MOREHEAD STATE
U N I V E R S I T Y

JOB ANALYSIS QUESTIONNAIRE (JAQ)

Revised 3/12/2014

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General Instructions

Purpose of This Questionnaire

Your response to this questionnaire will be used to determine the classification and provide a representative summary of the type of job duties & responsibilities that will be required of this classification and/or position. Answers to this questionnaire will also assist in updating MSU's classification program by providing a consistent basis to compare this job with other jobs that have similar responsibilities and skills.

Note: Employees may be required to perform job-related tasks other than those specifically presented in this JAQ.

Instructions
1. Please read each item carefully and enter your responses. Please be *accurate* about job duties and responsibilities when completing this questionnaire.
2. Please do not copy other job descriptions. We want to reflect actual job duties, behaviors, and minimum requirements of the job.
3. If you have questions or need help, please send an email to a.thompson@moreheadstate.edu or call 3-2097.
4. **After you have completed, please attach to the position documents area within PeopleAdmin (under JAQ). The workflow within PeopleAdmin will serve as official approval signatures.**

Background Information

New Position (New Position Classification Procedure)

Job Title:				
Department:				
Division:				
Contract Length	☐ 9 Month	☐ 10 Month	☐ 11 Month	☐ 12 Month

OR

Reclassification (Existing Position Reclassification Procedure)

Your Name:				
Your Current Job Title:				
Recommended Job Title:				
Department:				
Division:				
Contract Length	☐ 9 Month	☐ 10 Month	☐ 11 Month	☐ 12 Month

Position Immediate Supervisor (The person who signs the performance review)

Name:	
Job Title:	

Brief summary and impact to the organization justifying request:

I. Essential Job Duties and Responsibilities

A. Job Summary

Please provide a brief overview of the purpose of this job

Instructions

1. On the next two pages, please list and describe your essential job duties and responsibilities. ***Essential*** mean the job would fundamentally change if one of these tasks was omitted.

2. Start with the duty or responsibility that is the ***most important***.

3. Please describe these duties as if you were explaining them to a new employee who is not yet familiar with your work. Please ***do not use abbreviations*** or acronyms.

4. Indicate the ***percentage of your overall time*** in a year that is spent on each duty (total percentage should equal 100%).

5. Finally, please list any ***equipment, machines, or software*** that is required to perform the work.

1.	
Percentage of Time	**Equipment, machines and/or software**
%	
2.	
Percentage of Time	**Equipment, machines and/or software**
%	
3.	
Percentage of Time	**Equipment, machines and/or software**
%	

4.	
Percentage of Time	**Equipment, machines and/or software**
%	

5.	
Percentage of Time	**Equipment, machines and/or software**
%	

6.	
Percentage of Time	**Equipment, machines and/or software**
%	

7.	
Percentage of Time	**Equipment, machines and/or software**
%	

II. Scope of Responsibility

Responsibility for the Work of Other MSU Employees

Please read each statement and check all that apply to your this job.

☐ 1. **None:** The job is not responsible for the work of any MSU employees (other than myself).

☐ 2. **Team Member:** Part of a team and all members are responsible for ensuring that the team meets its objectives.

☐ 3. **Working Supervisor or Lead Worker:** Responsible for training, guiding, and leading employees in a work group, but NOT the formal supervisor (i.e., Does not sign performance reviews).

Please list the titles of the jobs over which the position is the Working Supervisor or Lead Worker:

☐ 4. **Program Coordinator (non-supervisory):** Coordinates a MSU program or on-going project. Role requires directing the work of other MSU employees and ensuring the quality of work, but NOT the formal supervisor (i.e., Does not sign performance reviews).

☐ 5. **Supervisor:** Formal supervisory responsibilities over at least 2 MSU employees. (In other words, signs the performance reviews for at least 2 MSU employees).

☐ 6. **Program Manager (supervisory):** Manages a MSU program or on-going project AND has formal supervisory duties for at least 2 employees (i.e., Signs performance reviews).

☐ 7. **Manager:** Supervises employees who also supervise.

☐ 8. **Other:**

Responsibility for the Work of Other MSU Employees *continued*

Please indicate which of the following activities the job performs.

☐	Manages a department or facility & supervises the work of 2 or more full-time employees
☐	Supervises two or more full-time (or equivalent) MSU employees
☐	Reviews the performance of other MSU employees
☐	Recommends pay increases for other MSU employees
☐	Recommends promotions for other MSU employees
☐	Assigns work to other MSU employees
☐	Handles complaints from other MSU employees
☐	Disciplines other MSU employees
☐	Recommends disciplinary action for other MSU employees
☐	Trains other MSU employees
☐	Interviews job applicants
☐	Recommends which job applicants to hire
☐	Assigns & reviews work of other MSU employees, but, do not have direct supervision

A. Responsibility for Contractors or Vendors

Please read each statement and check all that apply to the current job.

☐   **1. None:** Not responsible for the work of any contractors or vendors.

☐   **2. Vendor Selection:** Solicits short-term bids from vendors, defines specifications, recommends vendor selection, and places orders.

☐   **3. Daily Supervision/Coordination:** Oversees the work of on-site contractors or vendors.

☐   **4. Technical Expert:** Provides technical expertise and guidance to contractors on a regular or ongoing basis.

☐   **5. Contract Monitoring:** Ensures that the terms of a contract are met by monitoring and evaluating contractor performance.

☐   **6. Contract Managing:** I define the terms of contract agreements and ensure work is completed satisfactorily. I can authorize payment to contractors based on my evaluation.

☐   **7. Other:**

B. Customer Contact—Internal

Please read each statement and indicate the contact with whom you communicate that applies to the current job.

Definitions for Purpose of Contacts

Exchange Information/Provide Service: Exchange information with the contact, act as the point of contact, answer questions, or provide a service to the contact.

Interpret/Advise: Explain, counsel, solve problems, or make recommendations based on professional background, specialized knowledge and experience.

Negotiate/Persuade: Bring about mutual agreement, persuade, or resolve conflicts for the contact.

Customer	Frequency of Contact (Mark one)					Purpose of Contact (Mark all that apply)		
	Not Required	Minimal (up to 6 times per year)	Occasional (up to once per month)	Regular (up to once per week)	Constant (daily)	Exchange Information/ Provide Service	Interpret/ Advise	Negotiate/ Persuade
Own Supervisor	☐	☐	☐	☐	☐	☐	☐	☐
Co-workers in own department	☐	☐	☐	☐	☐	☐	☐	☐
Subordinates	☐	☐	☐	☐	☐	☐	☐	☐
Peers in other University department	☐	☐	☐	☐	☐	☐	☐	☐
Department Heads outside own department	☐	☐	☐	☐	☐	☐	☐	☐
Division Heads outside own department	☐	☐	☐	☐	☐	☐	☐	☐
List any other internal contacts not listed above:	☐	☐	☐	☐	☐	☐	☐	☐

C. Customer Contact—External

Please read each statement and indicate the contact with whom you communicate that applies to the current job.

Definitions for Purpose of Contacts
Exchange Information/Provide Service: Exchange information with the contact, act as the point of contact, answer questions, or provide a service to the contact.
Interpret/Advise: Explain, counsel, solve problems, or make recommendations based on professional background, specialized knowledge and experience.
Negotiate/Persuade: Bring about mutual agreement, persuade, or resolve conflicts for the contact.

Customer	Frequency of Contact (Mark one)					Purpose of Contact (Mark all that apply)		
	Not Required	Minimal (up to 6 times per year)	Occasional (up to once per month)	Regular (up to once per week)	Constant (daily)	Exchange Information/ Provide Service	Interpret /Advise	Negotiate/ Persuade
Students, parents, & alumni	☐	☐	☐	☐	☐	☐	☐	☐
Customer and/or vendors	☐	☐	☐	☐	☐	☐	☐	☐
Media and/or public officials	☐	☐	☐	☐	☐	☐	☐	☐
Trade or Professional Organizations	☐	☐	☐	☐	☐	☐	☐	☐
Donors and/or prospects	☐	☐	☐	☐	☐	☐	☐	☐
Other Universities and/or state/federal agencies	☐	☐	☐	☐	☐	☐	☐	☐
List any other external contacts not listed above:	☐	☐	☐	☐	☐	☐	☐	☐

D. Financial Responsibility

Please read each statement and check **all that apply** to your current job.

- ☐ 1. **Not Applicable**

- ☐ 2. **Cost Control:** Aware of resource limitations and try to control costs and reduce waste in daily work.

- ☐ 3. **Financial Transactions:** Collects funds or make payments (by cash, check, or transfers) on behalf of MSU. Responsible for ensuring that the amounts received or paid out are accurate.

- ☐ 4. **Budget Monitoring:** Work involves using financial knowledge and business understanding to monitor, identify, and act on potential financial overruns and variances at an early stage.

- ☐ 5. **Program Budgeting:** Responsible for planning, preparing, monitoring, and managing the budget for an ongoing MSU program, long-term project, or a section of a Department.

- ☐ 6. **Department Budgeting:** Responsible for planning, preparing, monitoring, and managing the budget for a MSU Department (or several MSU Departments).

- ☐ 7. **Other:**

III. Supervisory Responsibility

IMPORTANT, PLEASE READ:
FORMAL supervisory responsibility is defined as actively participating in the hiring, training, assigning and directing work, and evaluating other MSU employees (including full-time and part-time, permanent and temporary). If you are required to sign annual performance reviews, you have formal supervisory responsibility.

Does the job have **formal supervisory responsibility** of other MSU employees?

☐   **Yes**—If YES, continue with the survey by following the instructions below.

☐   **No**—If NO, skip to Education, Experience, and Certifications Section.

How many positions (employees) does the job **DIRECTLY SUPERVISE?**   _____

Direct supervision refers to employees who *report directly to the job* and whose performance
reviews are completed. Enter the number of people the job supervises.   _____

How many positions does the job **INDIRECTLY SUPERVISE?**   _____

In other words, how many employees report to positions that the job directly supervises? Enter
the number of employees.   _____

Indirect supervision refers to employees who report to one of the people whom the job directly supervises. To exercise indirect supervision, must have at least one person reporting directly to the job.

Check the *one statement* that most accurately describes the job's formal supervisory responsibilities.

☐   **1.**   **First Line Supervisor:** Schedules, supervises, and evaluates the work of my employees. In addition, I recommend personnel actions such as hiring, firing, termination, and pay changes for those employees who report to me.

☐   **2.**   **Assistant Manager:** Assists the Manager of a work group in the day-to-day management of staff. Responsible for directing and evaluating the work of first-line supervisors, as well as the staff reporting to the first-line supervisors. Recommends personnel actions such as hiring, firing, termination, and pay changes for first-line supervisors and their staff.

☐   **3.**   **Section/Program Manager:** Responsible for first-line supervisors and their staff (as well as any Assistant Managers) for a section or program within a Division. In addition to personnel responsibilities, also responsible for formulating operating budgets for assigned area.

☐   **4.**   **Assistant Department Director:** Responsible for all employees and work activities for more than one Division of a Department.

☐   **5.**   **Department Director:** Responsible for managing all employees within the Department.

IV. Education, Experience, and Certifications

A. Formal Education

Please indicate:

1.   The **minimum** level of education that **should be required** for new employees in the job.

Education/Training	Work Requires
High school diploma (or GED)	☐
Apprenticeship or training in a skilled trade (e.g., electrician, carpentry, etc.)	☐
Certified technical training (e.g., certificate in computer assisted design)	☐
Associate's (2–year) college degree	☐
Bachelor's (4–year) college degree (BA, BS)	☐
Master's degree (MA, MS) or Law degree (JD)	☐
Doctorate Degree (PhD)	☐
Other:	☐

Please list any *specialties* or *areas of study* that should be **REQUIRED** for new employees in the job.

Examples: Master's in Education. Certified as a Professional Secretary.

1.
2.
3.
4.

B. Prior Experience

Please indicate:

1. The **minimum** level of directly related experience that should be required for *new employees in the job*. Assume that any new employee has the minimum amount of education that you indicated on the prior page.

Education/Training	Work Requires
1. Less than 1 year	☐
2. At least 1 year, but less than 3 years	☐
3. At least 3 year, but less than 5 years	☐
4. At least 5 years, but less than 7 years	☐
5. At least 7 years, but less than 10 years	☐
6. 10 years or more	☐

Please indicate any special type of prior experience that you think should be *required for new employees in the job.*

Examples:

➤ At least one year of experience supervising employees.

➤ Six months of experience in bookkeeping or financial record keeping.

1.

2.

3.

C. Certifications and Licenses

List any licenses or certifications that should be *required* or *preferred* for new employees in the job.

Please indicate if a license (excluding driver's license) or certification should be *required* or *preferred*.

Certifications and Licenses	Required	Preferred
Example: Certified Public Accountant	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐
	☐	☐

D. Motor Vehicle Operation

1. Does the job **require** the employee to operate a vehicle?

☐ **Yes**— If YES, what **type of vehicles**? For example: automobile, passenger van, etc.

☐ **No**— If NO, go to the next page.

2. What type of driver's license is **required** for your job? (Check all that apply)

For example: CDL Class B, etc.

3. List any special **CDL endorsements** that are required.

For example: passenger endorsement, etc.

V. Skills

Skill	Work Requires	Skill	Work Requires
Reading Comprehension	☐	Independent Judgment and Decision Making	☐
Active Listening	☐	Critical Thinking	☐
Information Organization	☐	Equipment selection	☐
Service Orientation (Customer Service Skills)	☐	Active Learning	☐
Written Communication	☐	Idea Generation	☐
Verbal Communication	☐	Operational Analysis	☐
Mathematics/Quantitative Analysis	☐	Operation Monitoring	☐
Coordination/Multitasking	☐	Trouble Shooting	☐
Monitoring	☐	Visioning	☐
Information Gathering	☐	Negotiation	☐
Social Perceptiveness	☐	Instructing/Training & Staff Development	☐
Problem Identification	☐	Equipment Maintenance	☐
Implementation Planning	☐	Persuasion	☐

Does the job *require* use of a computer?

☐	Yes. If YES, place an X in the boxes to indicate which types of computer software or system. Also include the names of software. For example, "Microsoft Word" is the name of a word processing software. Finally, indicate the level of proficiency (basic, intermediate, expert or programmer).
☐	No— If NO, go to the next page.

Use?	Type of Software or System	Name(s) of Software or System	Level of Proficiency (Choose one for each type of software/system)			
			Basic	Inter-mediate	Expert	Programmer
☐	Accounting Software		☐	☐	☐	☐
☐	Contact Management Software		☐	☐	☐	☐
☐	Database Software		☐	☐	☐	☐
☐	Design Software		☐	☐	☐	☐
☐	Development Software		☐	☐	☐	☐
☐	HR Systems		☐	☐	☐	☐
☐	Internet Software		☐	☐	☐	☐

Use?	Type of Software or System	Name(s) of Software or System	Level of Proficiency (Choose one for each type of software/system)			
			Basic	Inter-mediate	Expert	Programmer
☐	Inventory Software		☐	☐	☐	☐
☐	Order Processing Systems		☐	☐	☐	☐
☐	Payroll Systems		☐	☐	☐	☐
☐	Project Management Software		☐	☐	☐	☐
☐	Spreadsheet Software		☐	☐	☐	☐
☐	Word Processing Software		☐	☐	☐	☐
☐	Other Type:		☐	☐	☐	☐

VI. Complexity

This question measures the relative level of **complexity and creativity** associated with the essential duties and responsibilities of the job. **Please check only one box.**

☐ Performs same basic tasks every day. Rules and guidelines are very straightforward and the work is quickly mastered.

☐ Work follows well-established procedures. You are given daily instructions and do your tasks according to specified guidelines.

☐ Gathers and analyzes information to determine the best course of action, based on general guidelines or rules of operations. Uses judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation.

☐ Evaluates the relevance and importance of theories, concepts, and principles. Develops different approaches or tactical plans to fit specific circumstances. Guidelines may exist, but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines.

☐ Work involves the development of new guidelines and techniques, establishing criteria or developing new information. Guidelines may not exist for all situations. Considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation.

☐ Work involves the origination of models, concepts, theories that are new to the field, and where no prototype exists in the overall organization. Few, if any, guidelines exist. Leadership, judgment, and risk management skills are needed to deal with largely undefined issues or to find solutions to unyielding problems.

VII. Impact of Actions

This question measures the potential **results that could arise** from errors made by someone in the job. Please consider the potential cost implication to MSU, as well as non-financial costs such as effect on public relations, human costs, etc. **Please check only one box.**

☐ An error at this level could lead to minor inconvenience and consequences that may not be obvious outside the work unit. Errors will have little effect on service to the public and may result in limited financial impact or cost. Errors can generally be detected easily by the employee and corrected.

☐ An error at this level could cause unpleasant, short-term consequences involving some cost, reduced service to the public, and/or some negative customer reaction. An error at this level may require intervention from a supervisor or manager, but generally would not affect others outside of a department.

☐ An error at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction. An error at this level may require intervention from a higher-level manager and could affect others outside of a department.

☐ An error at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction. These errors affect others outside of a department and may require the intervention of an agency head to resolve.

☐ An error at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the company to accomplish its mission. These errors may require the intervention of MSU's senior management to resolve, or may not be resolvable.

☐ An error at this level could lead to the loss of life or major harm or life impairment.

VIII. Supervision Received/Independent Judgment/Decision Making

This question measures the kind of supervision employees receive on the job. When answering this question, consider how much instruction, oversight, and direction the supervisor and/or manager provides to all employees in the job title. **Please check only one box.**

☐ Employees in this job usually receive close supervision OR the work is so highly routine that close supervision is not necessary. Work is performed under precise instructions.

☐ Employees in this job generally receive *moderate supervision*. Work is carried out according to standard practice or general instructions without continuous and direct control. If something unusual occurs, the supervisor is usually nearby to make decisions.

☐ Employees in this job generally receive limited supervision AND the work does NOT require the use of independent judgment or discretion. While supervision is limited, employees generally do not have authority to make independent decisions outside of standard operating procedures or guidelines.

☐ Employees in this job generally receive *limited supervision* **AND** the work **REQUIRES** employees to use independent judgment or to act on their own discretion. This job requires the use of initiative and creativity to resolve problems or interpret policy to develop solutions. A manager may be available to provide general direction or advice, but employees usually act independently based on their own judgment.

☐ Employees in this job receive *general direction*, working from broad goals and policies. Desired results are communicated to the employee and alternative methods may be suggested but are not explicitly prescribed. Major work assignments are examined for soundness or technical judgment and for general effectiveness and adequacy.

☐ Employees in this job work under *administrative review*. The employee is essentially self-supervisory and exercises the maximum degree of initiative and judgment. Employees have the freedom of action in initiating, developing, and approving programs, plans, and procedures within the guidelines set by the supervisor and/or governing legislation.

IX. Physical & Visual Requirements

For each activity below, check the box that applies to your job. Do not consider those parts of your job that, if you had a disability, a reasonable accommodation could be made. *For example: If you were in a wheelchair, but had to occasionally move a box of paper, it would be a reasonable accommodation to have someone else move it for you.* In that case, you would not consider moving the box as a required part of your job.

Activity	Frequency of Activity			
	Not Required	Occasionally (Less than 1/3)	Frequently (1/3 to 2/3)	Regularly (Over 2/3)
Climb. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	☐	☐	☐	☐
Balance. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	☐	☐	☐	☐
Reach. Extending hand(s) and arm(s) in any direction.	☐	☐	☐	☐
Sit	☐	☐	☐	☐
Stand. Particularly for sustained periods of time.	☐	☐	☐	☐
Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	☐	☐	☐	☐
Stoop, kneel, crouch, or crawl. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles. Bending legs at knee to come to a rest on knee or knees. Bending the body downward and forward by bending leg and spine. Moving about on hands and knees or hands and feet.	☐	☐	☐	☐
Talk or hear. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. 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 discriminations in sound.	☐	☐	☐	☐

Activity	Frequency of Activity			
	Not Required	Occasionally (Less than 1/3)	Frequently (1/3 to 2/3)	Regularly (Over 2/3)
Taste or smell	☐	☐	☐	☐
Use hands to finger, grasp, or feel. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling. Applying pressure to an object with the fingers and palm. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	☐	☐	☐	☐
Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.	☐	☐	☐	☐
Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☐	☐	☐	☐
Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	☐	☐	☐	☐
Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	☐	☐	☐	☐

Lifting or Exerting Force	Frequency of Activity			
	Not Required	Occasionally (Less than 1/3)	Frequently (1/3 to 2/3)	Regularly (Over 2/3)
Up to 10 pounds	☐	☐	☐	☐
Up to 25 pounds	☐	☐	☐	☐
Up to 50 pounds	☐	☐	☐	☐
Up to 100 pounds	☐	☐	☐	☐

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The visual acuity requirements including color, depth perception, and field vision. (Please check only one block)	
☐	Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
☐	Required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
☐	Required to have visual acuity to operate motor vehicles and/or heavy equipment.
☐	Required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)

X. Working Environment

This question measures your current working conditions. Check all the boxes that apply.

☐ Office/Indoor Environment: Employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes

☐ Outdoor Environment: Employees work outdoors and may not be protected from weather conditions (including weather-related heat and cold, rain, wind, etc.)

☐ Work in extreme cold (not related to weather): Temperatures typically below 32 degrees for more than an hour

☐ Work in extreme heat (not related to weather): Temperatures above 100 degrees for more than an hour

☐ Work in close quarters (crawl spaces, shafts, man holes, small enclosed rooms, small sewage and water line pipes, and other areas that could cause claustrophobia)

☐ Subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

☐ Exposed to noise. There is sufficient noise to cause the Employee to shout in order to be heard above ambient noise level.

☐ Exposed to vibration. Exposure to oscillating movements of the extremities or whole body.

☐ Exposed to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.

☐ Exposed to bloodborne/airborne pathogens

☐ Exposed to radiation

☐ Exposed to criminal suspects or prison inmates.

Thank you for taking the time to tell us about the job!