

NEW MEXICO JUDICIAL BRANCH JOB ANALYSIS QUESTIONNAIRE (SHORT FORM FOR RECLASSIFICATIONS)

Name: _____ Date: _____

Current Job Classification: _____

Requested Job Classification: _____

Agency/Court & Tool Number: _____

Supervisor's Name and Title: _____

I. POSITION TASKS

A. What are the major tasks or activities of your position?

A "task" is a work activity assigned or performed as a part of an employee's position. A task statement is a way of recording activities involved in performing a job and are made in the form of simple, declarative statement beginning with an active verb. The statement expresses what the position is required to do, for whom or why the task is performed and what is produced by the task.

- C Briefly and clearly describe each major task or activity.
- C Rank each task or activity on a scale of 1 to 5. "1" means the task/activity is of minor importance to the position, and "5" means the task/activity is essential to the position.
- C Note the percentage of time each task or activity requires on an ongoing or an annual basis. That is, while a task or activity may be performed once a month, it may represent 25% of the work required of the position. **The total of task percentages must equal 100%.**
- C Note how often the task or the activity is performed.
(D = daily; W = weekly; M = monthly; Q = quarterly; A = annually)
- C Note the method or technique used to accomplish the task or activity.
- C Describe the mental involvement (what you need to know) to complete each task or activity.

Rank (1-5)	EXAMPLE Task or Activity	% of time	Frequency
	Task: Method/Technique: Mental Involvement:		

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II. SUPERVISION

1. Does this position formally supervise or assign work to other employees?

____ Yes ____ No

If yes:

a. How many employees are supervised? _____

b. Check (x) all that describe your level of supervisory authority:

- | | |
|--|---|
| <input type="checkbox"/> plan and organize work to be done | <input type="checkbox"/> provide <u>informal</u> feedback on performance |
| <input type="checkbox"/> assign work to others | <input type="checkbox"/> conduct formal performance appraisals |
| <input type="checkbox"/> review the work of others | <input type="checkbox"/> make recommendations on personnel actions to be taken (i.e., hire, discipline, salary adjustment, termination, etc.) |
| <input type="checkbox"/> approve the work of others | <input type="checkbox"/> make final decisions on personnel actions to be taken (i.e., hire, discipline, salary adjustment, termination, etc.) |
| <input type="checkbox"/> train other employees | |

2. What level of supervision or direction does your position receive from the supervisor on a regular basis? Please check (X) the space that is most appropriate.

☐ **Immediate supervision:** The supervisor provides explicit instructions covering simple tasks.

The employee is under constant supervision and the work is reviewed at every step.

☐ **Close supervision:** The supervisor has responsibility for making specific assignments that are accompanied by clear, detailed and specific instructions. These instructions may be prescribed in manuals, policies, directives, etc.

The employee performs work only as instructed and consults with the supervisor on all matters that have not been specifically covered by the original instructions.

The supervisor's review of the work includes checking progress and reviewing completed work for accuracy and adherence to instructions and procedures.

☐ **Supervision:** The supervisor provides continuing or individual assignments by indicating generally what is to be done, quality and quantity expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments.

The employee uses his or her initiative in carrying out recurring assignments, but refers problems and unfamiliar situations that have not been covered by instructions to the supervisor for a decision or help.

The supervisor assures that the finished work and methods used are accurate and in compliance with instructions or established procedures.

☐ **General supervision:** The supervisor makes assignments by defining objectives, priorities and deadlines and assists the employee with unusual situations that do not have clear precedents.

The employee plans and carries out the successive steps and handles problems and deviations in work assignments in accordance with instructions, policies, previous training or accepted practices of the occupation.

Completed work is evaluated for soundness, appropriateness and conformity to policy and requirements. The method(s) used to arrive at the end results are not usually reviewed in detail.

— **Direction:** The supervisor sets overall objectives and resources available. The employee and supervisor work together to develop the projects, deadlines and work to be done.

The employee, having developed expertise in his or her work, is responsible for carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on his or her own initiative. The employee keeps the supervisor informed of progress, potentially controversial matters or far-reaching implications.

Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with existing standards or policies, and effectiveness in meeting requirements or expected results.

— **Administrative direction:** The supervisor provides direction with assignments only in terms of broadly defined missions or functions.

The employee has responsibility for independently planning, designing and carrying out programs, projects or other work.

Work results are considered authoritative and are normally accepted without significant change. If the work were to be reviewed, the review would concern such matters as fulfillment of program objectives, availability of funds and resources or effect on broad program goals.

III. CONTACTS

Define the person-to-person contacts, both within and outside the court/agency, required of this position. Please list the contact (i.e., the other positions, agencies, public entities, general public, etc.), the purpose of your contact (i.e., exchanging information, providing services, conducting investigations, etc.) and the frequency¹ of the contact.

Contact (Title)	Purpose of Contact	Frequency ¹

EMPLOYEE SIGNATURE

(Employee)

(Date)

EMPLOYEE: Please return this form to your immediate supervisor with your updated application.

¹D = daily; W = weekly; M = monthly; Q = quarterly; A = annually

IV. SUPERVISORY/MANAGEMENT ADDENDUM THIS SECTION TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR

A. Do you agree with the employee's answers to the questions in this JAQ? ____ Yes ____ No

If no, please explain:

B. What level of supervision do you provide to this position on a regular basis? Please check (X) the most appropriate box.

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SUPERVISOR'S SIGNATURE

(Supervisor)

(Date)

SUPERVISOR, CHIEF JUDGE OR PRESIDING JUDGE: Please return this form to the Administrative Office of the Courts, Human Resources Division.