The Job Assessment Tool is a document used to gather information from employees about their jobs. Specifically, you will be asked to give us feedback on your role, responsibilities, and duties in the organization.

Your information is critical to Evergreen Solutions’ review of how fairly the organization compensates employees performing similar jobs. The Evergreen Solutions team will use this information to determine how work is organized, to recommend appropriate pay levels and ranges, and to design a new compensation and classification system that is fair and equitable to all employees.

Your information is not used to assess individual performance, adjust staffing levels in your organization, reduce current salaries, or eliminate positions.

Please complete all sections to the best of your ability. By providing clear and complete information about your job, you can help the Evergreen Solutions team gain a thorough understanding of jobs in the organization.

Evergreen Solutions, LLC
2878 Remington Green Circle
Tallahassee, Florida 32308
850.383.0111
850.383.1511 fax
www.ConsultEvergreen.com
SECTION 2  JOB DESCRIPTION

Briefly provide an overview of your job, including a description of the purpose of your job and the type of work you do. This may be the same as the introduction to your current job description, but it does not need to be.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Official Workweek in hours (please identify your official workweek, rather than actual hours worked)

☐ Less than 15  ☐ 15 - 20  ☐ 21 - 30  ☐ 31 - 37.5  ☐ 40  ☐ Greater than 40

Status (please choose one)

☐ Full time  ☐ Less than full time

Please indicate below the number of people you supervise directly and/or indirectly.

Directly:  Full-time  ________  Part-time  ________  (These include employees who report their work progress to you and employees you evaluate without assistance.)

Indirectly:  Full-time  ________  Part-time  ________  (These include employees who report their work progress to you through another supervisor.)
SECTION 3  ESSENTIAL JOB FUNCTIONS

In the tables provided on following pages, please include all *essential* job functions you perform. For every function you list, please note how often you perform the function—Daily, Weekly, Monthly, A Few Times Per Year, or Annually. Then, estimate the overall percent of your time spent on each function. Lastly, please check off the five most important functions you perform.

Example 1

<table>
<thead>
<tr>
<th>Job Function</th>
<th>Create and maintain department filing system</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency of Function</td>
<td>Daily</td>
</tr>
<tr>
<td>Percentage of time spent on function</td>
<td>25</td>
</tr>
<tr>
<td>Most Important Function</td>
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</table>

Example 2

<table>
<thead>
<tr>
<th>Job Function</th>
<th>Compile, calculate, and maintain department payroll records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency of Function</td>
<td>Monthly</td>
</tr>
<tr>
<td>Percentage of time spent on function</td>
<td>15</td>
</tr>
<tr>
<td>Most Important Function</td>
<td>YES</td>
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</table>
## JOB FUNCTIONS

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<tr>
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<th>Frequency of Function</th>
<th>Percentage of time spent on function</th>
<th>Most Important Function</th>
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JOB FUNCTIONS  *(Continued)*

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<td>□ YES</td>
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</table>

SECTION 4  TYPE OF WORK PERFORMED

Please check the one box that best describes the type of work you do. If you check box 4, 5, 6, 7, or 8 there are additional questions below.

1. □ Clerical or Manual
2. □ Labor or Trades
3. □ Technical or Paraprofessional
4. □ Police, Fire Fighter, Paramedic, EMT, Park Ranger, or Other First Responder
5. □ Administrator
6. □ Professional
7. □ Executive
8. □ Computer Employee

SECTION 5  EDUCATION

To perform your job correctly, how much education should you be required to have?

□ Some high school
□ High school diploma/GED
□ Some college credits   *How many hours?*
□ Associate’s Degree
□ Bachelor’s Degree
□ Some graduate credits   *How many hours?*
□ Master’s Degree
□ Doctorate Degree
□ Other _____________________________
□ Other _____________________________
Please list any licenses, certifications, or professional designations you believe should be **required** for your position.

Please list any licenses, certifications, or professional designations you believe should be **preferred** for your position.

---

**SECTION 6  WORK EXPERIENCE**

To perform your job correctly, how much experience should you be **required** to have?

- [ ] No experience required
- [ ] Six months
- [ ] 1 Year
- [ ] 2 Years
- [ ] 3 Years
- [ ] 4 Years
- [ ] 5 Years
- [ ] 6 Years
- [ ] 7-10 Years
- [ ] More than 10 Years

*Do you think applicants should be able to substitute appropriate education for previous work experience?*

- [ ] Yes
- [ ] No

*Do you think applicants should be able to substitute previous work experience for appropriate education?*

- [ ] Yes
- [ ] No
SECTION 7 LEADERSHIP

Please read the responses below and pick the one closest match to your level of leadership in the organization. For all additional responses that reflect your level of leadership, please check “May Apply.”

I follow specific directions provided by my supervisor and receive feedback on what I do. □ Closest Match □ May Apply

I have procedures to follow for my work and my supervisor checks my work often. □ Closest Match □ May Apply

I have guidelines for my work, but I determine the approach for doing the work. My supervisor focuses on the outcomes of my work. □ Closest Match □ May Apply

I work from a general outline of duties and responsibilities. Other employees assist me in completing our work. □ Closest Match □ May Apply

I oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units. □ Closest Match □ May Apply

I organize work around broad organizational goals and processes. My supervisor oversees my activities through regular meetings. □ Closest Match □ May Apply

I oversee, plan, and implement major programs and services for the organization. I report on my progress to the organization’s executive team. □ Closest Match □ May Apply

I determine strategy as well as long range goals for the organization. I design processes, allocate resources, and report to elected officials or the public. □ Closest Match □ May Apply

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

__________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
SECTION 7.1 WORKING CONDITIONS

Please read the responses below and pick the one closest match to the working conditions you experience in your job. For all additional responses that reflect your working conditions, please check “May Apply.”

I work in a relatively safe, secure, and stable work environment. □ Closest Match □ May Apply
I work in a safe and secure work environment that may periodically have unpredicted requirements or demands. □ Closest Match □ May Apply
I work in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs. □ Closest Match □ May Apply
I work in an environment with heavy equipment and machinery that could result in bodily harm to my co-workers or others. □ Closest Match □ May Apply
I deal with crisis situations that require me to make major decisions involving people, resources, and property. □ Closest Match □ May Apply
I spend part of my time working in an environment where errors on my part can lead to significant physical or mental consequences for me or others. □ Closest Match □ May Apply
I spend most of my time working in a physically threatening environment that requires me to make life and death decisions for me and others. □ Closest Match □ May Apply
I regularly make decisions that could lead to major community or organizational consequences if I fail to make the appropriate decision at the time. □ Closest Match □ May Apply

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

________________________________________________________________________

________________________________________________________________________

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Job Assessment Tool
SECTION 7.3  COMPLEXITY

Please read the responses below and pick the **one closest match** to the level of complexity of your job. For all additional responses that reflect your work complexity, please check “May Apply.”

I perform specific clerical or manual tasks. Some of my typical responsibilities may include copying, maintaining files, or entering data OR utilizing light mechanical equipment such as a vehicle, lawn mower, or hand tool OR clean and maintain a facility.

I perform work that necessitates some specialized knowledge of clerical or trades-based tasks. Some of the typical responsibilities include gathering, formatting, or visually analyzing data OR operating construction or warehouse equipment (moving vans, dump trucks, front-end loaders).

I perform technical or trades-based work that requires a solid understanding of basic algebra and statistics OR use of heavy equipment. Some of the tasks performed include participating in data collection and detailed analysis; reporting on the accomplishment of specific departmental goals and tasks; OR operating or repairing heavy equipment (bulldozers, cranes, graders).

I perform entry-level professional work including basic data analysis and synthesis, report creation, process performance, and regulatory or compliance activities. My work involves statistics, operations analysis, or forecasting.

I perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.

I perform work that encompasses advanced technical, scientific, legal, or mathematical concepts. My work directly contributes to the implementation of specific policies, programs, or initiatives of the organization.

I oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization. I analyze and make recommendations on how to improve the operational performance of the organization.

I develop policies, long range plans, and allocate funds. I make decisions that involve multiple priorities, limited resources, and internal and external challenges. Most of my decisions impact the organization as a whole. I report to elected or appointed officials who hold me accountable for the success of the organization.

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.
SECTION 7.4 DECISION MAKING

Please read the responses below and pick the one closest match to the level of decision making of your job. For all additional responses that reflect the decision making required in your job, please check “May Apply.”

I perform routine or clearly defined activities under close supervision. Most of my decisions regarding my activities and priorities are made by supervisors. ☐ Closest Match ☐ May Apply

I follow specific procedures that may result in interaction with co-workers, citizens, or other individuals. I make a few decisions regarding my activities and priorities. ☐ Closest Match ☐ May Apply

I work in a responsive environment where co-workers or citizens bring problems to me for resolution. I am responsible for determining the problem and creating an individual solution for the issue. ☐ Closest Match ☐ May Apply

I make decisions that govern my activities as well as others. My decisions impact how our unit provides services and support to internal and external customers. ☐ Closest Match ☐ May Apply

I follow basic guidelines for operational activities. I make decisions that govern the activities and behaviors of staff members. My work directly impacts other workers, citizens, or both. ☐ Closest Match ☐ May Apply

I oversee numerous functions and staff. I am principally responsible for determining policies and procedures that will ensure the success of our operation. ☐ Closest Match ☐ May Apply

I am responsible for determining goals, policies, and desired outcomes for multiple units. I determine the appropriate level of resources to meet the organization’s needs. ☐ Closest Match ☐ May Apply

I perform work that involves high level issues, processes, or organizational needs. My decisions impact the community at large, most of the staff, or both. I am evaluated by elected officials or senior managers based on the outcomes of my decisions. ☐ Closest Match ☐ May Apply

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

_____________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________
SECTION 7.5  RELATIONSHIPS

Please read the responses below and pick the one closest match to types of relationships present in your position. For all additional responses that reflect the types of relationships found in your job, please check “May Apply.”

I work primarily alone.  

I work with less than ten co-workers who are mostly engaged in the same activities as me.

I work with more than ten coworkers who mostly engage in the same activities as me.

I oversee and manage more than two employees in the organization performing similar work.

I oversee and manage more than two employees in the organization performing different types of work.

I oversee and manage work involving multiple units. I work regularly with other managers to successfully meet the goals and objectives of our organization.

I provide updates to senior managers, elected officials, or other community groups or organizations. I work regularly with other Directors or senior managers to ensure the provision of efficient and effective services. Part of my performance is tied to how well I respond to members of the community or internal peers within the organization.

I interact with senior managers, citizens, and elected officials on a regular basis. My primary role in the organization is to ensure that the principles and objectives of the elected officials are implemented in an efficient and effective manner.

Please provide below a brief explanation of why the closest match you selected applies to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
SECTION 8  FINANCIAL RESPONSIBILITIES

Please check each box that applies to the financial responsibilities you have in your job. You may check as many boxes as apply.

☐ Does not apply to my job
☐ Purchasing authority up to $1,000 without approval from supervisor
☐ Accept, receive, and/or collect payments
☐ Purchasing authority up to $5,000 without approval from supervisor
☐ Prepare and/or process purchase orders
☐ Purchasing authority up to $10,000 without approval from supervisor
☐ Accountable for inventory/property management
☐ Purchasing authority up to $25,000 without approval from supervisor
☐ Determine individual benefit eligibility
☐ Purchasing authority up to $50,000 without approval from supervisor
☐ Manage or administer grant funds
☐ Determine allocation of budget among departments
☐ Make recommendations that impact the budget
☐ Determine allocation of budget among divisions
☐ Manage the budget within assigned unit/division
☐ Manage the budget within assigned department

Please provide below a brief explanation of why the financial responsibilities you selected apply to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection(s).

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Job Assessment Tool
SECTION 8.1       USE OF EQUIPMENT AND MACHINERY

Please check each box that applies to the use of equipment and/or machinery in your job. You may check as many boxes as apply.

☐ Does not apply to my job

☐ Repair, develop, or install computer hardware or network systems

☐ Repair, develop, or install complex software or management information systems

☐ Supervise employees using or repairing heavy or complex machinery

☐ Supervise employees developing, installing, or repairing technology systems

☐ Establish policies for using, acquiring, and/or maintaining heavy or complex machinery

☐ Establish policies for using, acquiring, and/or maintaining technology systems

☐ Create and guide implementation of capital improvement plans or programs

☐ Create plans for and guide implementation of major construction projects

☐ Create plans for and guide implementation of new technology systems

☐ Use small office equipment, including copy machines or multi-line telephone systems

☐ Use computers for data entry

☐ Use computers for word processing and/or accounting purposes

☐ Use highly technical computer applications, such as GIS or CAD

☐ Use or repair small/light equipment, such as power tools

☐ Use or repair medium equipment and machinery, such as vehicles or commercial mowers

☐ Use or repair heavy or complex machinery, such as HVAC systems, construction equipment, or water plants

☐ Repair, develop, or install telecommunications systems

Please provide below a brief explanation of why the uses of equipment and machinery you selected apply to your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection(s).
SECTION 9  PHYSICAL ABILITIES

Please indicate below all physical abilities you must have to perform your essential job functions. You may check as many abilities as apply to your job. However, you should only check off physical abilities that are required to perform your essential job functions.

☐ Does not apply to my job.

☐ Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

☐ Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

☐ Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

☐ Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

☐ Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

☐ Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

☐ Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.

☐ Crawling: Moving about on hands and knees or hands and feet.

☐ Mental Acuity: Ability to make rational decisions through sound

☐ Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

☐ Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.

☐ Grasping: Applying pressure to an object with the fingers and palm.

☐ Handling: Picking, holding, or otherwise working, primarily with the whole hand.

☐ Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.

☐ Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.

☐ Crouching: Bending the body downward and forward by bending leg and spine

☐ Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

☐ Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
logic and deductive processes.

- **Stooping**: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.

- **Pulling**: Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.

- **Speaking**: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.

- **Standing**: Particularly for sustained periods of time.

- **Pushing**: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

- **Talking 1**: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

- **Talking 2**: Shouting in order to be heard above ambient noise level.

- **Visual Acuity 2**: Including color, depth perception, and field vision.

- **Visual Acuity 3**: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

- **Visual Acuity 4**: Have visual acuity to operate motor vehicles and/or heavy equipment.

- **Visual Acuity 5**: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

- **Walking**: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

- **Reaching**: Extending hand(s) and arm(s) in any direction.

- **Repetitive Motion**: Substantial movements (motions) of the wrist, hands, and/or fingers.

Please provide below a brief explanation of why the physical abilities you selected are required in your job. You may reference specific job functions, descriptions of projects/programs, and/or any details about your job that will help clarify and support your selection(s).
SECTION 13 DESCRIPTIONS

A. POLICE, FIRE FIGHTER, PARAMEDIC, PARK RANGER, OR OTHER FIRST RESPONDER

If you checked “Police, Fire Fighter, Paramedic, Park Ranger, or Other First Responder” above, please check “yes” or “no” to indicate whether the description below applies to the work you perform.

My job is defined as one of the following: police officer, detective, deputy sheriff, state trooper, highway patrol officer, investigator, inspector, correctional officer, parole or probation officer, park ranger, fire fighter, paramedic, emergency medical technician, ambulance personnel, rescue worker, or hazardous materials worker.

My primary duties include one or more of the following:
- Preventing, controlling or extinguishing fires of any type.
- Rescuing fire, crime or accident victims.
- Preventing or detecting crimes.
- Conducting investigations or inspections for violations of law.
- Performing surveillance.
- Pursuing, restraining and apprehending suspects.
- Detaining or supervising suspected and convicted criminals.
- Interviewing witnesses.
- Interrogating and fingerprinting suspects.
- Preparing investigative reports.

☐ Yes ☐ No

B. ADMINISTRATOR DESCRIPTION

If you checked “Administrator” above, please check “yes” or “no” to indicate whether the description below applies to the work you perform.

My primary duty is the performance of office or non-manual work directly related to the management or general business operations of my employer or my employer’s customers.

My primary duties require that I exercise discretion and independent judgment with respect to matters of significance. I regularly compare and evaluate possible courses of conduct, and then act or make an independent decision regarding matters that affect the business or operation of the business. My decisions and recommendations may be reviewed at a higher level and, on occasion, revised or reversed.
The following are examples of the exercise of “discretion and judgment” with respect to “matters of significance”. Your job may require one or more duties or responsibilities that are the same or similar to those listed.

- I have authority to formulate, interpret, or implement management policies or operating procedures.
- I have authority to commit the organization in matters that have significant financial impact.
- I have authority to waive or deviate from the organization's policies or procedures without prior approval.
- I can negotiate and bind the organization on significant matters.
- I provide consultation or expert advice to management.
- I am involved in planning long- or short-term business objectives.
- I investigate and resolve matters of significance on behalf of management.
- I represent the organization in handling complaints, arbitrating disputes or resolving grievances.

☐ Yes ☐ No

C. PROFESSIONAL DESCRIPTION

If you checked “Professional” above, please check “yes” or “no” to indicate whether the description below applies to the work you perform.

My primary duty is the performance of work requiring advanced knowledge in a field of science or learning. My work requires the consistent exercise of discretion and judgment. I am in a professional job role because:

- I use my advanced knowledge to analyze, interpret or make deductions from varying facts or circumstances.
- My job does not involve routine mental, manual, mechanical, or physical work and knowledge cannot be attained at the high school level.
- My job requires possession of an appropriate academic degree acquired by a prolonged course of specialized intellectual instruction. However, the necessary advanced knowledge can be attained through a combination of work experience and intellectual instruction. (For example: a Chemist who does not have a degree in Chemistry.)

☐ Yes ☐ No
D. **EXECUTIVE DESCRIPTION**

*If you checked “Executive” above, please check “yes” or “no” to indicate whether the description below applies to the work you perform.*

My primary duty is the management of a department or agency, or managing a customarily recognized subdivision of the department or agency.

I regularly direct the work of two or more other full-time employees.

I have the authority to hire or fire other employees; or, my suggestions and recommendations as to hiring, firing, advancement and promotion or any other change of status of other employees are given significant weight and relied upon.

- Yes  
- No

E. **COMPUTER EMPLOYEE DESCRIPTION**

*If you checked “Computer Employee” above, please check “yes” or “no” to indicate whether the description below applies to the work you perform.*

I am employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field.

My primary duties include one or more of the following:

- The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications.
- The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications.
- The design, documentation, testing, creation or modification of computer programs related to machine operating systems.

- Yes  
- No
For Supervisors

Please review the employee’s Job Assessment Tool and indicate for each section whether you agree or disagree with the information provided by the employee. Additional comments should be included in the space below and should be designed to help Evergreen Solutions gain a clear understanding of the employee’s work. For any section with which you disagree, please include a detailed explanation of your disagreement.

<table>
<thead>
<tr>
<th>SECTION 1  JOB OVERVIEW</th>
<th>☐ I agree with the information provided. ☐ I disagree with the information provided.</th>
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<tbody>
<tr>
<td>Supervisor Comments</td>
<td></td>
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<th>SECTION 2  ESSENTIAL JOB FUNCTIONS</th>
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| ADDITIONAL COMMENTS                    |                                                                                   |
|----------------------------------------|                                                                                   |
| Supervisor Comments                    |                                                                                   |

Supervisor Name
Supervisor E-mail Address
Supervisor Job Title