

AMAPCEO Job Classification Review Form

INSTRUCTIONS:

Complete all sections of this form that are applicable to your particular dispute. Submit this completed form to your Manager along with the Step 1 Classification Dispute Form.

Please note the following restriction: currently a classification dispute can be pursued only if your position was created after October 1, 2013, *or* if your assigned duties and responsibilities have changed substantively since October 1, 2013. (These rules come from Article 15.10.5 of the AMAPCEO OPS Collective Agreement.)

There are four sections set out below, numbered 1 through 4. Please complete number 1, then complete numbers 2 through 4 as are relevant to your dispute. If you need advice on how best to complete this form, including advice on which of the below template comparison tables are useful to your dispute, please consult with an [AMAPCEO Workplace Representative](#).

Employee: _____	Email: _____	Phone: _____
Job Title: _____	Job Description Number: _____	
Ministry, Division, & Branch: _____		
Manager: _____	Email: _____	Phone: _____
Current Classification Level: _____	Desired Classification Level: _____	

- 1. Summarize the concerns you have with your current job description and / or the concerns you have with your current classification level.**

[Delete this text and type your response here.]

2. **SUBSTANTIAL DUTIES MISSING FROM JOB DESCRIPTION** - The below table is designed to demonstrate that your current job description does not account for a substantial element of your duties. Complete this table only if this particular analysis is relevant to your classification dispute. Fill in only the rows where you are indicating there are substantive changes. If this analysis is not relevant to your dispute, skip to the next table.

Elements of the Job Description	Current Job Description	Proposed Substantive Changes
<i>Purpose:</i> this is a summary statement briefly explaining why the job exists, what the position does, its context, and what overall result is expected.	<i>[E.g. Insert the text from your job description's purpose section here.]</i>	<i>[E.g. Insert proposed changes to your job description's purpose section here, if applicable.]</i>
<i>Key Responsibilities:</i> these are the major activities of the job, describing what is done, why it is done, and how it is done.	<i>[E.g. Insert the text from your job description's key responsibilities section here.]</i>	<i>[E.g. Insert proposed changes to your job description's key responsibilities section here, if applicable.]</i>
<i>Knowledge / Skill:</i> this takes into consideration the level, depth, and breadth of practical, general, and specialized and/or professional knowledge and skill required to do the job.		
<i>Interpersonal / Influencing:</i> this describes the typical skills required to interact with individuals or groups both within and outside the organization.		
<i>Analyzing / Problem Solving:</i> this describes the degree of analysis, evaluation, and reasoning required to solve problems, including the variety, complexity, and nature of problems, and the requirement for gathering, organizing, analyzing, and/or synthesizing information to formulate options and solutions.		

Elements of the Job Description	Current Job Description	Proposed Substantive Changes
<p><i>Decision Making / Responsibility:</i> this describes the degree of freedom to act in making decisions and the extent of their impacts. It includes accountability for physical, financial, and informational resources.</p>		
<p><i>Contacts / Stakeholders:</i> this describes the range and significance of internal and/or external contacts/stakeholders connected with the job, the purpose of those connections, the general needs of those stakeholders, and the expected results of the interaction.</p>		
<p><i>Guidance / Supervision:</i> this describes responsibility for leadership/oversight of staff in a supervisory or project environment; providing guidance and/or leadership related to work processes/procedures and technical expertise within a team or project; providing guidance/leadership to staff managed by other positions to ensure compliance with procedures and policies.</p>		
<p><i>Demands / Pressures:</i> this describes the exposure to mental / sensory and work related pressures and demands, including the intensity, frequency, and duration.</p>		
<p><i>Conditions / Environment:</i> this describes the context in which the job exists, physical effort involved in performing the job, and the physical</p>		

Elements of the Job Description	Current Job Description	Proposed Substantive Changes
surroundings encountered on the job.		

3. **A DIFFERENT JOB DESCRIPTION IN EXISTENCE BETTER DESCRIBES MY JOB -**
The below table is designed to demonstrate that you are currently performing the duties of a job description that does not currently apply to your position but should (for example: you and colleague x do the same work but have different job descriptions and/or different classification levels, and you are asking that x’s job description and classification be applied to your position). Complete this table only if this analysis is relevant to your particular dispute. If not, skip to the next table.

Elements of the Job Description	Job Description Not Currently Applied to Your Position But Should Be	Work You Regularly Perform, Proving This Other Job Description Applies
<i>Purpose:</i> this is a summary statement briefly explaining why the job exists, what the position does, its context, and what overall result is expected.	<i>[E.g. Insert the text from that job description’s purpose section here.]</i>	<i>[Briefly, explain the purpose of your work, and demonstrate the purpose of your work is the same as the purpose of the other job description.]</i>
<i>Key Responsibilities:</i> these are the major activities of the job, describing what is done, why it is done, and how it is done.	<i>[E.g. Insert the text from that job description’s key responsibilities section here.]</i>	<i>[Provide concrete examples that you regularly perform those key responsibilities.]</i>
<i>Knowledge / Skill:</i> this takes into consideration the level, depth, and breadth of practical, general, and specialized and/or professional knowledge and skill required to do the job.		
<i>Interpersonal / Influencing:</i> this describes the typical skills required to interact with individuals or groups both within and outside the organization.		
<i>Analyzing / Problem Solving:</i> this describes the degree of analysis, evaluation, and reasoning required to solve problems, including the variety, complexity, and		

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nature of problems, and the requirement for gathering, organizing, analyzing, and/or synthesizing information to formulate options and solutions.		
<i>Decision Making / Responsibility:</i> this describes the degree of freedom to act in making decisions and the extent of their impacts. It includes accountability for physical, financial, and informational resources.		
<i>Contacts / Stakeholders:</i> this describes the range and significance of internal and/or external contacts/stakeholders connected with the job, the purpose of those connections, the general needs of those stakeholders, and the expected results of the interaction.		
<i>Guidance / Supervision:</i> this describes responsibility for leadership/oversight of staff in a supervisory or project environment; providing guidance and/or leadership related to work processes/procedures and technical expertise within a team or project; providing guidance/leadership to staff managed by other positions to ensure compliance with procedures and policies.		
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<i>Conditions / Environment:</i> this describes the context in which the job exists, physical effort involved in performing the job, and the physical surroundings encountered on the job.		

4. **RATIONALE NEEDS REVISION** - The below table is designed to demonstrate that the rationale statement relating to your job description needs revision. If you are unsure what a rationale statement is, or you do not have access to the rationale statement for your position, please consult with an [AMAPCEO Workplace Representative](#). Complete this table only if this particular issue is relevant to your dispute.

Rationale Statement Categories	Current	Problem With Rationale and Suggested Revisions
Factors At This Level	<i>[Insert what your job description rationale document says about factors at your current classification level here.]</i>	<i>[Explain why the 'factors at this level' portion of your job description's rationale is problematic, and propose a suggested revision.]</i>
Factors Stronger Than Level		
Factors Weaker Than Level		