***A grey and red outline of a state with a star and a red star

Description automatically generated***

303 W. Main St., Kenedy, Texas 78119 Phone (830) 583-2230 / Fax (830) 583-2063

**Job Analysis Template**

**Job Title:**   
**Department:**  
**Reports To:**  
**Date Completed:**  
**Employee(s) Interviewed for Analysis:**

**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?

**2. Key Responsibilities**

**Work Performed:**  
This section outlines the essential duties and tasks required for the role. It should clearly define the scope of responsibilities, provide specific details about activities performed, and indicate the frequency of each task. The information captured here will serve as a foundation for crafting accurate job descriptions and performance evaluations. For each responsibility, describe **what** is done, **why** it is done, and **how** it is accomplished. Specify the frequency of each task (e.g., daily, weekly, monthly, or as needed). Include measurable outcomes whenever possible.

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| **Responsibility** | **Frequency** | **Purpose/Outcome** | **Steps/Methods** |
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**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.

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| **Time Block** | **Activity Description** | **Notes** |
| 00:00 - 00:15 |  |  |
| 00:15 - 00:30 |  |  |
| 00:30 - 00:45 |  |  |
| 00:45 - 01:00 |  |  |
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| 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)** |
| **Routine Operational Decisions** | Day-to-day tasks that ensure departmental operations run smoothly. | Scheduling daily work orders, prioritizing maintenance tasks, approving standard supply orders. |  |
| **Resource Allocation** | Decisions related to the use of financial, human, or material resources. | Approving overtime, assigning additional staff during peak periods, reallocating equipment. |  |
| **Policy Interpretation** | Applying existing municipal policies to specific situations. | Clarifying zoning regulations, determining facility use waivers, or explaining fee structures. |  |
| **Budgetary Decisions** | Decisions involving spending within approved budgets or recommending adjustments. | Approving minor purchases, proposing budget increases, or reallocating departmental funds. |  |
| **Strategic Recommendations** | Suggestions for long-term improvements or departmental changes. | Recommending new equipment, proposing process changes, or suggesting new municipal programs. |  |
| **Compliance and Regulatory Decisions** | Ensuring adherence to laws, standards, or regulations. | Reviewing safety protocols, addressing code violations, or interpreting environmental standards. |  |
| **Staffing and Supervision** | Decisions about employee schedules, assignments, or evaluations. | Scheduling shifts, approving leave requests, or conducting performance reviews. |  |
| **Conflict Resolution** | Handling disputes among employees, departments, or with the public. | Mediating employee disagreements, resolving resident complaints, or handling vendor disputes. |  |
| **Emergency Response** | Decisions made during emergencies or critical incidents. | Assigning resources during a storm, coordinating with first responders, or initiating repairs. |  |
| **Project or Program Management** | Decisions that drive project timelines, scope, or deliverables. | Approving milestones, reallocating project resources, or changing timelines. |  |
| **Public Communication** | Determining how and when to provide information to the public. | Approving press releases, responding to media inquiries, or clarifying public safety alerts. |  |
| **Vendor and Contract Management** | Managing relationships and agreements with external vendors. | Approving invoices, resolving vendor disputes, or negotiating terms for small contracts. |  |
| **Legal and Ethical Decisions** | Decisions with potential legal or ethical implications. | Reporting incidents, addressing harassment claims, or escalating legal compliance issues. |  |

**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.
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)** |
| **Indoor Work:** |  |  |
| Office environment |  |  |
| Manufacturing/production facility |  |  |
| Warehouse |  |  |
| Laboratory |  |  |
| Healthcare facility |  |  |
|  |  |  |
| **Outdoor Work:** |  |  |
| Exposure to weather (rain, snow, wind, etc.) |  |  |
| Extreme temperatures (heat/cold) |  |  |
| Working in remote or rural locations |  |  |
|  |  |  |
| **Exposure to Elements:** |  |  |
| Dust |  |  |
| Dirt |  |  |
| Grease, oil |  |  |
| Water/moisture |  |  |
| Fumes (e.g., chemicals, solvents) |  |  |
| Smoke |  |  |
| Odors |  |  |
| Gas (e.g., hazardous or non-hazardous) |  |  |
|  |  |  |
| **Noise and Vibration:** |  |  |
| 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) |  |  |
|  |  |  |
| **Hazards and Risks:** |  |  |
| 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) |  |  |
|  |  |  |
| **Lighting Conditions:** |  |  |
| 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) |  |  |
|  |  |  |
| **Physical Surroundings:** |  |  |
| Confined spaces |  |  |
| Crowded or congested work areas |  |  |
| Slippery or uneven surfaces |  |  |
| Elevated workspaces (e.g., scaffolding, platforms) |  |  |
| High traffic areas |  |  |
|  |  |  |
| **Temperature Extremes:** |  |  |
| Heat (e.g., kitchens, industrial sites, outdoor work in summer) |  |  |
| Cold (e.g., freezer facilities, outdoor work in winter) |  |  |
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| **Biological Exposure:** |  |  |
| Exposure to infectious agents |  |  |
| Proximity to animals or insects |  |  |
| Allergens (e.g., pollen, dust, mold) |  |  |
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| **Work Schedule-Related Conditions:** |  |  |
| Long hours | 75% |  |
| Shift work (e.g., day, night, rotating shifts) | 0 |  |
| Overtime requirements | 0 |  |
| Irregular or unpredictable hours | 40 |  |
|  |  |  |
| **Travel and Mobility:** |  |  |
| Frequent travel (e.g., local, domestic, international) | 75 |  |
| Driving (e.g., cars, trucks, specialized vehicles) | 75 |  |
| Remote work with limited physical presence | <25 |  |
|  |  |  |
| **Psychological Stressors:** |  |  |
| 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 |  |
|  |  |  |
| **Protective and Safety Measures:** |  |  |
| 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.