

Mental Effort Query Work Sheet

April 13, 2006

- 1) It is important to read the Plan, especially noting how the levels of concentration are defined.
- 2) It is very important for the evaluation of this subfactor that you give examples for each of the boxes or sub-questions in section 8.1 that you have "ticked". This means that for every box you see in 8.1, you should have a clearly delineated example in 8.2. If for example you say in Section 8.1 that you do careful listening for 2 hrs. each day then you should give an example of the type of listening that you do, describe typical circumstances. For example, "listening to people at the front service desk to determine what their needs are and refer them appropriately", or "consult with post docs on technical aspects of their research".
- 3) There is some concern that the hours given add up to an acceptable total. There is no absolute need to make the total hours match the total hours you work in a day. Particularly multi-incumbent jobs may not easily fit into a 7 or 7.5 hour day. However, the total number of hours given should be reasonable. Some JCQs have been submitted with fairly outrageous totals (such as 10 hour days). Use your total hours of work as a guideline.

RECOMMENDED ACTION:

FIRST STEP: Print or read Subfactor 8, **Mental Effort**, in the Plan. Assemble your documentation (what you submitted to the Job Rating Committee).

SECOND: Link your examples in Question 8.2 to the boxes in 8.1. This can be done by using numbers or letters for each box, or by prefacing examples with shortened part of the question (e.g., Careful listening:). You can then easily see if you have too many examples for each box or not enough.

NEXT: See if you have any additional boxes to use this time (You may have re-considered and want to add examples for an additional box).

NEXT: Check that you like all the examples used.

NEXT: Start at the last box in 8.1 and look at the hours/cycles. Estimate the average hours (yes, this is very difficult), but looking at the Plan may help, to see the cut offs for each level.

LAST: When you and your supervisor agree on the response to this query, send it electronically to the JRC. If mailing the response, send to: JRC, 118 Wentworth House, with a copy of your email query. The 5 working days is not an absolute deadline, however, in order for the changes to be considered before the final consistency check and release of Rating Notes, they need to be returned within the next week or so.

DO NOT USE a range of hours or the phrase "up to 6 hours", "sometimes", "often", "as the job requires", or "ongoing" – USE an average number for typical days. If it's 3 hrs. a day but only part of the year, put down 3 hrs. in Sept, Dec. and April. Use the "cycle" box to clarify the first box, e.g., monthly, annually, or May to August.

GIVE the most complex and difficult examples in the work that you do. Your examples must justify what you've indicated, so make your point, but don't add unnecessary examples, just prove what you've said. The raters need to see what makes the work more difficult, what requires higher levels of concentration.

CONCENTRATE on the moderate and high levels of concentration, which are defined in the Plan. You don't have to prove much about routine concentration. Everyone starts out at routine concentration for most of the day, you should indicate what's more than routine (according to the definition in the Plan).

TIP: Figure out the hours for moderate and high level type examples and then use the hours remaining for the routine examples.

Remember, the questionnaire is not asking what is routine/moderate/high concentration to YOU, it is asking what is routine/moderate/high concentration according to the definitions in the Plan. Step back and try to look at the job as if you had to describe it to someone else from outside your field. Many people have not indicated the true level of concentration involved in their work. That is why this query was deemed necessary.

The reason for this query? During consistency checking, the Joint Job Evaluation Steering Committee became concerned with the discrepancies between Subfactor 1 (Applied Reasoning and Analytical Skill) and Subfactor 8 (Mental Effort). There should be a rough co-relation between the two subfactors. A job with higher level thinking skills is expected to have a higher level of mental effort. This particular "mass query" was sent out to one third of the bargaining unit, to everyone who has a preliminary rating of 1 or 2 on Mental Effort. The query was sent out therefore, both to people who were rated correctly and those whose rating appears inconsistent. You have an opportunity now to re-look at the Mental Effort subfactor BEFORE the Reconsideration Process which will encompass all subfactors. A query that is NOT returned to the JRC will be left at its present rating and will still be subject to the reconsideration process.