

GROUP SESSION FACILITATOR ROLE ACCOUNTABILITIES

Primary Purpose: Guide discussions within group sessions, gain general group agreement, and move the discussion through each section of the protocol within established time constraints to obtain all information necessary for completion of the JCQ.

Session Preparation

- Prepare standard flip charts prior to each session.
- Bring back-up supplies and/or communicate with location contact to ensure all supplies will be available.
- Read the entire Group Job Content Questionnaire (JCQ), including all instructions.
- Read the instructions for employees and supervisors participating in the Group JCQ session.
- It is recommended that you review the supplemental instructional guide for how to complete a JCQ.
- You must complete the Group Job Content Questionnaire Cover Sheet -Page 1 (this can be found on page 20 of the Group JCQ).
 - 15 – 25 employees should participate in a facilitated group session
 - Groups session participants should all be from the same classification
- If unfamiliar with session job, obtain and read the current classification specification to gain basic knowledge of the position. This preparation is only intended to provide a basic orientation as actual duties being performed may be similar and in some cases different from the current specification.

Within the Session

- Welcome the group participants and thank them for their time.
- Explain the purpose of the session and alleviate any fears of hidden agendas.
- Explain what the 3hrs together will look like (i.e., high level agenda overview) – this will need to be a pre-populated/standard flip chart.
- Explain the guidelines/rules for the session – this will need to be a pre-populated/standard flip chart.
- If the group participants are unfamiliar with each other engage them in brief introductions.
- Assign a JCQ Recorder. Be sure the recorder only completes the Employee Section of the JCQ.
- Ask if the group has any questions before proceeding to the protocol.
- Guide the group discussion through each section of the protocol:
 - Job Purpose
 - Important & Essential Duties
 - Challenges
 - Decision Making Authority
 - Key Contacts
 - Financial Responsibilities
 - KSAs and Education & Experience
 - Working Conditions
 - Supervision

Note: Post the flip charts around the room as the group completes each section. This will help them see the overall picture of how their job is being described. It also helps in keeping the session on time because progress to the agenda can be visually seen.

- Pass the completed JCQ around the room and gather signatures of those employees who agree/ disagree with the description of the job (page 21 of the Group JCQ needs to be completed here).
- Close the session and thank them for their time.

Immediately Following Session Completion

- Give the completed JCQ and the attached “Supervisory Instructions” to the attending session supervisor for completion of the supervisory section. Only one supervisor should complete the Supervisor Review Section on the paper Group JCQ (this can be found on pages 17-18 of the Group JCQ).
- Collect all original forms at the end of the Group Session. Forward to the appropriate agency representative.
- Clean-up the room.
- Work with your Agency Human Resources representative to determine the most efficient way to circulate the Group JCQ to other employees in the same classification.

INSTRUCTIONS FOR THE EMPLOYEES AND SUPERVISORS PARTICIPATING IN THE GROUP JCQ SESSION:

EMPLOYEE INSTRUCTIONS

1. Read the Group Job Content Questionnaire (JCQ), including all instructions.
2. Participate in the Group Session.
3. After completing the JCQ, be sure to sign complete and sign the Employee Section of the Group JCQ Signature Page (page 21). Indicate whether you agree or disagree with the Group JCQ.
4. If you agree that the Group JCQ describes your position, it is recommended that you make a copy for your records.
5. If you do not agree that the Group JCQ describes your position, complete an Individual JCQ.

SUPERVISOR INSTRUCTIONS

1. Read the Group Job Content Questionnaire (JCQ), including all instructions.
2. Participate in the Group Session.
3. After receiving the completed employee section of the group JCQ, carefully review the document for accuracy and completeness. You may NOT change any information the group has provided.
4. Provide any additional information or clarification in the Supervisor Review Section of the Group JCQ. **Base your responses to the Supervisor Review Section on the nature of the classification and the role the classification plays in your agency as a whole. Do NOT respond to this section based on the duties of your personal direct reports.**
5. Complete the Supervisor Review Section with information based upon permanently assigned duties. Do not include duties assigned as part of a temporary upgrade.
6. After your role as the Group Session Supervisor is complete, you will need to conduct the Immediate Supervisor Review for your subordinates that signed and agreed with the Group JCQ. Follow the Immediate Supervisor instructions on the Group JCQ to do this.