

**EXECUTIVE REPORT – JOB EVALUATION COORDINATOR**

March 12, 2019

Greetings,

Joint Advisory Job Evaluation Committee (JAJEC) consists of two employer representatives and two union representatives; and meets every month excluding July and August.

The submissions we have received over the last year 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)

<b>Job Title</b>	<b>Request/Action</b>
Executive Secretary	Updated Job Description
Transcriber	New Job Description
Interpreter	New Job Description
Student Employment Facilitator	Updated job Description
Coordinator- Capital Projects	New Job Description
Coordinator-Training	New Job Description
Senior Assessment Testing officer	New Job Description
Coordinator Benefits Administration	Updated Job Description
Instructional Assistant Science Help Centre	New Job Description
Lab Technologist 2 Chemistry	Updated Job Description
Lab Assistant - Technologies	Updated Job Description
Print Services- Bindery Operator	Updated Job Description
Print Services- Production Operator	Updated Job Description
Print Services- Operations Accounts Clerk	Updated Job Description
Print Services- Supervisor	Updated Job Description
Print Services- Coordinator	Updated Job Description
Telephone Administrator – Technical Support Specialist, Tier 2	Reclassification
AV Assistant – Technical Support Specialist, Tier 1	Reclassification
Instructional Assistant - Dental Reception	Update Job Description
Audio Visual Services Assistant	Update Job Description
Applied Research Technologist 2	6 month review
Applied Research Technologist 1	6 month review
Instructional Assistant – Science Help Center	New Job Description

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The following new positions may go through a second review (6-month review) in 2019

- Technical Support Specialist, Tier 1 – In Progress
- Supervisor, Tier 1 Technical Support
- Technical Support Specialist, Tier 2
- Supervisor, Tier 2 Technical Support
- Transcriber
- Interpreter
- Coordinator- Capital Projects
- Coordinator-Training
- Senior Assessment Testing officer
- Instructional Assistant Science Help Centre

JAJEC meeting dates are posted on the 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.

I would like to welcome Sandra Fehler to the committee. Sandra has stepped up to be our new JAJEC Representative. Her knowledge as a long-term employee at the college is extremely helpful and she is a valuable addition to the team!

I have been acting as Job Evaluation Coordinator since Gulcan stepped down. Managing all things JAJEC is challenging and I have become very aware of the gap in knowledge that has happened since the departure of Gail and Dale. I greatly appreciate the patience of my fellow CUPE staffers as I figure my way through this thing we call JAJEC!

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, Milo Anstey, CUPE 2081 Job Evaluation Coordinator