



# **Job Profile Questionnaire (JPQ) Orientation Session**

## **Classification and Compensation Study**



**Management Advisory Group International, Inc.**



# **This Presentation Will Cover:**

- **Project Understanding**
- **Project Goals**
- **Role of Employees**
- **Role of Supervisors**
- **Job Profile Questionnaires**
- **Next Steps**



# This project **IS** designed to:

- Capture current job data from employees;
- Ensure internal equity;
- Identify needed market adjustments to the current plan;
- Provide an implementation plan that is affordable;
- Provide a process for future evaluation of positions.





This project **IS NOT** designed to:

- Reorganize departments or functions.
- Evaluate individual employee performance/capabilities.
- Guarantee salary increases.
- Recommend salary decreases.

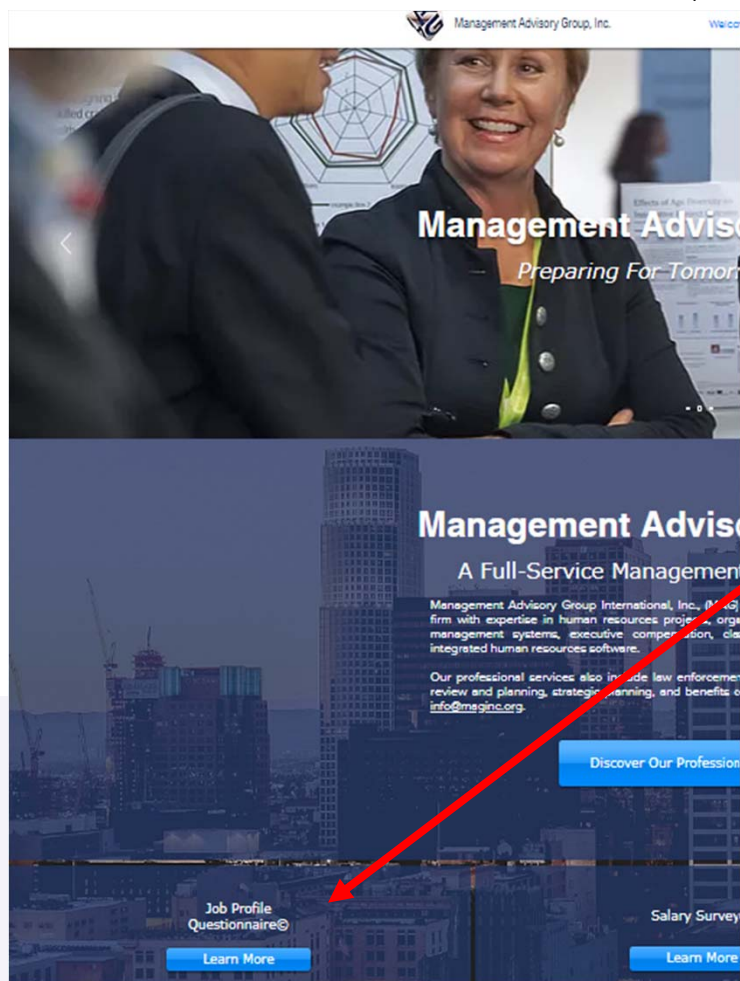


# ***Job Profile Questionnaire<sup>©</sup> (JPQ)***

- The Essential Data-Gathering Instrument of the Study.
- Used for Job Analysis.
- Employees in Scope of Study Complete Questionnaires.
- Supervisors Review Completed JPQs.
  - Supervisors can finish their JPQ and still review.
- Review & Analysis by MAG Consultants.



# Job Profile Questionnaire<sup>©</sup> (JPQ)



[www.maginc.org](http://www.maginc.org)

**Scroll down to click on  
Job Profile Questionnaire  
Learn More button.**

**MAG recommends Internet  
Explorer 11 (Not Edge)**

**DO NOT USE APPLE  
PRODUCTS (iPad/iPhone/iMac  
browsers)**

MAG Guide to Job Profile Questionnaire<sup>©</sup>  
On-line Completion



# Job Profile Questionnaire<sup>©</sup> (JPQ)

MAG JAQ

Not secure | www.maginc.org/jaqstart.aspx

**Management Advisory Group, Inc.**

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**Management Advisory Group, Inc.**  
Welcome!  
Job Analysis Questionnaire Organizational Log In

Select Your Organization from the Drop-down List:

City of Lakeland, FL  
City of Maitland, FL  
City of Murfreesboro  
City of North Charleston  
City Of Opelika, Alabama

Go

Select Client  
Name,

“Little Rock  
School District  
2020”

then Click “Go”





# ***Job Profile Questionnaire<sup>©</sup> (JPQ)***

## **E-version (Online JPQ):**

Management Advisory Group, Inc.

**Job Analysis Questionnaire Log In**

If you leave the MAG Survey inactive for more than 20 minutes, the web server session will expire. Please log in again. The program will save your recent changes and return you to the same page.

User ID      Password

**Enter UserID & Password  
then Click “Go”**

**User ID:** LRSD2020

**Password:** LRSD2020





# JPQ Employee and Supervisor Information Page

Employee Questionnaire: Allen Johnson

Log Off

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### Your Information

First Name(s) Last Name  
Allen Johnson

Location/Campus  
Leon County

Official Job Title  
CUSTOMER SERVICE SUPERVISOR

Working Title

Department  
FINANCEs

Unit  
customer service

Phone: (  )  -  Extension:

Date Hired:  mm/dd/yyyy Date Promoted:  mm/yyyy  
Please enter the date you were promoted for your present job classification.

### Your Immediate Supervisor

Please select the initial letter of the Supervisor's last name in the box and click Go:  Go

Select your supervisor's name, click Not Found if your supervisor is not in list:

Johnson, Alan ASSISTANT ADMINISTRATOR

Enter  
Working Title  
if different  
from official  
title

Select Supervisor  
from list

**ESSENTIAL:  
SET SUPERVISOR**



Employee Questionnaire: [Log Off](#)

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## 6. ESSENTIAL TASKS©

In the space below list the essential tasks that you perform. Please list only significant tasks that take up at least five percent (5%) of your time. Most jobs will have 10 to 15 significant tasks.

- **BEGIN EACH TASK WITH AN ACTION VERB.**
- Tell why you do each task.

[Show Example](#)

**Rank** In the "Rank" column, indicate the 5 most important tasks you perform in your work. Use "1" for the **most important**, "2" for next most important, etc. Ranking does not have to match the % of time spent on a task.

**%** In the "%" column, enter the **percent of your time spent** on that task in the column labeled "%". Note that the **total of percentages should equal 100%**.

**Frequency** In the "Frequency" column, enter how often you perform the task using the following symbols:  
D = Daily; W = Weekly; M = Monthly; Q = Quarterly; S = Semiannually; A = Annually.

**Essential Tasks**  
(Maximum 256 characters, about 5 lines.)

	Rank	%	Frequency
<input type="text"/>	<input type="text"/>	<input type="text"/>	Daily <input type="button" value="v"/>

## List Essential Tasks

Examples are available

Enter Task Statements

Rank order of Importance

% of time spent on task



## 7. DATA RESPONSIBILITY©

Data are information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Please select the ONE item below that is closest your responsibility for data or information. At the end of this section you will be asked to provide specific examples of how you do this.

Employee  
Choice

- ☒ 1. I compare or inspect items against a standard.
- ☐ 2. I copy, transcribe, enter, or post data or information.
- ☐ 3. I compute or perform arithmetic operations using data or information.
- ☐ 4. I collect, classify or format data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.
- ☐ 5. I gather, organize, analyze, examine, or evaluate data or information and may prescribe action based on these data or information.
- ☐ 6. I coordinate or determine time; place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
- ☐ 7. I plan and direct others in the sequence of major activities and report on operations and activities which are very broad in scope.
- ☐ 8. I synthesize or integrate analysis of data or information to discover facts or develop knowledge or interpretations; change policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
- ☐ 9. I conduct research to discover new methodologies or to find solutions for unresolved problems.
- ☐ 10. I formulate hypotheses, experimental designs or concepts based on original research

Save

Cancel

Provide specific examples of how the statement you checked applies to your job.(Briefly--  
Limit 512 characters)

## Areas of Responsibility for All Jobs

Read carefully and  
select the level  
that best describes  
your job

**Be sure to click  
save on every page**

Give examples  
from your tasks to  
indicate why the  
level selected  
applies to your job



# ***Job Factors***

- Data Responsibility
- Judgment
- People Responsibility
- Complexity of Work
- Assets Responsibility
- Impact of Decisions
- Education
- Equipment Usage
- Physical Demands
- Communications
- Math
- Unavoidable Hazards
- Safety of Others
- Experience



## 11. EDUCATIONAL REQUIREMENTS©

Vocational/Educational preparation includes job specific training and education that may be acquired in a school, work, military, institutional or vocational environment, but is not necessarily the type of education that is commonly associated with the special conditions of any new job, nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematics.

Please select the ONE item below that is closest to the educational preparation required for an entry-level position in your job.

Employee  
Choice

- ☒ 1. Entry level education for this position does not require completion of high school.
- ☐ 2. Requires High school, GED or specialized vocational training.
- ☐ 3. Requires High school diploma, GED and formal training, special courses or self- education that is equivalent to satisfactory completion of one year of college.
- ☐ 4. Requires Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college.
- ☐ 5. Requires Bachelor's degree or education and training equivalent to four years of college education in business, liberal arts, or any field other than the hard sciences.
- ☐ 6. Requires Bachelor's degree in engineering or the hard sciences such as engineering, chemistry, geology, biology, mathematics, or physics; or
- ☐ 7. Requires Master of Science degree in a professional or scientific field such as physics, engineering, geology or similar field.
- ☐ 8. Requires Master of Science degree in a professional or scientific field such as physics, engineering, geology, or similar field with one year Doctoral level training.
- ☐ 9. Requires Medical Doctor, or Doctorate level degree. Provide specific information to demonstrate why the level you selected is related to your job.

Provide specific information to demonstrate why the level you selected is related to your job.(Briefly--Limit 1024 characters)

## SPECIAL CERTIFICATIONS AND LICENSES

Special Certifications and Licences refers to state, federal or professional certifications or licenses **required** to enter or maintain your job.

List each certificate or license **required** and state why it is **required** by your job. The space available is currently 1024 characters, about one small paragraph from the Main Menu.

## Education, Experience, Licenses & Certifications

Select what **you** believe is required for your job, not what you have or came to the job with.

Also, list any licenses or certifications that are associated with performing your job.





### 19. UNAVOIDABLE HAZARDS©

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

If your job requires routine and frequent exposure to any of the following hazards, select all that apply

Employee  
Choice

- ☐ 1. None
- ☒ 2. Bright/dim light; Dusts and pollen
- ☒ 3. Extreme heat and/or cold; Wet or humid conditions
- ☒ 4. Extreme noise levels; Animals/wildlife
- ☒ 5. Vibration; Fumes and/or noxious odors
- ☒ 6. Traffic; Moving machinery
- ☒ 7. Electrical shock; Heights
- ☒ 8. Radiation; D
- ☒ 9. Toxic/causti
- ☐ 10. Other extren

Save

Provide specific examples demonstrating  
(Briefly--Limit 512 characters)

## For Unavoidable Hazards and Sensory Requirements

Select ALL that apply

### 21. SENSORY (ADA) REQUIREMENTS©

Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

Please select all items that indicate the sensory requirements of your job.

Employee  
Choice

- ☒ 1. Visual acuity, and field of vision
- ☒ 2. Hearing
- ☒ 3. Speaking
- ☒ 4. Color perception
- ☒ 5. Sense of taste
- ☒ 6. Sense of smell
- ☒ 7. Depth perception
- ☒ 8. Texture perception

Save

Cancel

Provide specific examples of how these apply to your job.(Briefly--Limit 512 characters)

Give examples from  
your work of how the  
items selected apply to  
your job



## Next Steps

- Completion of Job Profile Questionnaires:
  - Employees have approximately two weeks **8/14/2020**
  - Supervisors have an additional week to review completed JPQs **8/21/2020**
- Classification Review
- Market Survey
- Development of Draft Report
- Presentation of Final Report





# Questions?

**Please contact your HR Department with any questions regarding the study.**

**Direct technical questions regarding the JPQ to [info@maginc.org](mailto:info@maginc.org)**

