

THE UNIVERSITY OF WESTERN ONTARIO

Technical Job Evaluation Plan

JOB EVALUATION - THE PROCESS

Job evaluation is the name given to a process of determining the relative ranking of individual jobs to all other jobs within a group of positions. It involves obtaining job information in the form of an authorized job description. One or more persons then make a comparison between the job information contained in the job description and some other point of reference -- usually some type of pre-described measurement standard. In all cases, however, the focus of job evaluation is always on the purpose, function, duties, and responsibilities of the JOB, not on the skills or personal qualifications of an INDIVIDUAL who happens to hold it today.

THE PLAN STRUCTURE

<u>No.</u>	<u>Factor</u>	<u>No. Of Possible Ratings (choices)</u>
I	Job Knowledge	
	(a) Education	1-9
	(b) Experience	1-8
II	Initiative	1-6
III	Complexity/ Judgement	1-7
IV	Impact on Results	1-8
V	Supervision of Others	
	a) Scope	1-5
	b) Character	1-7
VI	Efforts/Demands	1-4
VII	Contacts	1-4

THE PLAN FACTORS

I JOB KNOWLEDGE

This factor measures the minimum knowledge required to permit an individual to learn and perform satisfactorily the work of a position. It consists of two Elements which must be considered together.

A) EDUCATION: Measures the minimum level of preliminary formal education and/or specialized training necessary to do the work on the position, and

B) EXPERIENCE: Measures the total relevant work or career experience gained in this and previous jobs in order to do the work of the position, presuming the educational background identified under the first Element.

II INITIATIVE

This factor measures the extent to which the operational environment of the job requires and permits independent action and/or problem resolution, as governed by the proximity of any or all of direct personal supervision, controlled by the work flow sequence, or the existence of established methods, procedures, rules and/or practices.

III COMPLEXITY/JUDGEMENT

This factor measures the variety and difficulty of the duties performed in terms of both the number and diversity of the tasks, methods, procedures, and/or techniques used and the nature of the obstacles encountered, and also assesses the extent to which acquired knowledge is used to resolve the likely problems encountered.

IV IMPACT ON END RESULTS

This factor measures the extent or degree of accountability exercised by a position for such matters as productivity, technical precision and integrity, “goodwill”, the safety of others, financial resources, etc., as indicated by any negative impact within these criteria which could reasonably occur as a result of an honest error, rather than through carelessness or a betrayal of trust (i.e. errors which are probable despite due care, NOT ones which are only theoretically possible).

V SUPERVISION OF OTHERS

This factor measures the position's responsibility, both directly and through subordinate supervisors, for the work done by other positions. It consists of two elements which must be considered together.

(A) Scope: Assesses the total number of persons supervised (directly or indirectly) including, where pertinent, any casual staff on a FTE "best fit" basis.

(B) Character: Assesses the nature and/or extent of the supervision exercised by a position such as: training and guidance for new employees; work distribution and/or results verification; performance review and salary recommendations; degree of involvement in hiring and firing; etc.

VI EFFORT/DEMANDS

This factor measures the effort required in performing the work of the position during normal circumstances, and recognizes that the demands may take the form of physical effort, demanding motor skills, concentrated mental/visual attention, monotony or boredom in repetitive work, frequent exposure to large volumes, critical deadlines, etc. and measures the degree to which the job is performed in a disagreeable or dangerous environment.

VII CONTACTS

This factor measures the relative importance, difficulty, and sensitivity of personal contacts required by the position (other than immediate subordinates and supervisors), considering such matters as the role and affiliation of persons contacted, the frequency and purpose of such contact, etc.