to achieve goals and objectives (e.g., staffing needs, financial resources, etc.).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Establish long-term strategic objectives for the work unit, division, or department.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>

Establish long-term strategic objectives for the work unit, division, or department.

☐
☐
☐

☐

Establish and develop policies and procedures for the work unit, division, or department.

☐
☐
☐

☐

Please give an example of the most complex or difficult decision that you make without prior approval.

Please give an example of the type of decisions you defer to others for approval.

What is the most serious consequence of error associated with your work?

What, if any, controls are in place to prevent errors?

Who would be impacted by an error in your work? Please select only one from the list below.

☐ The organization and community

☐ Primarily my position only


☐ The department

☐ The division and/or program

☐ The work unit

PDQ

Section 5.0 – Organizational Context: Supervision Received & Decision-Making Authority (Continued)



Who would be impacted by an error in your work? Please select only one from the list below.

The organization and community

Primarily my position only

The department

The division and/or program

The work unit

Check the box below which best describes the guidelines that exist for your work overall. Examples of guidelines are department and/or agency rules, policies, and procedures; legislation, ordinances, and/or regulatory requirements; best practice standards; etc.

My work requires strict adherence to guidelines, and there are specific guidelines covering all important aspects of my assignment. Deviations must be authorized by my supervisor.

Guidelines are available but often are not completely applicable to the work or have gaps in specificity. I am responsible for interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific assignments or issues I encounter in performing my work.

Administrative policies and precedents are available but are stated in general terms. Guidelines for performing my work are scarce and/or are of limited use. I am responsible for deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposing new policies to complete assignments.

Guidelines are broadly stated and non-specific (e.g., broad policy statements and basic legislation that require extensive interpretation). I am responsible for interpreting the intent of the guidelines/policies/legislation that do exist and in determining how they apply to specific areas of my work.

There are well-established procedures for completing my work, and a number of specific guidelines available. I determine which of the several established guidelines apply to a specific assignment, and I am expected to make minor deviations to adapt guidelines to specific assignments.

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29% Survey Completion

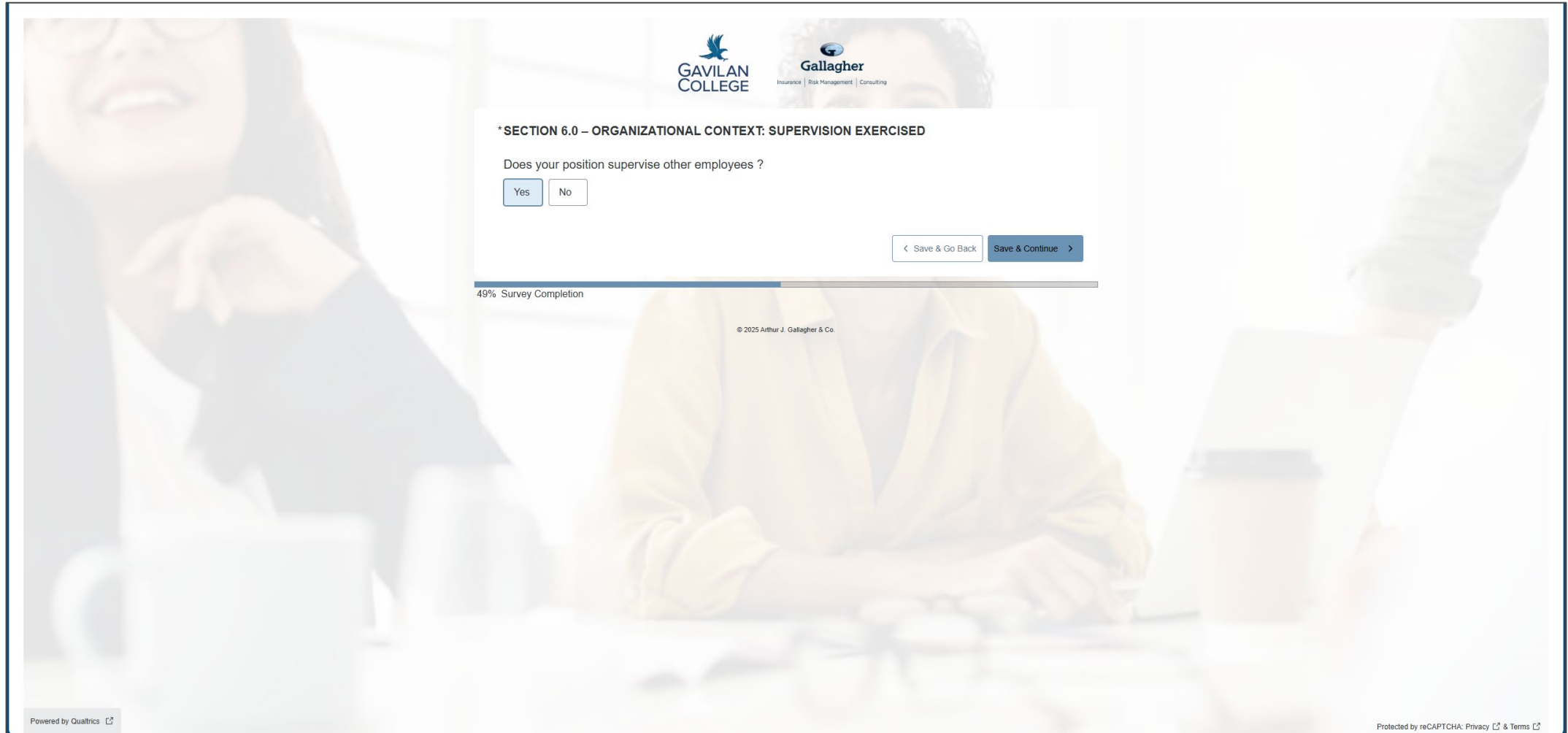
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Section 6.0 – Organizational Context: Supervision Exercised




 
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***SECTION 6.0 – ORGANIZATIONAL CONTEXT: SUPERVISION EXERCISED**

Does your position supervise other employees ?

49% Survey Completion

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Section 6.0 – Organizational Context: Supervision Exercised (Continued)

Please review the statements in the matrix below and indicate the level of responsibility you have for each supervisory task using the definitions provided.

- **Recommend:** This level of responsibility means that you are relied upon to provide input, but others are responsible for making the decision and/or executing the action.
- **With Prior Approval:** This level of responsibility means that it is your responsibility to make the decision and/or execute that action after discussing with and receiving approval from your supervisor.
- **On Own Authority:** This level of responsibility means that you are responsible for making the decision and/or executing the action without approval from others.
- **Corresponding Duty:** Please indicate which of the duty statements listed in Section 2.0 are relevant to your supervisory responsibilities.
- **No Authority:** This indicates that you have no responsibility for the corresponding task.

	Recommend	With Prior Approval	On Own Authority	Corresponding Duty # from Section 2.0	No Authority
Train others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Hire employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Plan and/or schedule work for others on specific projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Plan and/or schedule work for others on a daily basis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Assign or delegate work to others on specific projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Assign or delegate work to others on a daily basis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Monitor work of others on specific projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Monitor work of others on a daily basis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Establish rules, procedures, and/or standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>

	Recommend	With Prior Approval	On Own Authority	Corresponding Duty # from Section 2.0	No Authority
Establish rules, procedures, and/or standards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Approve overtime and/or leave	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Conduct performance evaluations (includes routinely preparing and delivering performance evaluations, documenting employee performance, and implementing performance improvement plans)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Provide performance feedback	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Approve pay increases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Take corrective action/discipline employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Demote employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Promote employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>
Terminate employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="radio"/>


< Save & Go Back Save & Continue >

51% Survey Completion

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Section 7.0 – Contacts



SECTION 7.0 – CONTACTS

Please complete the table below by providing the name/title of the contact and select from the drop-down menus whether the contact is internal or external, the purpose of the contact (see definitions below), and the frequency in which you interact with the contact.

Purpose Definitions:

- Informational:** I provide factual information and general assistance on routine matters regarding agency/department rules, policies, and procedures.
- Interpretation:** I provide/exchange a variety of information and offer assistance on various matters requiring tact, the use of judgment, and the interpretation of agency/department policies, procedures, and legal requirements.
- Representation:** I represent the agency and participate in meetings and/or make presentations; I develop and maintain partnerships to support the agency's mission and goals, and I respond to difficult and sensitive inquiries and complaints and assist with resolutions and alternative recommendations.
- Influence:** I serve as a spokesperson for and represent the agency/department to advance the agency's mission, priorities, and interests. I identify and resolve agencywide, departmental, compliance, legal, and/or controversial issues and develop and implement strategies to work collaboratively and negotiate and resolve such issues. I provide policy direction and explain and interpret programs, policies, and activities.

	Internal or External	Purpose	Frequency
Contact Title	<input type="text"/>	Select one ▾	Select one ▾
Contact Title	<input type="text"/>	Select one ▾	Select one ▾
Contact Title	<input type="text"/>	Select one ▾	Select one ▾
Contact Title	<input type="text"/>	Select one ▾	Select one ▾

Additional comments about your contacts

< Save & Go Back
Save & Continue >

Internal or External

Select one ^

Select one

Internal

External

Purpose

Select one ^

Select one

Informational

Interpretation

Representation

Influence

Frequency

Select one ^

Select one

Daily

Weekly



Monthly

Infrequently

55% Survey Completion

PDQ

Section 8.0 – Equipment

SECTION 8.0 – EQUIPMENT

From the options below, select the type(s) of equipment you use to perform your assigned tasks/duties. Please check all that apply.

Please ensure your duty/task statements listed in Section 2.0 support use of the selected equipment.

☐ Office Equipment (e.g., computers, tablets, printers, scanners, copy machines, mobile data terminals, telephones, etc.)

☐ Maintenance Equipment (e.g., wrenches, pliers, mops, saws, power drills, pressure washers, mowers, paint guns, blowers, sprayers, buffers, scrubbers, forklifts, etc.)

☐ Construction/Heavy Equipment (e.g., backhoes, excavators, cranes, loaders, graders, bulldozers, compactors, etc.)

☐ Lab Equipment (e.g., microscopes, test tubes, centrifuges, spectrometers, evaporators, etc.)

☐ Field Equipment (e.g., distance meters, voltage or current meters, ammeters, levels, electronic counters, scales, speed sensors, triangles, lasers, prisms, sonometers, theodolites, etc.)

☐ Plant Equipment (e.g., chemical pumps, mixers, agitators, generators, filtration equipment, motors, engines, compressors, etc.)

☐ Other Industry Specific/Specialized Equipment. Please list:

Are you required to operate a motor vehicle in the performance of your tasks/duties?

If yes, please explain and ensure these statements are supported by the tasks/duties listed in Section 2.0.

← Save & Go Back
Save & Continue →

59% Survey Completion
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For what reason(s) are you required to operate a motor vehicle in the performance of your tasks/duties? Which tasks/duties listed in Section 2.0 supports this?

PDQ

Section 9.0 – Physical & Sensory Demands/Environmental & Working Conditions

SECTION 9.0 – PHYSICAL AND SENSORY DEMANDS/ENVIRONMENTAL AND WORKING CONDITIONS

Which of these physical and environmental conditions statements best describes that of your position overall?

Option 1 – Office Environment

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and through use of communication devices. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Reasonable accommodation will be made for individuals with disabilities who are qualified to perform essential functions of a position or positions within this classification.

Option 2 – Field and/or Workshop Environment

Must possess mobility to work in a workshop and/or field environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; climb and descend ladders; operate hand and power tools and equipment; vision to read printed materials and a computer screen, operate a motor vehicle to visit various worksites, and inspect work in progress, and hearing and speech to communicate in person, and through the use of communication devices. The job involves shop and fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees work in a workshop or field environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, moving vehicles, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, and dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Reasonable accommodation will be made for individuals with disabilities who are qualified to perform essential functions of a position or positions within this classification.

Option 3 – Hybrid Office/Field Environment

When assigned to an office environment: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

Option 3 – Hybrid Office/Field Environment

When assigned to an office environment: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

When assigned to a field environment: Must possess mobility to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, bend, stoop, squat, crouch, and grasp; to operate varied hand and power tools; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools. Reasonable accommodation will be made for individuals with disabilities who are qualified to perform essential functions of a position or positions within this classification.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures. Reasonable accommodation will be made for individuals with disabilities who are qualified to perform essential functions of a position or positions within this classification.

Option 4 – Law Enforcement

Must possess mobility to work primarily in a patrol and field environment and to maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to operate vehicles in all conditions, frequently at a high rate of speed, to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio.

The job involves fieldwork requiring frequent walking or running or standing on uneven terrain and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T. physical standards. Positions also work in a secondary office or station environment, and use standard office equipment, including a computer. Employees work in outdoor conditions, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Employees also work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The principal duties of this class are performed in a field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Reasonable accommodation will be made for individuals with disabilities who are qualified to perform essential functions of a position or positions within this classification.

Respond in emergency situations; finger and manual dexterity is needed to operate personal protective equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T. physical standards. Positions also work in a secondary office or station environment, and use standard office equipment, including a computer. Employees work in outdoor conditions, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Employees also work in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The principal duties of this class are performed in a field or police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Reasonable accommodation will be made for individuals with disabilities who are qualified to perform essential functions of a position or positions within this classification.

Option 5 – Fire

For fire suppression work, must have the ability to quickly respond to changing emergency conditions and to rapidly don personal protective equipment including self-contained breathing apparatus; mobility, physical strength, and stamina to carry and operate fire hoses and related fire-fighting equipment; to operate hand and power tools to enter buildings; to climb fire ladders to access higher levels in buildings; and to assist and/or lift/carry victims for long distances under strenuous and hazardous conditions. Incumbents will be required to work in small, cramped crawl spaces, areas where vision is limited, and/or at heights including roof tops and on ladders; vision to operate vehicles at a high rate of speed in all weather conditions, and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain and climbing and descending structures to access fire scenes and to identify problems or hazards. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform duties; incumbents must meet the physical/mental standards set forth by the City's physical and other mandated testing and assessment programs. Reasonable accommodation will be made for individuals with disabilities who are qualified to perform essential functions of a position or positions within this classification.

Are there aspects of the statement that do not apply to your position or additional information that you would like to add?

No

Yes

PDQ

Section 9.0 – Physical & Sensory Demands/Environmental & Working Conditions (Continued)

Does the work you perform require that you have specialized training and/or certification in confined space entry?

Yes

No

List the confined space training and/or certifications you are required to obtain.

Indicate the number(s) of the duty statement(s) you listed in Section 2.0 that require you to complete confined space training and/or certification.

Other than medical or similar style face masks and/or steel-toed boots, does the work you perform require that you wear PPE on regular basis?

Yes



No

List the types of PPE you are required to wear.

Indicate the number(s) of the duty statement(s) you listed in Section 2.0 that require you to wear this PPE.

PDQ

Section 10.0 – Minimum Qualifications

SECTION 10.0 – MINIMUM QUALIFICATIONS

EDUCATION: Please select the level of education and the field of study (if applicable) needed to perform the essential functions of this position.

EXPERIENCE: Please select the years of experience needed at hire to perform the essential functions of this position; and describe the fields/areas of experience needed to perform the essential functions of this position (for example, providing administrative support including calendaring, writing correspondence, assisting with the workflow of the office).

Area(s) of Experience

Area(s) of Experience

LICENSES/CERTIFICATIONS

List below the licenses and/or professional or technical certificates required to perform the essential duties of the position. For example, Grade I (D1) Water Distribution Operator Certificate issued by California State Water Resources Control Board, Registration as a Professional Engineer in the State of California, etc. Do not include internal training and/or continuing education classes.



	Certificate/License	Issuing Authority
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>

82% Survey Completion

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PDQ

Section 11.0 – Classification Study Expectations

Section 11.0 – CLASSIFICATION STUDY EXPECTATIONS

A classification study is conducted to determine what jobs exist in an organization with key elements to evaluate how the position should be classified. With that in mind, please let us know whether this questionnaire covers the important aspects of the work you do, and, if not, what other information you would like to add to this assessment.

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Save & Continue >

92% Survey Completion



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PDQ

Attestation & Submitting the PDQ

You have reached the end of the Position Description Questionnaire. Please ensure you are finished providing responses before continuing.

Once you are ready to submit your responses, provide your confirmation of accuracy and signature. Click "Submit" to submit your responses.

Note: Once you click "Submit", you are unable to edit your responses.

*I understand that by checking this box, my electronic signature below certifies that statements made by me on this questionnaire are, to the best of my knowledge, complete and accurate.

*Signature:

Type

Sign

Type your name below to generate a signature.

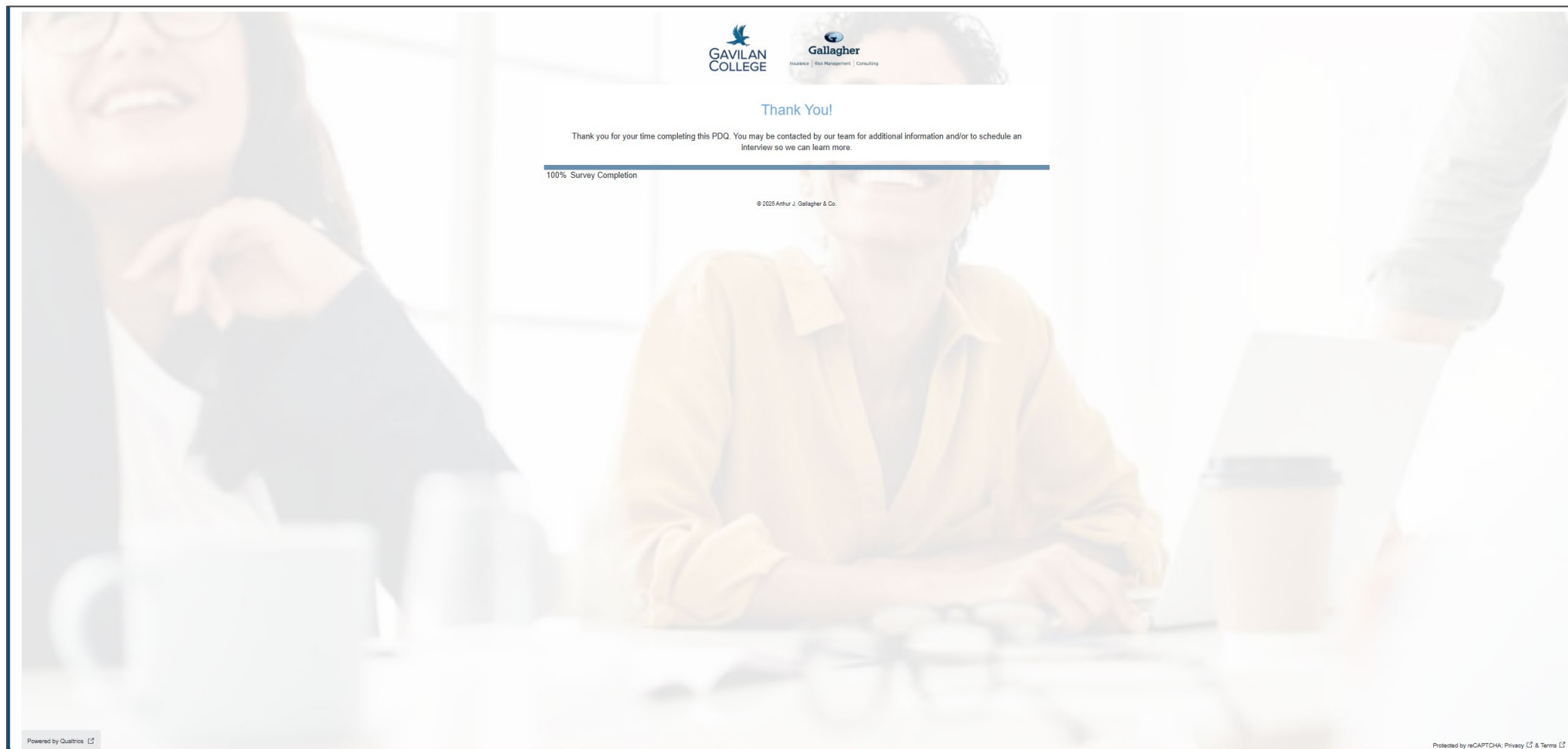
94% Survey Completion

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SAVE & SUBMIT >

PDQ

Submitting the PDQ – Thank you page



PDQ – Supervisor Review




Reviews but does not change the PDQ

How long have you supervised this position?

What is the primary and most critical purpose/aspect of this job? How does the work of the position fit within the overall work group?

If the position was vacant, what minimum qualifications (training, education, experience, and knowledge, skills, and abilities) would you screen for in the applicant pool?



Please list any licenses/certifications required, as well as the name of the issuing authority. Finally indicate if required at hire or select the number of months after appointment in which the position must possess the license/certification.

	Certificate/License Certificate/License	Issuing Authority Issuing Authority	Required at/within
Certificate/License 1	<input type="text"/>	<input type="text"/>	Select one 
Certificate/License 2	<input type="text"/>	<input type="text"/>	Select one 
Certificate/License 3	<input type="text"/>	<input type="text"/>	Select one 

Use this space to add information or clarification to the questionnaire, or other pertinent information (e.g., is there any additional information that should be considered in evaluating this position?).

PDQ – Supervisor Review

Reviews but does not change the PDQ

*The next review is completed by the Department Manager. Please provide their information below. This will automatically add the department manager to the project. Please also download and send them the PDF version of the PDQ so they can also review it.

Department Manager First Name

Department Manager Last Name

Department Manager Title

Department Manager Email Address

*I have sent the PDF version of the employee's PDQ responses to the department manager named above.

Yes

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Save & Continue >

43% Survey Completion

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PDQ – Supervisor Review

Supervisor Attestation

You have reached the end of the Position Description Questionnaire. Please ensure you are finished providing responses before continuing.

Once you are ready to submit your responses, provide your confirmation of accuracy and signature. Click "Submit" to submit your responses.

Note: Once you click "Submit", you are unable to edit your responses.

*I understand that by checking this box, my electronic signature below certifies that statements made by me on this questionnaire are, to the best of my knowledge, complete and accurate.

*Signature:

Type

Sign



Type your name below to generate a signature.

Name

Title

PDQ – Department Manager Review

Reviews PDQ & Supervisor Comments

Please tell us which of the position's duties you consider most critical to your department's operations and why.

Are there licenses and/or certifications that are required by laws and/or regulations for this position? If yes, please list those along with the name of the issuing agency/association.

Do you agree with the supervisor's assessment of the roles and responsibilities of this position?

☒ No
 ☐ Yes

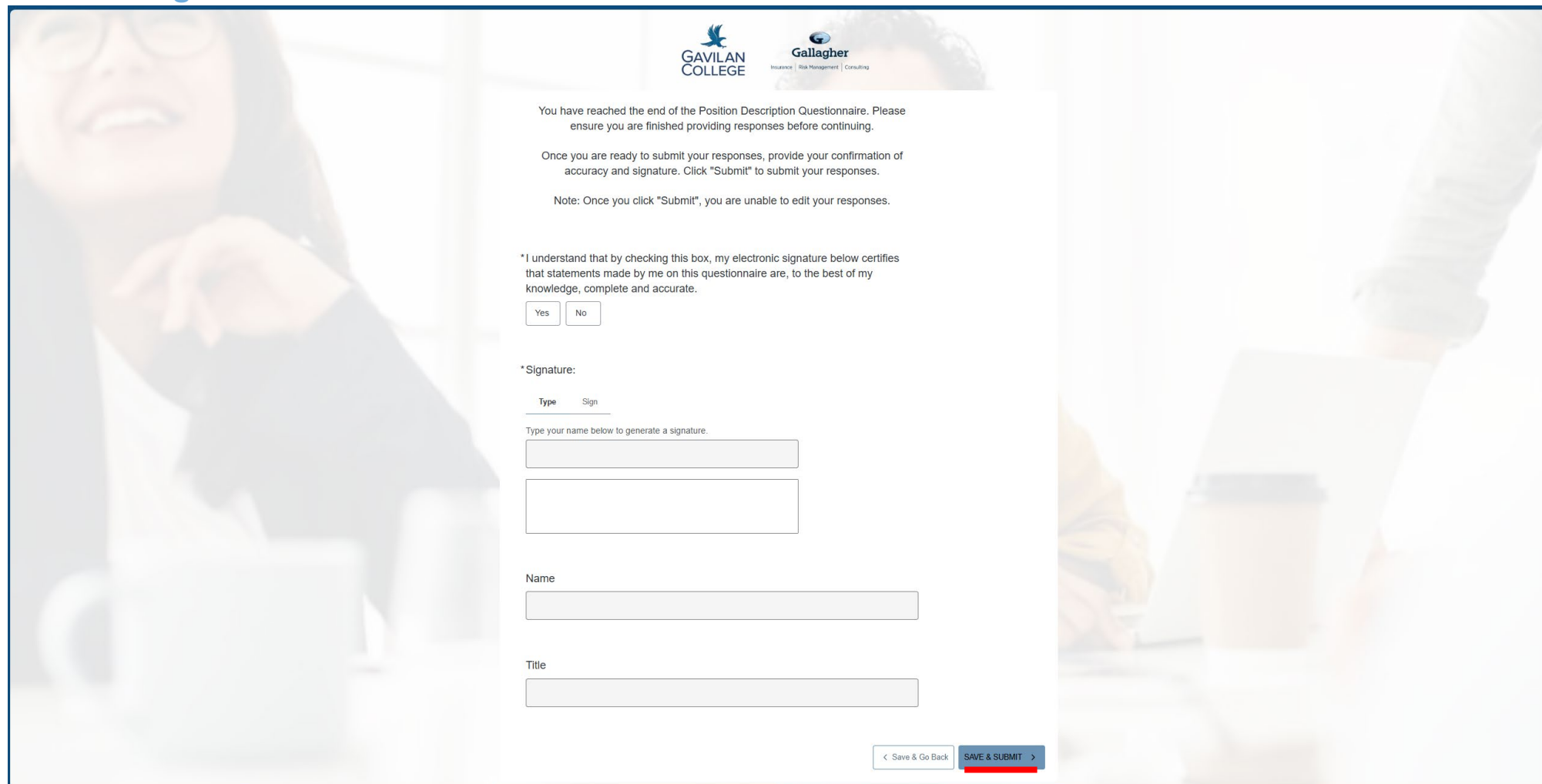
Please elaborate on what you do not agree with.

Use this space to add information, clarification to the questionnaire, or other pertinent information (e.g., is there any additional information that should be considered in evaluating this position?).

Save & Continue >

PDQ – Department Manager Review

Department Manager Attestation



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You have reached the end of the Position Description Questionnaire. Please ensure you are finished providing responses before continuing.

Once you are ready to submit your responses, provide your confirmation of accuracy and signature. Click "Submit" to submit your responses.

Note: Once you click "Submit", you are unable to edit your responses.

*I understand that by checking this box, my electronic signature below certifies that statements made by me on this questionnaire are, to the best of my knowledge, complete and accurate.

Yes No

*Signature:

Type Sign

Type your name below to generate a signature.

Name

Title

< Save & Go Back **SAVE & SUBMIT** >

Q&A

Thank you!

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