

USW JE Abbreviated Sub-Factor Level Description Chart

The chart is to be read vertically.

Level	Education	Experience	Interpersonal Communication	Problem Solving and Complexity	Supervision and Functional Guidance	Planning and Coordination	Impact of Decisions	Physical Effort	Concentration	Disagreeable Conditions*	Health and Safety Risks*	Job Pressure
Sub-factor Definition	This sub-factor measures the minimum level of formal education (or equivalent) required to perform the work.	This sub-factor measures the combination of prior practical and/or work experience and on-the-job training required to perform the work.	This sub-factor measures the type and level of interpersonal skills required to communicate effectively with regular contacts both within and outside of the university.	This sub-factor measures the scope, relative complexity and recurrence of problems and situations encountered on the job, the skills and knowledge applied to solve problems, and the variety and degree of interpretation and analysis.	This sub-factor measures the level of responsibility for functional guidance and/or supervision performed in the work.	This sub-factor measures the responsibility of planning and coordination of tasks and activities.	This sub-factor measures the impact on the work environment that decisions made in the position could have.	This sub-factor measures the amount and frequency of physical effort that is required in a position.	This sub-factor measures the amount of mental and sensory demands required to perform the job.	This sub-factor measures the degree to which a job performs in a disagreeable environment.	This sub-factor measures the residual risk to an employee's health and safety that is present while doing the job.	This sub-factor measures the amount of job pressure and stress inherent to the position.
1	Secondary School Diploma.	Up to 6 months of on-the-job training.	Interactions require effective listening and comprehension skills and the ability to work cooperatively with others.	Applies known solutions to simple and readily-understood problems.	No supervisory responsibility. Occasionally provides orientation and/or shows procedures to others.	Planning and coordination are limited to daily tasks.	Results of decisions and actions have limited impact.	Low physical effort. May involve walking or standing for brief periods of time. Periods of continuous keyboarding or other finger and hand movements for less than 20 minutes at a time uninterrupted by other activities.	A routine level of concentration. The level of moderate concentration is minimal.	Occasional exposure to minor disagreeable conditions.	Minimal possibility of harm from exposure to health and safety risks.	Occasional exposure to characteristics contributing to job pressure including isolated workspaces, simultaneous deadlines, disrespectful behaviour, extensive driving or interruptions and distractions.
1.5	Secondary School Diploma. In addition, requires on-going learning to remain ahead of changes in technology or emerging fields.	Does Not Exist	Interactions require effective listening and comprehension skills and the ability to work cooperatively with others. In addition, one of the following is required: <ul style="list-style-type: none"> Exchanges technical or administrative details. Addresses minor conflicts or complaints. 	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Low/moderate physical effort. Includes periods of continuous uninterrupted keyboarding or other finger and hand movements for less than 20 minutes or infrequent periods of continuous uninterrupted keyboarding. May also involve the occasional moving or lifting of heavy objects.	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist
2	One-Year Post Secondary Certificate or Diploma.	More than 6 months and up to and including 1 year of experience.	Interactions require the ability to identify and respond to straightforward needs or requests. Relays straightforward technical, scientific or administrative information. May be required to relay unwelcome information or deal with minor conflicts/complaints. Will redirect more complex matters to others for resolution.	Identifies recurring problems and situations using established procedures and guidelines. Gathers and reviews available facts. Selects the best solution from clear alternatives and past practice.	Provides functional guidance to others on an ongoing basis e.g., acts as a resource or "how-to, go-to person" within the department or function. And/or Oversees the work of staff and/or volunteers to ensure adherence to quality standards and procedures on a short-term basis (less than 12 months). This may include requesting pre-selected casual staff for short-term needs.	Planning, coordination and prioritization of own workload.	Results of decisions and actions have moderate impact on immediate work area, unit/department or function and/or limited impact on service to staff, students and/or public.	Moderate physical effort includes periods of continuous uninterrupted keyboarding or other finger and hand movements for at least 20 minutes at a time for a minimum of 10 hours per week, standing/walking for at least 1 hour at a time for 2 to 3.5 hours cumulatively per day, light tool usage, and/or lifting up to 20 lbs.	A moderate level of concentration. Tasks require significant understanding and manipulation of the content for output on regular basis.	Frequent exposure to minor or occasional exposure to major disagreeable conditions.	Limited possibility of minor harm or minimal possibility of major harm from exposure to health and safety risks.	Occasional exposure to characteristics contributing to job pressure including irregular work hours, exposure to situations that involve conflictive hostile or violent reactions, exposure to situations involving the distress of others, overnight travel, or extreme vigilance required to ensure avoidance of significant negative impact or consequences; or frequent exposure to deadlines, isolated workspaces, lack of privacy, extensive driving, multiple competing sources of work or emotionally charged or disrespectful behaviour.
2.5	One-Year Post Secondary Certificate or Diploma. In addition, requires on-going learning to remain ahead of changes in technology or emerging fields.	Does Not Exist	Interactions require the ability to identify and respond to straightforward needs or requests. In addition, one or more of the following is required: <ul style="list-style-type: none"> Provides explanations for specialized topics. Attempts to resolve difficult situations within guidelines. May advise students on academic matters. Acts as a resource through interaction with staff, students and the public. 	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Moderate physical effort includes periods of continuous uninterrupted keyboarding or other finger and hand movements for at least 20 minutes at a time uninterrupted by other activities for at least 10 hours per week. The job may also involve regular lifting or moving of objects weighting up to 20 lbs (9 kg), lighter awkward loads, or occasional lifting of heavy objects.	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist

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Sub-factor Definition	This sub-factor measures the minimum level of formal education (or equivalent) required to perform the work.	This sub-factor measures the combination of prior practical and/or work experience and on-the-job training required to perform the work.	This sub-factor measures the type and level of interpersonal skills required to communicate effectively with regular contacts both within and outside of the university.	This sub-factor measures the scope, relative complexity and recurrence of problems and situations encountered on the job, the skills and knowledge applied to solve problems, and the variety and degree of interpretation and analysis.	This sub-factor measures the level of responsibility for functional guidance and/or supervision performed in the work.	This sub-factor measures the responsibility of planning and coordination of tasks and activities.	This sub-factor measures the impact on the work environment that decisions made in the position could have.	This sub-factor measures the amount and frequency of physical effort that is required in a position.	This sub-factor measures the amount of mental and sensory demands required to perform the job.	This sub-factor measures the degree to which a job performs in a disagreeable environment.	This sub-factor measures the residual risk to an employee's health and safety that is present while doing the job.	This sub-factor measures the amount of job pressure and stress inherent to the position.
3	Two-Year Community College Diploma.	More than 1 year and up to and including 2 years of experience.	Interactions require the ability to identify needs or requests and to provide recommendations for action or instructions, or to overcome resistance to gain cooperation. Interactions may involve advising students.	Identifies and analyzes new and recurring problems and situations and/or information of moderate complexity. Searches for and interprets relevant information and selects or adapts the best solution from a range of alternatives and guidelines.	Provides advanced specialized functional guidance to others that involves leading change. And/or Responsibility for supervising 1-9 casual employees, work study students and/or external suppliers/contractors (at any one time) And/or On-going responsibility for scheduling and assigning work, and monitoring and ensuring the completion of tasks of continuing/term employees (e.g. team lead responsibility), but does not have responsibility for supervising.	Planning and coordination of own workload and work team tasks, including meeting and calendar coordination involving more than 2 individuals, simple travel arrangements, reports, training sessions and/or workshops.	Results of decisions and actions have moderate impact extending beyond immediate work area, unit/department or function and/or moderate impact on service to staff, students and/or public.	High physical effort. This includes periods of continuous and uninterrupted keyboarding or other finger and hand movements for at least 3.5 hours cumulatively per day for at least 17.5 hours per week, or regular lifting or moving objects over 20 lbs/9 kgs, or standing or walking for more than 3.5 hours per day.	A moderate to high level of concentration. Task require significant understanding and manipulation of the content for output on a continuous basis.	Almost continuous exposure to minor or frequent exposure to major disagreeable conditions.	Moderate possibility of minor harm or limited possibility of major harm from exposure to health and safety risks.	Exposure to characteristics that contribute to job pressure such as frequent exposure to situations that involve ongoing simultaneous deadlines, conflictive, hostile or violent reactions, exposure to situations involving the distress of others, overnight travel, extreme vigilance to ensure avoidance of significant negative impact or consequences, or expectation to meet fixed production or sales targets. The job may involve the requirement to adapt to annual changes stemming from work environment changes, new practices, procedures or technology.
3.5	Two-Year Community College Diploma. In addition, requires on-going learning to remain ahead of changes in technology or emerging fields.	Does Not Exist	Interactions require the ability to identify needs or requests and to provide recommendations for action or instructions, or to gain cooperation in non-straightforward situations. May include advising students on academic matters. In addition, one or more of the following is required: • Provides persuasive recommendations for action or instructions. • Overcomes resistance to gain cooperation in situations with more complex dynamics. • Develops and/or delivers training materials, procedures, guides, or workbooks.	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist
4	Three-year Community College Diploma or Three-Year Bachelor Degree, or equivalent.	More than 2 years and up to and including 3 years of experience.	Interactions require the ability to identify and respond effectively to non-straightforward and/or difficult needs or requests. Instructs or develops instructional materials, which require consideration of the needs or requests of those interacting with the materials. Develops and cultivates rapport to build and foster trust, credibility and/or strategic relationships.	Identifies and analyzes complex problems and situations and/or information. Develops solutions using considerable interpretation and research.	Has ongoing responsibility for hiring and supervising 10 or more casual employees and/or work study students (at any one time) and/or has responsibility for supervising one or two continuing/term employees.	Planning and coordination of unit/department-wide tasks, activities and/or projects such as special events, conferences, complex travel arrangements, budgets, reports, programs, training programs, student placements/exchanges, and calendars of senior staff.	Results of decisions and actions have significant impact beyond immediate work area, unit/department or function. Uncaught errors may carry a risk for the University.	Does Not Exist	A high level of concentration. Tasks require detailed or precise work generating or creating the content for output on a regular basis.	Does Not Exist	Does Not Exist	Ongoing exposure to characteristics of job pressure such as difficult situations that involve conflictive, hostile or violent reactions, exposure to situations that involve the distress of others, overnight travel, extreme vigilance or fixed production or sales targets.

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4.5	Three-year Community College Diploma or Three-Year Bachelor Degree, or equivalent. In addition, requires trade certification, qualification, or on-going learning to remain ahead of changes in technology or emerging fields.	Does Not Exist	Interactions require the ability to identify and respond effectively to non-straightforward and/or difficult needs or requests in contexts where communication is difficult. May provide complex subject matter expertise.	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist
5	Four-Year Bachelor Degree or equivalent.	More than 3 years and up to and including 5 years of experience.	Interactions require highly developed and effective persuasion, negotiations and/or counselling skills where the issues are highly complex, communication is difficult and/or outcomes may be contentious. Provides expert advice, guidance and consultation.	Anticipates and identifies unique problems and situations that have a high degree of complexity. Applies advanced analytical methods and procedures and develops innovative solutions.	Has responsibility for supervising three or more continuing/term employees.	Planning and coordination for faculty and/or university. Planning and coordination of faculty/university-wide tasks, activities and/or significant projects such as major events, conferences, budgets, programs and projects. Develops and recommends long-term targets and measurable plans involving substantial changes and a wide variety of internal/external stakeholders.	Results of decisions and actions have significant and/or long-term impact throughout the university or externally. Errors are resource intensive to correct and extremely difficult to detect.	Does Not Exist	A high level of concentration. Tasks require detailed or precise work generating or creating the content for output on a continuous basis.	Does Not Exist	Does Not Exist	Does Not Exist
5.5	Four-Year Bachelor Degree or equivalent. In addition, requires trade certification, qualification, or on-going learning to remain ahead of changes in technology or emerging fields.	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist
6	Master's Degree or equivalent.	More than 5 years of experience.	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist
6.5	Master's Degree or equivalent. In addition, requires a professional designation, certification, or other qualification, or on-going learning to remain ahead of changes in technology or emerging fields.	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist
7	Ph.D. or equivalent.	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist	Does Not Exist

*These Sub-Factors are reviewed together in determining the rating level.