

Job Evaluation - Request for Reconsideration

|  |
| --- |
| **OPSEU  NON UNION: Date:**  **Incumbent Name: Department/Faculty:**  **Job Title: Proposed Title (if applicable):**  **Supervisor Name: Supervisor Title:** |

|  |  |
| --- | --- |
| REASON FOR THE RE-CONSIDERATION REQUEST: |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| INSTRUCTIONS:  For each applicable Job Evaluation Factor, explain why you are requesting a further review. Please provide as many details as possible, including 1-2 examples to assist the (Joint) Job Evaluation Committee with their review. |

|  |
| --- |
| Comparator Positions:  Please provide position titles of at least two comparator positions within the university:   1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Factor 1: Educational Knowledge:**   * minimum level of formal education necessary to carry out requirements of the job * consideration is given to any additional formal courses/certifications required for the job after completion of the formal education | |
| New Information not contained in the JIQ | Incorrect information in the JIQ |
|  |  |
| **Factor 2: Experiential Knowledge:**   * minimum amount of experiential knowledge required to carry out the full responsibilities of the job that is gained from prior job experience and on-the-job experiences within the same job family | |
| New Information not contained in the JIQ | Incorrect information in the JIQ |
|  |  |
| **Factor 3: Communication Skills:**   * the full range of communication skills that are required to carry out the responsibilities of the job such as oral, written, listening, observing, presenting, counseling, tact, persuasion, diplomacy, negotiating, influencing, etc. | |
| New Information not contained in the JIQ | Incorrect information in the JIQ |
|  |  |
| **Factor 4: Problem Resolution & Analysis:**   * the problem types and complexity, choice of action and judgment required to analyze the problem, select appropriate options for resolution (e.g. following established rules, practices, precedents, guidelines, policies, etc.) and make recommendations | |
| New Information not contained in the JIQ | Incorrect information in the JIQ |
|  |  |
| **Factor 5: Responsibility for Service to Others:**   * the responsibility to understand, anticipate, identify, and manage the current and future needs of internal and external customers (i.e. students, staff, faculty and others) * all interactions associated with the provision of a service to meet a customer’s needs in order to ensure customer satisfaction | |
| New Information not contained in the JIQ | Incorrect information in the JIQ |
|  |  |
| **Factor 6: Independence of Actions and/or Decisions:**   * the independence of action and controls on decisions/recommendations of the job including university strategy, executive direction, management/supervision, operating manuals, legislation, professional standards, policies, procedures, form completion, protocols, or demands and schedules of machinery, equipment or computers * consideration is given to the organization structure and delegation of authority assigned to the role | |
| New Information not contained in the JIQ | Incorrect information in the JIQ |
|  |  |
| **Factor 7: Impact of Actions and/or Decisions:**   * likely effect of actions and decisions made in the job, in terms of the degree of the impact on the university where consequences may be financial, operational, or reputational * consequences do not include failure to follow established procedures, process protocols, etc. * in determining the impact of action, consideration is given to the checks and balances in place to mitigate/ prevent consequences from occurring | |
| New Information not contained in the JIQ | Incorrect information in the JIQ |
|  |  |
| **Factor 8: Responsibility for Leadership:**   * responsibility for people management, leadership and supervision * responsibility for technical leadership through the provision of support on processes, procedures, and practices * responsibility for functional leadership through the provision of individual specialized subject matter expertise to influence, consult, and guide others across the university | |
| New Information not contained in the JIQ | Incorrect information in the JIQ |
|  |  |
| **Factor 9: Mental Effort:**   * the level and severity of mental effort and sensory attention required by the job in both intensity and duration, such as listening, interpreting, reading, observing, driving, concentration on precision work, counseling, report/document preparation; and the use of the five senses (sight, taste, smell, touch, and hearing). | |
| New Information not contained in the JIQ | Incorrect information in the JIQ |
|  |  |
| **Factor 10: Physical Effort:**   * the physical effort necessary to perform the job, including physical positions and activities that generally produce fatigue | |
| New Information not contained in the JIQ | Incorrect information in the JIQ |
|  |  |
| **Factor 11: Working Conditions:**   * physical work environment that make it unpleasant, and/or may cause increased health problems/risk of workplace injury or accident, such as noise, odors, heat, cold, vibration, dirt, oil, chemicals, fumes, severe weather, disease, radiation, bodily fluids, the requirement for out-of-town travel | |
| New Information not contained in the JIQ | Incorrect information in the JIQ |
|  |  |

|  |
| --- |
| **Request Initiated By:**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: |
| **Approvals:**  Dean/ Unit Head Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  VP Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: |