

**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: Yousef Pashaei Barbin

Title: Laboratory Technician 1

Phone: Extension 86056 OR 519-860-5769

Email: [ypashaei@uwo.ca](mailto:ypashaei@uwo.ca)

Department: Biology

**(B) Position Information:**

Current Incumbent: Yousef Pashaei Barbin

Current Classification: Laboratory Technician 1 Technical level 4

Classification Being Appealed: Laboratory Technician 1 Technical level 4

Date Evaluation Results Letter Received: \_March 5 2009

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

Reason for the appeal: \_\_\_\_\_

Considering the level of responsibilities and complexity of this position, I believe some areas of the submitted PDQ might have been overlooked. I would like to mention the following areas in particular and request re-examining the entirety of the attached PDQ.

- 1- Bacterial culture and Plasmid DNA extraction followed by Gel Electrophoresis which requires close attention to details and application of scientific methodology
- 2- Adherence to details in preparing 550 Agarose with Ethidium Bromide and 2000 Agar gels which ensures quality of experiments and results
- 3- Being the only person in charge at certain times carries responsibilities in regards to dealing with emergencies and providing guidance in regards to techniques to the teaching assistants
- 4- Repairing and troubleshooting the faulty equipments, Audio-visual apparatus and computers requires mechanical/theoretical knowledge and dexterity
- 5- Ability to operate machinery ,i.e., tractor, tillers etc.....requires special training and abilities
- 6- Answering procedural and methodological inquiries from teaching assistants in regards to several types of experiments demands knowledge and certain capabilities



**UWOSA JOB EVALUATION RECORDING FORM**  
**TECHNICAL EVALUATION PLAN**  
 (APPEAL)

**Dept:** Biology  
**Dept. Num.** 231200  
**Incumbent:** Yousef Pashaei Barbin  
**Cittee Mem.Present:** UWOSA: K. Foullong, L. Johnson, M. Parker,  
 ADMIN: J. Asuncion, L. Brock, C. Zrini

**Job Title:**

**Eval. Date:** May 27, 2009

	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile		
						.	=	+
I	Job Knowledge	3 year BSc degree 3+ years of experience	Educ	6				
			Exper.		4	165		
II	Initiative	Controlled - routine and defined procedures		2	26			
III	Complexity/Judgement	Standardized but some variety / diversity		3	30			
IV	Impact on Results	Errors found within unit		2	53			
V	Supervision of Others	No direct supervision	Scope	1				
			Char.	A	15			
VI	Effort/Demands	Moderate - physical and external environments		2	10			
VII	Contacts	Routine - staff, students, exchange of information		2	10			

CLASSIFICATION ASSIGNED

Total Pts: 309

Group: \_\_\_\_\_ Technical \_\_\_\_\_

Level: \_\_\_\_\_ 4, Laboratory Technician \_\_\_\_\_

Co-Chair Signatures: UWOSA: Mike Parker \_\_\_\_\_

ADMIN: Connie Zrini \_\_\_\_\_

**POSITION DESCRIPTION  
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO  
EMPLOYEE RELATIONS**

**PRESENT INCUMBENT**  
SURNAME INITIALS  
Pashaei Barbin Y

**POSITION IDENTIFICATION**  
DEPT. NO P.S. JOB CODE  
231200 ST4L

**BASIC POSITION INFORMATION**

DEPT. NAME Biology  
SECTION NAME \_\_\_\_\_  
LOCATION North Campus Building and ESW  
WORK WEEK HRS. 37.5

**FOR SALARY ADMINISTRATION USE**  
CLASS'N Laboratory Technician I level  
CLASS'D Feb/09 EFFECT Jan 1/09  
Date Date  
ANALYST DJD

SUPERVISOR SURNAME : Mr. Dan Lajoie and Mr. Peter Duenk INITIAL \_\_\_\_\_ PHONE \_\_\_\_\_

- 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.)

As a member of a three-person technical team, provides assistance to lab TAs and first year biology students spanning the academic year from approximately July 1 to April 30 annually. Supports Environmental Sciences Western (ESW) within Biology during remaining months, anticipated to primarily be May and June annually.

**NO. MAJOR DUTIES (90%)**

- Prepare solutions for lab exercises (various solutions on two-week cycles)
- Set up 120 lab stations with equipment/materials (two-week cycles)
- Clean/repair lab equipment, return to storage/lenders (two-week cycles)
- Service 120 lab stations between lab exercises (replace materials 3x daily)
- Collect lab supplies/equipment from storage/lenders (two-week cycles)
- Maintain audio-visual systems, computers, lab equipment (as needed)
- Acting as the person in charge for the lab at certain times (some evenings)
- Measuring and laying out experimental field plots
- Planting or sowing various plants and crops i.e. potatoes, corn, flax
- Transplanting arboretum trees and shrubs
- Plot maintenance, trimming grass, weeding, watering
- Ground maintenance including raking, mowing, trimming grass, repairing fences
- Minor equipment repairs and maintenance

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


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Collect, autoclave, dispose of hazardous solutions, biological waste according to protocol  
 Assist TAs/students with missing/nonfunctional equipment, supplies, and answering procedural and methodological questions about the experiments and laboratory procedures  
 Cleaning microscopes (120 microscopes at 20 min each)  
 Participate in proctoring of term tests/final exams  
 Quality control of apparatus, solutions, living material  
 Grow biological cultures bacteria, seedlings  
 Specialized biological techniques:

- Pouring 2000 agar plates
- Pouring 550 agarose plates
- Cultivate yeast, extract plasma DNA and perform electrophoresis

Participate in beta-testing of new lab protocols  
 Maintain chemical, material and equipment inventories  
 Update MSDS sheets and chemical usage logs  
 Use ESW truck to run errands, pick up supplies from campus and other sources in London area  
 Other tasks as required

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


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Classification/Rank (eg. Clerk I)	RF/RP Pos'n No.	For CW or TM Staff-employed		Responsible for (eg. Filing records...)
		From (month)	To (month)	
Graduate Teaching Assistants		July	April	Answering inquiries, replacing lab supplies, demonstrating laboratory procedures and equipment, repair/replacement of faulty equipment

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

- Training and guidance for teaching assistants      demonstrating laboratory procedures and use of equipment to TAs as required
- Work distribution and/or verification of results
- Performance review and salary recommendations
- Hiring and firing; please describe the degree of your involvement:

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

Type of Composition	Method of Composition	Brief Description of Content
Correspondence: <input type="checkbox"/>	<input type="checkbox"/> Complete Composition <input type="checkbox"/> Partial composition with general direction (verbal or written) <input type="checkbox"/> Prescribed format	
Reports: <input type="checkbox"/>	<input type="checkbox"/> Complete composition <input type="checkbox"/> Partial composition ... <input type="checkbox"/> Prescribed format	

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- 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.

<b>CONTACT'S TITLE</b> (e.g. Purchasing Agents)	<b>LOCATION</b> (inside outside) dept dept	<b>FREQUENCY</b> (dly wkly mthly)	<b>PURPOSE OF THE COMMUNICATION</b> (e.g. to provide information concerning...)
Course Supervisor	Internal	As needed	lab strategies and general dealings with lab and student affairs
Lab Supervisor	Internal	Daily	coordinating daily lab activities
Lab colleague	Internal	Daily	coordinating daily lab activities
Teaching Assistants	Internal	Daily	answering general inquiries, etc
Undergraduate students	Internal	Daily	answering general inquiries, rescheduling missed labs, etc
Faculty & grad students	Internal	Weekly	inquiries re: assistance with research
Departmental technical staff	Internal	Daily-Weekly	arranging equipment use/sharing
Physical Plant	External	Monthly	supplies
Various London stores	External	As required	purchasing supplies (live animals, plants seeds) for lab experiments
Scientific supply companies	External	As required	service inquires and quotes for supplies and equipment

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

*Staff Member:* Yousef Pashaei Barbin

Present Classification Tech 3 Signature \_\_\_\_\_ Date \_\_\_\_\_

*Supervisor:*

Signature \_\_\_\_\_ Date \_\_\_\_\_

# 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 Human Resources at extension 82194.

## 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 the Human Resources 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 supervisors: Mr. Dan Lajoie and Mr. Peter Duenk

Department Head: Dr. Brock Fenton

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

Date \_\_\_\_\_

## BIOLOGY 1222/1223

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Brock Fenton  
Dept. Chair

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Dan Lajoie  
Supervisor  
(Tech. 7)

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Yousef Pashaei-Barbin  
Laboratory Assistant  
(Tech. 4)

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Winona Gadapati  
Laboratory Supervisor  
(Tech. Level 5)

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Sheila Nicol  
Technical Specialist  
(Tech. 5)

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## ESW FIELD STATION

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Louise Milligan  
Associate Dean  
(Interim Director)

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Peter Duenk  
Horticultural Specialist  
(Tech. 6)

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Caroline Rasenberg  
Horticultural Technician  
(Tech. 5)

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Yousef Pashaei Barbin  
Technical Assistant  
(Tech. 4)

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## DIVISION OF RESPONSIBILITY IN BIOLOGY 1222/1223

The duties below reflect the basic differences in terms of responsibility for lab pedagogy, record keeping and operational duties in the Biology 1222/1223 teaching laboratory.

Winona Gadapati is the Lab Supervisor (Tech. Level 6) and is responsible for verifying the proper operation of 26 weekly lab sections for over 1000 students and up to 30 lab Teaching Assistants. As such, Winona sets the protocols and the weekly work schedules for Sheila Nicol and Yousef Pashaei Barbin. Winona prepares and leads biweekly meetings with TAs and lab technicians to instruct them about lab procedures, safety issues, TA presentations and marking schemes for upcoming labs. She deals with behavioural issues involving TAs and students in labs. Winona is also responsible for lab pedagogy, keeping lab exercises fresh and updated. She attends a yearly conference of biologists interested in large, first-year biology labs (ABLE- Association of Biology Lab Education). Winona is responsible for ordering lab equipment for replacement or updating.

Sheila Nicol, our Technical Specialist (Tech. Level 5) is responsible for maintaining the marks database involving about 2,000 student records, each with about 30 separate mark items. She receives and inputs lab and tutorial marks weekly from TAs. Sheila is responsible for meeting with students about mark problems to verify missing marks. She maintains files of documentation from Deans Offices, records of excuses for missing marks. Sheila reschedules labs for students who miss labs for various reasons. Sheila also determines room allocations for about 2,000 students for each of six term tests and two final exams for Bio 1222/23.

Yousef Pashaei Barbin is the Laboratory Assistant (Tech. Level 4) for Biology 1222/1223. He is responsible for collecting lab equipment, and setting up and replenishing 28 labs weekly with equipment and supplies. He collects, washes and puts away equipment when labs are finished. He works according to the procedures and schedules set by Winona. Yousef is responsible for maintaining logs of chemical use and MSDS safety packages. He maintains living cultures when needed. Yousef asks Sheila or Winona for permission to buy most replacement lab items or supplies. He is helped often by Sheila and occasionally by Winona during busier times or complicated lab procedures.