**DATA COLLECTION ON THE EMPLOYER’S NEW JOB DESCRIPTIONS**

**FOR THE PURPOSE OF THE UNION’S (USJE) COMMENTS TO THE EMPLOYER**

**POSITION QUESTIONNAIRE**

**Have you, as a job incumbent, been made aware by management that your new job description is actually in effect, and replaces the old description:**

**YES: \_\_\_\_ NO: \_\_\_\_\_**

**NOTE: This position questionnaire is a guide to help your union understand your concerns. Please feel free to raise any concerns or issues regarding your job description that you feel need attention, even if not addressed in this form.**

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| --- | --- |
| **Position Title:**  (Add Previous title in bracket if changed) |  |
| **Classification:** |  |
| **Decision Number:** |  |
| **Department:** | **Correctional Services Canada** |
| **Branch / Section:** |  |
| **Location:** |  |
| **Reviewed by:** |  |
| **Date:** |  |

1. **ORGANIZATIONAL CONTEXT**

* Are there any specific comments regarding the context provided by the employer?
* Do you work in a remote region?
* Do you work remotely?
* In your opinion, How does the location impact the work? (Options: Regional/National, Institutional/Communities, etc.)

1. **CLIENT SERVICE RESULTS:**

* Review the clarity of the service expectations.
* Are there any core clients missed, or services provided?

1. **KEY ACTIVITIES:**

*Examine the Job Description’s key activities and check for, or comment on:*

**DISTRIBUTION OF TIME AND VOLUME OF WORK**

* Review % of time expected to be spent on the Key Activities. This will help determine the priority expected.
* Expected caseload/ workload.
* Turn-around time expected for work.
* Are there regional or remote conditions that affect the volume and scope of work?
* Are all key activities listed? Occasional or minor duties would not be referenced but please note elements that are not clearly identified.
* Is there a regional requirement that is different from national positions.
* Are professional obligations and practices identified, especially in regulated positions? (e.g. *Behavioural Technologists, Legal Admin Assistants)?*
* Where there are critical elements in job descriptions, related to the job incumbent completing/meeting deadlines, are these identified and valued?
* Are there elements of women’s work (Pay Equity elements) that are not visible or noted?
* Are there any other “duties assigned” on a regular basis? (Timing and frequency)

1. **SKILLS AND KNOWLEDGE:**

* What specific educational background and qualifications do you, as the job incumbent, currently hold to do this position?
* Was this a part of the requirement when you were hired into this position?
* Have you been expected to do any formal upgrading of skills/education to do this job?

***Review the skills and knowledge identified.***

* Are these accurate and complete? If not, please list any other major duties that have been missed.
* Is there a need to update skills and knowledge on a regular basis, and is this referenced in the document? Is this noted and valued? Is this updating expected to occur within working hours, or after hours?
* Where the position is regulated by a professional body, is this noted and identified?
* Are you expected to do regular presentations? What kind of audience do you present to? What kind of skills are expected? Are these skills noted and valued?
* Are you required to appear in court to testify as a witness? If yes, what kind of preparation and support do you receive? How frequently does this occur?
* Does the position carry obligations regarding the safety for yourself? Does this position carry obligations for you regarding the safety of others? If yes, identify? Is this noted in the description and valued? (see *responsibility section as well)*
* Are there special cultural or diversity elements to this position? If yes, please describe this.
* Is this noted and valued?
* If you, as an individual, are a member of certain Ethnic Groups/ First Nations/ Language Groups, are you expected to take on case loads that concentrate on provision of service to these communities?
* Is this explicit in the job description?
* Are there any risks associated to you, or family associated with this?
* Are there any specialized skill or duties that you would then be expected to provide to service the needs of this clientele?
* Where there are requirements to assist with research and project co-ordination are the roles clear regarding the design, roll-out and conclusion of the project?

Are the authority and scope of the project/research identified?

What is the frequency and volume of research or project management?

* Where the incumbent provides recommendations based on their work, is persuasion / negotiation / advocacy required to implement these? Is this visible in the job description?
* When you take sick leave for a day or more extended time such as vacation or other leaves, is your position covered by another employee? How does this affect documentation and file maintenance of your case load? Are there any risks of loss of oversight of clients?

1. **EFFORT:**

* The job evaluation system values Physical effort, Mental effort and Psychological effort. Review to see if these elements are noted and identified. Are they complete?
* The frequency and duration of the effort should be identified.
* Review if there is frequent overtime, and the strain associated with this. Is this a regular expectation, or infrequent?
* Are there quality assurance procedures and standards associated with the position, which require effort?
* Anticipation of schedule changes and variations?
* Review if there are unusual levels of awareness and alertness required in the position.
* Are there regional/ remote differences that are not identified, which require special effort by the incumbent?
* Are there quality assurance standards that the incumbent must maintain? If there are above normal risks, these should be noted.
* Is the person working to strict deadlines and/or updates that cannot be missed?
* Does this require an extra level of effort to be organized or meet specific standards?
* Where the person works as a member of the team, is there special effort required (e.g., mediation/facilitation /diplomacy skill and responsibility?) Is this made visible and valued?
* Is there any special “innate” or “cultural” knowledge that you are expected to make use of, in dealing with or managing a difficult situation? e.g. Indigenous staff being expected to use traditional circles to resolve an escalating situation, even where it might not be effective; women staff being expected to use “nurturing” skill to deal with upset clients?

1. **RESPONSIBILITY:**

*Human Resource, Financial and Technical Resources are identified.*

* Are there other elements that are not identified?
* e.g., use of vehicles or specialized equipment with specific safety requirements.
* Maintenance and repair of this?
* Are you responsible for training others? Where did you get your training?
* Are there specialized safety responsibilities built into the job?
* There are different levels of confidentiality in positions. Where this is pertinent, is this identified? Are the risks and obligations identified and valued?
* What are the risks associated with this responsibility? Is this identified? How often do you need to take initiative or leadership in dealing with these risks?
* If you supervise or interact closely with clients, such as inmates/parolees/offenders, is there an expectation that you need to take proactive steps if you observe signs of escalating/problematic behaviour in a client?
* Are you expected to notify other outside of your immediate work “bubble” or “work unit”? Is this clear in the job description?
* What are the actions you are expected to take?
* Who are you supposed to notify?
* Are you held accountable if you do not notify these persons? What is the risk?
* Are you expected to anticipate/ try to prevent that a serious escalation of incidents, based on your observation of client behaviour?
* Are you held accountable if you do not raise concerns?
* What kind of risks are you expected to mitigate/reduce?
* Self-harm of the client
* public safety
* client base
* Coworkers
* institution reputation
* Other organizations/ employee groups
* any other stakeholders?

1. **WORKING CONDITIONS:**

What is the Frequency of exposure to harmful working conditions (Physical or Psychological)?

How often do high-risk events occur in your workplace?

* Are there mitigating elements to assist with maintaining your safety?
* Are you trained in how to use these elements to address the safety concerns?
* What are you expected to do to maintain the safety of others?
* Are you expected to be the “eyes and ears” for the organization in preventing/limiting the escalation of risks?
* Does this carry personal safety risk for you, on the job, or off the job?
* If you are expected to maintain the safety of others, please identify the groups (e.g., client, fellow employees, employees in other units/departments/ organizations, etc.).
* Where PTSI/PTSD is a possibility, how is this mitigated/managed?
* Is there a risk of experiencing Vicarious Trauma (from reading the file or discussion with inmates, etc.)
* Are you expected to know and manage your feelings/safety/ concerns about clients (e.g., inmates with exceptionally serious physical/psychological offences)
* Are there any hidden physical risks that you face? e.g., smuggled weapons, day-day-items turned into potential weapons, used addiction medication needles that are hidden, exposure to the teargas used to control inmates.)
* Are there any hidden psychological risks that you face? e.g., personal threats to yourself or your family, anxiety about proximity to be known dangerous offenders, gender based/gender identify based violence.
* In your interactions with clients is there a risk of acquiring Transmissible Diseases (Hep C., HIV, etc.) Please describe situations of where this might be possible. How frequently does this occur?
* Do you have any observations about how the job that you hold compares to other jobs at the same grade/level regarding working conditions, safety and