

**APPEAL OF POSITION CLASSIFICATION FOR EMPLOYEES COVERED
BY UWOSA COLLECTIVE AGREEMENT
(Reference Collective Agreement Article 44)
Attention: Job Evaluation Appeals Committee**

(A) Contact Information:

Name of person requesting appeal: Janice L. Brown
Title: Undergraduate Coordinator
Phone: Ext. 85157
Email: jbrown5@uwo.ca
Department: Political Science

(B) Position Information:

Current Incumbent: Janice L. Brown
Current Classification: Undergraduate Coordinator
Classification Being Appealed: SG 10
Date Evaluation Results Letter Received: July 18, 2001

(C) Information Required For Job Evaluation Appeals Committee:

Reason for the appeal: This position is clearly higher than a Salary Grade 10 based on the fact that the areas of responsibility and the nature of the duties in this position have expanded greatly since it was last reviewed. (Indeed, a review of advertised staff positions reveals that this position is certainly equal in scope to those advertised as a Salary Grade 11.) These expanded areas include: providing academic counselling to undergraduate students; participating in the entire adjudication process –including the responsibility of signing on behalf of the department both graduation and progression forms; planning and preparing with the Chair the Undergraduate Master Timetable; assuming responsibility for all necessary tasks related to Research/Special Projects budgets.

Supporting Information (Optional): Both the Department Chair, Professor Andrew Sancton and Supervisor, Ms. Faye Murphy have indicated their willingness to support this Appeal.

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing: Janice L. Brown Date: July 20/01

Please forward form to JEAC c/o Department of Employee Relations, Room 262, SLB

FOR EMPLOYEE RELATIONS DEPARTMENT USE ONLY:	
As applicable, copies of this form have been forwarded to the following:	
<input type="checkbox"/> Employee	<input type="checkbox"/> Supervisor
<input type="checkbox"/> Dean (or designate)	<input type="checkbox"/> Budget Unit Head (or designate)
	<input type="checkbox"/> UWOSA



Western

Office of the Dean • Faculty of Social Science

26 July 2001

Job Evaluation Appeals Committee
c/o Ms. Donna Chute-Dolan
Salary Administration, Employee Relations
Stevenson-Lawson Building

Dear Ms. Chute-Dolan:

I understand that Janice L. Brown, Department of Political Science, has undertaken an appeal of her job classification. While I support the right of Mrs. Brown to appeal the decision, I note that similar positions in the Faculty of Social Science are classified at the same level.

Yours sincerely,

Peter Neary
Dean
Faculty of Social Science

:lb

Subject: Re: August 15th Meeting

Date: Tue, 07 Aug 2001 14:41:44 -0400

From: Donna Chute-Dolan <perdec@julian.uwo.ca>

Organization: University of Western Ontario

To: Corinne Bender <bender@uwo.ca>

CC: Donna Chute-Dolan <perdec@uwo.ca>, Jacqueline Sparks <jsparks@uwo.ca>, Shari L Demaray <sdemaray@uwo.ca>, Connie H Zrini <czrini@uwo.ca>

I have inserted the responses from the Admin. Assistant after each question. Please let me know if there are other questions that need clarification.

Corinne Bender wrote:

>

> Hello Donna (et.al.):

>

> I have a few questions about the pending appeal:

>

> 1) could we also see the input from the Department Chair and Supervisor

The Supervisor and Department Chair did not send in anything - they neither confirmed nor denied their support of the appeal. During my conversation with the Supervisor, she said she supported the right of the individual to appeal but did not know enough about job levellings across the Faculty to comment on the levelling of the position.

> 2) what job title directly supervises this incumbent; are any issues taken
> to this supervisor or only to Chair and UG Chair

This position formally reports to the Department Administrative Assistant. The individual would take undergraduate counselling issues to the Undergraduate Chair, other work related issues to the Admin. Asst.

> 3) who does the incumbent supervise regularly

This position does not supervise anyone. There are no Work Bursary Students or others helping out. During the absences of the Admin. Assistant all the support positions would report to the Chair, not to this position.

> 4) in what area/subject is the college diploma needed

This one slipped past the Supervisor - she felt that the incumbent would need strong secretarial skills but not necessarily those obtained at a college. These skills might be obtained through a college diploma or they could be obtained through increasing levels of secretarial experience.

> 5) how frequently does the incumbent act for the admin asst

The incumbent would fill in for the Admin. Assistant during her annual vacation entitlements. These vacations are taken during non-peak periods. Per the Supervisor, she only expects the incumbent to keep up the weekly payroll, all other responsibilities are left for her return to the workplace.

>

> Thanks,

> Corinne

Subject: Re: August 15th Meeting

Date: Fri, 10 Aug 2001 11:57:41 -0400

From: Donna Chute-Dolan <perdec@julian.uwo.ca>

Organization: University of Western Ontario

To: JACQUELINE J SPARKS <JSPARKS@uwo.ca>

CC: Donna Chute-Dolan <perdec@uwo.ca>, Corinne Bender <bender@uwo.ca>, Shari L Demaray <sdemaray@uwo.ca>, Connie H Zrini <czrini@uwo.ca>

Please see responses below. I am away after today so any additional questions will need to be directed to Bob Baron, hopefully everything has already been clarified. Bob will take the evaluation notes from the co-chairs after the appeal meeting. Good luck!

JACQUELINE J SPARKS wrote:

>
> Hi Donna,
>
> I am having problems evaluating this position as it is so far away from my
> familiar areas - so these may be stupid questions:
>
> In my unit we have two faculty members, at the departmental level, that deal
> with student counseling at add/drop times, apart from that there are
> Academic Counselors in Faculty of Science, Deans Office. These positions are
> PMA.
> Is there a comparison between this position (type of work/duties etc.), with
> the PMA ones in the Faculty of Science? If so, what creates the difference
> of leveling - is it just volumes of courses and students?

There is a good comparison between the Faculties of Science and Social Science, but not between the positions you are trying to compare.

Both Faculties have a centralized Academic Counselling area, situated in the Dean's Office and staffed by PMA level employees. These PMA employees do high level counselling, one of a kind situations and have the authority to grant special permissions, waive certain requirements, refer to counsellors in Student Development Centre, Student Health Services, etc..

At the department level, Undergraduate and Graduate counselling is usually overseen by a faculty member. The Undergraduate or Graduate Counselling Assistants hand out factual information that is found within the course calendars and other sources of information, approve routine changes such as Add/Drops, etc., maintain student files, keep committee minutes, etc..

It is not the volume of courses and students - it is the level of knowledge, the judgments that the employees must make, etc. that account for the differences in levelling. Both Faculties have chosen to centralize the higher level decision making in the Dean's Office so that there will be consistency in the decisions being made across the entire Faculty - especially since many of the students will be taking courses in more than one department so any problems must be dealt with in the same manner. In the Academic Counselling Offices the PMA level employees will devote most of their time to these counselling activities. At the department level the Counselling Assistants may have other activities depending on the time available - in the PDQ being reviewed it would appear that the majority of her time is spent solely on the undergraduate program.

>
> Why is the training and guidance/work distribution, verification of results
> checked if there are no supervisory duties? This is a well written PDQ and I

> find it hard to believe that this section of the PDQ is totally incorrect,
> something within the duties must have incurred this response.

The PDQ is correct as written. The employee does not supervise. She does however offer some guidance to new employees who might be hired to work in the department - where to find something, who to go to, etc.. In a small department, this might only happen occasionally over a number of years - it would be dependent on the turnover of employees in the department. All other employees of the department could probably say the same thing - those who have been here longer offer factual information to those who are new.

> Admin. and maintenance of faculty research grants - How many Faculty and
> grants does this involve? Does this position have signing authority for
> those budgets?

According to the supervisor, this employee does not have signing authority for any of the budgets. The employee runs standardized queries from the PeopleSoft system to do print outs of the budget balances. She monitors the balances and highlights any problems she sees for the faculty member's attention. When paperwork is being submitted she checks that the correct account numbers are being used - travel account numbers for travel, supplies accounts for supplies, etc. The employee would work with a faculty member who is applying for a grant to make sure that all the necessary steps have been taken - ie have they allowed for vacation pay, benefits costs, etc. - there are check lists provided by both the Dean's Office and the granting agencies of actions to be considered. Most of the accounts are internal research grants of \$2,000 to \$3,000 per faculty member along with a few larger external grants for a total of approximately \$200,000.00

> Thanks,

>

> Jackie Sparks

UWOSA JOB EVALUATION RECORDING FORM

Office Support Plan

(APPEAL)

Dept: Political Science
Dept. Num. 220500
Incumbent: Janice Brown
Citte Mem.Present: UWOSA: C. Bender, J. Sparks
 ADMIN: S. Demaray, C. Zrini

Job Title: Admin. Support S.G. 10

Eval. Date: 11-Sep-01

	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile		
						-	=	+
I	Job Knowledge	Requirements - college diploma - minimum 2 years. Two or more years of experience in a university setting	Educ	4				
			Exper.	F	140	X		
II	Initiative	Acts independently for routine problems - others are referred (non-routine)		4	55			X
III	Complexity/Judgement	Variety of activities, requires judgement. Follows accepted procedures		4	35			X
IV	Contacts	Contact with many different groups. Provides advice, obtains and exchanges information		3	45			X
V	Errors	Errors visible outside unit		3	45			X
VI	Supervision of Others	No direct supervision	Char.	1				
			Scope	Any	5	X		
VII	Effort/Demands	Variety, multiple deadlines, not continuous		2	30			X
VIII	Physical Environment	Normal office environment		1	10			X

CLASSIFICATION ASSIGNED

Total Pts: **365**

Group: Admin. Support

Level: Salary Grade 10 **EVAL. DATE:** 11-Sep-01

Co-Chair Signatures: UWOSA: Jackie Sparks

ADMIN: Connie Zrini

22.7

POSITION DESCRIPTION QUESTIONNAIRE

THE UNIVERSITY OF WESTERN ONTARIO COMPENSATION DEPARTMENT

SOCIAL INSURANCE NO.	PRESENT INCUMBENT		POSITION IDENTIFICATION	
	SURNAME	INITIALS	DEPT. NO	POS'N NO
<u>409 857 695</u>	<u>BROWN</u>	<u>LB</u>	<u>220500</u>	<u>S006 SASX03</u>

BASIC POSITION INFORMATION

DEPT. NAME POLITICAL SCIENCE

SECTION NAME FACULTY OF SOCIAL SCIENCE

LOCATION SSC ROOM 4154

WORK WEEK HRS. 35

FOR SALARY ADMINISTRATION USE	
CLASS'N	<u>Undergraduate Asst, SG 10</u>
CLASS'D	<u>June /01</u> EFFECT <u>March /01</u>
	Date Date
ANALYST	<u>D. Chute-Dolan</u>

SUPERVISOR SURNAME MURPHY INITIAL F PHONE EXT 85158

- 1) PLEASE LIST AND DESCRIBE YOUR MAJOR DUTIES WITH AN APPROXIMATE ANNUAL PERCENTAGE OF TIME SPENT ON EACH. USE SPECIFIC TERMINOLOGY PERTINENT TO THIS POSITION; PROVIDE EXAMPLES (E.G. TESTS, PROCEDURES, ETC.) AND CLARIFY YOUR INVOLVEMENT IN EACH DUTY (RE. SUPERVISE IT, DO IT, PARTICIPATE IN IT, ETC.)

NO.	MAJOR DUTIES	90%
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The position of Undergraduate Coordinator in the Department of Political Science has two major components: responsibility for all administrative aspects in the coordination and operation of undergraduate programs; responsibility for the administration and maintenance of all faculty research grants and conference/continuing education grants and budgets pertaining to same.

The Undergraduate Coordinator is expected to work closely with all members of the department in support of the department's objectives and ensure that accurate communication of information in regard to undergraduate programs and faculty research takes place. The Coordinator establishes and maintain relationships with other divisions of the university (e.g., Dean's Office, Office of the Registrar, Institutional Planning & Budgeting, Academic Counselling offices, Office of Research Services, Finance Department, Affiliated Colleges).

The position is designed to be virtually independent, taking direction on academic matters from the department Chair and the Undergraduate Chair of the General and Honors Programs. The Coordinator exercises initiative and judgement in the performance of all tasks related to the position and has primary responsibility for the provision of administrative and secretarial support of the undergraduate program.

The Undergraduate Coordinator provides academic counselling to students on all aspects of their program requirements in Political Science:

- has signing authority on behalf of the department to recommend changes in students' course and program selections (e.g. special permissions, adjudication forms, and add/drop forms).
- advises and supplies information to students regarding Senate regulations; answers inquiries in connection with department policy on student appeal procedures, examinations, courses and professors.

- acts as a liaison between the Undergraduate Chair and Academic Counselling Office (ACO) in matters relating to the above.
- acts as a liaison between the student and other academic and administrative units on all matters related to the completion of the student's program and degree.
- communicates policy to students via personal contact, meetings, correspondence, and bulletin boards.

The Undergraduate Coordinator handles all general correspondence, letters and memos, committee minutes, reference letters, brochures, statistical tables, schedules, forms, etc. in connection with the undergraduate program; drafts responses to correspondence for the Chair, Undergraduate Chair and Appeals Officer; in conjunction with the Chair, plans and prepares the undergraduate Master Timetable; initiates and prepares numerous schedules (counselling schedules, proctoring schedules, test schedules, registration schedules, teaching evaluation schedules, etc.) required throughout the year; downloads and distributes class lists; provides training and direction to faculty in the submission of electronic final grades; maintains and updates all departmental student files.

The Coordinator liaises with the Office of Research Services and with the Finance Department's Research office and provides faculty members with information regarding available research grants and application procedures; sets up and maintains all research-related budgets.

Program Counselling and Liaison

The Undergraduate Coordinator compiles, updates and produces information with respect to the various requirements for admission, progression, and graduation for the two undergraduate programs as well as information on the requirements for conversion from a general program to an honors program; disseminates this information to students as required. Updates yearly all copy relating to The UWO Academic Calendar, 1st Year calendar and various UWO liaison brochures.

Responsible for initiation and follow-up of all honors entry and progression adjudications. Process includes checking grade averages, courses taken, degree requirements. Coordinates and participates in Adjudication sessions with faculty members in the Spring processing of graduating honors adjudication forms and progression adjudication forms. Ensures the accuracy of and signs adjudication forms received throughout the remainder of the year (i.e., following summer courses, prior to fall Convocation).

Collects the necessary data and makes recommendations to the Dean's Office for award/scholarship winners, ensuring that the names are submitted by the required deadline.

The incumbent coordinates the September, January and February registration periods. Designs and prepares the annual counselling guides; prepares and posts flyers and signs dealing with add/drops; ensures all timetable information is complete and posted. Provides full-time counselling services to students and handles all add/drops during the registration period, referring them in special circumstances to the Undergraduate Chair or designate.

The incumbent serves as the Departmental Coordinator for the twice-yearly student survey of teaching performance. Ensures instructor information is updated; prepares the schedule for evaluations; prepares all packages for enumerators; assigns and instructs enumerators; notes any unusual circumstances; returns all supplies and completed response cards to Institutional Planning and Budgeting.

Acts as the liaison between Distance Studies in the Registrar's Office and the Department of Political Science; coordinates the timetabling of all departmental summer and distance studies courses; is responsible for maintaining the latest copies of course materials, book orders, course outlines; prepares and conducts instructor/course evaluations; submits final grades; i.e., has the same administrative responsibility for summer/ distance courses as for all fall/winter courses.

Examinations, Grades, Appeals

The Undergraduate Coordinator oversees the administration of midyear and final examinations. Prepares and monitors the schedule for all examinations to be submitted, produced and delivered to the Registrar's Office by predetermined deadlines; prepares a departmental examination timetable from information supplied by the Registrar and ensures that this information is posted and updated for student reference; assigns instructors and graduate teaching assistants to proctoring duties and informs the Registrar according to the Senate Regulations; ensures adequate exam supplies (booklets, Scantron sheets, pencils) are ordered.

The Coordinator collects and maintains all final grades submissions, both paper and electronic versions, (including grades from all summer courses) instructors' marks breakdown sheets, and grade distributions for each, checking them for errors before submitting to the Chair for approval; maintains all grade forms, calculations, and exams in accordance with Senate Regulations policy; delivers marks (both paper copies and electronic versions via the Marks Management System) to the Office of the Registrar; posts all final marks; ensures that department members are aware of Senate policies governing the release of final grades.

The Coordinator facilitates the student appeals procedure for student essays, final exams, and tests and ensures that the procedure is administered according to departmental regulations; advises students of the appeals procedure; receives assignments to be appealed from students, gathers all necessary course work information, and liaises with the Appeals Officer to designate readers for the appeal; maintains files on all appeals; keeps students informed of the status of their appeal; prepares and completes correspondence and any Grade Revision forms as required.

Research-related Tasks

The incumbent assists faculty members with the preparation and processing of research applications-- in particular, the budget estimates by securing up-to-date information on payroll costs, travel expense allowances, etc.; ensures that all required signatures are secured, required copies made, and applications submitted by deadlines; maintains files of successful applications and provides grant holders with monthly statements (via PeopleSoft) of budget balances; liaises with a Financial Analyst in establishing a suitable budget for special projects such as conferences, estimates expenses and revenues, prepares the project form for Chair, Faculty, Department of Finance approvals; prepares and processes all travel expenses forms, purchase orders, and on-line journal entries pertaining to research and conference grants.

NO.

OTHER DUTIES (less than 10%)

Processes undergraduate book order forms for faculty, maintains a requisitions file, liaises with the Bookstore to ensure stocking of books, maintains course outline binders and provides outlines to the Academic Counselling office and affiliated colleges as requested.

In the absence of the Administrative Assistant, provides secretarial support to the Chair's office, processes weekly payroll submissions, other administrative duties as needed.

Provides departmental telephone support in the absence of the Department Secretary.

PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT
DIRECTLY AND FORMALLY TO YOU.

PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM **REGULARLY**.

- Training and guidance for new employees
- Work distribution and/or verification of results
- Performance review and salary recommendations
- Hiring and firing; please describe the degree of your involvement:

4) IF YOU **COMPOSE** (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition	Method of Composition	Brief Description of Content
	<input checked="" type="checkbox"/> Complete Composition	letters/memos to faculty, graduate teaching assistants, & other academic/administrative units requesting/relaying information; letters to students responding to general enquiries about programs/courses
<input checked="" type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Partial composition with general direction (verbal or written)	letters responding to appeals/ plagiarism;
	<input checked="" type="checkbox"/> Prescribed format	
	<input type="checkbox"/> Complete composition	
<input checked="" type="checkbox"/> Reports	<input checked="" type="checkbox"/> Partial composition ...	Budget information as related to enrollment numbers; Master Timetable information
	<input checked="" type="checkbox"/> Prescribed format	
	<input checked="" type="checkbox"/> Complete composition	Undergraduate Committee meeting minutes
<input checked="" type="checkbox"/> Other:	<input checked="" type="checkbox"/> Partial composition ...	Counselling Guides, Changes to academic calendar copy; DAP proposals
	<input checked="" type="checkbox"/> Prescribed format	

5) WHAT ARE THE **MINIMUM** SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE **REQUIRED** TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?

- College diploma with several years work experience in a university setting. **Preferred: University degree.**
- Excellent administrative and organizational ability.
- Sound judgement and the ability to assess, prioritize, and take action on all incoming requests.
- Ability to deal tactfully with all levels of the university community and public. Knowledge of and familiarity with university policies, systems and regulations in connection with registration, program requirements, research and finance.

- Excellent proofreading, keyboarding, verbal and written communication skills, and interpersonal skills.
 - Working knowledge of PeopleSoft (Higher Education and Finance versions), Windows 95/NT, WordPerfect, Excel, Word.
-

6) PLEASE DESCRIBE THE NATURE AND FREQUENCY OF THE SUPERVISION YOU RECEIVE.

The Undergraduate Coordinator is required to work independently with a minimum of supervision. Must organize and prioritize daily and weekly tasks. Must be self-motivated to maintain and propose new methods for the efficient operation of the undergraduate office.

7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

Most inquiries regarding program and degree requirements; research grant application and budget information (see also "Major Duties")

One of the fundamental requirements of the position is to know when to handle a student-related problem and when to refer the student to an appropriate source for solution.

8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?

On academic matters: plagiarism issues are referred to the Chair, course equivalencies for Letters of Permission are referred to the Undergraduate Chair; students with special academic circumstances are referred to either as appropriate or to the Dean and/or Registrar as needed. On research issues: deadline extension requests are referred to either the external agencies and/or Office of Research Services as needed.

9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)

Incumbent has permanent membership on the Undergraduate Committee and is responsible for preparing and circulating the agenda and supplemental materials, taking and preparing minutes. The incumbent is responsible for ensuring all follow-up correspondence as a result of the discussions at a meeting is completed, e.g., prepares major course/program changes (DAP proposals) for department approval and forwards to the Educational Policy Committee. (1 day/month)

Coordinates and prepares information for the department's twice-yearly add/drop Registration period. Completes and signs all course add/drops during the periods. (15-20 days per year)

Coordinates the Department's annual "Open House" during the intent to register period in February as well as other open houses held by the University throughout the academic year. (2 days of preparation)

Initiates cyclical responses to outside requests for information, e.g., Undergraduate Master Timetable information, timetabling examinations, assigning proctors to examinations and enumerators to instructor evaluations (1 day/month)

10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR **MOST IMPORTANT CONTACTS** (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

CONTACT'S TITLE (e.g. Purchasing Agents)	LOCATION (inside outside) dept dept		FREQUENCY (dly wkly mthly)			PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
Faculty Counsellors		✓	✓	✓	✓	provide/receive information concerning adjudications, student grades, programs, special permissions, makeup exams
Students	✓	✓	✓			provide information concerning program requirements, courses, exams, grades
Registrar's Office		✓		✓	✓	provide/receive information concerning final grades, midterm and final exam planning, adjudications, students registering online
Office of Institutional Planning & Budgeting		✓		✓	✓	provide/receive information on timetable planning, instructor/course evaluations
Affiliated Colleges & Other Academic Departments		✓			✓	provide information concerning student grades and programs, academic calendar changes (both to programs and courses)
Potential Students		✓			✓	provide information concerning 1 st -year course and program requirements
Office of Research Services		✓			✓	provide/receive information concerning new grant applications, deadline changes
Finance Department		✓			✓	provide/receive information concerning budget statements, travel expense forms, purchase orders related to research grant accounts

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Staff Member: Position was SG9

Undergraduate Coordinator Janice L. Brown 2001 02 16

Present Classification Incumbent was SG11 Signature Date

Supervisor: - resulted from special arrangement made at time of position evolution Faye Murphy 2001-02-16

Signature Date

POSITION DESCRIPTION QUESTIONNAIRE

THE UNIVERSITY OF WESTERN ONTARIO COMPENSATION DEPARTMENT

A. PURPOSE

MAR - 1 2001

University Personnel Policy requires the maintenance of up-to-date job information on all staff positions for use in job evaluation and other programs (e.g. staffing, orientation, etc.) This form is designed to encourage direct participation by the staff member in providing information about the position. Your co-operation in completing the attached questionnaire is appreciated.

B. USE

This Questionnaire should be used to describe all staff positions covered under the U.W.O. Staff Association. Should you require assistance in completing this form, contact the Salary Administration Section at extension 85558.

C. INSTRUCTIONS

1. The information must be authorized (signed & dated) by both the staff member, the immediate supervisor, and the Dean or Director before it is forwarded to the Salary Administration Section, Compensation Department.
2. The following table may be helpful in determining annual time percentages:

1 hr/day (14%)	1 day/week (20%)	1 day/year (0.4%)
1 hr/week (3%)	1 day/month (4.5%)	1 week/year (2%)
3. If necessary, please attach an extra page for additional information which you feel is required to provide a complete understanding of your position.

D. NOTES

1. A change in duties and/or responsibilities does not automatically imply a change in classification and salary.
2. A job description is not intended to measure an increase in the volume of work; rather it should only reflect the areas of responsibilities and the nature of duties.

Please complete below and forward with the Questionnaire.

Reason(s) for requested review

- Classify new position
- Change in responsibilities
- Check current classification
- Update your records

Routing approvals: I agree that this review is required

Immediate supervisor Jay Murphy

Department Head [Signature]

Dean's Office [Signature]

Date 26 Feb 2001