

## Job Analysis Template

**Job Title:**

**Department:**

**Reports To:**

**Date Completed:**

**Employee(s) Interviewed for Analysis:**

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### 1. Job Purpose

1. What is the primary purpose of this job?
2. How does this role directly serve the residents or businesses in the city?
3. What are the long-term benefits to the community as a result of this role's duties?
4. How does this position support the city's strategic goals or mission?
5. How often does this role interact with the public, and in what capacity?
6. What key services does this role provide to residents or businesses?

7. Which departments or external agencies does this role frequently collaborate with, and for what purpose?

8. What measurable outcomes indicate that this role is being performed successfully?



### 3. A Day in the Life

#### Typical Calendar Day Breakdown:

Describe how a typical day might look for this role, assuming it is a randomly selected day. Break down the day into time blocks with associated duties or tasks.

Time Block	Activity Description	Notes
00:00 - 00:15		
00:15 - 00:30		
00:30 - 00:45		
00:45 - 01:00		
01:00 - 01:15		
01:15 - 01:30		
01:30 - 01:45		
01:45 - 02:00		
02:00 - 02:15		
02:15 - 02:30		
02:30 - 02:45		
02:45 - 03:00		
03:00 - 03:15		
03:15 - 03:30		
03:30 - 03:45		
03:45 - 04:00		
04:00 - 04:15		
04:15 - 04:30		
04:30 - 04:45		
04:45 - 05:00		
05:00 - 05:15		
05:15 - 05:30		
05:30 - 05:45		
05:45 - 06:00		

06:00 - 06:15		
06:15 - 06:30		
06:30 - 06:45		
06:45 - 07:00		
07:00 - 07:15		
07:15 - 07:30		
07:30 - 07:45		
07:45 - 08:00		
08:00 - 08:15		
08:15 - 08:30		
08:30 - 08:45		
08:45 - 09:00		
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22:30 - 22:45		
22:45 - 23:00		
23:00 - 23:15		
23:15 - 23:30		
23:30 - 23:45		
23:45 - 00:00		

#### 4. Interaction and Communication

##### Work Contacts:

Detail the role's interaction with other individuals or groups and the purpose of these interactions on a monthly basis. Include the frequency and methods of contact.

Contact Group	Frequency	Purpose of Contact	Means of Contact
Immediate Peers			
Peers in Other Departments			
Immediate Manager			
Managers in Other Departments			
Executives			
Customers			
Vendors/Suppliers			
Community Members			
External Agencies			
Other (Specify)			

## 5. Decision-Making Authority

Explain the level of discretion or decision-making power the role holds. Include examples of decisions made independently versus those requiring managerial approval.

Type of Decision	Description	Example	Approval Needed? (Yes, No, Sometimes, Emergencies Only)
<b>Routine Operational Decisions</b>	Day-to-day tasks that ensure departmental operations run smoothly.	Scheduling daily work orders, prioritizing maintenance tasks, approving standard supply orders.	
<b>Resource Allocation</b>	Decisions related to the use of financial, human, or material resources.	Approving overtime, assigning additional staff during peak periods, reallocating equipment.	
<b>Policy Interpretation</b>	Applying existing municipal policies to specific situations.	Clarifying zoning regulations, determining facility use waivers, or explaining fee structures.	
<b>Budgetary Decisions</b>	Decisions involving spending within approved budgets or recommending adjustments.	Approving minor purchases, proposing budget increases, or reallocating departmental funds.	
<b>Strategic Recommendations</b>	Suggestions for long-term improvements or departmental changes.	Recommending new equipment, proposing process changes, or suggesting new municipal programs.	

<b>Compliance and Regulatory Decisions</b>	Ensuring adherence to laws, standards, or regulations.	Reviewing safety protocols, addressing code violations, or interpreting environmental standards.	
<b>Staffing and Supervision</b>	Decisions about employee schedules, assignments, or evaluations.	Scheduling shifts, approving leave requests, or conducting performance reviews.	
<b>Conflict Resolution</b>	Handling disputes among employees, departments, or with the public.	Mediating employee disagreements, resolving resident complaints, or handling vendor disputes.	
<b>Emergency Response</b>	Decisions made during emergencies or critical incidents.	Assigning resources during a storm, coordinating with first responders, or initiating repairs.	
<b>Project or Program Management</b>	Decisions that drive project timelines, scope, or deliverables.	Approving milestones, reallocating project resources, or changing timelines.	
<b>Public Communication</b>	Determining how and when to provide information to the public.	Approving press releases, responding to media inquiries, or clarifying public safety alerts.	
<b>Vendor and Contract Management</b>	Managing relationships and agreements with external vendors.	Approving invoices, resolving vendor disputes, or negotiating terms for small contracts.	

<b>Legal and Ethical Decisions</b>	Decisions with potential legal or ethical implications.	Reporting incidents, addressing harassment claims, or escalating legal compliance issues.	
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## 6. Supervisory Responsibilities

Provide detailed responses to the following prompts. Be specific about the supervisory scope, including the number of employees supervised, their job titles, and the nature of oversight provided. Indicate whether the role involves direct supervision, indirect supervision, or both.

1. List the job titles and number of employees directly supervised by this role.
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2. Detail the specific tasks related to supervision:
  - **Yes/No/Sometimes:** Assigning and delegating work.
  - **Yes/No/Sometimes:** Monitoring employee performance and providing feedback.
  - **Yes/No/Sometimes:** Conducting performance evaluations or mi.
  - **Yes/No/Sometimes:** Approving timesheets and leave requests.
  - **Yes/No/Sometimes:** Resolving conflicts or grievances.
  - **Yes/No/Sometimes:** Ensuring compliance with organizational policies.
  - **Yes/No/Sometimes:** Conducting training or onboarding
  - **Yes/No/Sometimes:** Addressing performance issues or misconduct

\*Half of Convention Center Manager Salary, per working with City Manager.

## 7. Physical Demands

Describe the physical effort required in the role, including tasks such as lifting, operating machinery, or using specific tools. Indicate the percentage of time spent on each activity.

Activity	% of Time	Description (if applicable)
Walking		
Standing		
Lifting/Carrying		
Lifting/Carrying 10-25 lbs		
Lifting/Carrying 25-50 lbs		
Lifting/Carrying >50lbs		
Climbing		
Pulling		
Pushing		
Sitting		
Kneeling		
Crouching		
Crawling		
Bending/Stooping		
Twisting/Turning		
Repetitive Motion		
Prolonged Physical Postures		
Confined Space Work		
Use of Safety Harness or Fall Protection Equipment		
Working at Heights		
Operating tools, equipment, or machinery		
Wearing Protective Gear		
Driving (Standard Vehicles)		
Driving (Specialized Vehicles)		
Reaching (Overhead)		
Reaching (Shoulder Level)		
Reaching (Below Waist)		
Handling (Fine Manipulation)		
Handling (Gross Manipulation)		
Grasping (Power Grip)		
Grasping (Precision Grip)		
Typing/keyboarding		
Writing		
Visual acuity (e.g., reading, fine detail work)		
Hearing (e.g., distinguishing sounds, hearing alarms)		
Speaking (e.g., communicating verbally with clarity)		
Smelling (e.g., detecting hazardous fumes or odors)		

## 8. Work Conditions

Indicate any adverse conditions or environmental factors the role is exposed to and specify time.

Work Condition	% of Time	Details (if applicable)
<b>Indoor Work:</b>		
Office environment		
Manufacturing/production facility		
Warehouse		
Laboratory		
Healthcare facility		
<b>Outdoor Work:</b>		
Exposure to weather (rain, snow, wind, etc.)		
Extreme temperatures (heat/cold)		
Working in remote or rural locations		
<b>Exposure to Elements:</b>		
Dust		
Dirt		
Grease, oil		
Water/moisture		
Fumes (e.g., chemicals, solvents)		
Smoke		
Odors		
Gas (e.g., hazardous or non-hazardous)		
<b>Noise and Vibration:</b>		
Quiet environment		
Moderate noise (e.g., business office with background noise)		

High noise levels (e.g., construction sites, industrial machinery)		
Vibrations (e.g., tools, equipment, vehicles)		
<b>Hazards and Risks:</b>		
Hazardous materials (e.g., chemicals, biohazards)		
Heavy machinery or equipment		
Electrical hazards		
Sharp tools or objects		
Fire or flammable substances		
High-risk areas (e.g., working at heights, confined spaces)		
<b>Lighting Conditions:</b>		
Bright lighting (e.g., office, retail)		
Dim lighting (e.g., warehouses, theaters)		
Variable lighting (e.g., outdoor environments)		
Screen-based work (prolonged exposure to screens or monitors)		
<b>Physical Surroundings:</b>		
Confined spaces		
Crowded or congested work areas		
Slippery or uneven surfaces		
Elevated workspaces (e.g., scaffolding, platforms)		
High traffic areas		
<b>Temperature Extremes:</b>		
Heat (e.g., kitchens, industrial sites, outdoor work in summer)		
Cold (e.g., freezer facilities, outdoor work in winter)		

<b>Biological Exposure:</b>		
Exposure to infectious agents		
Proximity to animals or insects		
Allergens (e.g., pollen, dust, mold)		
<b>Work Schedule-Related Conditions:</b>		
Long hours	75%	
Shift work (e.g., day, night, rotating shifts)	0	
Overtime requirements	0	
Irregular or unpredictable hours	40	
<b>Travel and Mobility:</b>		
Frequent travel (e.g., local, domestic, international)	75	
Driving (e.g., cars, trucks, specialized vehicles)	75	
Remote work with limited physical presence	<25	
<b>Psychological Stressors:</b>		
High-pressure deadlines	<20	
Dealing with difficult customers or situations	<20	
Isolation (e.g., remote work, solitary tasks)	<30	
High mental focus or concentration required	90	
<b>Protective and Safety Measures:</b>		
Use of personal protective equipment (PPE) (e.g., helmets, gloves, respirators)		
Compliance with safety protocols and procedures		
Exposure to safety alarms or evacuation procedures		

## 9. Qualifications

### Education and Training Required:

Select the minimum level of education and training needed to perform the job effectively.

- High School Diploma/GED
- Associate Degree
- Trade/Technical School Certification
- Bachelor's Degree
- Graduate Degree (Master's, JD, Ph.D.)
- Professional Certification (e.g., CPA, SHRM-CP)

### Years of Experience Required:

- 0-1 years
- 1-3 years
- 3-5 years
- 5+ years

### Other Requirements:

Include any additional skills, licenses, or qualifications needed for the role (e.g., software proficiency, foreign language fluency, specific tools or equipment).

## 10. Additional Notes

Provide any other relevant information about the role, challenges, or expectations not covered in the sections above.

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