

REPRESENTATIVE REPORT – JOB EVALUATION COORDINATOR

December 12, 2017

Greetings,

Joint Advisory Job Evaluation Committee (JAJEC) consists of two employer representatives and two union representatives; and meets every month. In 2017 Fall semester, we have met 3 times in September, October and November and worked on the following submissions:

Job Title	Request	Decision
Coordinator, Benefits Administration	New Job Description	Classified at pay grade 14, with a 6-month review
Senior Testing Officer	New Job Description	Classified at pay grade 10
Occupational Safety and Health Coordinator	Update Job Description	Reclassified at pay grade 14
Coordinator, Payroll Operations	Update Job Description	Reclassified at pay grade 15
Audio Visual Technologist	Update Job Description	In discussion, employer and union representatives have not reached a consensus
Audio Visual Services Assistant	Update Job Description	In discussion, employer and union representatives have not reached a consensus
Officer School Affairs	New Job Description	Committee requested further clarification
Coordinator, Assessment Testing	Update Job Description	Reclassified at pay grade 13
Graphics Design Assistant	Housekeeping	Archived as Graphic Designer 1 position already performs duties of this job description

Your Union representatives are continuing to work on improving JAJEC processes so that the College community can benefit from open, fair and accessible job evaluation. As a start, we are hoping to have committee meeting dates and submission deadlines on intranet in the upcoming year. I would like to extend my sincere thanks to Erynne Grant and Dawn Svendsen for their valuable support and feedback for the committee members.

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The following new positions will be going through a second review (6-month review) in the New Year:

- Technical Support Specialist, Tier 1
- Supervisor, Tier 1 Technical Support
- Technical Support Specialist, Tier 2
- Supervisor, Tier 2 Technical Support
- Applied Research Technologist 1
- Applied Research Technologist 2
- Coordinator, Benefits Administration

I would like to encourage all Union members to connect with me regarding any questions you might have about job evaluation. I am happy to assist you with the process and can make recommendations if you are filling out the job evaluation questionnaire.

Wishing for an upcoming year of work recognition and appreciation!

Happy Holidays!

In Solidarity,

Gulcan Barclay
JAJEC Coordinator
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