***Job Description Template***

***For Positions within HSAS Bargaining Unit***



**Classification and Job Evaluation**

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# Job Description Template

***Positions within HSAS Bargaining Unit***

The Job Description Template is a guide designed to assist in writing job descriptions.

Copies of new/revised job descriptions employers develop should be forwarded to SAHO Classification & Job Evaluation Department (laurie.kisilowski@saho.ca) for initial evaluation of the appropriate classification. Once this process is complete, the employer shall forward the new or revised job description to SAHO Classification & Job Evaluation Department and the Union in accordance with Article 21 of the Collective Bargaining Agreement.

If you have questions when writing job descriptions please contact SAHO Classification & Job Evaluation Department (laurie.kisilowski@saho.ca) for further information.

See Standard Work document for further information regarding HSAS job description and Classification process.

Logo

***Job Description***

Position: Affiliation: HSAS

Department:

Division:

Location:

Classification: Pay Grade: As per CBA

Date:

***Approval Signatures***

Supervisor's Signature: Human Resource’s Signature:

## Position Summary:

* This should be a fairly brief section of clear, concise sentences (1 - 4) that identifies why the position exists. Usually includes:
  + An overview of the main responsibilities of the job
  + Degree of supervision: who this position reports to; who (if) this position supervises

## Position Duties:

* Statements that reflect the principal functions of the job (usually 5 - 8 statements summarize the principal functions; these statements may have up to 4 - 5 sub-points with more detail, but this is not a “task list”)
  + Think about work processes, planning, executing, reporting, communicating, working/interaction with others, resources, financial/budget, supervision (Senior Definition Article 21.01 (A) in SAHO/HSAS Collective Bargaining Agreement.
  + Start each sentence with an action verb (e.g., Develops, compiles, coordinates)

## Qualifications:

* Education requirements needed for the position.
  + This is an education based classification system therefore it is important to determine the minimum level of education required to perform the essential elements of the position, (i.e. Diploma, Degree, Masters, PhD)
  + Required licenses, registrations associated with the position
* Experiential requirements of the position if necessary
  + Entry level position will not usually require experience
    - legitimate rationale is required for experience for an entry level position
* Requirement for 2 years’ experience will initiate Senior Level Classification
  + The senior level classification becomes automatic with the requirement of 2 years of experience, however, senior application of experience for the position should also be found within the position duties

***Knowledge, Skills & Abilities:***

* Knowledge identifies the acquired information or concepts that relate to a specific discipline
* Skills describe the acquired measurable behaviors and may cover manual aspects required to do the job
* Abilities describe developed proficiencies required to perform the responsibilities of the job
* KSA's should be stated and interpreted as minimums to competently perform the job
  + Communication level expectations
  + Organizational abilities
  + Decision making abilities
  + Interpersonal abilities
  + Knowledge of specific areas - community resources, theoretical understanding

(I.e. addictions, mental health, technical requirements)

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all the work assignments that may be inherent to the job.

Title and Rate of Pay Agreed: Date:

On Behalf of the ( ) Employer On Behalf of the Union