

JOBS INFORMATION

The McGrath Family



Staffing Model

Description

Locate your group size in the first row, then use that column to assign the appropriate number of students to each business. The salary amount listed here is BEFORE TAXES, and will NOT be the amount they receive on their paycheck.

80	80-97	98-124	125-157	Business & Position	Salary	# Students
3	3 to 4	4	4 to 5	Associated Builders & Contractors (ABC)		
1	1	1	1	CEO/CFO	\$9.00	1
1	1	1	1 to 2	Project Manager	\$8.00	1 to 2
1	1 to 2	2	2	Skilled Craftsperson	\$8.00	1 to 2
5	5	5 to 6	6 to 8	U.S. Bank		
1	1	1	1	CEO	\$9.00	1
1	1	1	1	CFO	\$8.50	1
3	3	3 to 4	4 to 6	Teller	\$8.00	3 to 6
5	5	5 to 6	6 to 8	Mission Federal Credit Union		
1	1	1	1	President & CEO	\$9.00	1
1	1	1	1	CFO	\$8.50	1
3	3	3 to 4	4 to 6	Teller	\$8.00	3 to 6
3	3 to 4	4 to 6	6 to 8	Nemeth Vet Clinic & Adoption Center		
1	1	1	1	CEO/CFO	\$9.00	1
1	1	1	1 to 2	Veterinarian	\$8.50	1 to 2
1	1	1 to 2	2 to 3	Educator	\$8.00	1 to 3
0	0 to 1	1 to 2	2	Adoption Counselor	\$8.00	0 to 2
3	3 to 5	4 to 5	5 to 8	Channel 93.3 Radio		
1	1	1	1	CEO/CFO	\$9.00	1
1	1	1	1 to 2	Advertisement Executive	\$8.00	1 to 2
1	1 to 2	1 to 2	2 to 3	On-Air Personality	\$8.00	1 to 3
0	0 to 1	1	1 to 2	Station Engineer	\$8.00	0 to 2

80	80-97	98-124	125-157	Business & Position	Salary	# Students
5	5	6	7 to 9	County & City Admin.		
1	1	1	1	Mayor	\$9.00	1
1	1	1	1	Judge	\$9.00	1
1	1	1	2	Police Officer	\$8.50	1 to 2
1	1	1	1	Town Treasurer (CFO)	\$8.50	1
1	1	1	1 to 2	Environmental Specialist	\$8.00	1 to 2
0	0	1	1 to 2	Public Affairs Officer	\$8.00	0 to 2
4	4 to 5	4 to 6	6 to 7	Cox Communications		
1	1	1	1	CEO	\$9.00	1
1	1	1	1	CFO	\$8.50	1
1	1	1 to 2	2 to 3	Field Service Technician	\$8.00	1 to 3
1	1 to 2	1 to 2	2	Customer Service Representative	\$8.00	1 to 2
3	3	3	3	H.G. Fenton		
1	1	1	1	CEO/CFO	\$9.00	1
1	1	1	1	Property Appraiser	\$8.00	1
1	1	1	1	Leasing Agent	\$8.00	1
4	4	4 to 5	5 to 6	BizTown Professional Services		
1	1	1	1	CEO/CFO	\$9.00	1
1	1	1	1	Attorney	\$8.50	1
1	1	1 to 2	2	Human Resource Specialist	\$8.00	1 to 2
1	1	1	1 to 2	Insurance Agent	\$8.00	1 to 2
5	5 to 6	6 to 8	8 to 10	Jack in the Box		
1	1	1	1	CEO	\$9.00	1
1	1	1	1	CFO	\$8.50	1
1	1	1 to 2	2 to 3	Guest Service Specialist	\$8.00	1 to 3
1	1 to 2	2	2 to 3	Food Service Technician	\$8.00	1 to 3
1	1	1 to 2	2	Drive-Through Operator	\$8.00	1 to 2

80	80-97	98-124	125-157	Business & Position	Salary	# Students
3	3 to 4	5 to 6	6 to 9	Kaiser Permanente		
1	1	1	1	CEO/CFO	\$9.00	1
1	1	2	2 to 3	Doctor	\$9.00	1 to 3
0	0 to 1	1 to 2	2 to 3	Nutritionist	\$8.50	0 to 3
1	1	1	1 to 2	Receptionist	\$8.00	1 to 2
5	5 to 6	7 to 8	8	NBC 7 San Diego		
1	1	1	1	CEO/CFO	\$9.00	1
1	1	1	1	Director	\$8.50	1
1	1	2	2	Anchor	\$8.00	1 to 2
1	2	2	2	Camera Operator	\$8.00	2
0	0 to 1	1	1	Audio Mixer	\$8.00	0 to 1
1	0	0 to 1	1	Stage Manager	\$8.00	0 to 1
3	3 to 4	3 to 5	5	San Diego International Airport		
1	1	1	1	CEO/CFO	\$9.00	1
1	1 to 2	1 to 2	2	Station Manager	\$8.00	1 to 2
1	1	1 to 2	2	Concessions Manager	\$8.00	1 to 2
3	3 to 5	5 to 7	7	Scripps Institution of Oceanography		
1	1	1	1	CEO/CFO	\$9.00	1
0	1	1 to 2	2	Seismic Researcher	\$8.00	1 to 2
1	1 to 2	2	2	Shark Researcher	\$8.00	1 to 2
1	0 to 1	1 to 2	2	Visitor Services Representative	\$8.00	0 to 2
3	3 to 4	4 to 5	5 to 7	SDG&E Utilities		
1	1	1	1	CEO/CFO	\$9.00	1
1	1	1 to 2	2	Engineer	\$8.50	1 to 2
1	1	1	1 to 2	Customer Service Account Executive	\$8.00	1 to 2
0	0 to 1	1	1 to 2	Energy Educator	\$8.00	0 to 2
4	4	4 to 6	6 to 8	JA BizTown Gaming Center		
1	1	1	1	CEO	\$9.00	1
1	1	1	1	CFO	\$8.50	1
1	1	1 to 2	2 to 3	Sales Manager	\$8.00	1 to 3
1	1	1 to 2	2 to 3	Sales Representative	\$8.00	1 to 3

80	80-97	98-124	125-157	Business & Position	Salary	# Students
3	3	4	4 to 5	Epsilon		
1	1	1	1	CEO/CFO	\$9.00	1
1	1	2	2	Web Designer	\$8.50	1 to 2
1	1	1	1 to 2	Web Advertisement Executive	\$8.00	1 to 2
5	5	5 to 9	9 to 12	The Super Dentists		
1	1	1	1	CEO/CFO	\$9.00	1
1	1	1	1 to 2	Super Orthodontist	\$8.50	1 to 2
1	1	1 to 2	1 to 2	Super Pediatric Dentist	\$8.50	1 to 2
1	1	1 to 2	3 to 4	Activities Coordinator	\$8.00	1 to 4
1	1	1 to 3	3	Super Kid	\$8.00	1 to 3
6	6 to 8	8 to 10	10 to 11	The San Diego Union Tribune		
1	1	1	1	CEO	\$9.00	1
1	1	1	1	CFO	\$8.50	1
1	1	1	2	Editor	\$8.50	1 to 2
1	1 to 2	2 to 3	2 to 3	Reporter	\$8.00	1 to 3
1	1 to 2	2	2	Advertisement Executive	\$8.00	1 to 2
1	1	1 to 2	2	Photographer	\$8.00	1 to 2
2	2 to 3	3	3 to 4	San Diego Downtown Breakfast Rotary		
1	1	1	1	CEO/CFO	\$9.00	1
1	1 to 2	2	2 to 3	Program Officer	\$8.00	1 to 3
3	3 to 5	5 to 6	6 to 9	The UPS Store		
1	1	1	1	CEO	\$9.00	1
1	1	1	1	CFO	\$8.50	1
1	1	1 to 2	2 to 3	Package Handler	\$8.00	1 to 3
0	0 to 1	1	1 to 2	Sales Manager	\$8.00	0 to 2
0	0 to 1	1	1 to 2	Sales Representative	\$8.00	0 to 2

Student Job Assignments

Description:

The jobs in **bold** and **asterisk*** are the mandatory jobs for each business!
 The jobs with the student count in **(parenthesis)** should only be filled if your student count is in that range, otherwise it will not be available as a job choice in the simulation.

Associated Builders & Contractors (ABC)	Banks with MFCU
CEO/CFO*	
Project Manager # 1*	
Project Manager # 2 (125-157 only)	
Skilled Craftsperson # 1*	
Skilled Craftsperson # 2 (81-157 only)	
U.S. Bank	Banks with U.S. Bank
CEO*	
CFO*	
Teller # 1*	
Teller # 2*	
Teller # 3*	
Teller # 4 (98-157)	
Teller # 5 (125-157)	
Teller # 6 (125-157)	
Mission Federal Credit Union	Banks with MFCU
President & CEO*	
CFO*	
Teller # 1*	
Teller # 2*	
Teller # 3*	
Teller # 4 (98-157)	
Teller # 5 (125-157)	
Teller # 6 (125-157)	

Nemeth Vet Clinic & Adoption Center	Banks with MFCU
CEO/CFO*	
Veterinarian # 1*	
Veterinarian # 2 (125-157)	
Educator #1*	
Educator #2 (98-157)	
Educator #3 (125-157)	
Adoption Counselor # 1 (81-157)	
Adoption Counselor # 2 (98-157)	
Channel 93.3 Radio	Banks with MFCU
CEO/CFO*	
Advertisement Executive # 1*	
Advertisement Executive # 2 (125-157)	
On-Air Personality # 1*	
On-Air Personality # 2 (81-157)	
On-Air Personality # 3 (125-157)	
Station Engineer # 1 (81-157)	
Station Engineer # 2 (125-157)	
County & City Administration	Banks with MFCU
Mayor*	
Judge*	
Police Officer*	
Police Officer # 2 (125-157)	
Town Treasurer*	
Environmental Specialist # 1*	
Environmental Specialist # 2 (125-157)	
Public Affairs Officer # 1 (98-157)	
Public Affairs Officer # 2 (125-157)	
Cox Communications	Banks with MFCU
CEO*	
CFO*	
Field Service Technician # 1*	

Field Service Tech # 2 (98-157)	
Field Service Tech # 3 (125-157)	
Customer Service Representative # 1*	
Customer Service Rep. # 2 (81-157)	
H.G. Fenton Company	Banks with U.S. Bank
CEO/ CFO*	
Property Appraiser*	
Leasing Agent*	
BizTown Professional Services	Banks with U.S. Bank
CEO/CFO*	
Attorney*	
Human Resource Specialist*	
Human Resource Specialist #2 (98-157)	
Insurance Agent*	
Insurance Agent #2 (125-157)	
Jack in the Box	Banks with MFCU
CEO*	
CFO*	
Guest Service Specialist # 1*	
Guest Service Specialist # 2 (98-157)	
Guest Service Specialist # 3 (125-157)	
Food Service Technician # 1*	
Food Service Tech # 2 (81-157)	
Food Service Tech # 3 (125-157)	
Drive-Through Window Operator # 1*	
Drive-Through Window # 2 (98-157)	
Kaiser Permanente	Banks with U.S. Bank
CEO/CFO*	
Doctor # 1*	
Doctor # 2 (98-157)	
Doctor # 3 (125-157)	
Nutritionist # 1 (81-157)	

Nutritionist # 2 (98-157)	
Nutritionist # 3 (125-157)	
Receptionist # 1*	
Receptionist # 2 (125-157)	
NBC 7 San Diego	Banks with MFCU
CEO/CFO*	
Director*	
Anchor # 1*	
Anchor # 2 (98-157)	
Camera Operator # 1*	
Camera Operator # 2 (81-157)	
Audio Mixer (81-157)	
Stage Manager (80, 98-157)	
San Diego International Airport	Banks with U.S. Bank
CEO/CFO*	
Station Manager # 1*	
Station Manager # 2 (81-157)	
Concessions Manager # 1*	
Concessions Manager # 2 (98-157)	
Scripps Institution of Oceanography	Banks with U.S. Bank
CEO/CFO*	
Seismic Researcher # 1 (81-157)	
Seismic Researcher # 2 (98-157)	
Shark Researcher # 1*	
Shark Researcher # 2 (81-157)	
Visitor Services Rep # 1*	
Visitor Services Rep # 2 (98-157)	
SDG&E	Banks with U.S. Bank
CEO/CFO*	
Engineer # 1*	
Engineer # 2 (98-157)	
Customer Service Account Exec. #1*	

Customer Service Acct. Exec. #2 (125-157)	
Energy Educator # 1 (81-157)	
Energy Educator # 2 (125-157)	
JA BizTown Gaming Center	Banks with U.S. Bank
CEO*	
CFO*	
Sales Manager # 1*	
Sales Manager # 2 (98-157)	
Sales Manager # 3 (125-157)	
Sales Representative # 1*	
Sales Representative # 2 (98-157)	
Sales Representative # 3 (125-157)	
Epsilon	Banks with MFCU
CEO/ CFO*	
Web Designer*	
Web Designer # 2 (98-157)	
Web Advertisement Executive*	
Web Advertisement Executive # 2 (125-157)	
The Super Dentists	Banks with U.S. Bank
CEO/CFO*	
Super Orthodontist #1*	
Super Orthodontist # 2 (125-157)	
Super Pediatric Dentist #1*	
Super Pediatric Dentist # 2 (98-157)	
Activities Coordinator #1*	
Activities Coordinator #2 (98-157)	
Activities Coordinator #3 (125-157)	
Activities Coordinator #4 (125-157)	
Super Kid #1*	
Super Kid #2 (98-157)	
Super Kid #3 (98-157)	

The San Diego Union Tribune	Banks with U.S. Bank
CEO*	
CFO*	
Editor # 1*	
Editor # 2 (125-157)	
Reporter # 1*	
Reporter # 2 (81-157)	
Reporter # 3 (98-157)	
Advertisement Executive # 1*	
Advertisement Executive # 2 (81-157)	
Photographer # 1*	
Photographer #2 (98-157)	
San Diego Downtown Breakfast Rotary	Banks with U.S. Bank
CEO/CFO*	
Program Officer # 1*	
Program Officer # 2 (81-157)	
Program Officer # 3 (125-157)	
The UPS Store	Banks with MFCU
CEO*	
CFO*	
Package Handler # 1*	
Package Handler # 2 (98-157)	
Package Handler # 3 (125-157)	
Sales Manager # 1	
Sales Manager # 2 (125-157)	
Sales Representative #1 (81-157)	
Sales Representative # 2 (125-157)	

The McGrath Family



Employment Offer Letter

Dear _____,
(citizen name)

Thank you for applying for a job at the McGrath Family JA BizTown. After reviewing your application that describes your strengths and skills, we are happy to offer you a position in

_____ as the _____.
(business) (position)

Congratulations!

We hope that you accept this position and do your personal best when you visit JA BizTown. Please report to your business on _____. Your salary will be \$_____ each pay period.
(salary) (visit date)

As you prepare for your work day as a citizen of the McGrath Family JA BizTown, please make sure you have your checkbook completed, your business has completed the BizPrep Workbook, and you review all that you have learned regarding how to run a quality business and also manage your personal bank account.

We are looking forward to having you join us soon as a citizen of and employee in JA BizTown!

Sincerely,

Deanne Markle

Capstone Operations Manager

Salary Chart

PLEASE NOTE!

The **NET SALARY** (amount with taxes taken out) is the amount that the students will be using to complete their two deposit tickets and the checkbook register in their checkbooks.

Job Title	Salary	Taxes	Net Salary
CEO / Mayor / Judge / Doctor / Combined CEO/CFO Positions	\$9.00	\$.18	\$8.82
CFO / Nutritionist / Attorney / Engineer / Police Officer / Director / Town Treasurer / Editor / Web Designer / Super Orthodontist / Super Pediatric Dentist / Veterinarian	\$8.50	\$.17	\$8.33
All other jobs	\$8.00	\$.16	\$7.84

Business Banking and Checkbook Assignments

PLEASE NOTE!

Every employee within a business will use the same bank the business uses.



Employees of these businesses should <u>circle</u> the US Bank logo on their checkbook	Employees of these businesses should <u>circle</u> the Mission Federal Credit Union logo on their checkbook
H.G. Fenton Company	Associated Builders & Contractors
Kaiser Permanente	Nemeth Vet Clinic & Adoption Center
San Diego International Airport	Channel 93.3 Radio
SD Downtown Breakfast Rotary	County and City Administration
Scripps Institution of Oceanography	Cox Communications
SDG&E	Jack in the Box
JA BizTown Gaming Center	Mission Federal Credit Union
The Super Dentists	NBC 7 San Diego
BizTown Professional Services	Epsilon
U.S. Bank	The UPS Store
The San Diego Union Tribune	

Retail Shop Items

Description

PLEASE NOTE! Products are subject to change depending on inventory provided by sponsors.

Channel 93.3 Radio

Song Requests
Shout Outs

Jack in the Box

Popcorn
Jack antenna ball

San Diego Downtown Breakfast Rotary

Donate money to help the local community and internationally

San Diego International Airport

Various Products
Flights in the Simulator

Scripps Institution of Oceanography

Shark Teeth
Various Products

JA BizTown Gaming Center

Game time on Xbox

Nemeth Veterinary Clinic & Adoption Center

Various items for giveaways

The San Diego Union Tribune

Newspaper

The Super Dentists

DVDs with 3D Glasses

The UPS Store

Candy Grams
Various Products

Jobs Assignments Outline

Have the students....

- Look through job descriptions
- Fill out their job applications with their top three job choice preferences
- (Optional) Interview for their first job choice
- (Optional) Host an election for the Mayor and/or City Hall positions

Teachers will then....

- Assign job positions to every student using the Staffing Model and Job Assignments Sheet
- Give each student an Employment Offer Letter
- Assign each student a checkbook

1-2 weeks before your visit day....

- Group the students by business
- Hand each business group their appropriate BizPrep Workbook
- Have the students complete the BizPrep Workbook and fill out their checkbooks with
 - 2 Deposit tickets
 - 1st paycheck deposit recorded in their register
- Collect the Union Tribune advertisements from each BizPrep Workbook, type them all up on one Word document and download on a flash drive or save them to your Google Docs account and access them on your visit day.
- Label 21 manila envelopes (1 for each business) and have each group of employees place their BizPrep workbook & checkbooks into their envelope.
- Enter your students with their corresponding jobs along with bonus income if earned into the BizTown simulation.

On your visit day....

- Bring 21 manila envelopes, flash drive, and parent consent forms
- Box up any extra materials (citizen guides & checkbooks) and bring them with you on your JA BizTown visit day

Helpful Tips for Assigning Jobs

Student Job Assignments

- Every business must have at least 1-2 employees. DO NOT close a shop without approval from Junior Achievement.
- DO NOT combine any job positions without Junior Achievements approval.

Noted Positions/Businesses

CEO (Public Speaking)

Several CEOs, as well as the Mayor, will have speeches during the Opening and/or Closing Town Hall Meeting that will be delivered in front of all of the students, teachers and volunteers. They are pre-written templates given to the students when they arrive on the visit day.

CFO (Technical)

These students spend the entire day using the computer, and usually have the heaviest work load. They enter the Biz Prep Workbook information into the computer, print payroll checks and bills, make deposits, and monitor the loan status.

Nemeth Veterinary Clinic & Adoption Center

This shop does not have real pets for adoption. There are stuffed animals to reenact the job duties as part of the simulation.

The Union Tribune (Multi-tasking)

This is a fast paced, challenging business. The employees will work together to create four stories, along with a Business Spotlight and pictures, they will place the 21 business advertisements on the back, print and sell their paper in 4.5hrs.

Students with Special Needs

We recommend these students be partnered with another student for the same job, but with separate account numbers, and/or encourage an aide to come and assist the student(s). A student can also shadow another student, if holding a job position would be a challenge, and our staff can assist them in getting and spending money.

PLEASE NOTE! Not every student will receive their first position of choice, but this is just practice for the real world. Do your best to encourage the students and remind them that this is their chance to try something new.