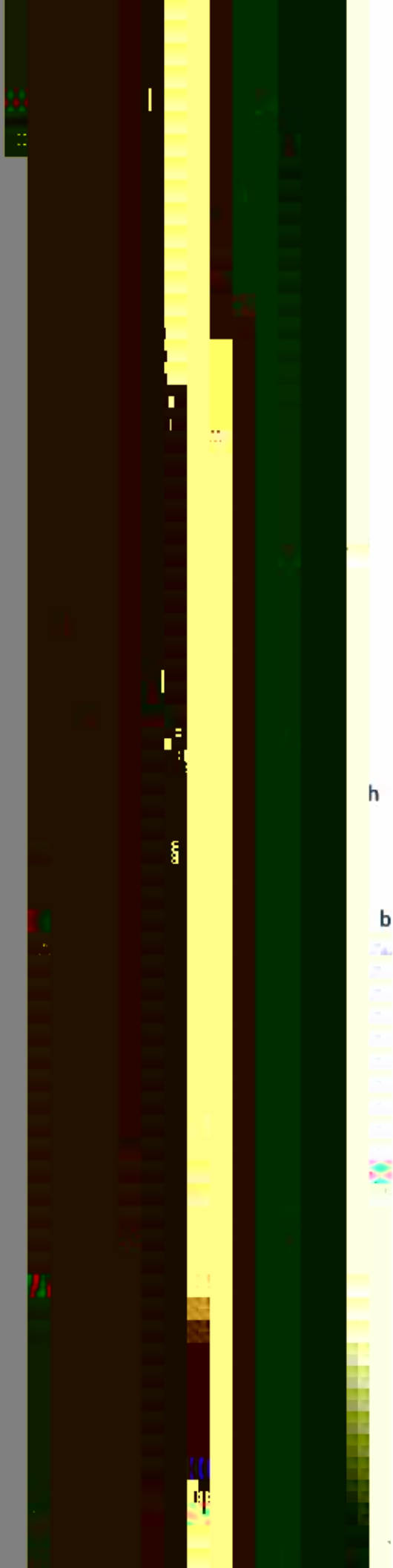
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Signature of USW Representative: _____

(print name)

Date: _____

Form: JE0001

Schedule "H"

HJ June 1, 2015

USW Local 2010 Job Evaluation Results Appeal Form

JCQ #:_____

Position #:_____

Incumbent name:_____

Manager name:_____

Please provide details of any **additional** information that you believe was omitted or insufficiently credited in the evaluation process and an explanation of how this **additional** information might affect the rating of the sub-factor(s).

Additional Information to Consider:

Please note: In order for an Appeal to oceed for a posi ion with mu ip e incumbents, an i dividual Appeal Form must e submitted independently by at least half of the current incumbents

June 1, 2018 HS

June 1, 2018
HB

Job Group Identification Number:

Faculty/Area:

Job Title:

Position Number:

Employee Name:

Manager's Name:

Manager's Job Title:

Please verify the accuracy of the above information. Please indicate any corrections below

Note: If this job content questionnaire applies to more than one pos tio you will be prompted in the next questions to provide all applicable position numbers, position titles and employee names

How many additional positions/employees does this JCQ represent?

4. Additional Position

4. Employee Name

4. Employee Position Title

4. Manager's Name

5. Additional Position

5. Employee Name

5. Employee Position Number

5. Manager's Name

6. Additional Position

6. Employee Name

6 Manager's Name

7 Additional Position

7 Emp o ee Name

7 Emp oyee Pos o Number

7 Emp oyee Pos tion Title

7 Manage s Name

8 Additional Pos tion

8 E lo ee Nam

8 E loyee Pos o mber

8 Employee Position T e

8 Manage 's Name

9 Employee Pos i Number

12 Employee Position Number

12. Employee Position Title

12. Manager's Name

13. Additional Position

13 Employee Name

13. Employee Position Number

13 Employee Position Title

13 Manager's Name

14. Additional Position

14 Employee Name

14 Employee Position Title

14 Manager's Name

15. Employee Position Number

15 Employee Position Title

15 Manager's Name

Section 1 - Key Responsibilties

Section 1 of 14: Key Responsibiliti

Please enter up to 8 key responsibilities for the job in the numbered space
most significant responsibilities in the job listed with the mos significant a

Section 2 of 14: Education

Select the minimum l of education required to perform the essential job duties

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Section 3 of 14: Experience

Select the m imum amount of directly related job experience a person would need to start in the job

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- Up to and inc uding 3 months
- More than 3 months and up to and including 6 months
- More than 6 months and up to and including 1 year
- More than 1 year

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Section 4 o

You indicated that giving or ask ng for basic nforma o occurs within this job Please provide an xample of an interaction that il us rates t e challenge or s ec a zed nterpersona ski needed

You indicated that communica ing technical s ´e ific o administrative information occurs w t in this job Please provide an example of an i teraction that i lustrates he challenge or specialized interpersonal skill needed

You indicated that exchanging stra ghtforward oral and/or written information occurs within this job. Please rovide an example of an n eraction that illustrates the cha lenge or specialized interpersonal sk ll needed

You ndicated that exercis d sc etion or diplomacy occurs within this ob Please provide an example o a interaction that illustr es the challenge o special zed interpersonal sk ll eded.

Y u ndica ed that expl ning ideas related to comp ex or controversial ssues occurs within this job. ease p ovide an exa le of an interaction that l ustrates the challenge or specia ized interpersonal ski l needed

You ndica ed hat a t g as resource person thro gh interaction with staff stude ts, public, patients or cl ents occu s w thin t s ob Please provide a example of an nteraction that i lus rates the challenge or special zed terperso a sk l needed

You indicated that persuading others to adopt or change their actions occurs within this job Please provide an example of an interaction that illustrates the chal enge or specialized interpersonal skill needed

u nd cated hat resolving complaints or chal enging interpersona situations occurs within this job. P ease provide an example of an interaction t at llustrat s he cha enge or specialized interpersonal k l needed

You ndicated that developing instructional materia s for pecific users occurs within this job. Please provide an example of an interaction tha il ust ates the challenge or specialized interpersonal skill ee ed

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y

The following questions identify the requi ement in the job to un erstand collect, interpret and analyze information to identify and solve problems and take action

Select 3-5 tasks

- [ ] Applying known solutions to straightforward prob ems
- [ ] Identifying the source of problems
- [ ] Developing innovative or creative solutions to prob ems where past precedent did not provide a solution
- [ ] Searching for or gathering re evant information

fy ng missing or mismatched data

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You indicated that Identifying the sou ce of pro lems occurs in th s job Please provide an example tha
l ustrates the challenge spec al zation and/or com lexity nvolved

You indicated that searching for or gathering relevant information occurs in this job Please provide an example that illustrates the cha lenge, specialization and/or complexity involved

You indicated that evaluating complex information occurs in this job Please provide an example that illustrates the challenge specialization and/or complexity involved

You indicated that performing routine tasks using a checklist occurs in this job Please provide an example that illustrates the challenge specialization and/or complexity involved

You indicated that keeping records (input data into existing format) and/or identifying missing or mismatched data occurs in this job Please provide an example that illustrates the challenge, specialization and/or complexity involved

For the physical demands from the High examples that occur on a regular and recurring basis in this job but not every day

List the physical demands. Be sure to fully describe the activity that results in these physical demands

How often does this activity occur?

When it does occur, how long does the activity last each time (in hours)?

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Concentra

Section 0 of 14 Concentration

e fol ow ng questions mea ure he duration and intensity of menta and sensory emands required to perform the job or the quest ons be ow that requ re a time estimate assume a 35-hour work week (i.e. **the answers from all questions in this section should add up to 35 hours)**

- Pr v n

ng o discer relevant n ormation and/or take

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No

- ☐ Careful listening/observation or reading to discern relevant information and/or take rapid action
- ☐ Using tools or mechanical equipment
- ☐ Completing multi-step forms, applications and protocols
- ☐ Performing standardized experiments, repairs and/or routine calibration using established standards

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Yes

No

Please indicate which tasks occur on a weekly basis

- ☐ p c de i n
- ☐ I tfy n and e d ng to urgent situations t at require intervention
- ☐ rapeuti co n g
- ☐ ning and co software, applications and/o programs
  - b g from apho e o recording
  - a ng et'n ro ps
  - ng
  - echn c rva ion or intervention
  - nst um n
  - l r q m n
  - n o m l fr w u i h

» Graphic design	0
» Identifying and responding to u gent s ua i ns that require intervention	0
» Therapeutic counselling	0
» Designing and coding software, applications and/or programs	0
» Transcribing from Dictap one or recording	0
» Facilitating meetings/gro ps	0
» Instructing	0
» Performing scientific/technica observation or intervent on	0
» Calibrating complex instr ments	0
» Using precision tools	0
» Fabr cation of tools o equipment	0
» Developing solutions to complex pro lems where i terruptions would cause disruption of the thinking process	0
Total	0

- A

0

If applicable, please indicate any additional information that would allow a better understanding of the concentration demands of this job.

This is the e d of Section 10 of 14: Concentration. The answers that you have entered will be automatical y saved once you hit the next button at the end of each page. At any point in the question aire you can leave it by closing your browser by clicking on the X at the top right of your screen. You can continue filling out the questionnaire another time by clicking on the link that was sent to you n the email.

Section 11 - Physical En i

Section 11 of 14: Physical Environment/Health and S

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The chart below lists disagreeable cond ti h r p ese t in some jobs. Please indicate the frequency with which the condition occur in i b.

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If there are any other disagreeable cond'tions present in the job that were not descnbed in the chart above please describe them below

Climbing on ladders	O
Exposure to infectious diseases	
Exposure to toxic chemicals/biohazards	
Handling machinery with moving parts	
Potential exposure to bites or other injuries from working with animals	
Potential for physical attacks by others	
Repetitive movements causing strain	
Risk of motor vehicle accident	
Slip and fall hazards	

Please provide an example of each condition that occurs more than 10% of the time annually.

screen You can continue filling out the questionnaire another time by clicking on the link that was sent to you in the email

Section 13 - Job Pressure

Section 13 of 14: Job Pressure

The following questions relate to job pressures

necessary measures to protect comfort have

The chart below lists conditions rela ng to job pressures that are present in some jobs Please indicate the frequency with wh ch the conditi occurs in this job

Please provide an examp e each condition that occurs more than 10% of the t me annually

Sel ct the statement be ow at bes describes the frequency of change within he work environment Examples could include changes n

- practices or procedures
- policies
- technology

- ○ Changes occur every coup e of ears
- ○ Changes occur every year
- ○ M tip e changes occur w th n the year

P ease provide further de a ls o e pace and s ope o c ange t e work n o ent Be sure to provide examples of practices procedures, polic s r technolog es that are regu arly changing and how this job is affected by these c anges

Section 14 of 14: Additional Information

If appl cable please define any abb eviations used in this questionnaire