Information Session

Completing the Job Information Questionnaire
Introduction

• Purpose of the information session today is to introduce the job information questionnaire package that you will be asked to complete.

• The information you provide will be used to evaluate your job using the job evaluation plan implemented for the City of Hamilton
Introduction

• The City’s job evaluation plan looks at a total of 17 different characteristics of work that measure skill, effort, responsibility and work conditions
  – Accountability Measures
  – Competency/Skill Measures
  – Work Demands
• In order to rate jobs appropriately, up to date information on these characteristics of work is required
Introduction

• Accountability Measures
  – Core Service Delivery & Independence to Act
  – Fulfilling Regulatory Commitments
  – Initiating & Managing Change
  – Functional/Business Leadership
  – Managing People
  – Managing Information & Physical Assets
  – Impact on Stakeholders
  – Impact on Financial Effectiveness
Introduction

• Competency/Skill Measures
  – Core Knowledge & Maintaining Technical Proficiency
  – Supplementary Knowledge
  – Planning Skills
  – Verbal & Written Communication Skills
  – Interpersonal Skills & Challenges
  – Analytical/Diagnostic Skill
  – Solution Oriented/Strategic Thinking
Introduction

• Work Demands
  – Physical Effort
  – Sensory Demands
  – Environmental Demands
Introduction

What Is Job Evaluation?

• A tool and process that permits the relative ranking of jobs in an organization
• Based on a defined set of measures used to assess characteristics of work an organization wishes to value and pay for (“compensable factors”)
• Provides the means for establishing “internal equity” and linking job value to pay
• Addresses legislated criteria
Introduction

What Isn’t Job Evaluation?

• A process for assessing individual performance or contribution
• An assessment of every aspect of work requirements
• The process for establishing the salary ranges
• Always black and white or a science.
Introduction

• Jobs are evaluated by comparing specific job requirements against each factor.

• Factors are weighted to reflect their contribution to determining the value of work.

• Once jobs have been rated, a total point score can be obtained.

• Points bands are used to group jobs of “equal value”. These point bands will then translate into salary grades and ranges.
The Job Information Package

Consists of two parts:

• **Part A** involves describing your key job responsibilities and core job requirements

• **Part B** involves completing a structured questionnaire designed to provide specific information needed for evaluation purposes
The Job Information Package

• In general:
  – Focus on **job content**, not job performance
  – No right or wrong answers, no extra points for using “buzz words”
  – May take from a half to a full day to complete the package, depending on the job
  – Consider completing package in two sessions rather than all at the same time
  – Keep examples/descriptions as concise as possible; avoid jargon; point form is fine
Part A: Job Description

- The first part of the package focuses on **key responsibilities** and **core requirements** associated with your job.

- Intended to **summarize** the requirements of the job, not describe every activity or task carried out.

- Existing job descriptions, if available, may help in completing this section.
Part A: Job Description

- Key responsibilities to be documented using a specific format:
  - First, identify the output(s) - actions taken, results
  - Second, summarize how the responsibility is carried out
  - Third, describe the desired outcome - purpose of the responsibility and the intended effect achieved, deliverables produced
Part A: Job Description

- Focus on **current** responsibilities - changes that may occur in the future will be handled as part of maintenance.

- Most jobs have between **4 and 8** key responsibilities.

- Several examples are included in the package to illustrate the form and level of detail when describing key responsibilities.
Part A: Job Description

- **Scope Data** is not directly evaluated but helps to put the job into context

  - **Purpose of job** - why does it exist and how does it support the work of the unit/team
  - **Direct and indirect supervision** - titles, numbers, union/non-union mix
  - **Budget** - most interested in discretionary portion of total budget
  - **Other Scope** - acting as media spokesperson, spending limits, etc.
Part A: Job Description

• Core Job Requirements
  – Technical/functional knowledge related to an occupation, field of work, discipline. Most typically acquired through formal education, training and experience in the field of work
  – Critical skills should summarize the key types of skills required (these will be explored more fully in Part B)
  – Education/Experience is not directly evaluated but helps to put core job requirements in context; include any credentials/licenses that are mandatory, not preferred. Briefly describe demands to upgrade knowledge/skills
Part A: Job Description

• Any questions regarding what information is to be provided in Part A or how you should describe your key responsibilities?
Part B: Job Information Questionnaire

• 15 specific question areas, most in multiple choice format

• Focus on typical ongoing job requirements (not unusual circumstances)

• Response levels describe general characteristics that can be applied to different kinds of jobs -- look for the closest match to your job
Part B: Job Information Questionnaire

• If none of the response statements appear to describe your job, answer the question in your own words.

• If a question does not apply to your job, record N/A in the blank space provided. Please do not leave questions unanswered.

• Always provide a brief example or explanation, where requested. Space has been provided.
Part B: Job Information Questionnaire

• The example/explanation you provide is more important than the statement you check off. These need not be lengthy - bullet points will do.

• Response statements are intended to help you think about your job and select examples that best capture requirements in each area.

• Try to check only one statement. If you’re really stuck, select the two that appear closest. Your job will not be evaluated based on your ability to select the “best” response level.
Part B: Job Information Questionnaire

- We are now going to walk through the Part B questionnaire to review each question in general terms

- If you have any questions as we are going through the various sections, please feel free to ask for clarification