



2003 Wage Survey

Step 2. Job questions

Step 2. focuses on gathering information about each Job Title. This section consists of 14 questions. **You will need to fill out Step 2. repeatedly, once for each job title in your agency.** To help you prepare, below is a list of resources you will want handy:

1. Agency budget for the past fiscal periods (2002-2003)
2. Records of employment
3. Pay scales for Job Titles - if applicable
4. Compensation Policy
5. Calculator
6. Job Category Description Sheet (included in this package)
7. FTE examples (included in this package)

Please print using black or blue ink.

Fax your completed survey BY WEDNESDAY, SEPTEMBER 17, 2003 to 416 591-9126.

A. Agency Information

g1q1a: Questions marked with an asterisk (*) are mandatory.

Name of agency: *

Please write your answer here:

B. Defining the Job

g1q1.1: 1. Job Category: * Please refer to Job Category Description Sheet

Please write your answer here:

g1q1b: 1. Actual job title: *

Please write your answer here:



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g1q2: 2. Number of staff with this title:

Please write your answer here:

g1q3: 3. Distribution of gender in this position

Number of women:

Please write your answer here:

g1q3b: Number of men:

Please write your answer here:

g1q4: 4. Distribution of employment status:

4.1 Number of "Full-time staff" with this job description (31 hours or more per week):

Please write your answer here:

g1q4a: 4.1a Number of FTE in this category:

Please write your answer here:

g1q4b: 4.2 Number of "Part-time" staff with this job description (30 hours or less per week):

Please write your answer here:

g1q4c: 4.2a Number of FTE in this category:

Please write your answer here:



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g1q4d: 4.3 Number of "Permanent" staff with this job description:

Please write your answer here:

g1q4e: 4.3a Number of FTE in this category:

Please write your answer here:

g1q4f: 4.4 Number of "Contract staff" with this job description:

Please write your answer here:

g1q4g: 4.4a Number of FTE in this category:

Please write your answer here:

g1q4h: 4.5 Total number of staff with this job description:

Please write your answer here:

g1q4i: 4.5a Total number of FTEs:

Please write your answer here:

g1q5: 5. Is this a seasonal position?

Please tick **only one** of the following:

Yes

No



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[Answer this question if you answered 'Yes' to question 'g1q5']

g1q5a: 5.1 Which season(s)?

Please write your answer here:

g1q6: 6. If this position is primarily managerial or administrative, do any staff members in this position also have front-line duties?

Please tick **only one** of the following:

- Yes
 No

[Answer this question if you answered 'Yes' to question 'g1q6']

g1q6a: 6.1 Please briefly explain:

Please write your answer in the box below:

C. Compensation

g2q1: 7. Are employees in this position compensated for overtime?

Please tick **only one** of the following:

- No
 Yes, with a negotiated combination of pay and time off
 Yes, with pay
 Yes, with time off
 Other



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[Answer this question if you answered 'Other' to question 'g2q1']

g2q1f: Please specify:

Please write your answer in the box below:

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g2q2: 8. What is the current rate of pay for this position? (State the rate of pay in the form usually referred to in the position.)

Rate per hour:

Please write your answer here:

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g2q2a: OR Salary per year:

Please write your answer here:

--

g2q2b: OR Gross per week:

Please write your answer here:

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g2q3: 9. Is there a set pay scale for this position?

Please tick **only one** of the following:

- Yes
- No



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[Answer this question if you answered 'Yes' to question 'g2q3']

g2q4: 9.1 What are the bottom and top values in the scale?

Bottom:

Please write your answer here:

[Answer this question if you answered 'Yes' to question 'g2q3']

g2q4a: Top:

Please write your answer here:

[Answer this question if you answered 'Yes' to question 'g2q3']

g2q5: 10. How does an employee in this position move to the next step on the pay scale?

Check all that apply.

Please tick **any** that apply

Seniority

Performance

Other:

g2q6: 11. What happens once an employee in this position reaches the top of the scale?

Please tick **only one** of the following:

Cost of Living Allowance (COLA) increases only

No further increases

Other



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[Answer this question if you answered 'Other' to question 'g2q6']

g2q6d: Please specify:

Please write your answer in the box below:

D. Tenure

g3q1: 12. How much tenure do staff have ...

In the community-based training sector (in years):

Please write your answer here:

g3q1a: In the organization?

Please write your answer here:

g3q2: 13. Please indicate the highest and lowest tenure for this position.

Highest (in years):

Please write your answer here:

g3q2a: Lowest tenure (in years):

Please write your answer here:



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E. Funding

g4q1: 14. How many staff in this position are core-funded versus project-funded?

Number of core-funded staff in this position:

Please write your answer here:

g4q2: Number of project-funded staff in this position:

Please write your answer here:

Submit your survey!

Thank you for completing this survey. Please fax your completed survey to 416 591-9126.



2003 WAGE SURVEY - Job Descriptions

Management / Administration / Accounting

1. **Executive Director, CEO**
This person is responsible for overall operations and contracts of the employment programs and services of the organization.
2. **General Manager**
Responsible for overall operations and contracts for a number of programs.
3. **Program Manager, Coordinator, Supervisor**
This person is responsible for individual programs and services.
4. **Marketing Manager**
This person is responsible for the agency's marketing/advertising campaigns (development and implementation).
5. **Office Manager, Office Coordinator**
This person is responsible for the administration of the agency.
6. **Reception/Data Entry and Clerical Administrative**
This person provides administrative support to the agency, maintains files and records, orders office supplies, office equipment, mailings. They also provide information, some client screening and referrals.
7. **Accountant, Director of Finance**
This person prepares budgets, financial statements and payment claims and works directly with the agency auditor.
8. **Bookkeeper**
This person processes financial information such as accounts payable and receivable, and bank reconciliation.
9. **Bookkeeper Administrator**
This person is responsible for both accounting and office functions.

Front-line Staff

10. **Job Developer**
This person creates and locates work opportunities and assists clients to prepare for these opportunities. They also create and identify employment opportunities through contacts made with employers.
11. **Outreach Worker**
This person performs community outreach and other tasks, which bring clients to the agency for services. Conducts outreach for both clients, employers and other community agencies.



12. Skills Instructor

This person instructs program participants in skills (computers, fork lift, food preparation, sewing, etc.).

13. Literacy-Numeracy Instructors, ESL Instructors

This person provides instruction and guidance to clients.

14. Group Facilitator, Group Leader/ Life Skills Coach

This person plans and implements group-based programs for clients.

15. Employment Counsellor/Consultant

This person work with employers and agencies in the community to facilitate training and employment opportunities for clients. May include case management where a person works with client throughout a process.

16. Job Coach

This person provides support to clients on the job, assisting them to learn the job and to adapt to the work environment.



2003 WAGE SURVEY - Glossary

Core-funded:

Core Funded means that the existence of the position is not tied to funding for a particular project.

Full time equivalent (FTE):

How much of a person's time is devoted to employment programs and services. Here are some examples...

Employee works:

- 35 hrs per week = 1 FTE
- 17 hrs per week = .5 FTE
- 1 day per week = .2 FTE

Tenure:

Tenure is defined as the number of years a staff member has worked in this position.



Help Sheet

Step 1. Agency Questions:

7. Include all staff in your organization that work in employment programs and services.

11. Does your organization purchase a benefits plan on it's own or as part of a larger network of agencies?

Step 2. Job Questions:

8. Answer this question if have only one person with this job title whose individual wage can be reported.

If you are filling out this survey for more than one staff with this job title, skip down to question 9.

9. If the range of compensation varies amongst staff with the same job title, please enter an average range.

12. Enter an average number of years of tenure for this job title.

13. This question relates to the highest and lowest tenure in your organization.

14. If some or all of your staff with this job title are funded by fee-for-service, that number will be determined by the total number of staff with this job title reported in question 2 minus what is reported in either core-funded or project-funded.