



## 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 or coordinate the department’s P-card?
- 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?