

EXECUTIVE REPORT – JOB EVALUATION COORDINATOR

September 12, 2019

Greetings,

Joint Advisory Job Evaluation Committee (JAJEC) consists of two employer representatives and two union representatives. While this committee is a joint committee, the employer owns the JAJEC tool as adopted and the job descriptions. There is some misunderstanding in our community about the function of the JAJEC committee and this has created confusion and at times, disappointment for members. JAJEC is not a guaranteed mechanism to address wages. The scoring tool has to be applied uniformly and fairly and cannot be altered to address ‘promises’ management makes when supporting members in engaging with the JAJEC process. It is important to remember that while a manager may support ‘getting a raise’- your manager may not have a fulsome understanding of how the JAJEC tool works.

Your union does not always agree with the employer representatives and their scoring of job descriptions submitted to committee. We are always advocating and negotiating to the best of our collective ability. We know there are shortfalls in the JAJEC tool and process. Your JAJEC executive is committed to keeping the pressure on the employer to address these challenges. If you have any questions of concerns, please contact myself or the union office directly. We are committed to transparency in all areas of JAJEC.

Our next meeting is scheduled for **September 26** 2019.

The submissions we have received for the meetings since the last report in March are as follows:

March Meeting- Employer Cancelled

April Meeting- rescheduled to May 9 2019

*Committee meets every month excluding July and August.

May 9th Meeting

Jobs Reviewed

Supervisor Building Services	Updated job Description
General Merchandise Buyer	Updated job Description

Jobs Updated/House Keeping

Camosun College Support Staff
and Student Society Employees
1931 Argyle Avenue
Victoria BC V8P 5J2

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Job Title	Request/Action
Accountant	Requirement of <i>Criminal Record Check</i> was added to qualifications for ALL Finance jobs on a go forward basis. Members currently in roles are NOT required to complete a <i>CRC</i> : this affects new members and anyone who changes positions.
Coordinator, Benefits Admin	
Coordinator, Financial Training and Audit	
Coordinator, Payroll Operations	
Financial Accounts Payables Officer	
Financial Analyst	
Payroll/Benefits Assistant	

June 27 2019 Meeting

Jobs Reviewed

Job Title	Request/Action
Instructional Assistant: Medical Radiography	Updated job Description
Coordinator Capital Projects	Updated job Description

Ad hoc Meeting August 29 2019

Job Title	Request/Action
Student Employment Marketing Officer	Updated job Description

August 2019

Job Title	Request/Action
Telephone Services System Support Assistant	Reclassification to Tech Support Tier 1

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Update regarding the ongoing ITS Re Organization:

The committee had a fulsome discussion about the current state of the TIER 1 6 month review submissions. As a committee, there was acknowledgement that there may have been a period where the roles were transitioning, related to the reorganization of the department. However, we have not been able to come to an agreement on the jd's, in order to move them out of committee.

In recognition of the recent change of leadership in ITS and with the arrival of the new Chief Information Officer, JAJEC determined they currently do not have sufficient information to make a decision on the teaching stipend. When the employer changed the job descriptions in ITS and stripped out the specialization of work performed, it created significant challenges. Additional clarity is needed from ITS leadership in order for committee to complete the review. ITS leadership is committed to reviewing the job descriptions and providing information. In acknowledgement of leadership changes, the committee will revisit the TIER 1 review this fall. ITS is working with HR and the Union to develop a plan and better understanding of the roles going forward.

Please refer to latest job descriptions on Camosun intranet:

http://intranet.camosun.bc.ca/hr/careers_&_more/job-descriptions.php

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.

Also, I am developing a plan to be in the union office once a month in order to meet with members who may have questions about the JAJEC process and procedure. These hours will be posted on the CUPE 2081 website. If you have any questions or concerns, please contact myself or the union office directly.

In Solidarity,

Milo Anstey, CUPE 2081 Job Evaluation Coordinator