JOB MAINTENANCE

Form 2 - REQUEST FOR JOB REVIEW - REVISED JOB

SD NO DEPT./SCHOOL	PAY GRADE
EMPLOYEE'S NAME	JOB#
TO BE COMPLETED BY EMPLO	YEE: (Attach additional pages if necessary.)
List additional duties:	
List deleted duties:	
Describe changes in supervision (given or received:
Describe changes in working cond	ditions or location·
January January	
Other comments:	
EMPLOYER'S COMMENTS: (Att	ach additional pages if necessary.)
	, ,
Employee's Signature	S/T or Designate Signature:
¹ Date submitted to Supervisor:	
Supervisor Signature	
² Date sent to S/T	
¹ Employee submits to Supervisor ² Supervisor sends to S/T	³ S/T sends to Job Mtce. Committee (Over)

JOB REVIEW

PROCEDURES FOR REVISED JOB DESCRIPTIONS (Management or Employee may initiate a Form 2 - Request for Job Review - Revised Job.)

1. Complete Form #2 - Request for Job Review - Revised Job signed by Employee, Supervisor and Secretary-Treasurer or designate.

Attachments:

- a. Old approved job description.
- b. New approved job description or list of major duties and responsibilities.
- 2. Forward the above items to Job Maintenance Committee, c/o Dana Klotz, Okanagan Labour Relations Council, #206, 2565 Main Street, Westbank, B.C. V4T 2B4. (Phone: 707-3002, Fax: 707-3022)
- 3. Copy of completed form and attachments to be sent to the local Union.
- 4. Advice of Decision will be sent to Secretary-Treasurer with copies included for distribution to the Employee and the local Union.
- 5. If there is a change in pay grade, the established rate of pay is retroactive to date of completion of Form #2 Request for Job Review Revised Job (see footnote #1 on opposite page)

NOTE: IF EMPLOYEE INITIATES A FORM 2 - REQUEST FOR JOB REVIEW - REVISED JOB AND THE EMPLOYER DOES NOT AGREE, EMPLOYEE CONTACTS THE LOCAL UNION PRESIDENT.

THE LOCAL UNION WILL SEND AN EXPLANATORY LETTER AND THE FORM 2 - REQUEST FOR JOB REVIEW - REVISED JOB TO THE JOB MAINTENANCE COMMITTEE WITH A COPY TO THE SECRETARY-TREASURER OR DESIGNATE WILL HAVE TWO WEEKS TO RESPOND.

JOB MAINTENANCE

Form 1 - REQUEST FOR JOB REVIEW - NEW JOB

SD NODEPT./SCHOOL	PAY GRADE
EMPLOYEE'S NAME	JOB #
TO BE COMPLETED BY EMPLOYER: additional pages if necessary)	Refer to Job Evaluation Plan (Attach
Education Required (Grade/Post-Secondar	y/Specialized Training):
Experience Required (Length of time requirelated jobs of lesser degree):	red to learn position, include experience, if any, in
Decision Making - Supervision Received: - Supervision Given (Number of employed)	yees and if part-time or full-time):
Consequence of Error:	
Responsibility for Human Resources:	
Contacts:	
Physical Demands:	
Sensory Demands:	
Description and Location of Work Station	n:
Additional Comments:	
EMPLOYEE'S COMMENTS: (Attach add (Wherever possible please complete questionnal)	ditional pages if necessary) aire)
Employee's Signature	S/T or Designate Signature
Employer/Supervisor Signature	
Date	Date(Over)

JOB REVIEW

PROCEDURES FOR NEWLY CREATED POSITIONS

1. Management responsible for completion of Form #1 - Request for Job Review - New Job. If the position is occupied then a <u>questionnaire</u> should be completed by incumbent.

Attachments:

- Attach job posting.
- b. Attach job description.
- c. Questionnaire if position occupied
- 2. Forward the above items to Job Maintenance Committee, c/o Dana Klotz, Okanagan Labour Relations Council, #206, 2565 Main Street, Westbank, B.C. V4T 2B4 (Phone: 707-3002, Fax: 707-3022).
- 3. Copy of completed form and attachments to be sent to the local Union.
- 4. Management shall provide incumbent of new position with job description upon appointment. Management should implement an interim rating for the position until the review process has been completed.
- 5. Advice of Decision will be sent to Secretary-Treasurer with copies included for distribution to the Employee and the local Union. Management is responsible for advising employee of Committee's decision.
- 6. If the pay grade is different from the interim rating, the established rate of pay is retroactive to the date when the position was filled.

PLEASE RETURN WITHIN ONE WEEK

JOB QUESTIONNAIRE

		Name (please print) and Signature of Employee(s)
Job Position/Classification:	1.	
District:	2.	
Title of Supervisor:	3.	
Name of Supervisor:	4.	
Signature of Supervisor:	5.	
Date Form Completed:	6.	
	7.	

Revised October 2001

MESSAGE TO PARTICIPANTS

The following questionnaire has been designed to gather job content information for the purposes of job evaluation.

It is very important that everyone given a questionnaire participate and complete every question carefully. We suggest you read the entire questionnaire before starting to complete it. A group of persons in the same classification, working under the same supervisor, filling out the questionnaire together, can be a helpful way to ensure we receive full information on all aspects of the work involved in your job.

Elements of your job will not necessarily be found in every question. This is valid and is not a reason for concern. Read the questions carefully and if the question does not apply to your job, mark "Never", "None" or "Does Not Apply" etc., as indicated in the answers.

The important thing to remember is that there are no right or wrong answers to any question. There are only answers that tell us about the work you do. Always choose the answer that best describes your job.

Remember, the purpose of the questionnaire is to document the duties of your job and not your performance. Do not consider your personal qualities and abilities in describing your job.

The first step is to read the questionnaire thoroughly. In order for the committee to understand your job, it is very important that for all questions which ask for an example, you write down an example that is typical of <u>your</u> job. At the end of the questionnaire you will be asked to identify your major job duties.

The questionnaire will take approximately 2 hours to complete. We ask you to be patient and give careful consideration to your answers. If you need additional space to provide your answers, please add extra pages.

Please use a pen to fill out the Questionnaire and print your responses.

JOB QUESTIONNAIRE

EDUCATION

т.а)	requir	red for your position? (Remember: this is not the level of education hele bent, but the minimum formal requirement you believe should be used on.)	d by you, the
		Elementary school	
		Partial secondary school	
		Secondary school completion	
		1-year post secondary training in	(subject)
		A 2-year community college program in	_ (subject)
		A 3-year community college or university program in	_ (subject)
		A 4-year university program in	(subject)
		A 5-year university program in	(subject)
		Courses of less than one year in duration (including correspondence	courses)
			(subject &
		(le	ngth of course)
		Other	
1.b)	additio	e jobs require additional training/courses after being in this position for sonal courses/training does your job require? The specify:	
1.c)	licens	after school is completed, some jobs require a license in order to work se or certification does your job require e.g., trades certification?	in the job. What
1.d)		otain the license or certificate listed in 1.b), do you have to attend forma Yes No	l classes?

		hat is the total number of months of classroom training required (e.g. the classroom f your trades certificate)?					
1.e)		To obtain the license or certificate listed in 1.b) do you have to spend a certain amount of time on the job?					
		Yes No					
	If yes, ho	ow many months in total are spent on the job?					
1.f)	Some ed or diplon	ducation programs include hands-on experience. While in school getting your degree ha, how much time is spent in getting this actual experience, e.g. a practicum					
	!	No experience while getting degree, diploma or certificate Less than six months More than 6 months but less than 1 year 1 Year 2 Years					
2)		your job, what is the most appropriate level of reading and understanding that is on a regular basis?					
		Understand verbal work orders and instructions Read short notes, brief forms or instructions or simple gauges/dials Read longer, straightforward material such as detailed forms, standard memos or etters or complex gauges/dials Read and understand complex material such as detailed operating and procedure manuals, case histories, simple blue prints and diagrams, etc. Read and understand highly complex material such as very specialized and technical manuals, or complex blueprints and diagrams					
	- - - -	Please give examples:					
3)	In doing basis?	your job, what is the most appropriate level of writing that is required on a regular					
		Write short notes, brief forms, instructions, or record student/employee records Write longer, straightforward material such as standard memos, letters or detailed forms					

	standard letters Write complex materi plans, manuals Write highly complex scientific or professio	hers ward material such als such as propo material such as v nal papers	n as progress reports, procedures or non- sals for fund raising, student program very specialized and technical reports,
	Please give examples	5.	
	R'S COMMENTS ON E		
Do you agree	ses to this factor: with the responses:	☐ Yes	☐ Incomplete ☐ No
			Supervisor's Initials:

EXPERIENCE

4)	Many jobs require people to have experience in related work (paid or volunteer) before they can get the job. How much previous experience would a person hired in your job need?
	No related experience is requiredLess than three months4 - 6 months
	Less than three months 4 - 6 months More than 6 months but less than 1 year 1 year to 2 years Over 2 years and up to 3 years Over 3 years and up to 4 years Over 4 years and up to 5 years Over 5 years and up to 6 years
	Over 2 years and up to 3 years
	Over 3 years and up to 4 years Over 4 years and up to 5 years
	Over 5 years and up to 6 years
	More than 6 years. If more than 6 years, how many years?
	Please describe related experience:
5)	How long does it take for people in your job to learn to perform the job duties adequately after they start the job?
	Up to 1 month 1 - 3 months
	3 - 6 months
	6 months to 1 year 1 to 2 years
	More than 2 years
	Please explain your answer:
SUPE	RVISOR'S COMMENTS ON EXPERIENCE
Are the	e responses to this factor: Complete Incomplete
	ı agree with the responses: ☐ Yes ☐ No ents:
<u> </u>	Supervisor's Initials:
	Supervisor 5 miliais.

JUDGEMENT

a) I ask my immediate supe		2 = 0 3 = 0	Never Once in Often Most of	•	that a
	onvisor what to do	1	2	2	2
b) I ask co-workers for help		1	2 2	3 3	2
c) I read manuals and figur		1	2	3	2
d) My supervisor and I toge		1	2	3	2
e) I decide what to do base		i 1	2	3	2
experience as well as ch precedent		·	-	ŭ	
 f) I get advice with problen and other sources 	ns from senior staff	1	2	3	4
g) Other. Please specify:_		_ 1	2	3	4
Please give examples:					
In your job do you: a) Follow specific instructio		1 1	2	2	
b) Use well-defined method		•	2	3 3	4
	nts	1			4
 Use well-defined method guidelines for assignment Use established guidelinend results Modify or change established 	nts les to achieve desired	•	2	3	
 Use well-defined method guidelines for assignment Use established guideline end results Modify or change established procedures, but stay wit 	nts les to achieve desired lished methods and hin program or legislative o diverse and complex	1	2	3	

8) What kinds of decisions/recommendations do you make on a regular basis? Please list as many examples as possible and indicate whether they are decisions or recommendations.

	De	ck Whether ecision or mmendation	Frequency				
Example	Decision	Decision Recommendation		Daily Weekly		Other (please specify)	

9) What kinds of guidelines, procedures, manuals (formal or informal) do you use in carrying out your job duties and making your recommendations or decisions (e.g. Policy and Procedures Manual, building codes, computer manuals, trade practices)? Please give specific examples and indicate whether they are used as established procedures to be closely followed, guidelines to be generally followed, or broad parameters within which to function.

	How Do You Use Them?				
Examples of Guidelines/Procedures/Manuals	Closely Followed	Generally Followed	Broadly Followed		

SUPERVISOR'S COMMENTS ON JU	JDGEMENT		
Are the responses to this factor:	□ Complete	☐ Incomplete	
Do you agree with the responses:	☐ Yes	□ No	
Comments:			
			
			
		Supervisor's Initials:	

CONSEQUENCE OF ERROR IN JUDGEMENT

10)	If you made an inaccurate or inappropriate decision or recommendation, what would be the consequences (e.g. loss of time, delays, impaired service to the public, students or staff, financial loss, injury to self or others, damage to equipment, waste, etc.)? Please provide examples. Do not report an extreme circumstance where the risk of a specific situation occurring is unlikely.						
11)	Please indicate how your wo checks.	ork is cl	hecked b	by your st	upervisor	and the frequency of these	
					Frequen		
	Types of Checks	Daily	Weekly	Monthly	Never	Other (please specify)	
	s is always checked				+		
	final versions/outputs are checked	-					
c) Oral	progress reports are requested from you						
d) Writte you	en progress reports are requested from						
e) Discı	ussion with supervisor						
f) Statis	tical report						
g) Othe	r: Please specify:						
	For every box that you have	check	ed, pleas	se provide	e an exan	nple:	
	•						

12)	If you made an error in judgement or an incorrect recommendation/decision, at what level of the organization would it be resolved?
	I would correct it myself My supervisor would become involved and would tell me how to correct it Senior staff would become involved and would provide instructions on how the problem could be corrected The District Executives would become involved in developing a solution to the problem The Board would have to become involved in developing a solution to the problem Other. Please specify:
	Please provide examples:
Are the Do you	responses to this factor: Complete Incomplete agree with the responses: Yes No ents:
	Supervisor's Initials:

RESPONSIBILITY FOR HUMAN RESOURCES

13)	The fo which	llowing questions relate to your responsibility for other employees. Please indicate of the following responsibilities apply to your position.
		Explain work procedures to new employees, volunteers
		Assign work to others
		Assign and check work of others
		Coordinate the work of others
		Schedule the work of others
		Establish work priorities
		Bring in extra help/increase or decrease size of shift to accommodate workload
		Participate in the interviewing of prospective employees
		Recommend prospective employees for hire
		Provide input to employee appraisals
		Conduct employee appraisals
		Determine staff requirements for a department
		Train staff, volunteers, students
		Establish job content
		Does not apply
		Other. Please specify:
14)	If you s	supervise others on an on-going basis, please list the number of full-time equivalents y supervised and their title. (Include full-time and part-time employees and volunteers.)
	No. o	of FTE's Title
		S COMMENTS ON HUMAN RESOURCES
Do yo	u agree v	ses to this factor: Complete Incomplete
-		
		Companie and Initials.
		Supervisor's Initials:

FUNCTIONAL SUPERVISION

15)	Are <u>staff</u> who do not report directly to you requiprocedures that you have established?	red to follow the policies, methods or
	Yes No	
16)	Do you have authority to monitor their work to emethods or procedures?	ensure they are following approved policies,
	Yes No	
17)	What are the titles of individuals to whom you p do not have direct or indirect supervisory respo	rovide advice or instruction and for whom you nsibility?
	Title	Department/Division
		,
SUPF	RVISOR'S COMMENTS ON FUNCTIONAL SUP	ERVISION
Are the	e responses to this factor: I agree with the responses:	☐ Incomplete ☐ No
		Supervisor's Initials:

CONTACTS

- 18) What is the nature of your usual contacts with others in your job? For each contact listed below, check the one code that is most appropriate for your job. (Do not include contact with employees you supervise.)
 - Codes: A) No exchange
 - B) Exchange of factual or everyday information
 - C) Explanation and interpretation of information or ideas
 - D) Discussion of problems with a view to obtaining consent, cooperation and/or coordination of activities
 - E) Counselling unmotivated or troubled students/staff/parents
 - F) Negotiation of programs, policies or agreements in a context of diverging interests, in which cooperation is difficult to achieve

		A B C				
Contact (Work Related)	Α	В	С	D	E	F
Employees in the same department/school as yours (excluding subordinates						
Employees in another department/school (including teachers)						
Trainee						
Heads of departments/schools or services (other than yours)						
Business representatives (suppliers)						
Volunteers						
General public						
Representatives of professional agencies, governments or other educational and social service establishments						
Students						
Family of students						
Other. Please specify:	_					

qu	estions	19 to 24a) how often do you?	2 = (3 = (Never Once in Often Most of	a while the time							
9)	How	How often do you have to directly tell people things they don't want to hear?										
	a)	Other employees	1	2	3	4						
	с)	Students/families The general public	1 1	2 2	3 3 3	4 4						
	Pleas	se give examples:										

a) b)	Students/families Outside groups (not other workers)	1 1	2 2	3 3	
c)	Employees	1	2	3	
Pleas	se give examples:				
How	often do you deal directly with behaviorally difficult	stude	nts? 2	3	
DI	se give examples:				
If you					
	ı talk with <u>students/families,</u> how often do you:				
a)	Get information from them	1 1	2 2	3 3	
a) b) c)	Get information from them Inform them Counsel/persuade them	1 1	2 2	3 3	
a) b) c) d)	Get information from them Inform them Counsel/persuade them Give them advice on individual education plans	1 1 1	2 2 2	3 3 3	
a) b) c) d) e)	Get information from them Inform them Counsel/persuade them	1 1	2 2	3 3	
a) b) c) d) e) f)	Get information from them Inform them Counsel/persuade them Give them advice on individual education plans Devise mutual goals with them Check on their progress	1 1 1 1	2 2 2 2 2	3 3 3 3	
a) b) c) d) e) f)	Get information from them Inform them Counsel/persuade them Give them advice on individual education plans Devise mutual goals with them	1 1 1 1	2 2 2 2 2	3 3 3 3	
a) b) c) d) e) f)	Get information from them Inform them Counsel/persuade them Give them advice on individual education plans Devise mutual goals with them Check on their progress	1 1 1 1	2 2 2 2 2	3 3 3 3	
a) b) c) d) e) f)	Get information from them Inform them Counsel/persuade them Give them advice on individual education plans Devise mutual goals with them Check on their progress	1 1 1 1	2 2 2 2 2	3 3 3 3	
a) b) c) d) e) f)	Get information from them Inform them Counsel/persuade them Give them advice on individual education plans Devise mutual goals with them Check on their progress	1 1 1 1	2 2 2 2 2	3 3 3 3	

23)	If you t	alk with other emplo	yees (be	sides the	ones y	ou superv	ise), ho	w often o	do you:
	a) b) c) d) e) f)	Get information from Inform them Counsel/persuade Give them advice of Get advice from the Get cooperation from projects and programme.	them on work p em on w om other	ork proce	dures	1 1 1 1 1	2 2 2 2 2 2	3 3 3 3 3	4 4 4 4 4
	Please	give examples:							
24a)	person	jobs have responsibi nel information, stud entation. Please ind	ent pers	onal info	rmation,	medical i	records	al record or distric	ls, such as t/school
						_			
	Туре	s of Records	Never	Monthly	Weekly	Frequen Daily		r (please s	pecify)
a) Stud		s of Records onal information	Never	Monthly	Weekly			r (please s	pecify)
		onal information	Never	Monthly	Weekly			r (please s	pecify)
b) Med	lent pers	onal information	Never	Monthly	Weekly			r (please s	pecify)
b) Med c) Pers	lent perso	onal information rts cords	Never	Monthly	Weekly			r (please s	pecify)
b) Med c) Pers d) Fina	lent personal reponancial reconnection	onal information rts cords	Never	Monthly	Weekly			r (please s	pecify)
b) Med c) Pers d) Fina e) Sens	ical reponential reconnel reco	onal information rts cords	Never	Monthly	Weekly			r (please s	pecify)
b) Med c) Pers d) Fina e) Sens	ical reponential reconnel reco	onal information rts cords ords trict/school records	Never	Monthly	Weekly			r (please s	pecify)
b) Med c) Pers d) Fina e) Sens	ical repo connel reconcial reconsitive dist	onal information rts cords ords trict/school records	Never	Monthly	Weekly			r (please s	pecify)
b) Med c) Pers d) Fina e) Sens	ical repo connel reconcial reconsitive dist	onal information rts cords ords trict/school records se specify:	Never	Monthly	Weekly			r (please s	pecify)
b) Med c) Pers d) Fina e) Sens	ical repo connel reconcial reconsitive dist	onal information rts cords ords trict/school records se specify:	Never	Monthly	Weekly			r (please s	pecify)
b) Med c) Pers d) Fina e) Sens	ical repo connel reconcial reconsitive dist	onal information rts cords ords trict/school records se specify:	Never	Monthly	Weekly			r (please s	pecify)
b) Med c) Pers d) Fina e) Sens	ical repo connel reconcial reconsitive dist	onal information rts cords ords trict/school records se specify:	Never	Monthly	Weekly			r (please s	pecify)

24b)	which statement best describes the MOST LIK inappropriately disclose restricted or confidential	
	Please provide an example:	
	☐ Inappropriate disclosure would result in	n minor embarrassment or inconvenience
	☐ Inappropriate disclosure would not be d	critical or create a compromising situation
	☐ Inappropriate disclosure would have ar	adverse effect on parent relationships,
	operations, public image or employee r	morale
	☐ Inappropriate disclosure would result in	n serious litigation
	Example:	
	Example.	
	RVISOR'S COMMENTS ON CONTACTS e responses to this factor: Complete	
Do you	u agree with the responses:	☐ Incomplete☐ No
Comm	nents:	
		Supervisor's Initials:

PHYSICAL DEMAND

What physical effort is required on a regular basis for your position? Please indicate the activity as well as the frequency and duration of each activity (e.g. sitting, standing, walking, climbing, crawling, crouching in small places, lifting and/or carrying light, medium or heavy objects or people, pushing, pulling, working in an awkward position or maintaining one position for a long period of time such as sitting at a word processor, driving a vehicle).

	[Ouration		Frequency*			
Activity	Less than 1 hour at a time	1 to 2 hours	More than 2 hours at a time	Occasional	Frequent	Almost continuous	
Sitting					, , , , , ,		
Standing							
Walking							
Climbing							
Crawling							
Crouching in small places							
Lifting and/or carrying light objects or people							
Lifting and/or carrying medium objects or people							
Lifting and/or carrying heavy objects or people							
Pushing							
Pulling							
Working in an awkward position							
Maintaining one position for a long period of time (please specify)							
Other (please specify):							

*Frequency

Occasional - means once in a while over a period of time, i.e. once in a while on a daily basis or several times daily, but not every day

Frequent - means often over a period of time such as several times daily almost every day

Almost - means that with the exception of coffee and meal breaks, the activity is continuous almost every day

250)	ii you	lift things or people, please indicate the maximum weight and the frequency.
		Light weight (1 - 20 lbs.) Medium weight (21 - 35 lbs.) Heavy weight (over 35 lbs.)
	Provid	de an example:
	How	often?
		Occasional Frequent
		Almost continuous
CUDE	DVICO	R'S COMMENTS ON PHYSICAL DEMAND
Are th	e respo	nses to this factor: Complete Incomplete
		with the responses: Yes No
00,1111	icinto	
		Supervisor's Initials:

SENSORY DEMAND

What visual effort is required on a concentrated basis in your position (e.g., reading without interruption, reading data or input of data, report writing, operating a word processor, computer, calculator, microscope, fine electrical or mechanical work, microfiche reading, typing, driving, etc.)?

		Duration		Frequency*			
Activity	Less than 1 hour at a time	1 to 2 hours	More than 2 hours at a time	Occasional	Frequent	Almost continuous	

Does your position require that you listen attentively (e.g. taking dictation, signing or translating, counselling, taking minutes of meetings, taking telephone messages, operating a switchboard, driving a bus, operating equipment, etc.)?

		Duration				Frequency*			
Activity	Less than 1 hour at a time	1 to 2 hours	More than 2 hours at a time	Occasional	Frequent	Almost Continuous			

*Frequency

Occasional - means once in a while over a period of time, i.e. once in a while

on a daily basis or several times daily, but not every day

Frequent - means often over a period of time such as several times daily almost

every day

Almost - means that with the exception of coffee and meal breaks, the activity is continuous almost every day

SUPERVISOR'S COMMENTS ON SE	ENSORY DEMAND	
Are the responses to this question:	□ Complete	☐ Incomplete
Do you agree with the responses:	☐ Yes	□ No
Comments:		
		t.
		Supervisor's Initials:

WORKING CONDITIONS

Please describe the place(s) in which you perform your job duties. Please indicate the number of hours per week you would spend there (e.g. office, classroom, other district premises, homes, outside at work site, etc.).

Place of work	Number of hours per week

29) Is there some degree of unpleasantness in the day-to-day activities of your job owing to: (check only one of "occasionally", "frequently", "almost continuously", or "never")

	Never	Occasionally	Frequently	Almost continuously
Steam				
Dust				
Moisture				
Chemical substances				
Grease				
Oil				
Inadequate lighting				
Interruptions				• · · ·
Heat				
Cold				
Temperature extremes				
Grime				
Odour				
Noise				,
Vibration				
Soiled linens				
Inadequate ventilation				
Travel				
Verbal abuse				
Body fluids				
Other - specify				

Occasionally - means once in a while over a period of time, i.e. once in a while on a daily basis or several times daily, but not every day

Frequently - means often over a period of time such as several times daily almost every day

Almost - means that with the exception of coffee and meal breaks, the activity is continuously

SUPERVISOR'S COMMENTS ON SE		D	
Are the responses to this factor:	□ Complete	☐ Incomplete	
Do you agree with the responses:	☐ Yes	□ No	
Comments:			
·			
		Supervisor's Initials:	

HAZARDS

30) Is there some degree of hazards in the day-to-day activities of your job owing to: (Disregard elements that do not apply to you and check only one of "occasionally", "frequently", "almost continuously".)

Almost

				Occasionally	Frequently	continuously
Hot subst						
Chemical	substa	nces				
Noise						
Exposure	to infec	tious dis	ease			
Violence						
Body fluid	is					
Heights						
Other - sp	pecify					
Occasion		-	on a daily basis or sev	e over a period of time, veral times daily, but no	ot every day	
Frequentl	ly	-	means often over a pe every day	eriod of time such as se	everal times dail	y almost
Almost continuou	ısly	-	means that with the electric continuous almost ever	xception of coffee and ery day	meal breaks, the	e activity is
(one an	take certain precaut d provide an explana			
		No				
	Please	explain	your answer:			
		·				
-						
•						
•						

32) What injuries or hazards are common to your work?

пеш	ency of all responses that apply.	er on your job	r Pleas	e circle	me
	and appropriate	2 = 0 3 = 0	lever Once in Often Nost of t	a while the time	ļ.
a) b) c)	Lack of time for job completion Unpredictable situations Changes in work priorities	1 1 1	2 2 2	3 3 3	4 4 4
·	se give examples:				
same	often do you encounter conflicting priorities of time? (A change in the order of priorities of cting priorities.)	where severa	al deadli ssarily r	nes mus	et be me
1 = N 2 = 0 3 = 0	nce in a while	1	2	3	4
4 = N	lost of the time				
rieas	se give examples:				
How	do you determine the order in which to con	nplete assignr	nents?		
How	do you determine the order in which to con Self Supervisor Policies and procedures Other. Please specify:				
	Self Supervisor Policies and procedures				
	Self Supervisor Policies and procedures Other. Please specify:				

SUPERVISOR'S COMMENTS ON HA		
Are the responses to this factor:	☐ Complete	☐ Incomplete
Do you agree with the responses:	☐ Yes	□ No
Comments:		
		Supervisor's Initials:

POSITION SUMMARY

37)	Describe briefly the general p "Why does this job exist?" and	d "What is your job	responsible for?".	·
SUPER	RVISOR'S COMMENTS ON PO	OSITION SUMMA	RY	
Are the	e responses to this factor: I agree with the responses:	☐ Complete ☐ Yes	☐ Incomplete ☐ No	
Comm	ents:			
	····			
				
٧.				<u>.</u>
			Supervisor's Initials	 ::

POSITION DUTIES

approximate percentage of time devoted to eac more space, attach extra pages.	duties. To the best of your ability, include the duty over the course of a year. If you r
Job duty 1:	(%)
Job duty 2:	(%)
Job duty 3:	(%)

Job duty 4:	(%)
Job duty 5:	(%)
	· ·
ERVISOR'S COMMENTS ON POSITION DU ne responses to this factor: Comp	olete 🛘 Incomplete
ou agree with the responses:	□ No
	·
	Supervisor's Initials:

		 	
Supervisor's co	omments:		

PLEASE RETURN WITHIN ONE WEEK

JOB QUESTIONNAIRE

		Name (please print) and Signature of Employee(s)
Job Position/Classification:	1.	
District:	2.	
Title of Supervisor:	3.	
Name of Supervisor:	4.	
Signature of Supervisor:	5.	
Date Form Completed:	6.	
	7.	

Revised October 2001

MESSAGE TO PARTICIPANTS

The following questionnaire has been designed to gather job content information for the purposes of job evaluation.

It is very important that everyone given a questionnaire participate and complete every question carefully. We suggest you read the entire questionnaire before starting to complete it. A group of persons in the same classification, working under the same supervisor, filling out the questionnaire together, can be a helpful way to ensure we receive full information on all aspects of the work involved in your job.

Elements of your job will not necessarily be found in every question. This is valid and is not a reason for concern. Read the questions carefully and if the question does not apply to your job, mark "Never", "None" or "Does Not Apply" etc., as indicated in the answers.

The important thing to remember is that there are no right or wrong answers to any question. There are only answers that tell us about the work you do. Always choose the answer that best describes your job.

Remember, the purpose of the questionnaire is to document the duties of your job and not your performance. Do not consider your personal qualities and abilities in describing your job.

The first step is to read the questionnaire thoroughly. In order for the committee to understand your job, it is very important that for all questions which ask for an example, you write down an example that is typical of <u>your</u> job. At the end of the questionnaire you will be asked to identify your major job duties.

The questionnaire will take approximately 2 hours to complete. We ask you to be patient and give careful consideration to your answers. If you need additional space to provide your answers, please add extra pages.

Please use a pen to fill out the Questionnaire and print your responses.

JOB QUESTIONNAIRE

EDUCATION

1.a)	In your opinion, what is the minimum formal academic, technical or vocational education required for your position? (Remember: this is not the level of education held by you, the incumbent, but the minimum formal requirement you believe should be used for staffing the position.)							
		Elementary school						
		Partial secondary school						
		Secondary school completion						
		1-year post secondary training in	(subject)					
		A 2-year community college program in	(subject)					
		A 3-year community college or university program in	(subject)					
		A 4-year university program in	(subject)					
		A 5-year university program in	(subject)					
	,	courses)						
			(subject &					
		(len	gth of course)					
		Other						
1.b)		jobs require additional training/courses after being in this position for so onal courses/training does your job require?	me time. What					
	Please	e specify:						
1.c)		Even after school is completed, some jobs require a license in order to work in the job. What license or certification does your job require e.g., trades certification?						
	Please	e specify:						
1.d)	To ob	tain the license or certificate listed in 1.b), do you have to attend formal of Yes No	classes?					

	If yes, what is the to portion of your trade	ral number of months of classroom training required (e.g. the classroom s certificate)?
1.e)	To obtain the license time on the job?	e or certificate listed in 1.b) do you have to spend a certain amount of
	Yes No	
	If yes, how many mo	onths in total are spent on the job?
1.f)		grams include hands-on experience. While <u>in school</u> getting your degreech time is spent in getting this actual experience, e.g. a practicum
	No experien	ce while getting degree, diploma or certificate
	More than 6	months but less than 1 year
	1 Year 2 Years	
2)	In doing your job, where the required on a regular	nat is the most appropriate level of reading and understanding that is r basis?
	Read short	verbal work orders and instructions notes, brief forms or instructions or simple gauges/dials r, straightforward material such as detailed forms, standard memos or
		mplex gauges/dials nderstand complex material such as detailed operating and
	procedure n	nanuals, case histories, simple blue prints and diagrams, etc. Inderstand highly complex material such as very specialized and
		anuals, or complex blueprints and diagrams
	Please give	examples:
	<u></u>	
3)	In doing your job, wl basis?	nat is the most appropriate level of writing that is required on a regular
		notes, brief forms, instructions, or record student/employee records , straightforward material such as standard memos, letters or ns

	standard letters Write complex materia plans, manuals Write highly complex r	ers ard material such ils such as propo material such as v	n as progress reports, procedures or non- sals for fund raising, student program very specialized and technical reports,
	Please give examples	• •	
	'S COMMENTS ON ED		☐ Incomplete
Do you agree v Comments:	vith the responses:	□ Yes	□ No ·
			Supervisor's Initials:

EXPERIENCE

4)	Many jobs require people to have experience in related work (paid or volunteer) before they can get the job. How much previous experience would a person hired in your job need?
	 No related experience is required Less than three months 4 - 6 months More than 6 months but less than 1 year
	1 year to 2 years Over 2 years and up to 3 years Over 3 years and up to 4 years Over 4 years and up to 5 years
	Over 5 years and up to 6 years More than 6 years. If more than 6 years, how many years?
	Please describe related experience:
5)	How long does it take for people in your job to learn to perform the job duties adequately after they start the job?
	Up to 1 month 1 - 3 months 3 - 6 months 6 months to 1 year 1 to 2 years More than 2 years
	Please explain your answer:
0.155	
Are the Do yo	ERVISOR'S COMMENTS ON EXPERIENCE the responses to this factor: u agree with the responses: Ves No nents:
	Supervisor's Initials:

JUDGEMENT

a) I ask my immediate supervisor what to do b) I ask co-workers for help in deciding what to do c) I read manuals and figure out what to do d) My supervisor and I together decide what to do e) I decide what to do based on my previous experience as well as checking guidelines and precedent f) I get advice with problems from senior staff and other sources g) Other. Please specify: 1 2 3 Please give examples: Please give examples: C) Use well-defined methods and procedures as 1 2 3 guidelines for assignments c) Use established guidelines to achieve desired 1 2 3 end results d) Modify or change established methods and 1 2 3 procedures, but stay within program or legislative boundaries e) Develop new solutions to diverse and complex 1 2 3 problems with conflicting requirements because there are no guidelines f) Other. Please specify: 1 2 3	b) I ask co-workers for help in deciding what to do 1		nen there is a situation I have not come across befor	1 = 1 2 = 0 3 = 0	Never Once in Often	•	
b) I ask co-workers for help in deciding what to do c) I read manuals and figure out what to do d) My supervisor and I together decide what to do e) I decide what to do based on my previous e) I decide what to do based on my previous experience as well as checking guidelines and precedent f) I get advice with problems from senior staff and other sources g) Other. Please specify: In your job do you: a) Follow specific instructions/procedures exactly b) Use well-defined methods and procedures as guidelines for assignments c) Use established guidelines to achieve desired end results d) Modify or change established methods and procedures, but stay within program or legislative boundaries e) Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines f) Other. Please specify: 1 2 3 3 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	b) I ask co-workers for help in deciding what to do c) I read manuals and figure out what to do d) My supervisor and I together decide what to do e) I decide what to do based on my previous experience as well as checking guidelines and precedent f) I get advice with problems from senior staff and other sources g) Other. Please specify: 1 2 3 Please give examples: In your job do you: a) Follow specific instructions/procedures exactly b) Use well-defined methods and procedures as guidelines for assignments c) Use established guidelines to achieve desired end results d) Modify or change established methods and procedures, but stay within program or legislative boundaries e) Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines f) Other. Please specify: 1 2 3 3 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	a)	Lask my immediate supervisor what to do	1	2	3	4
c) I read manuals and figure out what to do d) My supervisor and I together decide what to do e) I decide what to do based on my previous experience as well as checking guidelines and precedent f) I get advice with problems from senior staff and other sources g) Other. Please specify: In your job do you: a) Follow specific instructions/procedures exactly b) Use well-defined methods and procedures as guidelines for assignments c) Use established guidelines to achieve desired end results d) Modify or change established methods and procedures, but stay within program or legislative boundaries e) Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines f) Other. Please specify: 1 2 3 3 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	c) I read manuals and figure out what to do d) My supervisor and I together decide what to do e) I decide what to do based on my previous experience as well as checking guidelines and precedent f) I get advice with problems from senior staff and other sources g) Other. Please specify: In your job do you: A) Follow specific instructions/procedures exactly b) Use well-defined methods and procedures as guidelines for assignments c) Use established guidelines to achieve desired end results d) Modify or change established methods and procedures, but stay within program or legislative boundaries e) Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines f) Other. Please specify: 1 2 3 3 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	•					4
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procedures, but stay within program or legislative boundaries e) Develop new solutions to diverse and complex 1 2 3 problems with conflicting requirements because there are no guidelines f) Other. Please specify: 1 2 3	procedures, but stay within program or legislative boundaries e) Develop new solutions to diverse and complex 1 2 3 problems with conflicting requirements because there are no guidelines f) Other. Please specify: 1 2 3	a) b)	Follow specific instructions/procedures exactly Use well-defined methods and procedures as guidelines for assignments Use established guidelines to achieve desired	1	2	3	4
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e) Develop new solutions to diverse and complex 1 2 3 problems with conflicting requirements because there are no guidelines f) Other. Please specify: 1 2 3	e) Develop new solutions to diverse and complex 1 2 3 problems with conflicting requirements because there are no guidelines f) Other. Please specify: 1 2 3	a) b) c)	Follow specific instructions/procedures exactly Use well-defined methods and procedures as guidelines for assignments Use established guidelines to achieve desired end results Modify or change established methods and	1	2	3	4
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there are no guidelines f) Other. Please specify: 1 2 3	there are no guidelines f) Other. Please specify: 1 2 3	a) b) c) d)	Follow specific instructions/procedures exactly Use well-defined methods and procedures as guidelines for assignments Use established guidelines to achieve desired end results Modify or change established methods and procedures, but stay within program or legislative boundaries	1 1 1	2 2 2	3 3 3	4
f) Other. Please specify: 1 2 3	f) Other. Please specify: 1 2 3	a) b) c) d)	Follow specific instructions/procedures exactly Use well-defined methods and procedures as guidelines for assignments Use established guidelines to achieve desired end results Modify or change established methods and procedures, but stay within program or legislative boundaries Develop new solutions to diverse and complex	1 1 1	2 2 2	3 3 3	4
		a) b) c) d)	Follow specific instructions/procedures exactly Use well-defined methods and procedures as guidelines for assignments Use established guidelines to achieve desired end results Modify or change established methods and procedures, but stay within program or legislative boundaries Develop new solutions to diverse and complex problems with conflicting requirements because	1 1 1	2 2 2	3 3 3	2
Please dive examples:	ricase give examples.	a) b) c) d)	Follow specific instructions/procedures exactly Use well-defined methods and procedures as guidelines for assignments Use established guidelines to achieve desired end results Modify or change established methods and procedures, but stay within program or legislative boundaries Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines	1 1 1	2 2 2 2	3 3 3	
		a) b) c) d) e)	Follow specific instructions/procedures exactly Use well-defined methods and procedures as guidelines for assignments Use established guidelines to achieve desired end results Modify or change established methods and procedures, but stay within program or legislative boundaries Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines Other. Please specify:	1 1 1	2 2 2 2	3 3 3	
		a) b) c) d) e)	Follow specific instructions/procedures exactly Use well-defined methods and procedures as guidelines for assignments Use established guidelines to achieve desired end results Modify or change established methods and procedures, but stay within program or legislative boundaries Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines Other. Please specify:	1 1 1	2 2 2 2	3 3 3	4
		a) b) c) d) e)	Follow specific instructions/procedures exactly Use well-defined methods and procedures as guidelines for assignments Use established guidelines to achieve desired end results Modify or change established methods and procedures, but stay within program or legislative boundaries Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines Other. Please specify:	1 1 1	2 2 2 2	3 3 3	4
		a) b) c) d) e)	Follow specific instructions/procedures exactly Use well-defined methods and procedures as guidelines for assignments Use established guidelines to achieve desired end results Modify or change established methods and procedures, but stay within program or legislative boundaries Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines Other. Please specify:	1 1 1	2 2 2 2	3 3 3	4

8) What kinds of decisions/recommendations do you make on a regular basis? Please list as many examples as possible and indicate whether they are decisions or recommendations.

	De	Check Whether Decision or Recommendation			Frequency			
Example	Decision	Recommendation	Daily	Weekly	Monthly	Other (please specify)		

9) What kinds of guidelines, procedures, manuals (formal or informal) do you use in carrying out your job duties and making your recommendations or decisions (e.g. Policy and Procedures Manual, building codes, computer manuals, trade practices)? Please give specific examples and indicate whether they are used as established procedures to be closely followed, guidelines to be generally followed, or broad parameters within which to function.

	How E	hem?	
Examples of Guidelines/Procedures/Manuals	Closely Followed	Generally Followed	Broadly Followed

SUPERVISOR'S COMMENTS ON J			
Are the responses to this factor:		☐ Incomplete	
Do you agree with the responses:	☐ Yes	□ No	
Comments:			
			•
		Supervisor's Initials:	

CONSEQUENCE OF ERROR IN JUDGEMENT

10)	If you made an inaccurate or inappropriate decision or recommendation, what would be the consequences (e.g. loss of time, delays, impaired service to the public, students or staff, financial loss, injury to self or others, damage to equipment, waste, etc.)? Please provide examples. Do not report an extreme circumstance where the risk of a specific situation occurring is unlikely.								
11)	Please indicate how your wo	ork is cl	hecked t	oy your st	ıpervisor	and the frequency of these			
	Types of Checks	Daily	Weekly	Monthly	Frequen	Cy Other (please specify)			
a) Work i	s always checked	Duny	Псскіу	monthly	INEVEL	Other (please specify)			
	nal versions/outputs are checked								
	rogress reports are requested from you								
	n progress reports are requested from								
e) Discus	sion with supervisor								
f) Statistic	cal report								
g) Other:	Please specify:								
	For every box that you have	checke	ed, pleas	se provide	e an exam	nple:			

12)	If you made an error in judgement or an incorrect recommendation/decision, at what level of the organization would it be resolved?
	I would correct it myself My supervisor would become involved and would tell me how to correct it Senior staff would become involved and would provide instructions on how the problem could be corrected The District Executives would become involved in developing a solution to the problem The Board would have to become involved in developing a solution to the problem Other. Please specify:
	Please provide examples:
Are the	RVISOR'S COMMENTS ON ERROR IN JUDGEMENT e responses to this factor:
	Supervisor's Initials:

RESPONSIBILITY FOR HUMAN RESOURCES

13)		ollowing questions relate to your responsibility for other employees. Please indicate of the following responsibilities apply to your position.						
		Explain work procedures to new employees, volunteers						
	Assign work to others							
☐ Assign and check work of others								
	□ Coordinate the work of others							
		Schedule the work of others						
		Establish work priorities						
		Bring in extra help/increase or decrease size of shift to accommodate workload						
		Participate in the interviewing of prospective employees						
		Recommend prospective employees for hire						
		Provide input to employee appraisals						
		Conduct employee appraisals						
		Determine staff requirements for a department						
		Train staff, volunteers, students						
		Establish job content						
		Does not apply						
		Other. Please specify:						
14)		supervise others on an on-going basis, please list the number of full-time equivalents ly supervised and their title. (Include full-time and part-time employees and volunteers.))					
	No. o	of FTE's Title						
		R'S COMMENTS ON HUMAN RESOURCES nses to this factor: Complete Incomplete						
		nses to this factor: Complete Incomplete with the responses: Yes Incomplete						
Comn	nents: _							
		Supervisor's Initials:						
		oupervisor a trituais.						

FUNCTIONAL SUPERVISION

15)	Are <u>staff</u> who do not report directly to you required to follow the policies, methods or procedures that you have established?						
	Yes No						
16)	Do you have authority to monitor their work to emethods or procedures?	nsure they are following approved policies,					
	Yes No						
17)	What are the titles of individuals to whom you produced not have direct or indirect supervisory responses						
	Title	Department/Division					
SUPE	RVISOR'S COMMENTS ON FUNCTIONAL SUPI						
Are th	e responses to this factor:	☐ Incomplete					
Comm	u agree with the responses: Yes nents:	□ No					
		·					
		Supervisor's Initials:					

CONTACTS

- 18) What is the nature of your usual contacts with others in your job? For each contact listed below, check the one code that is most appropriate for your job. (Do not include contact with employees you supervise.)
 - Codes: A) No exchange
 - B) Exchange of factual or everyday information
 - C) Explanation and interpretation of information or ideas
 - D) Discussion of problems with a view to obtaining consent, cooperation and/or coordination of activities
 - E) Counselling unmotivated or troubled students/staff/parents
 - F) Negotiation of programs, policies or agreements in a context of diverging interests, in which cooperation is difficult to achieve

	Codes					
A	В	С	D	E	F	
					\Box	
			<u> </u>		1	

guestions 19 to 24a) how often do you? 1 = Nevel 2 = Once 3 = Often 4 = Most				Once in Often	-)		
	How often do you have to directly tell people things they don't want to hear?							
	a)	Other employees	1	2	3	4		
	b) c)	Students/families The general public	1 1	2 2	3 3 3	4 4		
	Pleas	se give examples:						
		se give examples.				-		

	often do you deal directly with very upset or very a	iigiy.			
a) b) c)	Students/families Outside groups (not other workers) Employees	1 1 1	2 2 2	3 3 3	
Pleas	se give examples:	·			
How	often do you deal directly with behaviorally difficult	stude 1	nts? 2	3	
Pleas	se give examples:				
				•	
If you	talk with students/families, how often do you:				
a)	Get information from them	1	2	3	
If you a) b) c)	Get information from them Inform them Counsel/persuade them	1 1	2 2	3 3 3	
a) b) c) d)	Get information from them Inform them Counsel/persuade them Give them advice on individual education plans	1 1 1	2 2 2	3 3 3	
a) b) c) d) e)	Get information from them Inform them Counsel/persuade them Give them advice on individual education plans Devise mutual goals with them	1 1 1 1	2 2 2 2	3 3 3 3	
a) b) c) d) e) f)	Get information from them Inform them Counsel/persuade them Give them advice on individual education plans Devise mutual goals with them Check on their progress	1 1 1 1	2 2 2 2 2	3 3 3 3	
a) b) c) d) e) f)	Get information from them Inform them Counsel/persuade them Give them advice on individual education plans Devise mutual goals with them	1 1 1 1	2 2 2 2 2	3 3 3 3	
a) b) c) d) e) f)	Get information from them Inform them Counsel/persuade them Give them advice on individual education plans Devise mutual goals with them Check on their progress	1 1 1 1	2 2 2 2 2	3 3 3 3	
a) b) c) d) e) f)	Get information from them Inform them Counsel/persuade them Give them advice on individual education plans Devise mutual goals with them Check on their progress	1 1 1 1	2 2 2 2 2	3 3 3 3	
a) b) c) d) e) f)	Get information from them Inform them Counsel/persuade them Give them advice on individual education plans Devise mutual goals with them Check on their progress	1 1 1 1	2 2 2 2 2	3 3 3 3	
a) b) c) d) e) f)	Get information from them Inform them Counsel/persuade them Give them advice on individual education plans Devise mutual goals with them Check on their progress	1 1 1 1	2 2 2 2 2	3 3 3 3	

23)	If you talk with other	employees (b	<u>esides</u> the	ones yo	ou super	vise), ho	w often o	do you:
	b) Inform them c) Counsel/pers d) Give them as e) Get advice fi f) Get coopera projects and	suade them dvice on work rom them on v tion from othe programs	procedure vork proce r sections	edures on	1 1 1 1 1	2 2 2 2 2 2	3 3 3 3 3	4 4 4 4 4
	Please give example	es:			,			
								, , , , , , , , , , , , , , , , , , , ,
24a)	Some jobs have respersonnel informatio documentation. Plea	n, student per	sonal info	rmation,	medical			
	Types of Records	Never	Monthly	Weekly	Freque		er (please s	pecify)
a) Stud	Types of Records ent personal information		Monthly	Weekly			er (please s	pecify)
			Monthly	Weekly			er (please s	pecify)
b) Med	ent personal information		Monthly	Weekly			er (please s	pecify)
b) Med c) Pers	lent personal information		Monthly	Weekly			er (please s	pecify)
b) Med c) Pers d) Fina	lent personal information ical reports onnel records	1	Monthly	Weekly			er (please s	pecify)
b) Med c) Pers d) Fina e) Sens	lent personal information ical reports onnel records ncial records	1	Monthly	Weekly			er (please s	pecify)
b) Med c) Pers d) Fina e) Sens	lent personal information ical reports onnel records ncial records	1	Monthly	Weekly			er (please s	pecify)
b) Med c) Pers d) Fina e) Sens	lent personal information ical reports onnel records ncial records	rds		Weekly			er (please s	pecify)
b) Med c) Pers d) Fina e) Sens	lent personal information ical reports onnel records ncial records sitive district/school records er: Please specify:	rds		Weekly			er (please s	pecify)
b) Med c) Pers d) Fina e) Sens	lent personal information ical reports onnel records ncial records sitive district/school records er: Please specify:	rds		Weekly			er (please s	pecify)
b) Med c) Pers d) Fina e) Sens	lent personal information ical reports onnel records ncial records sitive district/school records er: Please specify:	rds		Weekly			er (please s	pecify)
b) Med c) Pers d) Fina e) Sens	lent personal information ical reports onnel records ncial records sitive district/school records er: Please specify:	rds		Weekly			er (please s	pecify)

240)	nappropriately disclose restricted or confidential information?	
	Please provide an example:	
	Inappropriate disclosure would result in minor embarrassment or inconvenience	
	Inappropriate disclosure would not be critical or create a compromising situation	
	Inappropriate disclosure would have an adverse effect on parent relationships,	
	operations, public image or employee morale	
	Inappropriate disclosure would result in serious litigation	
	Example:	
	/ISOR'S COMMENTS ON CONTACTS esponses to this factor: □ Complete □ Incomplete	
	egree with the responses: ☐ Yes ☐ No ☐ No	
Comm		
•		
	Supervisor's Initials:	
	Oupervisor s miliais.	

PHYSICAL DEMAND

What physical effort is required on a regular basis for your position? Please indicate the 25a) activity as well as the frequency and duration of each activity (e.g. sitting, standing, walking, climbing, crawling, crouching in small places, lifting and/or carrying light, medium or heavy objects or people, pushing, pulling, working in an awkward position or maintaining one position for a long period of time such as sitting at a word processor, driving a vehicle).

	Duration			Frequency*		
Activity	Less than 1 hour at a time	1 to 2 hours	More than 2 hours at a time	Occasional	Frequent	Almost continuous
Sitting						
Standing	:					
Walking						
Climbing						
Crawling						
Crouching in small places						
Lifting and/or carrying light objects or people						
Lifting and/or carrying medium objects or people						
Lifting and/or carrying heavy objects or people						
Pushing						
Pulling						
Working in an awkward position						
Maintaining one position for a long period of time (please specify)						
Other (please specify):						

*Frequency

Occasional means once in a while over a period of time, i.e. once in a while

on a daily basis or several times daily, but not every day

means often over a period of time such as several times daily almost Frequent

every day

Almost means that with the exception of coffee and meal breaks, the activity is

continuous continuous almost every day

25b)	If you lift things or people, please indicate the maximum weight a	and the frequency.
	☐ Light weight (1 - 20 lbs.) ☐ Medium weight (21 - 35 lbs.) ☐ Heavy weight (over 35 lbs.)	
	Provide an example:	
	How often?	
	☐ Occasional☐ Frequent☐ Almost continuous	
Are the	ERVISOR'S COMMENTS ON PHYSICAL DEMAND the responses to this factor: U Complete U agree with the responses: Ves No nents:	7
	Supervi	sor's Initials:

SENSORY DEMAND

What visual effort is required on a concentrated basis in your position (e.g., reading without interruption, reading data or input of data, report writing, operating a word processor, computer, calculator, microscope, fine electrical or mechanical work, microfiche reading, typing, driving, etc.)?

	Duration			Frequency*			
Activity	Less than 1 hour at a time	1 to 2 hours	More than 2 hours at a time	Occasional	Frequent	Almost continuous	

Does your position require that you listen attentively (e.g. taking dictation, signing or translating, counselling, taking minutes of meetings, taking telephone messages, operating a switchboard, driving a bus, operating equipment, etc.)?

		Duration			Frequency*			
Activity	Less than 1 hour at a time	1 to 2 hours	More than 2 hours at a time	Occasional	Frequent	Almost Continuous		

*Frequency

Occasional - means once in a while over a period of time, i.e. once in a while

on a daily basis or several times daily, but not every day

Frequent - means often over a period of time such as several times daily almost

every day

Almost - means that with the exception of coffee and meal breaks, the activity is continuous almost every day

SUPERVISOR'S COMMENTS ON SE		
Are the responses to this question:	Complete	☐ Incomplete
Do you agree with the responses:	☐ Yes	□ No
Comments:		
·		
		Supervisor's Initials:

WORKING CONDITIONS

Please describe the place(s) in which you perform your job duties. Please indicate the number of hours per week you would spend there (e.g. office, classroom, other district premises, homes, outside at work site, etc.).

Place of work	Number of hours per week

29) Is there some degree of unpleasantness in the day-to-day activities of your job owing to: (check only one of "occasionally", "frequently", "almost continuously", or "never")

	Never	Occasionally	Frequently	Almost continuously
Steam	11070	Coousionany	ricquentiy	Continuously
Dust	1		, ,	
Moisture				
Chemical substances		,		
Grease				
Oil				
Inadequate lighting				
Interruptions				
Heat				
Cold				
Temperature extremes				
Grime				
Odour				
Noise				
Vibration				
Soiled linens				
Inadequate ventilation				
Travel		***************************************		
Verbal abuse				
Body fluids				
Other - specify				

Occasionally - means once in a while over a period of time, i.e. once in a while on a daily basis or several times daily, but not every day

Frequently - means often over a period of time such as several times daily almost every day

Almost - means that with the exception of coffee and meal breaks, the activity is continuously continuous almost every day

SUPERVISOR'S COMMENTS ON S	ENSORY DEMAN	D	
Are the responses to this factor:	□ Complete	☐ Incomplete	
Do you agree with the responses:	☐ Yes	□ No	
Comments:			
			
		•	
		Supervisor's Initials:	

HAZARDS

Hot substances

30) Is there some degree of hazards in the day-to-day activities of your job owing to: (Disregard elements that do not apply to you and check only one of "occasionally", "frequently", "almost continuously".)

Occasionally

Almost

continuously

Frequently

Chemic	al substa	nces				
Noise						
Exposu	re to infe	ctious dis	ease			
Violence	Э		***			
Body flu	iids					
Heights						
Other -	specify					
Occasio	nally	-	means once in a while ov on a daily basis or severa			nile
Frequer	ntly	-	means often over a period every day	d of time such as se	veral times daily	y almost
Almost continue	ously	-	means that with the except continuous almost every of	otion of coffee and r day	meal breaks, the	e activity is
31)	Do you (Check taken.)	one and	take certain precautions d provide an explanation	s or wear protectiv	ve clothing to a e type of preca	avoid a work injury? aution(s) normally
	— Please		your answer:			

32) What injuries or hazards are common to your work? Nature of Injury or Hazard Seriousness None Minor Major Fatal Cut П Scrape Break П Burn П П П П Back injury П П П Exposure to infectious disease Other. Please specify: П Please explain your answer by describing the nature of the injury that can occur: 33) Which of the following best describes your work flow and how your job is affected by deadlines? Work flow is not pressured, with time between peaks for review or reflection and no established deadlines to meet. Work flow is varied, sometimes you have several things to do at once but deadlines are rare and there are no serious consequences if some things do not get done. Work flow is steady and normally you have several things that must be done within short time spans. Deadlines are common but are regularly met. Work flow requires constant effort, with extra effort necessary to meet emergencies or unexpected deadlines. There are serious consequences if deadlines are not met. Please give an example or two of when your job's work flow is heaviest and the kind of deadlines you face:

rrequ	h of the following situations do you encoun ency of all responses that apply.			e circle	uie
		2 = 0 3 = 0	lever Once in Often Nost of t	a while the time	,
a) b) c)	Lack of time for job completion Unpredictable situations Changes in work priorities	1 1 1	2 2 2	3 3 3	4 4 4
-	se give examples:				7
					1407-
same	often do you encounter conflicting priorities time? (A change in the order of priorities octing priorities.)				
3 = C	nce in a while	1	2	3	4
Pleas	se give examples:		<u></u>		
	do you determine the order in which to cor	nplete assignr	nents?		
How	,				
How	Self Supervisor Policies and procedures Other. Please specify:				
	Self Supervisor Policies and procedures				
	Self Supervisor Policies and procedures Other. Please specify:				

SUPERVISOR'S COMMENTS ON HA		
Are the responses to this factor: Do you agree with the responses:	□ Complete	☐ Incomplete
Do you agree with the responses:	☐ Yes	□ No
Comments:		
	• •	
	·	
		Supervisor's Initials:

POSITION SUMMARY

		·	
	· · · · · · · · · · · · · · · · · · ·		
		·	

POSITION DUTIES

approximate percentage of more space, attach extra pa	/ listing your major duties. To the best of your ability, incli- time devoted to each duty over the course of a year. If your ages.
Job duty 1:	(%)
Job duty 2:	(%)
Job duty 3:	(%)

Job duty 4:		(%)	
Job duty 5:		(%)	
•		\ <u></u>	
WAY			
, , , , , , , , , , , , , , , , , , , ,			
RVISOR'S COMMENTS ON P	OSITION DUTIES		
e responses to this factor: u agree with the responses:	☐ Complete ☐ Yes	☐ Incomplete☐ No	
ents:			
-		Supervisor's Initials:	

Supervisor's con	nments:		