

**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: \_\_\_\_\_ Sherrie McPhee \_\_\_\_\_  
Title: \_\_\_\_\_ StoresKeeper IV \_\_\_\_\_  
Phone: \_\_\_\_\_ #86300 \_\_\_\_\_  
Email: \_\_\_\_\_ smcphee@uwo.ca \_\_\_\_\_  
Department: \_\_\_\_\_ Chemistry Department/ChemStores \_\_\_\_\_

**(C) Position Information:**

Current Incumbent: \_\_\_\_\_ Sherrie McPhee \_\_\_\_\_  
Current Classification: \_\_\_\_\_ Storeskeeper IV \_\_\_\_\_  
Classification Being Appealed: \_\_\_\_\_ Storeskeeper IV \_\_\_\_\_  
Date Evaluation Results Letter Received: \_\_\_\_\_ March 6, 2004 \_\_\_\_\_

**(C) ©Information Required For Job Evaluation Appeals Committee**

Reason for the appeal:

- **don't agree with current classification**
- **diversity, complexity and responsibility of this position in Chemistry/ChemStores as stated in the job description does not equate with others in the Storeskeeper IV Classification**
- **uniqueness of the commodities dealt with require special handling, monitoring, training and chemical knowledge makes this position different, requiring special attention and accountability not found in any Stores position across campus**
- **jobs on campus with less responsibility and diversity than the duties described in this job position, are classified differently and at a higher pay scale**

Supporting Information (Optional):

- **see attached comments from Rob Lipson, Chair, Department of Chemistry**

(Attach an additional page if more space is required)

**(D) Approvals:**

Signature of Person Appealing: \_\_\_\_\_ SmcPhee \_\_\_\_\_ Date: \_\_\_\_\_ 3/12/04 \_\_\_\_\_

***The appellant shall send one copy of the material to Human Resources and one copy to JEAC c/o UWOSA.***



Western  
Leading. Thinking.

March 12, 2004

I am writing this letter in unqualified support of Ms. Mary Lou Hart and Ms. Sherrie McPhee who are grieving the decision regarding their job descriptions. The written evaluation of their most recent job descriptions by human resources indicates that no change was necessary when considering the changes in the responsibilities of the position and content. I believe, as someone who was actively involved in drafting their revised job description that the most recent changes do indicate a reasonable change in the level of responsibilities of the position. Ultimately, the real and bigger issue is that the scope of the duties and responsibilities regarded in their present position are not comparable to other jobs in Stores areas across campus.

Allow me to indicate the salient changes to their job descriptions. Both incumbents:

- have a buying limit up to \$5000.000
- are involved with new on-line buying practices
- are involved with more searches and web format for ordering
- handle more Visa purchases
- are responsible for and knowledgeable about security and authorization procedures and protocols for Alcohol, and understand the privileges and fines that could be incurred as well as access to the sale and dispersion of alcohol if the recommendations of the Canadian Customs and Revenue Agency, Excise division are not met.
- ship radioactive materials out of ChemStores

Each of these changes has a significant impact:

- Buying Limit Authorization - Both incumbents have increased responsibility with respect to buying power using all modes of buying procedures through UWO Purchasing Policies. New PeopleSoft on-line buying practice, at a higher signing limit, allows them more independence with respect to buying power as well as allowing a more expeditious avenue for processing. The consequence of errors goes up with increased signing authority because the number of purchases is now increased, the error is potentially more costly and, the chance of catching errors is more difficult since On-line purchasing systems and web based transaction are immediate.
- Purchasing through Web based transactions is extremely popular and because of this, clients have a larger menu of suppliers to choose from. Clients tend to be

happy with just finding the product they want but not defining details required for purchasing, shipping etc. Web based information can be difficult to navigate from supplier on the web to another. (This is in comparison to the standing orders and system contracts where the purchasing and shipping details are standard throughout contract periods.)

- Protocols for authorization and security set up in ChemStores for the sale and dispersement of ethyl alcohol is a process that is extremely effective and reliable, and meets the requirements set out by the Canadian Customs and Revenue Agency, Excise. This controlled system requires frequent updating in order to remain current with respect to changes in clients, changes in client's authorized users, new account #'s, and setting up new users to the system. The incumbents are responsible for maintaining updates in the system, when made available by the client. Frequently, the balances and checks for security are not met at the point of sale. If this occurs, it is their responsibility to identify the problem immediately and correct it (if possible) to continue transactions with respect to ethyl alcohol. Also, it has become very apparent that the protocols for obtaining alcohol authorization are usually first introduced to new clients at ChemStores by the incumbents. It takes time to explain the reasons and the processes needed to seek authorization. The protocols that are met in ChemStores for the control of ethyl alcohol, combined with proper record keeping enables users of alcohol at UWO to be exempt of excise duties at a cost of \$11.066 per litre sold. Conversely, clients (account holders) are accountable for their usage of ethyl alcohol recorded as being purchased from ChemStores such that failure to keep accurate records could lead to an assessment of the account holder as well as a possible minimum penalty of the cost of excise exemption (\$11.066), up to six years after the date of purchase.
- Similarly, time is required for the maintenance of records that are used to control the security of radioactive materials. ChemStores is also the sole point of entry of radioactive materials. Upon receipt of these materials, dose monitoring as well as contamination monitoring (new) is required. In addition, locked (new) secured storage provides isolation of the commodity while in ChemStores. All of the above are requirements mandated by the Canadian Nuclear Safety Commission. The incumbents are responsible to maintain compliance with the handling and dispersing of radioactive materials. ChemStores is the sole exit point for shipping of radioactive materials (new). Shipping requirements for radioactive materials are coordinated with the Radiation Safety Manager, the client, and the incumbents. They are responsible to make arrangements for the transportation of the radioactive materials which is dependant on the level of radiation that is being transported. Failure to meet compliance with the Canadian Nuclear Safety Commission may result in UWO losing its radioactive license.

Lastly, I wish to comment on the factors that distinguishes the activities of the incumbents in ChemStores from those of other personnel in other university Stores areas:

- Ms. McPhee and Hart are uniquely responsible for control, monitoring and dispersement of ethyl alcohol and radioactive materials
- The incumbents are trained and current with respect to WHMIS (every 3 years), Laboratory and Environmental Waste, Transportation of Dangerous Good (certified every 2 years) and Radiation Safety (certified every 2 years). The latter two are requirements of the Canadian Nuclear Safety Commission.
- The incumbents are able to answer questions regarding their knowledge and protocols during audits and inspections of the Canadian Nuclear Safety Commission.
- There are consequences if the incumbents err with respect to maintaining and enforcing security and protocols of sale / dispersement of radioactive materials and ethyl alcohol, which could greatly effect the UWO community of users for these commodities
- The incumbents not only purchase stock materials to supply ChemStores, but accommodate chemical and equipment purchases for the researchers as well.
- Ms. Hart and Ms. McPhee purchase handle and distribute large class orders for the teaching laboratories during the summer.
- They co-ordinate a chemical inventory and are responsible for the maintenance of a current chemical inventory as required by the London Fire Department

I have addition points I wish to raise.

- Purchasing is an administrative responsibility of the incumbents in ChemStores.
- I understand that currently, there is a person working in Engineering Stores who is classified higher (SG 9) than this position with less responsibility and complexity than that associated with the revised job descriptions of the incumbents.
- The incumbents are independently responsible to problem solve, network and make decisions with respect to all of the major duties indicated in the current job description re-classification request.

I have been told by Dean Roland Haines that Human Resources department is unable to find a more suitable job classification than Stores Keeper 4 for the incumbents. This suggests that the problem is akin to putting a square peg in a round hole. I offer a solution. Create a new job title for Mary Lou Hart and Sherrie McPhee that truly reflects their job descriptions. The nature and responsibility of the two incumbents also strongly suggests that they should be elevated to a salary grade 10.

Thank you for your consideration of this letter.

Sincerely



Robert H. Lipson  
Professor of Chemistry and Chair

**UWOSA JOB EVALUATION RECORDING FORM**

**Office Support Plan**

(APPEAL)

**Dept:** Chemistry  
**Dept. Num.** 230600  
**Incumbent:** Mary Lou Hart and Sherrie McPhee  
**Citte Mem.Present:** UWOSA: C. Bender, M. Broadfoot, J. Sparks  
 ADMIN: C. Bumbacco, P. Grant, V. Smith

**Job Title:**

**Eval. Date:** 21-Apr-04

I	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile		
						-	=	+
I	Job Knowledge	Higher value placed on education due to lab (chemical) work. Could consider more experience with less education if specified in PDQ	Educ	4	100			
			Exper.					
II	Initiative	Works from general policies. Defined objectives		4	55			
III	Complexity/Judgement	Variety in sourcing of products		4	35			
IV	Contacts	Seeking compliance with regulations / policy. Information exchanged, advice provision		3	45			
V	Errors	Dispensing chemicals - high risk. Compliance with radiation protocols		4	70			
VI	Supervision of Others	Nominal	Char.	1	5			
			Scope	Any				
VII	Effort/Demands	Some physical effort, lifting, etc		2	30			
VIII	Physical Environment	Inside work, limited outside exposure		2	20			

**CLASSIFICATION ASSIGNED**

**Total Pts:** 360

**Group:** Stores Assistant

**Level:** Salary Grade 10

**Co-Chair Signatures:** UWOSA: M. Broadfoot

**ADMIN:** C. Bumbacco

**POSITION DESCRIPTION  
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO  
EMPLOYEE RELATIONS**

U.W.O. ID NUMBER

PRESENT INCUMBENT

POSITION IDENTIFICATION

10044071

SURNAME  
McPhee

INITIALS  
S.

DEPT. NO P.S. JOB CODE  
SK# SASX19

BASIC POSITION INFORMATION

DEPT. NAME CHEMISTRY  
SECTION NAME CHEMISTRY STORES  
LOCATION ROOM 003, CHEMISTRY BUILDING  
WORK WEEK HRS. 37.5

FOR SALARY ADMINISTRATION USE	
CLASS'N	Stores Assistant SG 10
CLASS'D	April/04 EFFECT FEB 1/04
Date	Date
ANALYST	JEAC

SUPERVISOR SURNAME SCHEIRING INITIAL M. PHONE 82168

- 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	%
-----	--------------	---

This position is one of two ChemStores Administrative Consultants (CSAC) who is responsible for the operations of ChemStores, and reports directly to the ChemStores Manager.

The primary function of the CSAC is to assist and support members of the Department of Chemistry in all aspects of purchasing, shipping, receiving and accounting, for teaching and research, as it relates to the procurement of goods and services. ChemStores deals with transactions worth over one million dollars each year that support departmental teaching, research, and inventory.

ChemStores is designated as the sole point of entry where radioactive materials are: received, monitored for radioactive leakage, separated from other goods, stored in a secure location, and distributed to UWO-approved clients. ChemStores is also the only location on Campus to supply, control, and monitor purchases of excise-free ethyl alcohol. Due to the technical nature of the chemical commodities being purchased, handled, and monitored, the incumbent must be chemically knowledgeable in order to adhere to applicable provincial and federal legislation, as well as strict UWO policies.

ChemStores is open to all approved members of UWO to acquire chemicals and supplies. ChemStores is also open to all UWO affiliates for purchases with the exception of chemicals and controlled substances.

It is imperative that the CSAC personnel keep abreast of the scientific marketplace and the technology to access its information.

Currently, ChemStores is staffed by two CSACs however, the major focus of each position is directed to different areas. It is expected that each incumbent will be able to cover the duties of the other, as needs dictate. In that sense, this position and the related position are equivalent.

## Administrative 70%

- **Consultation, guidance, and support:**

The CSAC assists faculty, staff, and students (our clients) in the sourcing and selection of suitable materials, including chemicals, laboratory supplies, hardware, etc., by providing information on the technical specifications, costs, and availability. Often, customers rely on the incumbent for product information and application suitability. In addition, the incumbent is expected to field customer, supplier, and internal inquiries while providing knowledgeable advice in the following areas: order status; billing; operations; expenses; obtaining competitive quotes; chemical availability in department; safety regulations; WHMIS requirements; chemical handling; shipping (national and international); UWO purchasing policies; chemical transportation (TDGA, IATA); chemical and radioactive packaging; chemical disposal; etc. The incumbent must enforce all existing protocols for those clients who seek to obtain radioactive materials, and purchases of ethyl alcohol.

The CSAC orientates all new members to the department of Chemistry with respect to policies and procedures of ChemStores.

- **Purchasing; sourcing goods by verifying specifications; creating; and expediting orders:**

The CSAC makes purchases: for inventory to replenish stock sold by ChemStores; for teaching in Chemistry and outside departments, and to meet research demands. The incumbent must pay special attention to the requirements of the Undergraduate Teaching Laboratories. Major purchases in support of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year undergraduate student laboratories occur throughout the summer. Laboratory technicians give their orders (for thousands of students), which must be compiled, sourced and purchased. In addition to the undergraduate teaching laboratories supplies, there are significant purchases in support of 4<sup>th</sup> year undergraduate research projects.

The CSAC must be capable of choosing the proper methods of purchasing that could include ordering through: System Contracts; Standing Orders; Low Value Purchase Orders; Regular Purchase Orders; Credit Cards; Cheque Requisitions; and Petty Cash. The CSAC is responsible for informed entry of data into, the ChemStores inventory/accounting information system software. This activity involves creation of individual client records (UWO IDs, account numbers, etc.) to facilitate ordering, purchasing, receiving, financial recording, and tracking of items until such time that these are disposed of. Other procedures include, on-line purchasing modules of the UWO PeopleSoft Financial System (FS), and web-based on-line forms. Credit card transactions are increasing; in many cases, web-based transactions and purchases of items from international sources are often limited to credit card purchases. Cheque requisitions and Petty Cash transactions are alternative methods of purchasing. The incumbent is authorized to select the appropriate method of payment and to sign for orders up to a limit of \$5,000.00.

- **Accounting/Purchasing Support:**

The CSAC receives and disperses goods, and is responsible for completing the necessary accounting/purchasing of the commodities as well as services. The incumbent also deals with the Departments of Finance and Purchasing to field inquiries. Tasks include: pricing commodities; monthly billings/statements, entering information in the ChemStores inventory/accounting information system software.

The incumbent is responsible for the following duties:

➤ Processing Invoices

Invoices, regularly received in ChemStores and/or forwarded by Finance, must be carefully cross-referenced and scrutinized. The incumbent must pay close attention to all extended costs as they must be accurate and inclusive with respect to the following: Federal and Provincial Taxes, special handling, shipping, tariffs and duties, and exchange. Most invoices are a collation of multiple requests from clients and must be billed accordingly.

➤ Account and Client Identification Set-up

Complete transactions include a description of item(s) purchased, quantity, price, taxes, exemption, client I.D., and account information. Account information is obtained from a Principal Investigator's valid speed code. This is translated using the on-line PeopleSoft FS, and used for billing and tracking purposes. Account entries with respect to UWO affiliates such as The Robarts Research Institute, IMTI, LHSC, etc. include pertinent invoicing parameters such as client's name, a company name, and mailing address. Internal departmental accounts are also set up for clients to satisfy a more inclusive billing report required by departments who need separated costs for budgeting purposes.

➤ Month-End UWO Financial Statements

Month-end financial statements are printed from PeopleSoft FS. These statements consist of a list of purchases and sales for the ChemStores inventory accounts. After the statement has been printed, each line item must be pulled, and pricing verified with the order/invoice. If discrepancies are found, either accounts payable (if error originated from PeopleSoft entries) or the supplier (if the error was in the original invoicing) are notified. Each transaction for sales must be verified with the ChemStores billing. Once the month end statement is complete, it is filed.

➤ Monthly ChemStores Internal Billings and Statements

On a monthly basis, records, billings and recoveries, by account number, from the following sources are completed:

- departmental photocopiers
- ChemStores sales
- departmental fax machines
- departmental facilities – glassblowing, X-ray, mass spec, NMR, electronic shop
- telephone and data lines
- demurrage charges

Monthly statements are produced for all accounts and sub-accounts. These must be checked, copied, and distributed to account holders. A collated version is filed for future reference.

➤ Client/UWO Administrative Requests

The CSAC fields inquiries and requests between Purchasing and ChemStores. These include:

- requests for account number to which additional charges (i.e. duties/brokerage/shipping) should be applied
- requests for information for customs clearance
- identification of items, requiring UWO inventory tagging
- requests for alternate accounts when specified accounts are closed or have insufficient funds
- requests for additional quotes
- requests to release commitments or complete outstanding Purchase Orders (PO)
- requests to change account numbers on POs

- requests to add or delete items and/or change pricing of POs which reflect changes by the client and/or supplier
- requests to cancel POs as instructed by client or due to extenuating circumstances
- requests for clarification regarding discrepancies with product/suppliers with respect to contract and service agreements

The CSAC fields inquiries and requests between The Department of Finance, (Accounts Payable), and ChemStores:

- Confirms that all goods and services provided for orders over \$50,000.00 have satisfied the clients' purchasing agreement and requirements; to confirm that the invoice should be paid
- Seeks alternate account numbers when original is closed or has insufficient funds
- fields problems that have occurred with monthly billing uploads
- corrects errors in payments to suppliers
- initiates "stop payment" requests on orders that are incomplete, or when goods or services have been completed, but are unsatisfactory
- requests for payments to be made when the order is complete and acceptable
- requests and forwards paperwork for credit application approval as required by supplier

## Stores 25%

### • Receiving

The CSAC receives chemical and biochemical products, radioactive products, compressed gas cylinders, lab supplies, dry ice, stationery supplies, electronic equipment/parts, software/media, computer hardware, and written correspondence. This activity includes primarily, handling dry chemicals (up to 2lbs.), liquid chemicals in 1-litre, 4-litre and 20-litre containers (weighing 1 lb to 70lbs. per unit), dry ice (averaging 450 lbs. per bin; the dry ice must be transferred to a freezer), and gas cylinders. The incumbent also handles stationery and paper products (15 lbs. to 60 lbs.). Large, heavy, refrigerated containers (liquid nitrogen, liquid helium) are received as well. Bulk orders of chemicals and supplies in support of the Department of Chemistry must be unpacked, received and distributed, expeditiously. The incumbent is responsible for bar-coding each chemical purchase using the ChemStores inventory/accounting information system software. Accurate data entry is essential as the information is integrated with other records including pricing, sales, departmental chemical database, ID records, security checks and location. The incumbent is responsible for segregating chemicals into various storage groups to avoid the mixture of incompatibles as well as to ensure correct storage environment (eg. freezer, refrigerator, fumehood, solvent room, etc.). The incumbent must be aware of fire and WHMIS regulations at all times.

ChemStores is the only location on campus designated to receive radioactive materials. The CSAC must be aware of the regulations with respect to radioactivity, and must be trained in the use of dose and contamination meters. The incumbent monitors packages of radioactive materials for dose and contamination/leakage in an effort to detect and isolate potential problems. The CSAC is responsible for locked security of the temporary storage and isolation for radioactive materials, as mandated by the CNSC. If there is a problem with a radioactive protocol, it is the incumbent's duty to contact the UWO Radiation Safety Co-ordinator. The incumbent uses the barcode system and created receiving records to track this commodity, and controls the distribution of radioactive materials to authorized personnel. The incumbent is also responsible for accurately completing and signing the radioactive disposal authorization forms. The CSAC must keep up-to-date on all changes in CNSC regulations.

Canadian Customs and Excise has recently required enhanced controls for the sale of ethyl alcohol. The CSAC ensures compliance through security checks and authorization protocols entered into the ChemStores inventory/accounting information system. The incumbent is also responsible for the secure storage of this commodity.

Relevant information from the ChemStores database is shared with Occupational Health and Safety (O.H.& S.) and Purchasing (Traffic and Customs) in order to control and monitor these products (radioactives and ethyl alcohol) by the UWO regulatory officers. The CSAC maintains and updates the departmental chemical inventory on a continuous basis.

- **Product sales and distribution**

The CSAC sells and distributes stock and specially ordered items to the Chemistry Department (teaching, research, glass blowing shop, electronic shop, mass spec, NMR, and X-ray), and to clients outside Chemistry. Cash sales can be made for non-chemicals only. The CSAC is responsible for inputting and recording all transactions through the ChemStores' inventory/accounting information system software.

The strict regulations governing the sales and/or distribution of controlled products (Customs and Excise, Canadian Nuclear Safety Commission (CNSC), The London Fire Department, Health and Welfare, WHMIS) requires special record keeping by the CSAC. The CSAC is responsible for ensuring that sales are only made with: a valid account, photo ID, and appropriate authorization. If radioactive materials are being distributed, the incumbent must authorize the radioactive disposal authorization form. Distribution/sales of controlled products require appropriate authorization, which is verified by the CSAC. All transactions are subject to UWO and official external audits.

- **Shipping**

The CSAC is responsible for the following: selecting transportation methods and carriers (based upon the types of products), destination, TDGA and IATA regulations, for the individual faculty and the department. The incumbent makes arrangements for the shipping of products (including dangerous and non-dangerous goods), and returning of goods to original sources for credit. The CSAC sends courier packages daily. Lab supplies, chemicals, and samples requiring specialized analysis are sent to local and international locations routinely. Items being sent internationally require customs declarations. The CSAC must pay particular attention to those items that are classified as dangerous goods. These have special packing requirements and shipping regulations. The incumbent must ensure that all documentation requirements are complete for these types of items being shipped, as well as packaging, labeling, and making transportation arrangements. **(NOTE: A MISTAKE IN THE SHIPMENT OF DANGEROUS GOODS COULD LEAD TO A PERSONAL FINE OF UP TO \$50,000 AND A CORPORATE FINE OF MUCH MORE.)**

## **OTHER DUTIES 5%**

The CSAC performs other duties annually and monthly that are of special importance and significance to the administration of ChemStores, including year-end inventory. The UWO Year-End inventory and associated accounting, requires large amounts of extra work in planning, preparation, and completion.

Typical duties at year-end include:

- Preparation (prior to physical count)
  - verification that goods for every order have been received and any variances or discrepancies have been noted
  - paperwork is completed, sorted and filed
- Physical Count
  - coordination and performance of physical count of entire ChemStores stock
  - logging the physical count onto inventory sheets

➤ Recording Incomplete Orders for Purchasing

- all outstanding orders are documented to reflect accurate figures for year-end totals. This information is sent to Purchasing/Accounts Payable

➤ New Fiscal Year Setup

- the transfer of data from annual physical count into perpetual record in the inventory file
- archiving past fiscal information
- setting up files for new fiscal year
- re-setting inventory system
- creation of standing orders (on-line) for new fiscal year, and entry of new information in ChemStores program
- initiating orders for stock and non-stock items (including those backed-up due to shutdown for year-end)

➤ Covering for Absences and Vacations

The CSAC is responsible for assuming the day-to-day duties of the other CSAC and/or the essential operational duties of the ChemStores Manager during their absences and vacations.

- Upon request, the CSAC conducts electronic back-up of information from the Chemistry administrative network.
- The CSAC carries out other duties as assigned

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

Staff-employed Classification/Rank (eg. Clerk I)	For CW or TM Responsible for (eg. Filing records...)		
	RF/RP Pos'n No.	From (month)	To (month)

**Not Applicable**

3) 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
Correspondence: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Complete Composition	<b>worksheets, forms, templates, memos, letters, procedures of operations</b>
	<input type="checkbox"/> Partial composition with general direction (verbal or written)	
	<input checked="" type="checkbox"/> Prescribed format	<b>shipping documents, returns information, requisitions, PO's, radioactive disposals, faxes authorization documents, e-mails</b>
Reports: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Complete composition	<b>telephone/data line reports</b>
	<input type="checkbox"/> Partial composition ...	
	<input checked="" type="checkbox"/> Prescribed format	<b>monthly statements, inventory reports</b>
Other: <input checked="" type="checkbox"/>	<input type="checkbox"/> Complete composition	
	<input type="checkbox"/> Partial composition ...	
	<input checked="" type="checkbox"/> Prescribed format	<b>on line forms</b>

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

- Five-years experience and/or formal training in Chemistry and Biology from a community College or University.
- Five-years experience and/or formal training in accounting, bookkeeping, inventory management, purchasing and materials management, from a Community College or University.
- Computer experience and accurate data-entry skills using Windows, Windows Office programming, FoxPro, Internet (e-mailing, sourcing and purchasing), and PeopleSoft FS, as well as the ability to easily adapt to specialized software
- Demonstrated experience in hazardous materials handling, including chemicals, biochemicals, radioactive materials; including working knowledge of WHMIS, Transportation of Dangerous Goods Act, and edicts of the Canadian Nuclear Safety Commission.
- Excellent verbal and written communication skills, as well as good-time management/organizational skills.

6. Demonstrated good interpersonal skills when dealing with clients and co-workers.
7. The ability to multi-task with continuous interruptions and/or under stressful situations.
8. The ability to prioritize duties.
9. Must be a team-player and dependable.
10. Work with minimal supervision.
11. Must be able to lift up to 70lbs.

---

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

The incumbent is responsible for handling the day-to-day duties of the position independently.

---

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

The incumbent is responsible for handling problems, and situations, and inquiries related to position's major duties.

---

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

The incumbent would redirect to the ChemStores Manager problems and inquires related to policy decisions, computer software, and hardware.

---

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

The incumbent is responsible for all aspects of the daily planning and implementation of Major Duties.

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.

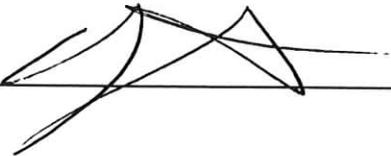
CONTACT'S TITLE (e.g. Purchasing Agents)	LOCATION (inside outside) dept dept		FREQUENCY (dly wkly mthly)			PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
UWO Faculty, Staff & Students	X	X	X			provide information and advice concerning resources, POs, training new students, consulting about authorization of controlled products, field inquiries about operations
Suppliers		X	X			confirmations of orders, pricing and discrepancies
Purchasing Dept.		X	X			POs, exports and documentation, alcohol authorization, Radio-activity, Customs clearance information.
Finance Dept.		X	X			payments, account status
Research Accounting		X			X	account information
Occupational Health & Safety		X		X		radioactivity and transportation of dangerous goods
Western Office Supplies		X		X		supply orders
Campus Computer Store		X			X	supply orders
UWO Bookstore		X			X	supply orders
Graphic Services		X			X	supply orders
Physical Plant Stores		X			X	supply orders
Physics Stores		X			X	supply orders
ITS		X			X	telecommunication requests and inquires
Shipping Companies		X	X			shipping arrangements
Courier Companies		X	X			courier arrangements

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

Staff Member:

Present Classification SK4 Signature Am Rhee Date Jan 16/04

Supervisor:

Signature  Date Jan 16/04

# NEW JOB TITLE

## ChemStores Administrative Consultant

Chemical	Stores	Administrative	Consultant
Supplies	Receiving	Chemical/Lab Supply Searches	Order Advice and Searches
Laboratory Equipment	Shipping	Purchasing Method	Training - Order Process / New Students
Radioactivity	Stores Billing and Accounting	Shipping Methods	Advise-Controlled Product Requirements
Alcohol	Data Entry/Accuracy	Office Management	Safety
Storage	ChemiStores Programming	Price Comparison and Quotes	Define Needs of Clients
Dangerous Goods Documentation	Regulated Protocols for Controlled Products	Accounting/Invoices/Pricing	Forecast Requirements with Supplier
Safety	Inventory-Barcoded/Stock/Portable	Inquiries - Acct/Purchasing/Supplier/Clients	Problem Solving
Inventory	Sales	Inventory Purchasing	Initiate Alternate Methods and Procedures
Disposal	Export Documentation	Data Entry - Office Programs/Orders/Stores Program	Accountability to Regulatory Agency/Audit
	Dangerous Goods/Handling/Shipping	Signing Authority	Liaison with Other Departments
	Inquiries- Stores Operations	Account Management	
	Monthly Records and Billing	Radioactive Permit Management	
	Year End Inventory	Alcohol Permit Management	
		Client Identification Management	

### Skills or Job titles Associated

Chemical Expertise/Knowledge	Administrative/Correspondence/Reports
Shipper/Dangerous Goods	Internet
Chemical Handling and Storage	Consultant
Buyer/Purchaser	Inquires/Problem Solving
Technical Compliance	
Receiver	Buyer/Purchaser
Shipper	Accounting
Data Entry	Data Entry
Stores Software Operator	Inventory Control
Chemical Handling and Storage	PeopleSoft Software
Regulatory Compliance and Enforcement	Stores Software
Inventory Control	Internet
	Office Software

# POSITION DESCRIPTION QUESTIONNAIRE

# THE UNIVERSITY OF WESTERN ONTARIO EMPLOYEE RELATIONS DEPARTMENT

## PURPOSE

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 **must be used** to describe all staff positions covered under the U.W.O. Staff Association. Should you require assistance in completing this form, contact Salary Administration at extension 82198.

## 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 in Employee Relations 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

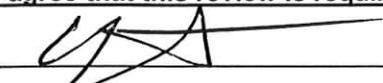
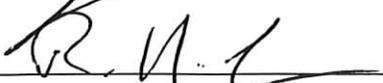
1. A change in duties and/or responsibilities does not automatically imply a change in classification and salary.
2. A job description is not intended to measure an increase in the volume of work; rather it should only reflect the areas of responsibilities and the nature of duties.

**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 
- Department Head 
- Dean's Office \_\_\_\_\_
- Date \_\_\_\_\_