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**© (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© (JPQ)

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)
Job Profile Questionnaire© (JPQ)

Select Client Name, “Little Rock School District 2020” then Click “Go”
Job Profile Questionnaire© (JPQ)

E-version (Online JPQ):

Enter UserID & Password then Click “Go”

User ID: LRSD2020
Password: LRSD2020
Enter Working Title if different from official title

Select Supervisor from list

ESSENTIAL: SET SUPERVISOR
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.

Examples are available

Enter Task Statements

Rank order of Importance

% of time spent on task

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

Rank

Frequency

D = Daily; W = Weekly; M = Monthly; Q = Quarterly; S = Semiannually; A = Annually.
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

Provide specific examples of how the statement you checked applies to your job. (Briefly—Limit 512 characters)
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, regardless of 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 a professional or scientific field.
6. Requires Bachelor's degree in engineering or the hard sciences such as engineering, chemistry, geology, biology, mathematics, or physics, or any similar field.
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 of practical experience.
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 Licenses 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.

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.
For Unavoidable Hazards and Sensory Requirements

Select ALL that apply

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