

**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: Ella Young  
Title: Administrative Assistant to the Dean/Associate Dean  
Phone: ext. 84235  
Email: emyoung@uwo.ca  
Department: Faculty of Information and Media Studies

**(B) Position Information:**

Current Incumbent: Ella Young  
Current Classification: SG 11  
Classification Being Appealed: SG 11  
Date Evaluation Results Letter Received: May 13, 2004

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

Reason for the appeal:

This position was created in December 2001 and at that time when the Position Description Questionnaire (PDQ) was prepared by the Administrative Officer, it was written in a general manner anticipating the duties and responsibilities of the new position. Now after having been in the position since 2001, the PDQ has been revised and updated to reflect the actual duties and level of responsibilities of the position.

I am now respectfully requesting that the JEAC review the job description keeping in mind the ratings scored for the different factors within the job description.

Supporting Information (Optional):

(Attach an additional page if more space is required)

**(D) Approvals:**

Signature of Person Appealing: Ella Young Date: May 17/2004

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

**UWOSA JOB EVALUATION RECORDING FORM**  
**Office Support Plan**  
 (APPEAL)

**Dept:** Information and Media Studies  
**Dept. Num.**  
**Incumbent:** Ella Young  
**Citite Mem.Present:** UWOSA: C. Bender, M. Broadfoot, J. Sparks  
 ADMIN: C. Bumbacco, P. Grant, C. Zrini

Administrative  
**Job Title:** Assistant  
**Eval. Date:** June 16, 2004

	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile		
						-	=	+
I	Job Knowledge	Limited Post Secondary education. 3 -5 years of experience	Educ	4	115			
			Exper.	E				
II	Initiative	Refers only extreme problems. Time management for Dean. Takes action without supervision		5	75			
III	Complexity/Judgement	Multi-tasks. Defined deadlines. Adheres to policies		4	35			
IV	Contacts	High level personnel. Maintains good relationships. Considerable diplomacy		4	70			
V	Errors	Deals with large amounts of confidential information. Deadlines		4	70			
VI	Supervision of Others	No reports	Char.	1	5			
			Scope	A				
VII	Effort/Demands	Cyclical deadlines. Monitored by others. High volume		2	30			
VIII	Physical Environment	Regular office environment		1	10			

**CLASSIFICATION ASSIGNED**

**Total Pts:** 410

**Group:** Administrative Support

**Level:** Salary Grade 11 **EVAL. DATE:** Jun-04

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

ADMIN: P. Grant

Note: This job description was not well written and the committee had a difficult time interpreting the PDQ to define job duties. It was recommended that the PDQ be rewritten (This comment was passed on to the Administrative Officer for FIMS)

**POSITION DESCRIPTION  
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO  
EMPLOYEE RELATIONS**

<b>U.W.O. ID NUMBER</b>	<b>PRESENT INCUMBENT</b>	<b>POSITION IDENTIFICATION</b>	
	<b>SURNAME</b>	<b>INITIALS</b>	<b>DEPT. NO</b> <b>P.S. JOB CODE</b>
010077782	Young	E	290100      SA6X21

**BASIC POSITION INFORMATION**

**DEPT. NAME**      FIMS

**SECTION NAME** Office of the Dean

**LOCATION** 255 MC

**WORK WEEK HRS.** 35

**SUPERVISOR SURNAME** Leckie

<b>FOR SALARY ADMINISTRATION USE</b>	
<b>CLASS'N</b>	_____
<b>CLASS'D</b>	_____ <b>EFFECT</b> _____
	Date                      Date
<b>ANALYST</b>	_____

**INITIAL** G      **PHONE** 88505

- 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	%
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This position provides competent administrative support to the Dean and Associate Dean in the Faculty of Information and Media Studies. The incumbent reports 50% to the Dean and 50% to the Associate Dean.

**Decanal Support** **45%**

Act as liaison between the Dean's Office and senior administration, government officials, the outside community, faculty, staff and students; reviewing and disseminating a broad range of information including matters of a highly confidential nature.

Manage the Dean's and Associate Dean's schedules. This includes organization of calendars, scheduling of meetings, reserving meeting rooms, preparing daily updates and ensuring all materials required for meetings are organized and available.

The incumbent coordinates travel arrangements and prepares travel itineraries for the Dean and Associate Dean for various conferences and meetings across North America and abroad.

The incumbent provides support to the Dean and Associate Dean in terms of document management, statistics preparation for review reports such as OCGS and ALA accreditation. This information can be time sensitive with tight deadlines, requires confidentiality, and a high level of attention to detail.

Collects and maintains annual teaching statistical data concerning FIMS full-time and part-time faculty. The incumbent is also responsible for notification of FIMS teaching assignments to all full-time and part-time faculty.

The incumbent, in conjunction with the Associate Dean, co-ordinates and maintains the MIT undergraduate timetable. This includes the creation and maintenance of the MIT current annual course offering database, tracking various courses that are jointly offered with other faculties/departments and working with Institutional Planning regarding class room allocations. This position is the first point of contact concerning MIT undergraduate timetable concerns and queries.

The incumbent, in conjunction with the Associate Dean and Undergraduate Affairs Committee recommendations, is responsible for ensuring that curriculum/course changes are submitted to DAP and SCAPA and receives appropriate review and approval in conjunction with UWO policy.

Develops and maintains the official filing system for the Dean's area.

**Event Planning and Management**

15%

The incumbent, in consultation with the Dean and Associate Dean, coordinates and plans the Faculty's events. This includes making arrangements and coordinating all aspects of the event such as catering, travel, coordination of speakers, booking rooms, preparation and mailing of invitations and monitoring responses. Events organized include: Journalism Advisory Council, Faculty Guest Lectures, FIMS Brown Bag Series, FIMS Student/Faculty Mixer receptions, welcoming new faculty/student receptions, and PhD receptions.

**Committee Support: Academic Programs**

15%

The incumbent in conjunction with the program chairs, is responsible for coordinating the meetings of the Faculty's Program Committees for the following: Doctoral Program Committee, Master of Journalism Program Committee, Masters of Library and Information Science Program Committee, Media Studies Program Committee, and the Undergraduate Affairs Committee. The incumbent is responsible for scheduling meetings, communicating with committee members, organizing agendas, ensuring that procedures are followed and that documentation is available and catalogued for reference maintaining both electronic and hard copy archives of all agendas, minutes and relevant documentation; that material including minutes and agenda are forwarded to the appropriate offices and circulated as required.

**Committee Support: Promotion and Tenure**

10%

The incumbent under direction from the Dean, is responsible for coordinating the Faculty's Promotion and Tenure process by acting as the resource person to the Faculty's Promotion and Tenure Committee. This includes preparing confidential correspondence and faculty research packages which are sent to external referees. Soliciting submissions from faculty and students, including correspondence with former students, organizing Promotion and Tenure Committee meetings and ensuring timely and complete dossier submission to Provost's Office.

**Research Grant Applications**

5%

The incumbent is responsible for maintaining up-to-date knowledge concerning Research Development Services guidelines and application/funding deadlines. The assistant is responsible for ensuring that faculty research grant applications are received by the Dean's Office in a timely manner and that all research grant applications are appropriately processed and sign by the Dean and ensuring that appropriate copies of faculty research grant applications are received by Research Development Services by the deadline.

**Teaching Assistant Management**

5%

The incumbent actively supports the Associate Dean in the management of TA assignments. This includes establishing the number of positions available based on course enrolment; assisting with the formulation, circulation and posting of advertisements for open positions; acknowledging applications received and organizing applicant files which includes listing courses of interest for all applicants; interacting with faculty members to ensure that they review the applicant files, and make a appropriate hiring decision; notify successful and unsuccessful applicants of the results, and in the event of declines, re-offer positions to secondary candidates. The incumbent provides all necessary updated TA information to the administrative staff as well as to the Assistant to the Administrative Officer for preparation of letters for Teaching Assistants and Instructors. The incumbent is responsible for identifying any difficulties in TA assignments in conjunction with FIMS policy, the current TA collective agreement and the Faculty of Graduate Studies. This includes effective records management and reporting. A sound knowledge of TA funding, the Collective Agreement and UWO policy and practice related to TA management is critical.

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**NO. OTHER DUTIES (less than 10%)**

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5%

The incumbent establishes confidential files for graduate and undergraduate appeals and ensures that all necessary documents for the appeal are collected. Interacts with Chair of the Appeals Committee and distributes materials to committee members.

From time to time, the incumbent assists with other FIMS Committees as required, including Appointments, Lifelong Learning, Research, Performance and Workload. The incumbent also assists with Faculty Council if necessary

Provide general assistance to the Office of the Dean as necessary, in co-operation with all staff in the Dean's Office.

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

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For CW or TM  
Staff-employed

Responsible for (eg. Filing records...)

Classification/Rank (eg. Clerk I)	RF/RP Pos'n No.	From (month)	To (month)
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3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM **REGULARLY**.

- Training and guidance for new employees
- Work distribution and/or verification of results (work bursary students)
- 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"/>	X ___ Complete Composition	Event notices, general correspondence, committee solicitation/responses.
	X ___ Partial composition with general direction (verbal or written)	Teaching notifications, TA notifications letters, memos & information materials, documents for accrediting bodies.
	X ___ Prescribed format	Forms for reports; accrediting bodies.
Reports: <input checked="" type="checkbox"/>	X ___ Complete composition	Faculty Research Grant applicants statistics
	X ___ Partial composition ...	Accrediting bodies, Policy/planning documents
	X ___ Prescribed format	TA summaries Statistical tables
Other: <input checked="" type="checkbox"/>	X ___ Complete composition	FIMS teaching database, e-mail responses on behalf of Dean/Associate Dean
	___ Partial composition ...	
	___ Prescribed format	

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

Community college diploma, some university education preferred. Three to five years administrative experience in a University environment.

Qualities of discretion and good judgement in the handling of highly sensitive and confidential information

Excellent communication, interpersonal and organizational skills; tact and diplomacy. Ability to work independently and with a considerable degree of initiative. Ability to work in a flexible and changing work environment with high degree of accuracy. Ability to remain focussed and calm under pressure. Polite and gracious demeanour required.

Excellent word processing skills and computer skills. Database expertise. Familiarity with statistical procedures and ability to generate statistics using spreadsheets and/or databases.

Expertise with UWO administrative systems and Peoplesoft.

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

Expectation that the incumbent will work relatively independently. Supervision and direction on an as-needed basis.

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

Often, the Dean's Office is the initial contact for many prospective students, the outside community and the media. It is important that detailed information be diplomatically obtained from those inquiring, in order that their requests or queries be handled effectively.

Frequently, Faculty members seek the advice of the Dean in regard to committee matters or research activities. Whenever possible, the incumbent offers assistance or gathers relevant information prior to contact with the Dean.

Student Appeal inquiries (provide student with FIMS Policy on Appeals Procedure).

Coordinate TA applicant and hiring process; ensuring that all aspects of policy and procedure are met, including regulations of the Collective Agreement. Ensure that documentation is correct and forwarded for payroll activation. Liaise with TAs with regard to office hour allocation, TA office set-up and on-going concerns; Assist Associate Dean with orientation.

Specific requests from MIT instructors concerning classroom assignments/timetable queries.

Standard correspondence on behalf of Dean and Associate Dean.

Event coordination and management, including travel, itineraries, room bookings, materials management, etc.

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

Queries related to teaching assignments – refer to Associate Dean.

Problems related to extreme TA circumstances

Unusual correspondence for Associate Dean or Dean or where higher level approval is required.

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

Daily/monthly planning of own work.

Program committee meetings for:

Doctoral Program Committee (meets at least once a term)

Masters of Journalism Program Committee (meets approximately three times during the academic year)

Masters of Library and Information Science Program Committee (meets monthly)

Media Studies Program Committee (meets twice a term)

Undergraduate Affairs Committee (meets monthly)

TA applicant and hiring process (once per term or as needed);

Event planning for the following:

FIMS Brown Bag Series (scheduled twice a term - four to five talks per series)

Faculty Guest Lectures (2-3 talks annually)

Journalism Advisory Council (held annually)

FIMS Mixer (two per academic year)

New Faculty/Student receptions (3 events per year)

PhD receptions (as required)

# POSITION DESCRIPTION QUESTIONNAIRE

# THE UNIVERSITY OF WESTERN ONTARIO EMPLOYEE RELATIONS DEPARTMENT

## A. 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 Associate Dean *W. J. Leckie*

Department Head Dean *Catherine Ross*

Dean's Office \_\_\_\_\_

Date 2 March 2004

*to HR M 10, 04*

- 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...)
Senior University Personnel	outside Faculty	weekly	schedule meetings and relay messages to/from Dean/Associate Dean.
Faculty Program Chairs	inside Faculty	weekly	Faculty policies, activities, schedules
FIMS Faculty	inside Faculty	daily	schedule meetings/event, talk notices and deadline reminders.
Institutional Planning & Budgeting	outside Faculty	weekly	MIT Undergraduate Timetable/room allocations
Faculty, staff and students	inside Faculty	weekly	schedule meetings, event and talk notices corresp. on behalf of Dean/Assoc Dean
Faculty, staff and students	outside Faculty	weekly	schedule meetings, MIT course offering inquiries, enrolment information on behalf of Dean/Assoc Dean
HR other corporate units		monthly	TA issues
Food services	outside Faculty	weekly	event planning/catering meetings
Broadcast and print Media journalists	as needed outside University		Members of the FIMS Journalism Advisory Council – Conference scheduling; invitations
External organizations,	outside University	regularly	meeting bookings; invitations; itineraries
Suppliers, guests, visitors	outside University	regularly	meeting bookings; invitations; itineraries

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

Staff Member:

Present Classification SG 11 Signature Ella Young Date Mar 3/04

Supervisor:

Signature Gloria Leckie Date Mar. 3/04