



Request for Classification Review Form  
BCGEU Support Staff  
(Reference Articles 18 and 20)

*This form is for changes to existing job descriptions only; please do NOT use for new job descriptions*

Review initiated by:           Employee  
  Employer

Employee Name:

Position Number:

Current Classification:

Current Job Title:

Portfolio/Division:

Department:

**THIS REQUEST FOR CLASSIFICATION REVIEW IS ACCOMPANIED BY THE FOLLOWING DOCUMENTS:**

- Request for Classification Review Job Questionnaire (starting on page 2 of this document)
- A revised job description that includes duties and responsibilities in order of priority **with changes clearly marked** (the current job description can be obtained from Human Resources)

Employee Signature: \_\_\_\_\_ Date:

Direct Supervisor Signature: \_\_\_\_\_ Date:

Direct Supervisor Name: \_\_\_\_\_ Title:

**NOTE TO SENIOR MANAGERS**

After review with the President or appropriate Vice-President, please sign to indicate approval of the written statement of duties and responsibilities and submit with all documentation to Human Resources.

Budget Manager Signature: \_\_\_\_\_ Date:

Budget Manager Name: \_\_\_\_\_ Title:

Vice-President Signature: \_\_\_\_\_ Date:



**Request for Classification Review  
Job Questionnaire  
BCGEU Support Staff  
(Reference Article 20)**

In each of the sections below, please list **changes** to the current job description

*Please remember that the job description should outline what the ideal employee would have in that position – it may not cover what the current employee has*

**1. Judgment**

List any **changes** to the judgment required on the part of the employee to perform their job. Are tasks and assignments clearly defined? Or is initiative required? Are problems referred to the Supervisor? Or is the employee expected to solve some of them on their own? Based on these changes, please select one of the below options:

Assignments are clearly defined with little or no latitude for exercising judgment; problems are referred to supervisor

Assignments are covered by well-defined methods and procedures with some latitude for exercising judgment within established guidelines; unusual problems are referred to supervisor

Assignments are covered by established methods and procedures but some initiative is required to adapt these to obtain desired end result; exercising judgment is normal but restrained by departmental objectives; direction is sought from supervisor when apparent solutions are not within intent of established practice

Assignments frequently involve modifying established methods/procedures or devising new course of action within intent of existing policies/legislation; exercise of judgment is extensive and complicated by need to consult and/or coordinate action plans; difficult problems may be discussed with supervisor but solutions not normally expected

Assignments involve development of solutions to diverse and inter-related problems often having conflicting requirements; exercise of judgment is extensive and involves complex, far-reach and/or sensitive issues; consultation with supervisor is not normally expected.

How is the employee's work checked by the Supervisor? And how often? Please provide examples and indicate below:

## 2. Consequence of Error in Judgment

Based on the change to the position, what is the consequence of error in judgments made by the employee? Please select and then provide examples.

Errors have minimal effect on services provided and/or minimal financial costs

Errors have limited effects on services provided and/or limited financial costs

Errors have obvious and adverse effects on services provided resulting in reduced services, financial costs and requires intervention from Supervisors to deal with repercussions

Errors have serious effects on services provided resulting in reduced services, significant financial costs and requires intervention from Senior Managers to deal with repercussions

## 3. Financial Responsibility

List any **changes** to the responsibility or accountability for finances and provide examples. Based on these changes, please select one of the below options.

Position has little or no responsibility for handling or processing cash and other finances

Position has responsibility for handling or processing cash and other finances

Position has responsibility for authorizing expenditures and recoveries in accordance with policies and procedures

Position has responsibility for activities which result in financial commitments made in absence of policies and procedures

#### 4. Supervision

How many full-time equivalent (FTE) positions does this position *directly* supervise? Please list titles and job FTE.

If, this position does involve supervision, please indicate below which supervisory responsibilities apply to this position:

Scheduling and assigning work

Oversees tasks and assignments; checks work in progress and upon completion

Training staff

STAFFING (*please select one*)

Not applicable

Makes short term adjustments to staffing allocations

Has input into hiring or promotion recommendations

Makes recommendations for hiring and promotions

EVALUATIONS (*please select one*)

Not applicable

Establishes work standards and monitors work quality

Has input into appraisals and evaluations

Responsible for appraisals and evaluations

#### 5. Contacts

List any **changes** to positions this job communicates with.

What is this purpose of the communication? Please select one of the below options:

To exchange/discuss information in accordance with policies and technical practices

To clarify/exchange and discuss information of a detailed or specialized nature (requiring specialized knowledge)

To gain cooperation, coordinate activities/programs and/or mitigate high tension or emotional situations

To obtain funding, initiate major programs/policies, negotiate major contracts and/or handle major sensitive issues

**6. Work Related Conditions**

List any **changes** to the physical working conditions (i.e. increased time sitting at computer; requires moderate or heavy lifting, etc.).

List any **changes** to the sensory fatigue that results from performing the duties of the job, including the frequency of performing tasks that cause sensory fatigue and/or the length of time spent on tasks that cause sensory fatigue.

List any **changes** to the working conditions (examples: increased time in warehouse environment, increased/decreased exposure to hazards).

**7. Other**

List any other **changes** to the position or notes about the modified job description.

**8. Supervisors Comments**