

## FOR AMAPCEO REPRESENTED EMPLOYEES IN THE OPS JOB DESCRIPTIONS, JOB CODES, AND JOB CLASSIFICATION

### Job Descriptions

If you look at your job description, you will notice that it describes the work that you do in terms of the job purpose, key responsibilities, and eight compensable factors. These eight compensable factors reflect the common elements present in all AMAPCEO jobs in varying degrees:

- Knowledge/Skill
- Interpersonal/Influencing
- Analyzing/Problem Solving
- Decision Making
- Contacts/Stakeholders
- Guidance/Supervision
- Demands/Pressures
- Conditions/Environment

The content of these factors within your job description, as well as their relative strength, will determine how your job is rated or classified overall.

Note: If you don't have a copy of your job description, Article 5.1 of the Collective Agreement provides you with the right to ask your manager for a copy of your current job description, which must be provided to you within 20 working days.

### Classification Level

For AMAPCEO jobs in the OPS, there are eight distinct classification levels, level 1 ascending to level 8, each with their own corresponding salary range. You can find these levels and salary ranges in Salary Schedule B of the AMAPCEO Collective Agreement.

The job classification system used for all AMAPCEO jobs, which was jointly developed by AMAPCEO and the Employer, is unique and different from the job classification systems for OPSEU jobs, and for management/excluded jobs. Jobs are sorted into these eight classification levels based on evaluating the language contained within your job description against the classification system. You can seek a copy of the job classification plan language from an AMAPCEO [Workplace Representative](#).

The Enterprise Classification Unit (ECU), which is an employer body, reviews each job description against the classification system and assesses the strength of all eight compensable factors to come to an overall rating, or classification level for the job. The ECU also creates a document called the rationale statement which contains the written assessment of their decision.

## Job Codes

Have you ever wondered what all those numbers mean in your “job code” that appears on your job description? To find your job classification, you can look at your Job Code. It will look something like this: 3A008. The first number (which will be between 1 and 8) represents your classification level. The second character is the letter “A” for AMAPCEO, indicating it is an AMAPCEO position. The last three to five digits represent your functional group. (If there is an “N” at the end of the code, it indicates that a salary note applies.)

## Job Modules and Functional Groups

Each AMAPCEO job is sorted into one of three Job Modules (Program Support Services, Program Development, and Program Delivery), and into one of twelve functional groups, based on the type of work and the main duties and responsibilities contained within a job description. Functional groups are most relevant for the purposes of redeployment, i.e. direct assignment and bumping, if an employee’s position has been identified for surplussing.

The following is the legend of the Functional Groups and their respective codes:

Code	Description
001	Finance
002	Human Resources
003	Information Technology
004	Administrative

005	Communications
006	Information Services
007	Policy and Analysis
008	Program Planning and Evaluation
009	Legal / Regulatory
010	Scientific
011	Technical
012	Social Services and Program Admin

A more detailed description of these functional groups can be found in the AMAPCEO Collective Agreement on pages 149 to 160.

### Concerns with Your Job Description and/or Your Job Classification

You may feel that your job description is outdated or that it doesn't truly reflect the work that you do. Or, you may feel that the ECU did not properly assess the strength of the eight compensable factors contained in your job description, resulting in an incorrect classification rating/level. You may also feel that it is unfair that another job that is extremely similar to your job, and has a similar job description to yours, is rated higher. In all of those situations, you have a right under the AMAPCEO Collective Agreement to talk to your manager about your concerns at any time. The Collective Agreement also allows you to ask your manager for your job description to be reviewed and revised, and/or to have your job re-evaluated.

The initial conversation with your manager about your job description being inaccurate, or about your classification rating being incorrect, can occur at any time. The AMAPCEO Collective Agreement also provides you with the right to AMAPCEO representation in any informal meetings you may have with your manager to discuss your job description or job classification concerns. You will continue to have a right to representation at any subsequent meetings with your manager, or with other employer representatives if you choose to file a classification dispute.

### Filing a Step One Classification Dispute

It is highly recommended that before you decide to file a classification dispute that you actively engage your manager in conversation about your concerns as stated above. It is always better to try and get your manager to understand your views or arguments prior to filing a formal

classification dispute, as he/she may be in agreement with the concerns you may have with your job description or your job rating/level. Moreover, it is AMAPCEO's view that it is always better for your on-going relationship with your manager to give him/her the opportunity to resolve your concerns informally before you decide to file a formal classification dispute.

You may find that informal conversations with your manager have not been productive, or your manager may not agree with your concerns. If this is the case, please contact an AMAPCEO Workplace Representative, who will be able to provide you with more information about the classification dispute process and can assist you in completing a step one classification dispute form that will need to be filed with your manager.

NOTE: If you filed an appeal of your classification level through the Job Evaluation Appeal Process in 2013-2015, and that appeal was denied, then pursuant to Article 15. 10 you will not be permitted to file a classification dispute alleging the same facts as your appeal. Rather, you will have to demonstrate that your job has substantively changed since the new system was implemented on October 1, 2013.

## Questions and Assistance

If you require assistance with understanding the classification system and/or the classification dispute processes, either prior to or after discussing your concerns with your manager, you should request advice and/or assistance from an AMAPCEO [Workplace Representative](#). Keep in mind that you are not restricted to seeking assistance from Workplace Representatives in your particular ministry.