

# Job Evaluation News

An Update from the Joint Job Evaluation  
Steering Committee (JJESC)

A Joint Endeavour of McMaster University and the McMaster University Staff Association (MUSA)

May, 2005-Issue 4

## Important Message...

We received a lot of feedback from concerned MUSA members after our last electronic bulletin (Progress Report on New Job Evaluation, Bulletin #14) regarding members who have not yet submitted Job Content Questionnaires (JCQs). We want to assure everyone that the Steering Committee is following up on every outstanding Questionnaire. This process is particularly challenging because of the significant growth in the bargaining unit, staff turnover, transfers, and so forth.

The June 15th deadline will not be met. We will advise you about the revised implementation date when it is established.

The Job Rating Committee (JRC) is busy rating all Questionnaires that have been received. In addition, the JRC and the Steering Committee are working together on consistency checks on those Questionnaires that have already been rated.

Finally a reminder that if you are a member of the MUSA bargaining unit we absolutely require a Job Content Questionnaire from you. If you and your supervisor have not already jointly completed yours, please do it now!

**Susan Birnie & Carmela Civitareale,**  
Co-Chairs, JJESC

## Are You a New Employee?

Are you a new employee? Are your colleagues talking about the JRC, the JJESC and JCQs? Are you wondering about this new job evaluation process and if it affects you? Below is a summary of what you need to know:

JCQ = Job Content Questionnaire

JRC = Job Rating Committee

JJESC = Joint Job Evaluation Steering Committee

**If you are member of the MUSA bargaining unit then we absolutely require a Job Content Questionnaire (JCQ) from you.**

If you are a new employee but in a multi-incumbent job (several employees performing essentially the same work), then check with your immediate supervisor as a JCQ should have already been completed. If so, you and your immediate supervisor should review the JCQ, sign and date a copy of the existing signature page and submit it to the JRC (c/o Wentworth House room 118).

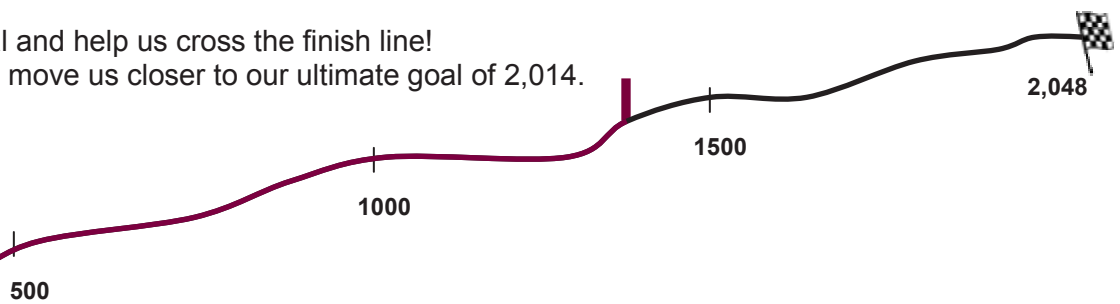
If you are a new employee but in an existing job, check with your immediate supervisor as a JCQ may have already been completed. If so, then jointly review the JCQ, make any changes that are required, and then you both sign and date a new signature page and submit it to the JRC. If a JCQ does not yet exist, then you must work with your supervisor to jointly complete a JCQ within a month.

## JCQ Tracker

Put the pedal to the metal and help us cross the finish line!  
Every JCQ submitted will move us closer to our ultimate goal of 2,014.  
Help us stay on track!



1436 received as of May 18th



## Are You a New Employee? (continued)

If you are a new employee in a newly created job then you can assume that no JCQ exists and you will be expected to work jointly with your immediate supervisor to complete a JCQ. Refer to the January 2005 newsletter for a detailed explanation of the new job process.

Information and materials about the new system are available on either of the websites listed at the bottom of the page. There you'll find: the Plan (the document which the JRC uses to evaluate your JCQ), the Weightings (which tell you the percentage weightings assigned to each sub-factor /questions) and the JCQ Instruction Manual and Samples Responses (which provides basic instructions for completion and supplies examples). The JCQ is available in three formats: the electronic format (recommended) which is a text-based format which when downloaded puts an icon on your desktop, and includes drop down access to the sample responses, for ease of use and comes with detailed instructions (Instructions for Downloadable Electronic JCQ); a WordPerfect format; and a Word format. There are also FAQs, copies of Electronic Bulletins, Newsletters and copies of the Orientation Session slides.

You are not expected to complete the JCQ on your own or on your own time. The JCQ should be completed during work time jointly with your supervisor.



Question:

Please clarify the meaning of the term "supervise" in section 10.3 of the JCQ: "Supervise a work group including methods to be used"; "Supervise the work, practices and procedures of a defined program or function."

### Frequently Asked Questions



Answer:

Supervising the work, practices and procedures of a defined program or function is for someone who supervises a cohesive team of individuals who perform or share essentially the same work (for example, a data entry supervisor who supervises several data entry clerks who may work on entering data from several research projects), or someone who supervises a cooperative team who, while performing different tasks, collaborate to achieve a shared goal or mission (for example, an administrative coordinator who supervises a receptionist, an undergraduate secretary, a graduate secretary and a financial clerk).

In contrast, supervising a work group including the methods to be used could be used for someone who may or may not directly supervise employees, but is responsible for the implementation of a special project where the work group is a diverse, multi-functional team. For example, an analyst from UTS could be heading up a special project on student registrations where the work group would involve individuals from the Registrar's Office, Financial Services, Graduate Studies and Student Financial Aid and Scholarships. In this scenario, the analyst, though not an immediate supervisor to anyone in the work group, would be supervising the work of the group, setting time lines and deadlines, setting tasks to be performed by the work group such as business rules, and establishing how the work is to proceed.

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### Information Resources:

For more information regarding the Job Evaluation System including the Plan, FAQs, past bulletins and the latest updates, please visit the following websites:

[www.workingatmcmaster.ca/jjesc/](http://www.workingatmcmaster.ca/jjesc/) or [www.musa.ca/jjesc.html](http://www.musa.ca/jjesc.html)

The JJESC can be reached via email at: [jjesc@mcmaster.ca](mailto:jjesc@mcmaster.ca)