



BCGEU Request for Classification Review

(Reference Article 20)

Note: New, future dated job duties added to a job description resulting in a higher classification may require **posting** as per Article 21.

REQUEST DETAILS

Submitted by: _____

Faculty/Department: _____

Current Job Title of Reviewed Position: _____

Current Classification of Reviewed Position: _____

CLASSIFICATION DETAILS

Effective Date of New Duties Being Performed: _____

Reason for Classification Review:

- New position
- New duties added to existing position going forward
- Updating position as duties have evolved over time

Initiated by:

- Supervisor Employee
- If initiated by Supervisor, please check this box as confirmation that the employee is aware of changes to the job description.*

DOCUMENT CHECKLIST

The following documents must be provided electronically with this request for a classification review:

- Existing job description
- Existing job description with proposed changes in a Word document (use Track Changes function)
- Proposed (new) job description formatted without tracked changes
- Cover letter briefly summarizing differences
- Organizational chart
- Job description of any comparator positions used when drafting new job description

SIGNATURES

Employee: _____

Date: _____

Direct Supervisor: _____

Date: _____

Submit this form and all documents electronically to:

Ashley Bloor, HR Associate
ashley.bloor@ubc.ca
250-807-8833



BCGEU Okanagan Job Reclassification

Common Questions to be Answered in the Updated Job Description:

FACTOR 1 - EDUCATION

What is the minimum amount of education required in order to do this job effectively within the probationary period and be successful?

FACTOR 2 - EXPERIENCE

What is the minimum amount of experience required in order to do this job effectively within the probationary period and be successful? Over 1 year, over 2 years, etc.

FACTOR 3 - JUDGEMENT

- a. Does the position have someone who checks their work regularly?
- b. Do they work to detailed and established procedures, standards, practices and precedents?
- c. What is their latitude for decision making? How often would they make decisions using their judgement? Most of the time or just an unusual occurrence?

FACTOR 4 - IMPACT OF DECISIONS

- a. If they make an error in judgement, what would the consequences be?
- b. Are decisions made based on this position's recommendation with minimal review?
- c. If so, what would those consequences be? Financial?

FACTOR 5 - FINANCIAL RESPONSIBILITY

- a. Is the position responsible for reconciling accounts?
- b. Does the position require a P-card/VISA or coordinate the department's P-card/VISA?
- c. Does the position support the budgetary process?

FACTOR 6 - RESPONSIBILITY FOR THE WORK OF OTHERS

- a. Does the person oversee the work of others, provide training, have input into performance reviews, have input into hiring decisions, etc.?
- b. If so, how many full time equivalents (FTEs)? Full-time, part-time, sessional, auxiliary or TA's?

FACTOR 7 - INTERPERSONAL COMMUNICATIONS

- a. To what extent are tact, persuasiveness and negotiating skills required?
- b. What is the purpose of the contact?

FACTOR 8 - PHYSICAL DEMAND

If physical work is required, please indicate these tasks that are a regular part of the position. Lifting (provide weight in pounds), walking, sitting etc. Define how often.



FACTOR 9 - SENSORY DEMAND

- a. On an average day, how often and what is the length of time spent on tasks that cause sensory fatigue?
- b. Is the work analytical?

FACTOR 10 - WORK ENVIRONMENT

- a. Does this position have exposure to unpleasant or disagreeable conditions? Define how often.
- b. Does this position have exposure to hazards which present a risk to health or personal safety?
- c. Does this position have unexpected deadlines?