

JOB MAINTENANCE

Form 2 - REQUEST FOR JOB REVIEW - REVISED JOB

SD NO. _____ DEPT./SCHOOL _____ PAY GRADE _____

EMPLOYEE'S NAME _____ JOB # _____

TO BE COMPLETED BY EMPLOYEE: (Attach additional pages if necessary.)

List additional duties:

List deleted duties:

Describe changes in supervision given or received:

Describe changes in working conditions or location:

Other comments:

EMPLOYER'S COMMENTS: (Attach additional pages if necessary.)

Employee's Signature _____ S/T or Designate Signature: _____

¹ Date submitted to Supervisor: _____ ³ Date: _____

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. THE SECRETARY-TREASURER OR DESIGNATE WILL HAVE TWO WEEKS TO RESPOND.

JOB MAINTENANCE

Form 1 - REQUEST FOR JOB REVIEW - NEW JOB

SD NO. _____ DEPT./SCHOOL _____ PAY GRADE _____

EMPLOYEE'S NAME _____ JOB # _____

TO BE COMPLETED BY EMPLOYER: Refer to Job Evaluation Plan (Attach additional pages if necessary)

Education Required (Grade/Post-Secondary/Specialized Training):

Experience Required (Length of time required to learn position, include experience, if any, in related jobs of lesser degree):

Decision Making

- Supervision Received:
- Supervision Given (Number of employees 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:

Additional Comments:

EMPLOYEE'S COMMENTS: (Attach additional pages if necessary)
(Wherever possible please complete questionnaire)

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 questionnaire should be completed by incumbent.

Attachments:

- a. 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 your 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 of less than one year in duration (including correspondence courses)
- _____ (subject &
_____ (length of course)
- Other _____

- 1.b) Some jobs require additional training/courses after being in this position for some time. What additional courses/training does your job require?

Please 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 specify: _____

- 1.d) To obtain the license or certificate listed in 1.b), do you have to attend formal classes?

Yes
 No

If yes, what is the total number of months of classroom training required (e.g. the classroom portion of 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, how many months in total are spent on the job? _____

1.f) Some education programs include hands-on experience. While in school getting your degree or diploma, 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) In doing your job, what is the most appropriate level of reading and understanding that is required 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 letters 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 your job, what is the most appropriate level of writing that is required on a regular basis?

___ Write short notes, brief forms, instructions, or record student/employee records

___ Write longer, straightforward material such as standard memos, letters or detailed forms

- ___ Taking minutes of meetings or dictation
- ___ Editing the work of others
- ___ Write less straightforward material such as progress reports, procedures or non-standard letters
- ___ Write complex materials such as proposals for fund raising, student program plans, manuals
- ___ Write highly complex material such as very specialized and technical reports, scientific or professional papers

Please give examples:

SUPERVISOR'S COMMENTS ON EDUCATION

Are the responses to this factor: Complete Incomplete

Do you agree with the responses: Yes No

Comments: _____

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: _____

SUPERVISOR'S COMMENTS ON EXPERIENCE	
Are the responses to this factor:	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Do you agree with the responses:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: _____ _____ _____	
Supervisor's Initials: _____	

JUDGEMENT

6) When there is a situation I have not come across before (circle **all** responses that apply):

- 1 = Never**
- 2 = Once in a while**
- 3 = Often**
- 4 = Most of the time**

a) I ask my immediate supervisor what to do	1	2	3	4
b) I ask co-workers for help in deciding what to do	1	2	3	4
c) I read manuals and figure out what to do	1	2	3	4
d) My supervisor and I together decide what to do	1	2	3	4
e) I decide what to do based on my previous experience as well as checking guidelines and precedent	1	2	3	4
f) I get advice with problems from senior staff and other sources	1	2	3	4
g) Other. Please specify: _____	1	2	3	4

Please give examples: _____

7) In your job do you:

a) Follow specific instructions/procedures exactly	1	2	3	4
b) Use well-defined methods and procedures as guidelines for assignments	1	2	3	4
c) Use established guidelines to achieve desired end results	1	2	3	4
d) Modify or change established methods and procedures, but stay within program or legislative boundaries	1	2	3	4
e) Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines	1	2	3	4
f) Other. Please specify: _____	1	2	3	4

Please give examples: _____

- 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.

Example	Check Whether Decision or Recommendation		Frequency			
	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.

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

SUPERVISOR'S COMMENTS ON JUDGEMENT

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 work is checked by your supervisor and the frequency of these checks.

Types of Checks	Frequency				
	Daily	Weekly	Monthly	Never	Other (please specify)
a) Work is always checked					
b) Only final versions/outputs are checked					
c) Oral progress reports are requested from you					
d) Written progress reports are requested from you					
e) Discussion with supervisor					
f) Statistical report					
g) Other: Please specify:					

For every box that you have checked, please provide an example:

RESPONSIBILITY FOR HUMAN RESOURCES

13) The following questions relate to your responsibility for other employees. Please indicate which 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 supervise others on an on-going basis, please list the number of full-time equivalents directly supervised and their title. (Include full-time and part-time employees and volunteers.)

No. of FTE's	Title

SUPERVISOR'S COMMENTS ON HUMAN RESOURCES	
Are the responses to this factor:	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete
Do you agree with the responses:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: _____ _____ _____ _____	
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

Contact (Work Related)	Codes					
	A	B	C	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: _____						

In questions 19 to 24a) how often do you?

- 1 = Never**
2 = Once in a while
3 = Often
4 = Most of the time

19) How often do you have to directly tell people things they don't want to hear?

- | | | | | |
|-----------------------|---|---|---|---|
| a) Other employees | 1 | 2 | 3 | 4 |
| b) Students/families | 1 | 2 | 3 | 4 |
| c) The general public | 1 | 2 | 3 | 4 |

Please give examples: _____

20) How often do you deal directly with very upset or very angry:

a)	Students/families	1	2	3	4
b)	Outside groups (not other workers)	1	2	3	4
c)	Employees	1	2	3	4

Please give examples: _____

21) How often do you deal directly with behaviorally difficult students?

1	2	3	4
---	---	---	---

Please give examples: _____

22) If you talk with students/families, how often do you:

a)	Get information from them	1	2	3	4
b)	Inform them	1	2	3	4
c)	Counsel/persuade them	1	2	3	4
d)	Give them advice on individual education plans	1	2	3	4
e)	Devise mutual goals with them	1	2	3	4
f)	Check on their progress	1	2	3	4

Please give examples: _____

23) If you talk with other employees (besides the ones you supervise), how often do you:

- | | | | | | |
|----|--|---|---|---|---|
| a) | Get information from them | 1 | 2 | 3 | 4 |
| b) | Inform them | 1 | 2 | 3 | 4 |
| c) | Counsel/persuade them | 1 | 2 | 3 | 4 |
| d) | Give them advice on work procedures | 1 | 2 | 3 | 4 |
| e) | Get advice from them on work procedures | 1 | 2 | 3 | 4 |
| f) | Get cooperation from other sections on projects and programs | 1 | 2 | 3 | 4 |

Please give examples: _____

24a) Some jobs have responsibility for working with restricted or confidential records, such as personnel information, student personal information, medical records or district/school documentation. Please indicate how often you work with:

Types of Records	Frequency				
	Never	Monthly	Weekly	Daily	Other (please specify)
a) Student personal information					
b) Medical reports					
c) Personnel records					
d) Financial records					
e) Sensitive district/school records					
f) Other: Please specify:					

Please give examples: _____

PHYSICAL DEMAND

25a) 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).

Activity	Duration			Frequency*		
	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 continuous - means that with the exception of coffee and meal breaks, the activity is continuous almost every day

25b) If 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.)

Provide an example: _____

How often?

- Occasional
- Frequent
- Almost continuous

SUPERVISOR'S COMMENTS ON PHYSICAL DEMAND

Are the responses to this factor: Complete Incomplete

Do you agree with the responses: Yes No

Comments: _____

Supervisor's Initials:

SENSORY DEMAND

26) 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.)?

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

27) 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.)?

Activity	Duration			Frequency*		
	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 continuous - means that with the exception of coffee and meal breaks, the activity is continuous almost every day

SUPERVISOR'S COMMENTS ON SENSORY DEMAND

Are the responses to this question: Complete Incomplete

Do you agree with the responses: Yes No

Comments: _____

Supervisor's Initials:

WORKING CONDITIONS

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

SUPERVISOR'S COMMENTS ON SENSORY DEMAND

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".)

	Occasionally	Frequently	Almost continuously
Hot substances			
Chemical substances			
Noise			
Exposure to infectious disease			
Violence			
Body fluids			
Heights			
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 continuously - means that with the exception of coffee and meal breaks, the activity is continuous almost every day

31) Do you have to take certain precautions or wear protective clothing to avoid a work injury? (Check one and provide an explanation or example of the type of precaution(s) normally taken.)

- Yes
- No

Please explain your answer: _____

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

Nature of Injury or Hazard	Seriousness			
	None	Minor	Major	Fatal
<input type="checkbox"/> Cut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Scrape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Break	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Burn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Back injury	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exposure to infectious disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other. Please specify: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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:

34) Which of the following situations do you encounter on your job? Please circle the frequency of all responses that apply.

1 = Never
2 = Once in a while
3 = Often
4 = Most of the time

a) Lack of time for job completion	1	2	3	4
b) Unpredictable situations	1	2	3	4
c) Changes in work priorities	1	2	3	4

Please give examples: _____

35) How often do you encounter conflicting priorities where several deadlines must be met at the same time? (A change in the order of priorities does not necessarily mean they are conflicting priorities.)

1 = Never	1	2	3	4
2 = Once in a while				
3 = Often				
4 = Most of the time				

Please give examples: _____

36) How do you determine the order in which to complete assignments?

- ___ Self
- ___ Supervisor
- ___ Policies and procedures
- ___ Other. Please specify: _____

Please give examples: _____

SUPERVISOR'S COMMENTS ON HAZARDS

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 purpose of your position. In answering this question, consider "Why does this job exist?" and "What is your job responsible for?".

SUPERVISOR'S COMMENTS ON POSITION SUMMARY

Are the responses to this factor: Complete Incomplete
Do you agree with the responses: Yes No

Comments: _____

Supervisor's Initials:

POSITION DUTIES

38) Please describe your job by listing **your** major duties. To the best of your ability, include the approximate percentage of time devoted to each duty over the course of a year. If you need more space, attach extra pages.

Job duty 1: _____ (___%)

Job duty 2: _____ (___%)

Job duty 3: _____ (___%)

Job duty 4: _____ (___%)

Job duty 5: _____ (___%)

SUPERVISOR'S COMMENTS ON POSITION DUTIES

Are the responses to this factor: Complete Incomplete

Do you agree with the responses: Yes No

Comments: _____

Supervisor's Initials:

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

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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 your 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 of less than one year in duration (including correspondence courses)
- _____ (subject &
_____ (length of course)
- Other _____

- 1.b) Some jobs require additional training/courses after being in this position for some time. What additional courses/training does your job require?

Please 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 specify: _____

- 1.d) To obtain the license or certificate listed in 1.b), do you have to attend formal classes?

Yes

No

If yes, what is the total number of months of classroom training required (e.g. the classroom portion of 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, how many months in total are spent on the job? _____

1.f) Some education programs include hands-on experience. While in school getting your degree or diploma, 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) In doing your job, what is the most appropriate level of reading and understanding that is required 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 letters 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 your job, what is the most appropriate level of writing that is required on a regular basis?

___ Write short notes, brief forms, instructions, or record student/employee records

___ Write longer, straightforward material such as standard memos, letters or detailed forms

- ___ Taking minutes of meetings or dictation
- ___ Editing the work of others
- ___ Write less straightforward material such as progress reports, procedures or non-standard letters
- ___ Write complex materials such as proposals for fund raising, student program plans, manuals
- ___ Write highly complex material such as very specialized and technical reports, scientific or professional papers

Please give examples:

SUPERVISOR'S COMMENTS ON EDUCATION

Are the responses to this factor: Complete Incomplete

Do you agree with the responses: Yes No

Comments: _____

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: _____

SUPERVISOR'S COMMENTS ON EXPERIENCE		
Are the responses to this factor:	<input type="checkbox"/> Complete	<input type="checkbox"/> Incomplete
Do you agree with the responses:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Comments: _____		

Supervisor's Initials:		

JUDGEMENT

6) When there is a situation I have not come across before (circle **all** responses that apply):

- 1 = Never**
- 2 = Once in a while**
- 3 = Often**
- 4 = Most of the time**

a) I ask my immediate supervisor what to do	1	2	3	4
b) I ask co-workers for help in deciding what to do	1	2	3	4
c) I read manuals and figure out what to do	1	2	3	4
d) My supervisor and I together decide what to do	1	2	3	4
e) I decide what to do based on my previous experience as well as checking guidelines and precedent	1	2	3	4
f) I get advice with problems from senior staff and other sources	1	2	3	4
g) Other. Please specify: _____	1	2	3	4

Please give examples: _____

7) In your job do you:

a) Follow specific instructions/procedures exactly	1	2	3	4
b) Use well-defined methods and procedures as guidelines for assignments	1	2	3	4
c) Use established guidelines to achieve desired end results	1	2	3	4
d) Modify or change established methods and procedures, but stay within program or legislative boundaries	1	2	3	4
e) Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines	1	2	3	4
f) Other. Please specify: _____	1	2	3	4

Please give examples: _____

SUPERVISOR'S COMMENTS ON JUDGEMENT

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 work is checked by your supervisor and the frequency of these checks.

Types of Checks	Frequency				
	Daily	Weekly	Monthly	Never	Other (please specify)
a) Work is always checked					
b) Only final versions/outputs are checked					
c) Oral progress reports are requested from you					
d) Written progress reports are requested from you					
e) Discussion with supervisor					
f) Statistical report					
g) Other: Please specify:					

For every box that you have checked, please provide an example:

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:

SUPERVISOR'S COMMENTS ON ERROR IN JUDGEMENT

Are the responses to this factor: Complete Incomplete

Do you agree with the responses: Yes No

Comments: _____

Supervisor's Initials: _____

RESPONSIBILITY FOR HUMAN RESOURCES

13) The following questions relate to your responsibility for other employees. Please indicate which 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 supervise others on an on-going basis, please list the number of full-time equivalents directly supervised and their title. (Include full-time and part-time employees and volunteers.)

No. of FTE's	Title

SUPERVISOR'S COMMENTS ON HUMAN RESOURCES

Are the responses to this factor: Complete Incomplete

Do you agree with the responses: Yes No

Comments: _____

Supervisor's Initials: _____

FUNCTIONAL SUPERVISION

15) Are staff 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 ensure they are following approved policies, methods or procedures?

___ Yes
___ No

17) What are the titles of individuals to whom you provide advice or instruction and for whom you do not have direct or indirect supervisory responsibility?

Title	Department/Division
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SUPERVISOR'S COMMENTS ON FUNCTIONAL SUPERVISION

Are the responses to this factor: Complete Incomplete

Do you agree with the responses: Yes No

Comments: _____

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

Contact (Work Related)	Codes					
	A	B	C	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: _____						

In questions 19 to 24a) how often do you?

- 1 = Never**
2 = Once in a while
3 = Often
4 = Most of the time

19) How often do you have to directly tell people things they don't want to hear?

- | | | | | |
|-----------------------|---|---|---|---|
| a) Other employees | 1 | 2 | 3 | 4 |
| b) Students/families | 1 | 2 | 3 | 4 |
| c) The general public | 1 | 2 | 3 | 4 |

Please give examples: _____

20) How often do you deal directly with very upset or very angry:

a)	Students/families	1	2	3	4
b)	Outside groups (not other workers)	1	2	3	4
c)	Employees	1	2	3	4

Please give examples: _____

21) How often do you deal directly with behaviorally difficult students?

1 2 3 4

Please give examples: _____

22) If you talk with students/families, how often do you:

a)	Get information from them	1	2	3	4
b)	Inform them	1	2	3	4
c)	Counsel/persuade them	1	2	3	4
d)	Give them advice on individual education plans	1	2	3	4
e)	Devise mutual goals with them	1	2	3	4
f)	Check on their progress	1	2	3	4

Please give examples: _____

23) If you talk with other employees (besides the ones you supervise), how often do you:

- | | | | | | |
|----|--|---|---|---|---|
| a) | Get information from them | 1 | 2 | 3 | 4 |
| b) | Inform them | 1 | 2 | 3 | 4 |
| c) | Counsel/persuade them | 1 | 2 | 3 | 4 |
| d) | Give them advice on work procedures | 1 | 2 | 3 | 4 |
| e) | Get advice from them on work procedures | 1 | 2 | 3 | 4 |
| f) | Get cooperation from other sections on projects and programs | 1 | 2 | 3 | 4 |

Please give examples: _____

24a) Some jobs have responsibility for working with restricted or confidential records, such as personnel information, student personal information, medical records or district/school documentation. Please indicate how often you work with:

Types of Records	Frequency				
	Never	Monthly	Weekly	Daily	Other (please specify)
a) Student personal information					
b) Medical reports					
c) Personnel records					
d) Financial records					
e) Sensitive district/school records					
f) Other: Please specify:					

Please give examples: _____

24b) Which statement best describes the MOST LIKELY consequence if you were to inappropriately 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: _____

SUPERVISOR'S COMMENTS ON CONTACTS

Are the responses to this factor: Complete Incomplete

Do you agree with the responses: Yes No

Comments: _____

Supervisor's Initials:

PHYSICAL DEMAND

25a) 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).

Activity	Duration			Frequency*		
	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 continuous - means that with the exception of coffee and meal breaks, the activity is continuous almost every day

25b) If 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.)

Provide an example: _____

How often?

- Occasional
- Frequent
- Almost continuous

SUPERVISOR'S COMMENTS ON PHYSICAL DEMAND

Are the responses to this factor: Complete Incomplete

Do you agree with the responses: Yes No

Comments: _____

Supervisor's Initials:

SENSORY DEMAND

- 26) 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.)?

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

- 27) 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.)?

Activity	Duration			Frequency*		
	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 continuous - means that with the exception of coffee and meal breaks, the activity is continuous almost every day

SUPERVISOR'S COMMENTS ON SENSORY DEMAND

Are the responses to this question: Complete Incomplete

Do you agree with the responses: Yes No

Comments: _____

Supervisor's Initials:

WORKING CONDITIONS

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

SUPERVISOR'S COMMENTS ON SENSORY DEMAND

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".)

	Occasionally	Frequently	Almost continuously
Hot substances			
Chemical substances			
Noise			
Exposure to infectious disease			
Violence			
Body fluids			
Heights			
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 continuously - means that with the exception of coffee and meal breaks, the activity is continuous almost every day

31) Do you have to take certain precautions or wear protective clothing to avoid a work injury? (Check one and provide an explanation or example of the type of precaution(s) normally taken.)

- Yes
- No

Please explain your answer: _____

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

Nature of Injury or Hazard	Seriousness			
	None	Minor	Major	Fatal
<input type="checkbox"/> Cut	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Scrape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Break	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Burn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Back injury	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Exposure to infectious disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other. Please specify: _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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:

34) Which of the following situations do you encounter on your job? Please circle the frequency of all responses that apply.

1 = Never
2 = Once in a while
3 = Often
4 = Most of the time

- | | | | | |
|------------------------------------|---|---|---|---|
| a) Lack of time for job completion | 1 | 2 | 3 | 4 |
| b) Unpredictable situations | 1 | 2 | 3 | 4 |
| c) Changes in work priorities | 1 | 2 | 3 | 4 |

Please give examples: _____

35) How often do you encounter conflicting priorities where several deadlines must be met at the same time? (A change in the order of priorities does not necessarily mean they are conflicting priorities.)

- | | | | | |
|-----------------------------|---|---|---|---|
| 1 = Never | 1 | 2 | 3 | 4 |
| 2 = Once in a while | | | | |
| 3 = Often | | | | |
| 4 = Most of the time | | | | |

Please give examples: _____

36) How do you determine the order in which to complete assignments?

- ___ Self
- ___ Supervisor
- ___ Policies and procedures
- ___ Other. Please specify: _____

Please give examples: _____

SUPERVISOR'S COMMENTS ON HAZARDS

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 purpose of your position. In answering this question, consider "Why does this job exist?" and "What is your job responsible for?".

SUPERVISOR'S COMMENTS ON POSITION SUMMARY

Are the responses to this factor: Complete Incomplete
Do you agree with the responses: Yes No
Comments: _____

Supervisor's Initials:

POSITION DUTIES

38) Please describe your job by listing **your** major duties. To the best of your ability, include the approximate percentage of time devoted to each duty over the course of a year. If you need more space, attach extra pages.

Job duty 1: _____ (___%)

Job duty 2: _____ (___%)

Job duty 3: _____ (___%)

Job duty 4: _____ (___%)

Job duty 5: _____ (___%)

SUPERVISOR'S COMMENTS ON POSITION DUTIES

Are the responses to this factor: Complete Incomplete

Do you agree with the responses: Yes No

Comments: _____

Supervisor's Initials:

