

**EXECUTIVE REPORT – JOB EVALUATION COORDINATOR**

March 20, 2017

Greetings,

Joint Job Evaluation Committee (JAJEC) strives to ensure that Camosun College's job descriptions are up-to-date; and any new jobs and proposed changes to existing jobs are fairly assessed in comparison to all jobs held by CUPE Employees while keeping in mind our existing pay grades.

I have been one of the employee representatives on this committee since May 2016; and honoured to be the Acting Job Evaluation Coordinator since September 2016. I had the honour to briefly work with Dale Mosher and Gail Barnard who have represented Camosun College employees for many years on this committee. I'd like to commend them for their hard work and dedication to keep employee interests in mind. They are now both retired and their invaluable contributions encourage me to follow up in their footsteps with the assistance of Milo Anstey, who is the Alternate Representative on JAJEC.

During the past couple of months I have come to understand that JAJEC needs some operational improvements that would provide timely and fair processes to our employees. I have brought my concerns to Cupe Executive and JAJEC tables. My concerns were related to:

- **Meeting dates** – Too many cancellations by Human Resources (HR) representatives and challenges in rescheduling.
- **Memo timelines** – Committee decisions were not being sent to relevant parties on time or sometimes not sent at all.
- **Submissions to JAJEC and how these submissions are prioritized for agendas** – Submissions were managed by HR, agendas were prepared by HR.
- **Feedback process from Managers/Employees** – Employees are almost never contacted for feedback. Manager feedback process was with the HR representative who then summarized the outcome of this process to the Committee.
- **Committee members' access to submissions** – Not all committee members are aware of all submissions.

These concerns were recently addressed during the JAJEC March meeting; and, all committee members agreed that improving these processes will increase JAJEC process fairness and efficiency. This will be a work in progress. Please watch out for follow up reports in the following months. I also would like to urge Union membership to keep in touch with the JAJEC

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Coordinator during a job evaluation process which would facilitate the review process immensely. We would like to make sure that employee voices are heard as much as the Managers’.

Please feel free to connect with me for further questions or concerns.

In Solidarity,

**Gulcan Barclay**

Acting JAJEC Coordinator

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**Camosun College Job Descriptions Reviewed between April 2016 and March 2017 by JAJEC**

Team Lead – Admissions CI	Team Lead – International Student Advisor CI
Supervisor – Library Services	Coordinator Education Approvals
Assessment Testing Officer	Curriculum Implementation Advisor
Student Navigator	Supervisor – AudioVisual
Student Services Project Officer	Coordinator Communications, Publications & Research
Help Desk Specialist	Senior Help Desk Specialist
Technical Support Consultant	Instructional Technologist – GP Computer Labs
Senior Technical Support Consultant	Disability Resource Centre Assistant
Supervisor – Tier 2 Technical Support	Supervisor – Tier 1 Technical Support
Technical Support Specialist – Tier 2	Technical Support Specialist – Tier 1
Coordinator – Assessment	Apprenticeship Office Administrator
Instructional Assistant SAS Aboriginal	ESL Lab Clerk
Housing Coordinator	International Student Advisor
Counselling Assistant	International Student Academic Advisor
International Student Experience Advisor	Financial Coordinator
Applied Research Technologist 1	Applied Research Technologist 2
Coordinator, Applied Research	Graphic Designer 1 (In Progress)
Graphic Designer 2 (In Progress)	Bookstore Locker Coordinator
CNC Technologist	