



South Carolina Community Action 2022 Wage Compensation Study Employee Profile Guide

The Employee Profile Section of the survey asks you to provide detailed information about employees at your organization that align with the Benchmark Positions included in this study.

If you aligned your organization chart to the Benchmark Positions using the Benchmark Positions Worksheet, use those notes to identify the employees for whom you will be entering data.

To help you gather the relevant information about each employee, the questions and response options for the Employee Profile section of the survey is provided below.

Questions are identical for all Benchmark Positions; Education Staff have one additional credential question; Teaching staff have questions about group size and classroom ratios.

EMPLOYEE PROFILE SURVEY TIPS:

- When you enter data into the survey, you could answer each question for all employees at once (up to 5).
- Alternatively, you could answer the entire set of questions for each employee, one at a time.

If you have questions, please contact Jane Hanson, Hanson@foundationsforfamilies.com

QUESTION CONTENT	RESPONSE TYPE
How many employees in this Benchmark Position? (required)	Multiple choice: <ul style="list-style-type: none">• 1• 2• 3• 4• 5
Employee Initials: <i>Optional for data entry, may be helpful for tracking employee data.</i>	Fill in the blank: <ul style="list-style-type: none">• Employee 1 initials• Employee 2 initials• Employee 3 initials• Employee 4 initials• Employee 5 initials
Position Title:	Fill in the blank: <ul style="list-style-type: none">• Employee 1 title• Employee 2 title• Employee 3 title• Employee 4 title• Employee 5 title

Fill in the blank options will follow this format for employees 1-5.

Multiple choice and checkbox options will be presented as a matrix.

QUESTION CONTENT	RESPONSE TYPE
<p>Current Education Level</p>	<p>Multiple choice:</p> <ul style="list-style-type: none"> • High school diploma/GED • Some college coursework • Associate's degree • Bachelor's degree • Some graduate school • Master's degree • Postgraduate degree (EdD, PhD, JD, etc)
<p>Credentials, Certifications, or Licenses EDUCATION STAFF ONLY</p>	<p>Checkbox, select all that apply:</p> <ul style="list-style-type: none"> • Center-Based Infant-Toddler CDA • Center-Based Preschool CDA • Family Child Care CDA • Home Visitor CDA • State Teaching Credential • National Teaching Credential
<p>Credentials, Certifications, or Licenses</p>	<p>Fill in the blank</p> <p>Common responses may include:</p> <ul style="list-style-type: none"> • Certificate of Clinical Competency/Speech Pathologist (CCCSP) • Certified Community Action Professional (CCAP) • Certified Nurse Assistant (CNA) • Certified Public Accountant (CPA) • Child Development Associate (CDA) • Commercial Driver's License (CDL) • Educational Administration or Supervision • Licensed or Certified Psychologist • Licensed or Certified Social Worker (LCSW) • Licensed Practical Nurse (LPN) Other • Registered Dietician (RD) • Registered Nurse (RN) • Teaching Certificate
<p>Years of Employment</p> <p><i>How many years has each employee worked at your organization? If the employee has worked for less than a year, please enter "0"</i></p>	<p>Fill in the blank</p>
<p>Years of Experience</p> <p><i>How many years of experience does each employee have in this field (includes prior work experience, possibly outside your organization)?</i></p>	<p>Multiple choice:</p> <ul style="list-style-type: none"> • Fewer than 5 • 5-10 • 11-15 • 16+

QUESTION CONTENT	RESPONSE TYPE
Supervisory Responsibilities <i>Does this employee supervise other employees?</i>	Multiple choice: <ul style="list-style-type: none"> • Yes • No
Number of Direct Reports <i>If this employee supervises others, how many people directly report to this employee?</i>	Multiple choice: <ul style="list-style-type: none"> • Does not apply • Fewer than 5 • 5-10 • 11-20 • 20+ • Do not know
Employment Category	Multiple choice: <ul style="list-style-type: none"> • Full-time, full year • Full-year, part time • Part-time, full year • Part-time, part year • Consultant/Contractor
Part Time hours/week, weeks/year <i>If this employee is part time or a consultant, please enter each employee's total hours per week and total weeks per year. If this employee is full time, enter "N/A."</i>	Fill in the blank
Salary Type	Multiple choice: <ul style="list-style-type: none"> • Hourly Wage • Annual Salary
Hourly Wage <i>Please enter each employee's hourly wage for the most recent calendar year. If needed, please use this wage calculator.</i>	Fill in the blank
Classroom Group Size: TEACHING STAFF ONLY	Fill in the blank
Classroom Ratio TEACHING STAFF ONLY	Fill in the blank
Head Start Employee? <i>Does this employee support Head Start, Early Head Start, or EHS-CCP programming?</i>	Multiple choice: <ul style="list-style-type: none"> • Yes • No
% of HS Funding <i>If this employee supports Head Start, Early Head Start, or EHS-CCP programming, what percentage of their salary is supported by HS/EHS/EHS-CCP funds?</i>	Fill in the blank