

# **Job Analysis Questionnaire (JAQ) Orientation Session**

## **Classification and Compensation Study**



Management Advisory Group International, Inc.  
February 2019

# MAG – Professional Human Resources Consulting

**Management Advisory Group, Inc. (MAG) is a full-service HR consulting firm providing services in:**

- **classification/compensation,**
- **salary and benefits surveys,**
- **job analysis and evaluation,**
- **position specifications, and**
- **fully integrated human resources software.**



# **This Presentation Will Cover:**

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



## **Project Goal and Scope:**

**Galveston County, TX seeks to conduct a comprehensive *Classification and Compensation Study* for:**

- **Approximately 1267 County positions**



# This project **IS** designed to:

- Capture current job data from employees;
- Ensure internal equity;
- Identify potential market adjustments to the current plan;
- Provide recommendations for implementation plans.



This project is **NOT** designed to:

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



# ***Role of Employee and Supervisor***

- Both Serve as Subject Matter Experts.
- Both Provide Information Used for Job Analysis.
- Employees Provide Bulk of Information.
- Supervisors Review and May Comment.
  - Supervisors Can Not Change Employee Answers.
  - Supervisors Can Not Delete Employee Answers.



# ***Job Analysis Questionnaire<sup>©</sup> (JAQ)***

- The **essential data-gathering instrument** of the study.
- Used for Job Analysis.
- Employees in Scope of Study Complete Questionnaires.
  - 100% participation – members of JAQ groups should be listed in Comments in Section 22
  - Supervisors Review Completed JAQs.
  - Supervisors can finish their own JAQ and still review.
- Review & Analysis by MAG Consultants.



# Job Analysis Questionnaire<sup>©</sup> (JAQ)

Preparing for Tomorrow...Today!  
**Management Advisory Group, Inc.**



**Welcome...**  
**Management Advisory Group, Inc.**

Management Advisory Group, Inc., (MAG) is a full-service management consulting firm with expertise in human resources projects, organization review, employee performance management systems, executive compensation, class description development, and fully integrated human resources software. Our professional services also include law enforcement and corrections reviews, fire and EMS review and planning, curriculum development and distance learning for child welfare, strategic planning, and benefits cost containment. Contact us by e-mail at info@maginc.org

**Job Question Analysis (JAQ) Tutorials**

PowerPoint Version  
Flash Version

**Navigation Menu:**

- Site Map
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- Careers
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- JAQ**

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

**Click the JAQ button  
to access your  
Job Analysis Questionnaire.**

**Use Internet Explorer 11 or  
newer, Chrome or Firefox to  
access the Questionnaire.**

**Compatibility issues have  
been reported with Safari, and  
MS Edge browsers.**

# Job Analysis Questionnaire<sup>©</sup> (JAQ)



Management Advisory Group, Inc.  
Welcome!  
Job Analysis Questionnaire Organizational Log In  
Select Your Organization from the Drop-down List:

Florida State Courts System  
Georgetown County, South Carolina  
Goose Creek, Virginia  
Hammond, Louisiana  
Highlands CSB, Virginia  
Lake County  
Limited Data  
Louisiana Community and Technical College System, Louisiana  
Lynchburg City Schools  
LYNX  
Manassas Park, Virginia  
Memphis City Schools  
Montgomery County, North Carolina  
Montgomery County, Virginia  
Moultrie, Georgia  
New River Valley CSB, Virginia  
Newport News (Vacant JAQs)  
Newport News Public Schools  
Newton County, Georgia

Go

Select Client Name,  
Galveston County, TX

then Click Go



# Job Analysis Questionnaire<sup>©</sup> (JAQ)

## E-version (Online JAQ):

Management Advisory Group, Inc.

**Galveston County, TX**

Job Analysis Questionnaire Log In

If you leave the MAG Survey inactive for more than 30 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: Employee ID

Password: Employee ID



Employee Questionnaire: Allen Johnson Log Off

PrevPage   Next Page   Main Menu   Make Printable

### Your Information

First Name(s)       Last Name

Location/Campus

Official Job Title

Working Title

Department

Unit

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:

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

    

**JAQ  
Employee  
and  
Supervisor  
Information  
Page**

Enter Working Title if different from official title

Check Promotion Date  
Select Supervisor from list

**ESSENTIAL:  
SET SUPERVISOR**



# Job Analysis Questionnaire<sup>©</sup> (JAQ)

popup message. You can return later to change your response until you have clicked FINISHED. The Navigation Buttons (Next Page, Previous Page, etc) at the top of the page will also try to save your work before you leave the page but will abandon changes without warning if an error is detected.

When you are completely finished return to the Main Menu and click FINISHED.

Print All Pages

Finished

Employee  
Progress  
Tracking

Letter of Introduction

« Go

Main Menu and Instructions

« Go



1. Employee and Supervisor Information

« Go



2. General Information About Your Job

« Go



3. Job Category

« Go



4. Peers

« Go



5. Subordinates

« Go



6. Essential Tasks

« Go



7. Data Responsibility

« Go



8. People Responsibility

« Go



9. Assets Responsibility

« Go



10. Experience-Related Vocational Requirements

« Go



11. Educational Requirements

« Go



12. Mathematical Requirements

« Go



13. Communications Requirements

« Go



14. Judgement Requirements

« Go

Each Page visited, becomes checked so you can see where you have been and where you still need to go.

After completing all parts of the JAQ, return to this Main Menu Page and click Finished, locking the JAQ and enabling supervisory review.

The complete JAQ can be printed from the Main Menu Page.

## Main Menu

- Navigate easily to every JAQ page.
- Checks show pages SAVED
- When completed, click Finished
- Print entire JAQ

# Job Analysis & Classification Manager<sup>©</sup>

## 3. JOB CATEGORY<sup>©</sup>

This page is to help assemble information regarding the organization as a whole.

Please select the number of the ONE statement below that is closest to where your job fits in the organizational chart.

Employee  
Choice

- 1. Trainee/Apprentice
- 2. Employee
- 3. Lead Worker
- 4. Supervisor/Coordinator/Crew Leader
- 5. Department Manager/Administrator/Unit Manager of Small Division
- 6. Superintendent/Coordinator of Large Division
- 7. Director Reporting to Deputy CEO/CAO
- 8. Other (Please describe)

Save

Cancel

If you select other, indicate general management level of your job.(Briefly--Limit 512 characters)

**Be sure to click "Save"**

## Level of Autonomy

### Definitions for Galveston County and Health District

1. Trainee/Apprentice
2. Employee
3. Lead Worker
4. Supervisor/Crew Leader/Coordinator
5. Manager/Assistant Department Head
6. Administrator/Coordinator of Large Division
7. Department Head/Chief/Director
8. County Judge

# Job Analysis & Classification Manager<sup>©</sup>

Employee Questionnaire: ELLY J POLLY

PrevPage   Next Page   Main Menu   Log Off   Make Printable

### 4. PEER LEVEL COWORKERS<sup>©</sup>

In the space below list your working peers. Provide first names and/or last names as you may know them. This information will help in the structural analysis of the organization.

First Name(s)	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Add New Peer

Save   Cancel

Peers are people you work with on a daily basis. They can be in your work unit, department or in another department. This is meant to be representative and not exhaustive.



Employee Questionnaire: Log Off

PrevPage Next Page Main Menu Make Printable

## 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.

**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.)

# 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

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

# ***Job Considerations***

- 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 accustomed to 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 coursework.
- 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, 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.



## 10. EXPERIENCE-RELATED VOCATIONAL REQUIREMENTS©

Experience refers to the minimum amount of work experience that is required for entry into the position that would result in a reasonable expectation that the employee can perform the job. It may be experience that can be gained on the job or experience in a previous job.

Please select the **ONE** item below that is closest to the experience required for entry into your job.

Employee  
Choice

- 1. No prior experience or a short demonstration of one month or less.
- 2. Over one month and up to and including three months.
- 3. Over three months and up to and including six months.
- 4. Over six months and up to and including one year.
- 5. Over one year and up to and including two years.
- 6. Over two years and up to and including four years.
- 7. Over four years and up to and including eight years.
- 8. Over six years and up to and including ten years.
- 9. Over ten years.

Save

Cancel

Provide specific information indicating why this experience is necessary for entry.

(512 character maximum)

## Experience Requirements

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



## 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/caustic
- 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



# Reminders

[Visit www.maginc.org](http://www.maginc.org) – NOT A SHORTCUT

- **BE SURE TO CLICK “SAVE” AFTER COMPLETING EACH PAGE.**
- **Each box on the Main Menu must be checked before you can click FINISH.**
- **Only Saved Pages will show a check in the box.**

## PRINTING A JAQ

1. **Click Main Menu.**
2. **Click Print All Pages.**
3. **Click Confirm.**
4. **Preferred browser for printing is Internet Explorer.**
5. **Press Ctrl-P to open Print Dialog Box**
  - a. **Send to Printer or**
  - b. **Save as PDF**



## Next Steps

1. Completion of Job Analysis Questionnaires:

Employee Due date: **March 1, 2019**

Supervisors review completed JAQs – **March 8, 2019**

2. MAG Reviews Questionnaires
3. Market Survey Conducted
4. Development of Draft Report
5. Provision of Final Report



# Any Questions?

