

## Request for Review Form

### Reason for Request Please Check the Appropriate Box(es)

- Creation of New Job (Attach draft Job Description)
- Six-month Review of New Job (Attach completed Position Description Questionnaire and Job Description)
- Change in Job Duties and/or Responsibilities (Attach completed Position Description Questionnaire and revised draft Job Description)
- Five Year Review

Working Title: \_\_\_\_\_ Classification Level: \_\_\_\_\_ Position #: \_\_\_\_\_

Location: \_\_\_\_\_ Department: \_\_\_\_\_

Employee(s) Name: \_\_\_\_\_

Immediate Supervisor's Name: \_\_\_\_\_

Immediate Supervisor's Working Title: \_\_\_\_\_

#### Explanation of Reason(s) for Job Evaluation Request:

#### Request Initiated by:

Incumbent(s)                       Employer                       JJEC

Authorization: Certified as an accurate description of the work assigned and that a copy of this description has been given to the employee. An organizational chart is attached.

\_\_\_\_\_  
Permanent Head or Delegated Out-of-Scope Manager's Signature      Date      Phone Number

\_\_\_\_\_  
Employee Signature      Date      Phone Number

#### PLEASE EMAIL ORIGINAL TO:

[classification@gov.sk.ca](mailto:classification@gov.sk.ca)

&

CUPE JJEC Co-Chair  
nancy.seman@gov.sk.ca

#### JJEC TO SEND COPIES TO:

JJEC Co-chairs               Immediate Supervisor               MIDAS               Union

JJEC retains original

**POSITION DESCRIPTION QUESTIONNAIRE**

List the 4 – 8 PRIMARY responsibilities assigned to the job, in order of importance.

**SUBFACTOR 1A - KNOWLEDGE**

Describe the formal educational designation (i.e., license, formal or professional designation, or diploma/certificate) required of anyone to do the job.

**SUBFACTOR 1B – EXPERIENCE**

Please describe required experience in any related work, or work in a lower position and other relevant work and life experience, which are necessary for performance of the job.

Describe the knowledge requirements that must be learned after an employee is hired to perform independently at the full working level and why this knowledge is needed to do the job.

**SUBFACTOR 2A – PROBLEM SOLVING**

List 3 examples of problems, issues, or complexities most typically encountered in the job, that you are required to resolve on your own.

Describe what analysis you required to solve this problem including procedures, manuals, policies, technical standards, professional guidelines, etc. which assisted you in solving this problem.

**SUBFACTOR 2B – RESPONSIBILITY FOR PEOPLE AND ASSETS**

Provide examples of corrective decisions or actions that this job is required to take independently to directly prevent injury or harm to others or directly prevent material or financial loss.	Describe the impact (e.g., the loss, threat being corrected) of these decisions on finances or the well being of others.	How frequently is this decision made (weekly, once a month, daily, less than once a month)?	How often does the situation actually escalate to physical danger (weekly, once a month, less than once a month)?

**SUBFACTOR 6 – SUPERVISION OF OTHERS**

Check the responsibility(ies) for the work of others and the frequency:

	Explain what specifically the job is required to do	Periodically	Continually
<input type="checkbox"/> Planning, organizing, scheduling, coordinating of work			
<input type="checkbox"/> Assigning of work and/or personnel			
<input type="checkbox"/> Maintaining quality, accuracy, quantity of work			
<input type="checkbox"/> Giving advice and direction for ongoing performance improvement and demonstrating job functions and procedures			
<input type="checkbox"/> Ensuring the application of work methods, work procedures and work standards			
<input type="checkbox"/> Resolving conflicts between staff			

**SUBFACTORS 3, 4, 5 AND 8 – MENTAL EFFORT, PHYSICAL ACTIVITY, DEXTERITY, DISAGREEABLE CONDITIONS**

Identify activities required to be performed by the job and the number of hours per week they are performed. This includes activities requiring sensory concentration, physical effort, co-ordination of physical movement, and those performed under adverse conditions. Please note: Total hours cannot exceed the hours in a normal work week.

ACTIVITY – List the activities required to be performed by the job.	NUMBER OF HOURS – identify the average number of hours per week each activity is performed	CONDITIONS – From the list of conditions attached, indicate by sub-factor and # which ones correspond to each activity listed in the first column			
		SF3	SF4	SF5	SF8
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
	<b>Total Hours: <u>Total hours cannot exceed the hours in your normal work week.</u></b>				

## CONDITIONS

### Sub-factor 3

1. can shift attention away but continue to perform the task
2. mental demands from working directly with others
3. sensory concentration where exactness is important (if interrupted have to stop what you are doing)
4. working with people who require support & empathy
5. leading groups where I have to listen, clarify, restate, summarize responses
6. sensory concentration is critical, if I am interrupted even for a moment it could cause harm to others or damage to property
7. working directly with people who have learning, speech or other sensory barriers

### Sub-factor 4

8. walking
9. sitting
10. lifting/carrying/pushing weights less than 5kg
11. standing
12. climbing
13. lifting weights over 5kg but under 10 kg
14. work in a confined position
15. constant periods of sitting where I can't get up or I am confined to a certain position (for example: equipment operator driving tractor, person using a sewing machine, etc.)
16. lifting weights over 10 kg
17. stooping, kneeling, crouching, reaching, stretching

### Sub-factor 5

18. requires neither speed of movement or accurate coordination of physical movement (example: walking – see representative examples for sub-factor 5)
19. requires either speed of movement (may be a controlled speed - example - using a sprayer when painting) or accurate coordination of physical movement
20. requires both speed of movement and accurate coordination of physical movement. (example: a welder has to lay a bead with a controlled speed and use accurate coordination to put it in the right place)

### Sub-factor 8

21. done under deadline pressures
22. repetitive tasks
23. working near a lot of background noise (under 85 decibels)
24. road travel in good conditions

25. working in open heights (below 5 feet)
26. in contact with glue, cleaning agents, toner, insects, motor oil/grease dust dampness
27. exposed to unpleasant odors
28. working on slippery floors
29. dealing with rude or impolite people
30. eye strain from bright light, glare, with video display terminals
31. in direct contact with longer term treatable diseases through exposure to bodily fluids
32. travel in adverse weather
33. working in open heights from 5 feet up to 10 feet
34. in contact with vibration from equipment
35. making repairs to electrically live equipment
36. exposure to loud noise (over 85 decibels) i.e. ear protection is required
37. travel in adverse weather on unmaintained roads; operating snow removal equipment
38. face to face anger or hostility directed at me
39. working in close proximity to pressurized or heated equipment or systems over 165 psi or having an internal term of 250f
40. working in close proximity to radiation or volatile substances including high voltage (over 750 volts)
41. working around moving equipment
42. working in open heights 10 feet or more
43. working with asbestos
44. physical intervention with individuals exhibiting angry or hostile behaviour
45. working in close proximity to toxic fumes in areas of poor ventilation
46. welding, soldering, brazing
47. working outdoors in extreme weather
48. travel where there is severe restriction in visibility requiring significant caution
49. operating snow removal equipment during storm conditions
50. in direct contact with non treatable diseases through exposure to bodily fluids

**SUBFACTOR 7 – INTERACTION**

Describe 3 examples that best represent the requirement for the job to have contact with others (e.g., modify their actions or behavior through explanation, negotiation/mediation, counselling, therapy, etc.).

Describe the knowledge this position must transfer to others through presenting (oral, or written), demonstrating or teaching, etc. Indicate the method used and, if the audience is likely to challenge the validity of the content, explain why.

Employee Section: Are there aspects of your job that you would like to be covered more fully or in more detail? Please outline.

Immediate Supervisor's Comments:

Out-of-scope Manager's Comments: