

**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: Andrew Wheatley
Title: Research Technologist
Phone: 5199315777 x24099
Email: awheatley@robarts.ca
Department: Robarts Imaging, Schulich

(B) Position Information:

Current Incumbent: Andrew Wheatley
Current Classification: ST6R
Classification Being Appealed: MT7
Date Evaluation Results Letter Received: July 20, 2012

(C) Information Required For Job Evaluation Appeals Committee

Reason for the appeal:

The number of duties has increased from 32 to 49, a 53% increase.

Three of these duties require highly specialized skills:

- 1) the construction of a xenon-129 polarizer*
- 2) the conversion of a Helispin polarizer to a xenon-129 polarizer which is a separate project from the xenon-129 polarizer construction project*
- 3) the implementation of a new MR sequence. This project falls under highly specialized programming as it requires knowledge of MR physics. It is also essential to our research.*

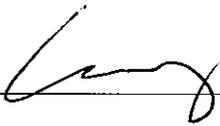
Additionally, there are 4 more contacts, all of which are internal and require daily and weekly contact.

The transition from acting manager to manager of the Helispin helium-3 hyper-polarizer facility represents a significant increase in responsibility as outlined in the Helispin Polarizer manager section.

Supporting Information (Optional):

(Attach an additional page if more space is required)

(D) Approvals:

Signature of Person Appealing:  Date: August 2, 2012

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



Western

RE: Letter of Support for Appeal of Position Classification: Change in Responsibilities
Current Incumbent: Andrew Wheatley

I am writing in support of the recent appeal of the Position Classification for Mr Andrew Wheatley who has been employed in my lab since 2007 and Robarts/Western University since 1997.

By way of a historical introduction, my laboratory team was initiated in 2004 at Robarts with one staff member and as our research ramped up we added another staff member in 2006, with Andrew joining in mid-2007. During the Robarts-Western transition, these positions were fixed at specific levels and since that time, one position was increased from UWOSA level 4 to level 5 and the current position also increased from UWOSA level 5 to level 6. I think these job descriptions and transitions appropriately reflected the growth of our lab in terms of equipment, funding, trainees and the increased complexity and responsibilities of the positions that also were in transition concomitant with the lab's evolution.

We recently experienced another large "growth" spurt this January 2012, with the purchase of two Helispin polarizers from GE Health Care. There are complex systems that are approved for human studies and require a dedicated and experienced manager to facilitate the operations, maintenance, training, establishment and updating of standard operating procedures and upgrades. Because of this, we had to revise the position classification questionnaire for the current Research Technician level 6 to include these critically important manager-level functions. At the same time, many of the original responsibilities of the position had also dramatically increased. I think this reflects the natural growth of an emerging research group that has also grown in complexity, numbers of trainees and output. Without dedicated high level staff, we could not maintain this momentum and without a commitment to growth of position responsibilities, we would not be able to take on new research opportunities that are truly state of the art. Of particular note, there is the addition of complex management and scientific role for: 1) construction and maintenance of a xenon-129 polarizer approved for human use, 2) the conversion of a Helispin polarizer to a xenon-129 polarizer in collaboration with the commercial vendor, Polarean in Raleigh NC, USA, 3) implementation of a novel MR pulse sequences in collaboration with GE Healthcare located here in London Ontario and Milwaukee, WI.

I wholeheartedly support the reclassification of this position and my lab is completely dependent on the position as it is currently undertaken since early 2012.

A handwritten signature in black ink, appearing to read 'Grace Parraga', written over a printed name.

Grace Parraga PhD

G Parraga PhD, Scientist and Associate Professor, Imaging Research Laboratories,
Robarts Research Institute 100 Perth Drive London ON 519-931-5265
gparraga@robarts.ca www.imaging.robarts.ca/~gep

**POSITION DESCRIPTION
QUESTIONNAIRE**

**THE UNIVERSITY OF WESTERN ONTARIO
EMPLOYEE RELATIONS**

PRESENT INCUMBENT
SURNAME

Wheatley

INITIALS

Andrew
AW

POSITION IDENTIFICATION

DEPT. NO

380203

P.S. JOB CODE

560R

BASIC POSITION INFORMATION

DEPT. NAME Robarts Research Institute

SECTION NAME Imaging

LOCATION Robarts Research Institute

WORK WEEK HRS. 37.5

SUPERVISOR SURNAME Parraga

INITIAL G

PHONE x33434

FOR SALARY ADMINISTRATION USE

CLASS'N Research Technologist
 CLASS'D 07/12 EFFECT nc (TD#6)
 Date Date
 ANALYST DC

- 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	100%
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- 1 Helispin Polarizer Manager (50%)
- Manages and is responsible for operations and Standard Operating procedures for Helispin helium-3 hyper-polarizer facility
 - Manages the purchase of all supplies (including gas (3He, 4He and N2) needed to maintain the operation of the Helispin polarizers
 - Manages maintenance of Helispin polarizers by replacing gas cylinders, optical cells and rubidium filters
 - Responsible for filling, polarizing and dispensing of gas from the Helispin optical cells for scientific studies
 - Responsible for creating invoices for internal and external groups
 - Directs training and acclimatization of new users to fill, polarize and dispense gas from the Helispin optical cells
 - Manages and maintains inventories of equipment and chemicals
 - Directs and maintains copies of MSDS to health and safety coordinator
 - Responsible for regularly following up on user feedback to ensure satisfaction
 - Responsible for clearly communicating with the users on all issues relating to the facility
 - Liaises with Polarean and other Robarts core facilities on performance and operational issues
 - Manages and plans the annual budget of the facility and reports to PIs
 - Responsible for deciding on pricing and billing rates that reflecting market-fluctuation of the 3He price and other supplies
 - Assists in construction, implementation and management of xenon-129 polarizer
 - Manages conversion of Helispin polarizer to xenon-129 polarizer
 - Directs training and certifying of inter- and intra-group members for proper operation of Helispin polarizer
2. Workstation and Software Development Management (25%)
- Manages and administrates 27 computer workstations running Microsoft Windows 2000, NT, XP Pro, Vista, 7, Linux and Mac
 - Manages and delegates installation of all primary and upgraded software and hardware
 - Responsible for identifying and troubleshooting and reporting software and hardware problems
 - Responsible for purchasing software, software licenses, hardware peripherals and full computer systems
 - Manages backups of data on all systems
 - Manages tracking of computer hardware, software, upgrades and repairs with Excel database
 - Responsible for expertise in required high level Matlab image processing algorithms
 - Manages writing of Matlab programs for many small, specific applications
 - Responsible for debugging and modifying the Matlab code of trainees/graduate students
 - Responsible for debugging and modifying the IDL code of trainees

JUL 06 2012

- Responsible for debugging, modifying and writing Excel macros to improve the efficiency of iterative data input
- Administers, implements and manages software versioning system
- Manages, maintains and archives all code of all lab members
- Directs training of all new group members on lab procedures, log book maintenance and image analysis

3. Research Support (25%)

- Validated reader of 1-, 2- and 3-dimensional tumour measures in EFilm.
- Manually outlines/segments 1-, 2- and 3-dimensional tumour measures in EFilm
- Liases with programming team to implement changes to 3D Quantify (3DQ) to import CT volumes, to implement digital subtraction of morphological outlines of tumours (as done previously with prostate volumes using 3D Quantify)
- Manages database of cancer images, studies and results
- Independently liaises with collaborators to identify gaps in transmitting CT data sets from LRCP, UHN and PMH to Robarts using EFilm
- Responsible for designing, implementing and managing image database for cancer images and registry
- Validated reader of intima-media thickness (IMT), vessel wall volume (VWV) and total plaque volume (TPV) measurements of carotid atherosclerosis from 3D ultrasound (US) images
- Manually segments VWV and TPV measurements
- Manages database of 3DUS images for all private-sector studies, and directly responsible for all data including supervision of other "observers".
- Validated reader/implementation of software for measurement of apparent diffusion coefficient (ADC) and standard deviation (SD) values for images
- Responsible for translating ADC vector Matlab code to 3DQ
- Responsible for translating ADC and T1 code to 3DQ
- Works with imaging group to translate MATLAB software for partial volume analysis of binarized 3He ventilation data to 3DQ
- Manages database of MRI images and study data including logs, demographics and backups
- Writes scientific papers based on current studies for publication, creates posters for scientific conferences and gives oral presentations for scientific conferences
- Designs, develops, manages and implements a solution to the registration problem of CT-MR-microCT-histology of lungs and lung tissue samples
- Designs, develops, manages and implements a solution for the automatic removal of the trachea and major airways of a coronal image of a hyperpolarized 3He lung image
- Responsible for identifying problems with current version xenon MR sequence
- Develops and implements sequence that will impose 1 mm isotropic voxels, 12 second breath hold in 3 dimensions and improve signal-to-noise ratio

NO. OTHER DUTIES (less than 10%)

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)	

N/A

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

- Training and guidance for new employees
- Work distribution and/or verification of results – Assisting Graduate Students with 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 <input type="checkbox"/> Partial composition with general direction (verbal or written) <input type="checkbox"/> Prescribed format	Emails to vendors.
Reports: <input checked="" type="checkbox"/>	<input type="checkbox"/> Complete composition <input checked="" type="checkbox"/> Partial composition ... <input type="checkbox"/> Prescribed format	Contributor to scientific papers Create posters for presentation
Other: <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Complete composition <input type="checkbox"/> Partial composition ... <input type="checkbox"/> Prescribed format	Standard Operating Procedures Maintain a detailed lab book

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

Education: University Degree – B.Sc. Physics or Computer Science

Experience: At least 5 years experience in an imaging physics research laboratory

Is:

- Independence and initiative
- strong interpersonal skills
- ability to work as a team member
- strong experimental skills
- working knowledge of Matlab
- Unix and Windows operating system
- C/C++ programming languages preferred.

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

Projects, goals, plans and progress are discussed through regular weekly meetings; both group meetings and one-on-one meetings with supervisor.

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

Responsible for dealing with computer problems/inquires, Helispin polarizer problems/inquiries, computer programming problems/inquiries and image analysis problems/inquiries independently and advising Supervisor as required.

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

- Purchases of equipment or supplies over \$10,000 must be approved by the supervisor. Incumbent has signing authority up to \$10,000.

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

- Planning of image analysis distribution on a predetermined basis.
- Planning of group meetings on a predetermined basis.
- Weekly planning of viewing room computer usage.
- Helispin to Xenispin transition meetings

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.

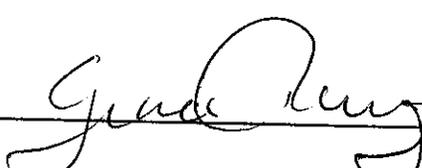
CONTACT'S TITLE (e.g. Purchasing Agents)	LOCATION (inside outside) dept dept		FREQUENCY (dly wkly mthly)	PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
	inside	outside		
▪ Manager, Polarean		outside	bi-annually	Request training for Helispin Purchase bags/tubing for Helispin
▪ Manager, Jensen Inert Products		outside	mthly	
▪ Spectra Gases		outside	mthly	Purchase helium for Helispin Purchase rubidium filters
▪ Entegris		outside	mthly	
▪ Compudata		outside	mthly	Purchase computer equipment Purchase equipment / supplies
▪ UWO Purchasing		outside	mthly	
▪ Graduate students		inside	dly	Advise (programming), grant access to data, install software, train and certify on Helispin hardware and software
▪ PI's	Inside		weekly	Advise on Helispin, software harmonize access and SOP/training on polarizer technology
▪ Manager ClinXe	Inside		dly	
Manager Hypersense		Inside	dly	harmonize access and SOP/training

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

Staff Member:

Present Classification: Research Technologist (ST6R) Signature  Date June 26, 2012

Supervisor:

Signature  Date June 28, 2012

**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

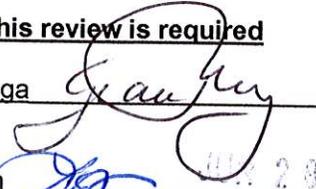
1. A change in duties and/or responsibilities does not automatically imply a change in classification and salary.
2. A job description is not intended to measure an increase in the volume of work; rather it should only reflect the areas of responsibilities and the nature of duties.

Please complete below and forward with the Questionnaire.

Reason(s) for requested review

Routing approvals: I agree that this review is required

Classify new position

Immediate supervisor Grace Parraga 

Change in responsibilities

Department Head Linda Chapman  JUN 29 2012

Check current classification

Dean's Office Cornel Zurew

Update your records

Date July 6/12