

DATE: 12/5/2023**REQUEST FOR JDQ REVIEW**

Job Description Questionnaires must be completed to evaluate a new/current position's step based on duties and responsibilities in the department. Requests will be initiated by the department manager, approved by the Mayor and then sent to the human resource (HR) department for processing by Carlson Detmann.

NEW POSITION \_\_\_\_\_ RECLASSIFICATION: X FT X PT \_\_\_\_\_DEPARTMENT: Parks, Recreation, & ForestryPOSITION TITLE Arborist/Bucket Truck OperatorCURRENT POSITON TITLE(If reclassification): Assistant ForesterSupervision responsibilities: Yes / X NoReporting Structure: Reports to City Forester and Park SupervisorAccount# to charge JDQ fees: 01-55-20-18 Admin SuppliesREASON FOR EVALUATION title change and addition of certification needs and experience.

DESIRED IMPLIMENTATION TIMELINE OF POSITON CHANGE:

We would like to start this position in January of 2024.

JOB DESCRIPTION QUESTIONNAIRE ATTACHED: Yes / No

JOB DESCRIPTION ATTACHED: X Yes / NoDEPT HEAD SIGNATURE Tristine Boutwell DATE 12/6/2023

MAYOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*Received by HR* DATE \_\_\_\_\_*Date Sent to Carlson Dettman* DATE \_\_\_\_\_*Received by Carlson Dettman* DATE \_\_\_\_\_*Date Communicated to Department* DATE \_\_\_\_\_*Invoice uploaded into miview* DATE \_\_\_\_\_*Invoice given to Dept. for upload* Date \_\_\_\_\_

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