

EXHIBIT 2.9 *Job Analysis Questionnaire*

- A. Job Responsibilities and Duties
 - 1. Job title
 - 2. Department title and/or division title
 - 3. Title of immediate supervisor
 - 4. Description of duties (Describe the duties in enough detail to provide a complete and accurate description of the work.)
 - a. Provide a general overall summary of the purpose of your job.
 - b. What are the major results or outputs of your job?
 - c. Describe the duties and tasks you perform daily; weekly; monthly.
 - d. Describe duties you perform irregularly.
 - 5. List any machines, instruments, tools, equipment, materials, and work aids used in your job. Indicate percent of time used.
 - 6. Describe the nature of your responsibility for nonhuman resources (money, machinery, equipment, and so on). What monetary loss can occur through an error?
 - 7. What reports and records do you prepare as part of your job? When are they prepared?
 - 8. What is the source of instructions for performing your job (e.g., oral or written specifications)?
 - 9. Describe the nature and frequency of supervision received.
 - 10. How is your work reviewed, checked, or verified?
 - B. Reporting Relationships
 - 11. How many employees are directly under your supervision? What are their job titles?
 - 12. Do you have full authority to hire, terminate, evaluate, and transfer employees under your supervision? Explain.
 - 13. What contacts are required with other departments or persons other than your immediate department in performing your job? Describe the nature and extent of these contacts.
 - C. Working Conditions
 - 14. Describe the working conditions present in the location and environment of your work such as cold/heat, noise, fumes, dust, and so on. Indicate frequency and degree of exposure.
 - 15. Describe any dangers or hazards present in your job.
 - D. Job Qualifications (Be certain not to list the incumbent's qualifications, but what is required for performance by a new employee.)
 - 16. Describe the kind of previous work experience necessary for satisfactory performance of this job.
 - 17. What is the amount of experience required?
 - 18. What kinds of knowledge, skills, and abilities (KSAs) are needed to perform the job?
 - 19. What is the minimal level of education (grammar, high school, two-year college, four-year college, etc.) required?
 - 20. Are any special physical skills and/or manual dexterity skills required to perform the job?
 - 21. Are there any special certification, registration, license, or training requirements?
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