

Your Name:	
Your Job Title:	
Department:	
Division:	
Supervisor's Name:	
Supervisor's Job Title:	

JOB DUTIES REVIEW

The Job Duties Review (JDR) form is a **management tool** to assist in staffing determinations. Completed forms with management approval may be submitted to Human Resources at the time of department staffing plan review.

Instructions

- List and describe your **most important** essential job duties and responsibilities. Duties should be described in your own words. **Language taken directly from job descriptions will not be accepted.**
- Start with the duty or responsibility that takes the **largest amount** of your time each year.
- Describe these duties as if you were explaining them to a new employee who is not yet familiar with your work. Please **do not use abbreviations** or acronyms.
- Indicate **about how often** you perform each duty (daily, weekly, etc.).
- Indicate the **percentage of your overall time** in a year that you spend on each duty. Percentages should total 100%.

1.		
Approximate Frequency	Annual Percentage	
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Quarterly (about 4x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

JOB DUTIES REVIEW

2.

Approximate Frequency	Annual Percentage	
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Quarterly (about 4x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

3.

Approximate Frequency	Annual Percentage	
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Quarterly (about 4x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

4.

Approximate Frequency	Annual Percentage	
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Quarterly (about 4x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

JOB DUTIES REVIEW

5.

Approximate Frequency	Annual Percentage	
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Quarterly (about 4x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

6.

Approximate Frequency	Annual Percentage	
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Quarterly (about 4x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

7.

Approximate Frequency	Annual Percentage	
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Quarterly (about 4x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

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8.

Approximate Frequency	Annual Percentage	
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Quarterly (about 4x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

9.

Approximate Frequency	Annual Percentage	
<input type="checkbox"/> Daily (or almost daily)		
<input type="checkbox"/> Weekly (or almost weekly)		
<input type="checkbox"/> Monthly (or almost monthly)		
<input type="checkbox"/> Quarterly (about 4x a year)		
<input type="checkbox"/> Infrequently or Occasionally		

JOB DUTIES REVIEW

Responsibility for the Work of Other City Employees

Read each statement carefully and check the **one** that most accurately describes your job.

- 1. **I have no supervisory or lead responsibility.**
- 2. **Lead/Crew Leader:** I plan, schedule and assign tasks; provide “what, how or why” direction; ensure work is completed according to proper procedure; monitor work progress and review results. I also serve as a technical expert in my work unit.
- 3. **First Line Supervisor:** I schedule, supervise, and evaluate the work of my employees. In addition, I participate in human resource actions such as selecting new employees, discipline and termination for those employees who report to me.
- 4. **Second-Line Supervisor:** I assist the manager of a work group in the day-to-day management of staff. I am responsible for directing and evaluating the work of first-line supervisors, as well as the staff reporting to the first-line supervisors. I recommend human resource actions such as hiring, discipline, termination and pay changes for first-line supervisors and their staff.
- 5. **Third-Line Supervisor:** I am responsible for first-line and second-line supervisors and their staff in a section within a division. In addition to the Human Resources responsibilities listed above, I am also responsible for formulating operating budgets for my assigned area.

If you selected any option other than #1, please list the classifications you lead or supervise and the number of employees in each:

Responsibility for Contractors, Vendors, or Volunteers

Read each statement and check **all that apply** to your current job.

- 1. **None:** I am not responsible for the work of any contractors, vendors, or volunteers.
- 2. **Vendor Selection:** I solicit short-term bids from vendors, define specifications, recommend vendor selection, and place orders.
- 3. **Daily Supervision/Coordination:** I oversee the work of on-site contractors or volunteers.
- 4. **Technical Expert:** I provide technical expertise and guidance to contractors on a regular or ongoing basis.
- 5. **Contract Monitoring:** I ensure that the terms of a contract are met by monitoring and evaluating contractor performance.
- 6. **Contract Managing:** I define the terms of contract agreements and ensure work is completed satisfactorily. I can authorize payment to contractors based on my evaluation of the work performed.
- 7. **Other:**

JOB DUTIES REVIEW

Financial Responsibility

Read each statement and check **all that apply** to your current job.

- 1. Financial Transactions:** I collect funds or make payments (by cash, check, credit card, or transfers) on behalf of the City. I am responsible for ensuring that the amounts I receive or pay out are accurate.
- 2. Budget Monitoring:** My work involves using financial knowledge and business understanding to monitor, identify, and act on potential financial overruns and variances at an early stage.
- 3. Program Budgeting:** I am responsible for planning, preparing, monitoring, and managing the budget for an ongoing City program, long-term project, or a section of a division.
If checked, **provide recent examples** of the program, project or section you are responsible for:
- 4. Division Budgeting:** I am responsible for planning, preparing, monitoring, and managing the budget for a division.
- 5. Department Budgeting:** I am responsible for planning, preparing, monitoring, and managing the budget for a City department.
- 6. Other (specify):**
- 7. None**

Signature of employee providing information above

Date

Signature – Supervisor/Manager*

Date

Signature – Director*

Date

***Anyone other than employee signing this form is only attesting to the accuracy of the duties information, and should provide any correcting or clarifying remarks as warranted.**