

APPEAL OF POSITION CLASSIFICATION FOR EMPLOYEES COVERED

BY UWOSA COLLECTIVE AGREEMENT

(Reference Collective Agreement Article 44)

Attention: Job Evaluation Appeals Committee

AUG 13 2001

(A) Contact Information:

Name of person requesting appeal: Jacqueline J. Sparks
Title: Departmental Technician
Phone: 661-2111 ext. 86795
Email: jsparks@uwo.ca
Department: Zoology Department

(B) Position Information:

Current Incumbent: Jacqueline J. Sparks
Current Classification: Technician 2 (Level 5)
Classification Being Appealed: Technician 2 (Level 5)
Date Evaluation Results Letter Received: July 31, 2001

(C) Information Required For Job Evaluation Appeals Committee:

Reason for the appeal: I do not agree with the evaluated classification of this position.

- These Zoology undergraduate labs cover a broad base of science disciplines: biochemistry, biology, molecular biology, physiology, microbiology, anatomy etc.
• The incumbent provides all the technical support that is required to organize and coordinate the 42 hours of undergraduate student lab sessions...
• Budget cuts have had negative effects, on these lab courses, which have impacted this position:
- Pre-calibrated kit type reagents are no longer affordable...
- TA's per section have been reduced from two people to one (unionized) person...
• Course Faculty members spend 20-40 minutes per (3hr.) session in the lab...
• The incumbent has designated supervisory responsibilities: UWOSA policy (OH&S) dictates that in the absence of a lab supervisor...
• Imprecise work or errors, made by the incumbent, would affect students' lab results and could affect the safety of everyone in the lab.

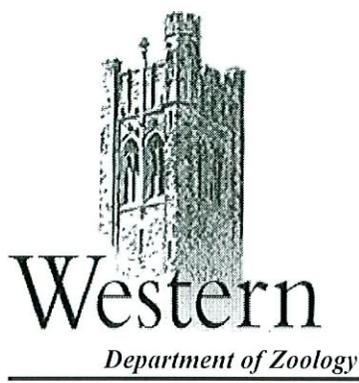
(D) Approvals:

Signature of Person Appealing: [Signature: Sparks] Date: August 13, 2001

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:
[] Employee [] Supervisor
[] Dean (or designate) [] Budget Unit Head (or designate)
[] UWOSA

OCT 18 2001



Memorandum

TO: Donna Chute-Dolan, Salary Administration Officer

FROM: Nancy Patrick, Administrative Officer *Nancy Patrick*

DATE: October 11, 2001

RE: **Appeal of Position Classification - Jacqueline J. Sparks**

In reference to article (C) of Ms. Sparks' appeal of position classification I have made the following notes:

In the first item, the incumbent states that the undergraduate labs cover a broad base of scientific disciplines. Although this is accurate, the scientific knowledge necessary to perform the required task is general. She also stated that the incumbent "must have the stated educational minimum plus several years. . . ." The PDQ currently under review/appeal states that the minimum requirement, educationally, is to have a science degree, or equivalent, and at least three years experience working in a laboratory. I feel that this statement is correct as written. The requirement for a science degree or equivalent was an acknowledgement of the fact that the incumbent does not have a science degree herself but is able to perform the duties required by the position by having worked in several lab positions in the past. The position does not require experience in a variety of research labs. The labs supported by this position are teaching labs (same courses taught each year in basically the same format) not research labs where there would not be the same repetitive cycle.

The second item refers to the technical support. Although the statement itself is correct, the tasks performed are predominately repetitive from one year to the next.

Item three refers to budget cuts and the negative impact they have on the teaching labs. These budget cuts, as you are aware, have been in effect for a good number of years. The need to produce reagents internally rather than purchasing them has increased the workload not the level of responsibility. The incumbent (under the supervision of a faculty member) produces the reagents from inexpensive supplies. These same formulas are basically used from one year to the next with occasional adjustments if or when needed. Although the work

is exacting and time consuming, the amount of responsibility to perform the tasks has not increased over the last year or two.

The incumbent has correctly stated the duties as they relate to the TA's, however, they are not new duties. They have always been part of the job. It is correct to say that the incumbent may at times need to assist in the lab.

Item 4 would be more correct to state that "the incumbent has to function independently and make immediate decisions remote from the supervisors in conjunction with the TA". The line of responsibility within a teaching lab is first - the faculty member, second - the GTA and third - the technician under the direction or supervision of...

In item 5 the incumbent refers to supervisory responsibilities. The incumbent does not have supervisory responsibilities. In the teaching lab in the absence of a lab supervisor (faculty), the GTA is the assigned alternate. The incumbent may offer training and guidance to TA's but ultimately the TA is responsible to a faculty member.

The last item in (C) is a correct statement. However, this would be a true statement for almost all technicians working in student labs across campus.

Further to the points stated above, it should be noted that Ms. Sparks' work performance is respected and acknowledged within the department. She performs her duties to a high standard, but supervising undergraduate students or graduate students is not one of her duties.

Please let me know if you require any further information or clarification.

cc. Dr. J.S. Millar
Dr. R. Haines

UWOSA JOB EVALUATION RECORDING FORM
TECHNICAL EVALUATION PLAN

Dept: Zoology
Job Title Technician 2
Incumbent: Jacqueline Sparks

Dept. ID 231000
Jobcode STSL
Eval. Date: 23-Apr-02

	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS
I	Job Knowledge	Science degree Some exposure to labs is necessary	Educ	6	155
			Exper.	3	
II	Initiative	Works independently to carry out proscribed tasks; responsibility for safety (along with TA's)		3	53
III	Complexity/Judgement	Work is standardized with some variety		3	30
IV	Impact on Results	Errors could prevent students from obtaining required learning in particular lab -- weak to moderate since errors would be limited to particular lab (i.e., each lab set up is independent of others)		3	83
V	Supervision of Others	There are no subordinate positions; responsibility for safety measured under initiative	Scope	1	15
			Char.		
VI	Effort/Demands	Considerable effort -- visual concentration with close attention to detail in mixing solutions; must complete all lab set ups in time		3	28
VII	Contacts	Interation with faculty, TA's and students -- exchanging information		2	10

CLASSIFICATION ASSIGNED

Total Pts: 374

Group: Lab Technician

Level: 5

Signature: Nan Werner

DATE: 23 April 2002

**POSITION DESCRIPTION
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO
EMPLOYEE RELATIONS**

SOCIAL INSURANCE NO.	PRESENT INCUMBENT	POSITION IDENTIFICATION
458 902 244 ID.# 01000796100	SURNAME Sparks. INITIALS J.J.	DEPT. NO <u>231000</u> P.S. JOB CODE ST5L

BASIC POSITION INFORMATION

DEPT. NAME Zoology

SECTION NAME _____

LOCATION B&G

WORK WEEK HRS. 37.5

FOR SALARY ADMINISTRATION USE	
CLASS'N	Lab Techn 2 (Level 5)
CLASS'D	by [Signature] EFFECT N.C.
ANALYST	Date [Signature] Date [Signature]

SUPERVISOR SURNAME Patrick. **INITIAL** N. **PHONE** 661 - 3158⁴

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.)

MAJOR DUTIES %

Departmental Laboratory Technician.

The Zoology department labs. for Bio 240b, Bio 271a, Bio 272b, Bio 338a, Bio 370b have a total enrollment of ~700 students and ~20 Teaching Assistants. This is a high use laboratory area with courses, at times concurrent, for over 30 hours a week. There is little down time and it is essential that the incumbent in this position be experienced, organized and adaptable. This position co-ordinates and provides the technical support to these second and third year undergraduate biology laboratories.

General undergraduate lab. course duties include: 60%

- Liaison with Faculty.
 - schedules, develops and maintains a logistic sequence of experiments for the undergraduate labs., with faculty members, to ensure smooth lab. operations.
 - initiates, develops and evaluates, with faculty members, modifications or new experiments to improve instruction, reduce costs or eliminate hazards.
 - resolves and advises faculty members of any problems with students or TA's in teaching labs. e.g. non observation of safety guidelines, language difficulties, poor housekeeping etc.
 - proctors exams.
- Works from prototype/idea and designs, constructs, sets and tests operational, experimental science apparatus for undergraduate labs..
- Prepares and standardizes complex solutions. Tests all bioassays and chemical determinations to establish baselines and ensure repeatable results.

- Assists students, as required, on equipment and experiments.
- Provides supplies to students: apparatus, solutions, chemicals, animals etc.
- Liaison with Teaching Assistants (TA's).
 - instructs and assists TA's with lab techniques and equipment.
 - advises TA's with regard to their responsibilities in the lab.: safety, housekeeping etc.
 - maintains a master TA demonstrating schedule including workplace and home address and phone numbers.
 - records and consolidates TA's suggestions with regard to lab improvements.
- Handles and is responsible for lab. animals during lab. sessions.
 - arranges for arrival of animals prior to each lab. session and collection of animals returning to the animal care facility at end of session.
 - ensures TA's have adequate knowledge and confidence to handle animals.
 - ensures animals are maintained as stress free, as possible, during labs.
 - euthanise, injects or bleeds small animals when needed.
- Coordinates equipment and animal use between courses to ensure efficiency and minimize costs.
- Quantifies daily and annual chemical supplies to assess and minimizes overall cost.
- Arranges for orders of chemicals, materials and equipment. Purchases miscellaneous lab. supplies as needed
- Addresses maintenance problems with PPD. to minimize down time in labs.:
plumbing, ventilation, fume hoods, heating etc.
- Lab. Safety.
 - advises TA's regarding student injuries.
 - visits labs. to ensure adherence to UWO and Dept. regulations. i.e. safety glasses, appropriate dress, safe laboratory techniques, lab. doors unlocked etc.
 - supervises emergency evacuation of labs.

Course specific duties:

12%

Bio 240b

- Improvises, when necessary, and alters or changes lab. sessions to coordinate with arrival/ non-arrival of live and preserved supplies.
- Prepares, stores at 4 degrees Celsius, and transports to student labs. as needed, bulk solutions (100L.+).
- Prepares short term (one - two week), controlled environment, habitats for invertebrates. e.g., Protozoa, Crayfish, Starfish, Sea urchins, Sea cucumbers.
-cleans, feeds and care until required for student labs.
- Prearranges with local supplier the purchase of fresh/live specimens for student labs.
-collects specimens from local supplier prior to lab. sessions.
- Contacts west coast supplier re: availability/species etc., arranges shipment date of live marine supplies.
- Classifies, catalogues, repairs, remounts and prepares new microscope slides.

Bio 271a

- Arranges donation of avian sera from local (Strathroy) poultry producer collects from company laboratory as needed.

Bio 272b

- Familiar with routine procedures in fish housing rooms.
-air supplies, food, dechlorinator, water supply, photo period system, fish inventory.
-catches/collects fish as needed.
- Prepares short term (four - six week), controlled environment, habitat for (~ 100) Crayfish.
50 animals maintained at 4 degrees Celsius and 50 animals maintained at room temperature.
-Daily water exchange, cleaning, feeding and care until required for student labs.

Departmental duties include:

20%

Maintains scientific apparatus:

- cleans, repairs and adjusts microscopes, recognizes and repairs minor faults, safety inspects, recalibrates: analytical balances, spectrophotometers, pH meters etc.

Museum specimens and presentation specimens:

- renovates, repairs and restores.

Allocates departmental laboratory coats.

- arranges weekly laundry pick-up.

Conducts annual chemical inventory.

Summer Field Course. Bio 320y/Zoo 420y.

8%

Duties Include:

- premixes required chemical reagents.
- packs all supplies, manuals, books and equipment.
- arranges rental of suitable vehicles for students travel and equipment haulage.
- arranges for orders of chemicals, materials, equipment and purchases miscellaneous lab. supplies as needed.

OTHER DUTIES (Less than 10%)

- Routine uses of PC and Macintosh computers for e-mail and word processing: MS Word, WordPerfect, MS Excel, Internet etc.
- Answers telephone inquiries from the public, teachers etc. as resource and direction on whom to contact within the department.
- Loans departmental specimens and equipment to researchers, students and outside agencies who require same for educational purposes.
- Resource for grad. students on departmental equipment use, electron microscopy techniques, immunogold labeling.
- Resource for the maintenance of the skipper butterfly *Calpodus Ethlius* culture. The caterpillars are required for both student use, in Zoo 426, and research purposes.

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

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)	

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

- Training and guidance of Teaching Assistants for undergraduate science labs. (~20).
- 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"/> Correspondence	<input checked="" type="checkbox"/> Complete Composition	Internal memos to faculty and TA's. re: lab. operations, safety concerns.
	<input type="checkbox"/> Partial composition with general direction (verbal or written)	
	<input type="checkbox"/> Prescribed format	
<input checked="" type="checkbox"/> Reports	<input checked="" type="checkbox"/> Complete composition	Lab. protocols and records.
	<input type="checkbox"/> Partial composition ...	
	<input type="checkbox"/> Prescribed format	
<input checked="" type="checkbox"/> Other:	<input type="checkbox"/> Complete composition	Chemical Inventory. (Lab. coat) Laundry forms.
	<input type="checkbox"/> Partial composition	
	<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?

- Science degree, or equivalent, and at least three years experience working in a laboratory.
- Ability to make quick decisions and work effectively and independently.
- Ability to work well under pressure and balance tasks.
- Good organizational and interpersonal skills.
- Ability to interact effectively and professionally with undergraduates, graduates, faculty and staff members.

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

Informal, and as required, to collaborate on experimental design and improvement.

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

Deals with problems as they occur: equipment failures, lab. accidents, canceling sessions/changing labs. etc.

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

Report and discuss, with faculty members, problems concerning safety issues, design of new experiments and set up for labs.

Contacts Supervisor (Administrative Officer): to request vacation, report illness etc.

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

Yearly/weekly planning the implementation of lab. sessions.

Yearly Summer Field Course - supplies, vehicle rentals etc.

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 COMMUNICATION (e.g. Purchasing Agents)	LOCATION (inside outside) dept dept	FREQUENCY (dly wkly mthly)	PURPOSE OF THE (e.g. to provide information concerning...)
Teaching professors.	Inside dept.	Weekly/monthly	to provide or obtain course information.
Faculty/staff.	Outside dept.	Weekly	equipment/facility use.
Other Institutions	Outside dept.	Weekly/monthly	loans of specimens.
Suppliers/Reps.	Outside dept.	Monthly	costing supplies, truck rentals etc.

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

Staff Member: Jacqueline J. Sparks.

Technician 2. Level 5

Present Classification

Signature

Date

May 03/01

Supervisor: Nancy Patrick.

Signature

Date

May 03/01

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

Department Head

Dean's Office

Date

[Signature]

[Signature]

R.A. Staines

May 9/01