



April 26, 2023

Dear Employee:

Union County has engaged McGrath Human Resources Group to conduct a Classification and Compensation Study for the organization.

Part of the project includes conducting a Position Analysis on each job classification to gain a better understanding of each position. The purpose of this Questionnaire is to obtain current information on each job based on a detailed review of job duties and responsibilities. Because you know your duties and responsibilities better than anyone else, we need *your* help to get an accurate description of your job. The Questionnaire does not ask about your job performance; only what your job requires you to do.

**McGrath is requesting a Questionnaire on each position, not each employee.** This will mean the completed Questionnaire may be representative of several employees within the same job classification. As a result, not all employees may be involved in this process, depending on how the Supervisor assigns this portion of the project. We appreciate everyone's active participation. At least one employee from each job classification has been selected to complete a Position Questionnaire to provide this additional information.

Employees who are selected to participate should complete the entire Questionnaire as honestly, completely and accurately as you can. Base your answers on what is normal for your current job, not special projects or temporary assignment duties, unless this is a regular part of the job. The Questionnaire needs to encompass many jobs, so the questions are not specific to any single position.

## I. Position Questionnaire

Employees selected to complete the questionnaire who also have a County email will *receive an email from McGrath Consulting* giving the employees a link to complete the Questionnaire online. As you begin, you will be asked to verify who you are and your email address. Simply answer each question and proceed to the next question. You will notice that the document has a timer – this is to automatically save your document. If you get interrupted, or have to stop, there is a built-in save option so you do not lose your work. If enough time passes, you will need to use the Questionnaire link provided to you via email to return to the Questionnaire, and it will start again where you left off.

Employees have a timeframe in which to complete the Questionnaire and you may receive some emails reminding you the deadline is approaching. **Selected employees will be given between May 1 and May 12, 2023,** to complete the Questionnaire. Once the deadline has passed, if you try to enter the document – you will receive a message indicating the process has been closed. Therefore, we encourage you to complete the document early and within the time frame.

Finally, the form does allow you to go back – if you answered a question, but the next selection is more reflective of your position, you can go back and change the previous selection.

**Please note that once you click the ‘Lock and Submit’ button, the Questionnaire is locked and cannot be re-opened.**

### **Position Questionnaire Sections**

The Questionnaire consists of the following sections:

- Primary Duties and Responsibilities
- Education/ Professional Requirements
- Experience Requirements
- Procedures/Guidelines that are utilized
- Job Complexity and Judgement
- Consequences of Errors
- Equipment/ Apparatus/ Technology
- Finance/Budget
- Leadership and Supervisory responsibilities
- Work Environment / Physical Requirements
- Hours of Work

Most of these sections contain multiple choice responses, short answer, or select from the drop down. Having your job description with you is the only information you may need. Please do not leave answers blank. When answering the questions, imagine you are describing what you do to someone not familiar with your position.

### **Question Considerations**

**Question 2:** Employees may feel that there are other positions within the organization that perform similar work. In order for us to know that – please type in these job titles. If there is no other similar position, leave it blank and go to the next question.

**Question 3:** The *Primary Duties and Responsibilities* section should be current and accurate. This may be very similar to what your job description currently describes, provided it is up to date, so please be sure you are providing an accurate reflection of the position. Please enter one job responsibility per line. The Questionnaire does allow copy/paste from existing documents.

**Question 4:** In the areas of *Education, Experience, Certifications, and Licensure*, please provide the minimum qualification **required for the position, NOT** the education, experience, certifications, and licenses you personally possess. This process is not an employee analysis, so the focus should be on what is required to obtain and retain the position only.

Please be sure to read each question/section carefully as some questions only allow for one (1) answer. If two (2) answers seem to fit your situation, just check the one (1) that works best. In other situations, you may be asked to select all responses that apply to that question.

Grammar, spelling, and punctuation are not critical.

## **Shared Participants**

Multiple employees can complete the document together *as selected by your supervisor*. However, the employee who has been provided the Questionnaire link is the responsible person to ensure the document is submitted. If you are a shared participant, you must collaborate as a team and complete the survey as a group at the same time. The System will not allow the Questionnaire to be forwarded to others to be reviewed so please complete as a team at the same time.

## **II. Supervisor Review**

Upon completing the Questionnaire, it will be submitted to your Supervisor for review. This will automatically occur when you Submit the Questionnaire. There is nothing you need to do.

Each supervisor is sent a link to their individualized dashboard which is how they will access their own Questionnaire, along with a list of Questionnaires assigned to them for supervisor review.

The supervisor will have 'view only' access to employee responses and cannot make changes to what has been written by the employee. The Supervisor is given a separate section to provide any comments and clarifications. Once the supervisor review is completed, it will move to McGrath Consulting automatically via the System's workflow.

## **III. Timeline**

All selected employees and supervisors will receive an email from McGrath Consulting on **May 1, 2023**. Employees and supervisors have until **May 12, 2023**, to complete their own Questionnaire.

Supervisors will have access to review completed Questionnaires starting **May 8, 2023**. All Questionnaire reviews must be completed by **May 26, 2023**.

Human Resources will receive notifications as to who has/ has not completed the survey.

## **IV. Final Thoughts**

This Questionnaire should not take a substantial amount of time to complete. Employees should be able to provide this information in under two (2) hours. Your supervisor or Human Resources can provide guidance as needed if it is taking more time than that.

Keep in mind, this is NOT a justification of your position, but simply an explanation of your position. Further, this is NOT an evaluation of your performance.

If you have any issues with this document – please notify [Kimberly Parker](#) or [Kayla Melton](#) in Human Resources immediately. Thank you for taking the time to assist us in understanding your position!

Sincerely,

Victoria McGrath, Ph.D.  
CEO