

EXECUTIVE REPORT – JOB EVALUATION COORDINATOR

March 9, 2018

Greetings,

Joint Advisory Job Evaluation Committee (JAJEC) consists of two employer representatives and two union representatives; and meets every month. Between April 2017 and March 2018, we have met 6 times in April, June, September, October, November 2017 and January 2018. Our next meeting is scheduled for March 21st, 2018. The submissions we have received for these meetings are listed below. Please refer to latest job descriptions on Camosun intranet:

[http://intranet.camosun.bc.ca/hr/careers & more/job-descriptions.php](http://intranet.camosun.bc.ca/hr/careers%20&%20more/job-descriptions.php)

Job Title	Request/Action
Graphic Designer	Updated Job Description
Graphic Design Assistant	Archived
Coordinator, Communications, Publications and Research	Archived
International Student Experience Advisor	New Job Description Review
Marketing and Communications Strategist Team Lead	Updated Job Description
Marketing and Communications Strategist	Updated Job Description
Marketing and Communications Assistant	Updated Job Description
Events Coordinator	Updated Job Description
Assistant to the Foundation	Updated Job Description
Coordinator – Occupational Safety and Health Coordinator	Updated Job Description
Lab Assistant - Technologies	Updated Job Description
International Marketing Assistant	Archived
Projects Assistant – Camosun International	Archived
Criminal Record Check Clerk	Archived
Indigenous Services Assistant	Archived
Coordinator, Benefits Administration	New Job Description
Senior Testing Officer	New Job Description
Coordinator, Payroll Operations	Update Job Description
Audio Visual Technologist	Update Job Description – In progress
Audio Visual Services Assistant	Update Job Description
Job Title	Request/Action

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Officer School Affairs	New Job Description – Work in progress
Coordinator, Assessment Testing	Update Job Description
Instructional Assistant – Science Help Center	New Job Description

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

- 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
- Senior Assessment Testing Officer
- Instructional Assistant Science Help Centre

JAJEC meeting dates are posted on Camosun intranet for the benefit of all parties involved in this process. If you are considering filling out a position questionnaire, please make sure that the Committee receives the completed submission at least two to three weeks before a scheduled meeting. This allows JAJEC members to review the presented information before the discussion takes place in a meeting.

Education Coordinator, Shelley Butler organized a most-needed two-day training in Job Skills Evaluation on February 7 and 8th 2018. Peter Coombs from CUPE National has facilitated this training. Union and HR representatives attended the meeting together and had the chance to review Camosun’s Job Evaluation process in detail and in light of the collective agreement. This was a valuable opportunity to train alternative members for the committee as well as to develop strong and fair evaluation skills for the current members.

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.

In Solidarity, Gulcan Barclay, CUPE 2081 Job Evaluation Coordinator