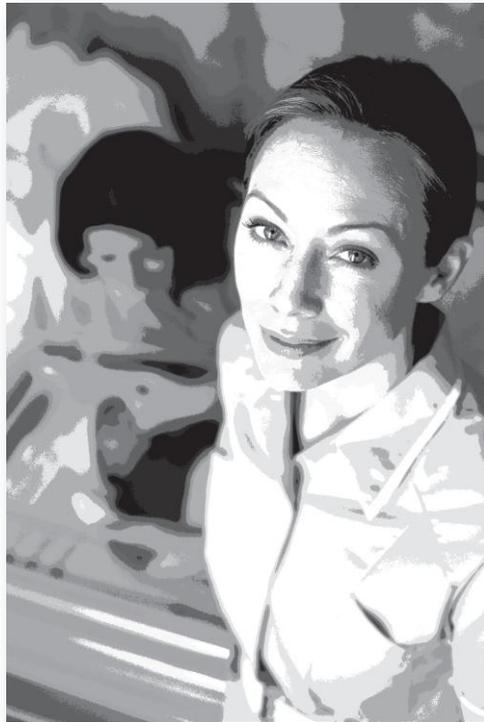


Duties Questionnaire

2006

Positions within HSAS Bargaining Unit



Saskatchewan Association
of Health Organizations Inc.

Classification and Job Evaluation

500 - 2002 Victoria Avenue

Regina, SK S4P 0R7

T. 306.347.5590

F. 306.347.1043

www.saho.ca

Job Duties Questionnaire

The Job Duties Questionnaire (JDQ) is a guide designed to assist Health Employers in writing job descriptions for positions that fall within HSAS bargaining unit. It is intended to be filled out by Out-of-Scope Supervisors of in-scope jobs.

The JDQ is a useful planning document when developing job descriptions for new or changing jobs as it prompts responses to a wide variety of considerations.

Completing the JDQ will provide information essential to understanding the characteristics of a job as well as the role the job is to play in the organization. With the information that is gathered, a concise and accurate job description can be developed. Utilizing the questionnaire for all new/revised positions covered by HSAS bargaining unit should result in a consistent format and consistent content within in-scope job descriptions.

If while developing job descriptions questions arise regarding established qualifications for classifications, please contact SAHO Classification & Job Evaluation Department for further information.

Copies of new/revised job descriptions employers develop should be forwarded to SAHO Classification & Job Evaluation Department (marianne.didowycz@saho.ca) for initial discussion/confirmation of the appropriate classification and rate of pay. Once this is determined, the employer shall forward the new or revised job description to SAHO and the Union in accordance with Article 21 of the Collective Agreement.

Job Duties Questionnaire

What **Skills, Knowledge and Abilities** are necessary for this job? _____

Work Environment: (Describe the work environment by such factors as heat, cold, smells, etc. in which the incumbent works.) _____

Contacts Internal: (What contacts does the incumbent have, routinely in the course of his/her job duties, with other personnel in the organization?)

<i>Position</i>	<i>Reason</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Contacts External: (In carrying out his/her job, what contact does the incumbent have with other people such as clients, families, government officials, and community organizations, etc. outside the organization?)

<i>Who</i>	<i>Reason</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Job Duties Questionnaire

List machines, equipment or motor vehicles used in the performance of job duties: _____

How important is **Accuracy** in the employee's work? Give consideration in view of potential loss of time, degree of impact to the organization, potential financial loss, effects on level of care.

What are the **Dangerous** or **Hazardous** aspects of the job? _____

Job Duties Questionnaire

Does the employee **Supervise** others?

A) Supervises **Directly**:

Number	Title	Function
_____	_____	_____
_____	_____	_____
_____	_____	_____

B) Distributes work assignments, transfers instructions, gives advice or directive to others:

Number	Title	Function
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe what you think is the absolute minimum amount for formal education and/or training an employee should have in order to work in this capacity. (Do not describe individual employee's present qualifications, but rather state what, in your opinion, is necessary in order to carry out the job duties.) _____

In your estimation, what length of time would be required for a new employee to learn to function adequately in this position? _____

Describe any unusual job tasks or related duties where the incumbent is called upon to assist, relieve or replace other employees as a regular part of the job. _____

If there are duties performed in this job that have not been described in previous questions, please describe them. _____

Name: _____ *Date:* _____
(Please Print)

Signature of Supervisor: _____