

JOB EVALUATION NEWS

ISSUE 11 The newsletter of the **CUPE-SEIU-SGEU-SAHO**
Joint Job Evaluation Steering Committee

June 2001

JE Info Line : 1-877-855-3240 (in Regina call 525-4174)

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Visit: www.sdh.sk.ca/supportjobevaluation
 for information and news about the project!



Joint Job Evaluation Progress Report

Select Committees	Done
Select Consultant	Done
Train Committee members	Done
Develop Terms of Reference	Done
Stakeholder Information Meetings	Done
Develop Job Evaluation Factors and Define Process	Done
Develop Employee/Supervisor Questionnaire	Done
Focus test with employees/supervisors	Done
Information session for employees/supervisors	Done
Employees/Supervisors Complete Questionnaire	Done
Bundle/Consolidate Same and Similar Jobs using Questionnaire	Done
Evaluate (Rate) Jobs	In Progress
Results to Employees/Employers	4 th Quarter 2001
Reconsideration Process	4 th Quarter 2001
Negotiate Implementation	4 th Quarter 2001
Maintenance Process	Start in 2002

Evaluating jobs, not performance !

What does “Evaluate (Rate) Jobs” mean?

The individual Job Fact Sheets (JFS) completed by over 15,000 employees and reviewed by supervisors is the basis for all ratings. Each JFS was read by the Joint Committee and bundled with the same or similar jobs into about 200 provincial jobs. A provincial representative JFS was prepared for each of the provincial jobs based on the JFS’s received from employees. Each of the 200 jobs is being compared and evaluated (rated) based on the following factors:

SKILL	EFFORT	RESPONSIBILITY	WORKING CONDITIONS
Decision Making	Physical Demands	Working Relationships	Environment
Education	Sensory Demands	Impact of Action	
Experience		Leadership/Supervision	
Independent Judgement		Responsibility for Resources	

Why is the project taking longer than initially expected?

There are many partial answers to this question.

- 1** Because of the importance of this project, the committees have agreed that “doing it right” is more important than “doing it fast”.
- 2** Large, multi-party projects, such as this project typically use large committees. Large committees take longer to reach consensus than small committees.
- 3** The difference in the way smaller rural facilities carry out their tasks as compared to large urban facilities has resulted in challenges for the committees in defining, understanding and evaluating the jobs.
- 4** The volume of data has proved to be a challenge. E.g. over 110,000 pages.
- 5** The Joint Job Evaluation Committee is rating about 3 jobs per day. The Steering Committee originally forecast that they would be able to rate about 5 jobs per day.
- 6** The Joint Job Evaluation Committee has been working full time since February. As their work will not be complete by the end of June, they will break for five (5) weeks to allow for summer vacation and summer relief.

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Regina Health District employees can find the newsletter on the district’s intranet in the human resources section.