

# Job Fact Sheet Questionnaire

## CAAT Job Evaluation System for Non-Bargaining Unit Employees

### Ontario Colleges of Applied Arts and Technology

The Job Fact Sheet Questionnaire (JFS) is used to gather information for job evaluation purposes for the Colleges' Administrative Staff, Part-Time Support Staff, Part-Time and Sessional Academic Staff positions. Please read each section carefully before completing.

The Education and Experience sections are to be completed by the College according to the College's recruitment standards.

Upon completion by an incumbent, the JFS is reviewed and, when necessary, adjusted by the position's Manager and the Senior Manager responsible for the position. Any changes to the JFS are to be reviewed with the incumbent prior to evaluation. The JFS is then submitted to the appropriate College official for job evaluation purposes.

The JFS is not finalized until it has gone through the job evaluation process, and the results have been confirmed by the College. A copy of the finalized JFS will be provided the incumbent for information purposes and as a job description.

#### POSITION IDENTIFICATION

DATE: May 2026

**College:** St. Lawrence College  
**Incumbent:** Vacant  
**Position Title:** Senior HR Data & Process Consultant  
**Position #:** 00000808  
**Classification:** Pay Band 9  
**NOC Code:** 11200  
**Division/Department:** Human Resources  
**Location/Campus:** Kingston (with Tri-Campus Responsibilities)  
**Immediate Supervisor (title):** Director, People and Payroll Operations

#### Type of Position:

Administrative   Part-Time Administrative  
  Sessional Academic   Part-Time Academic  
  Part-Time Support   Other

I have read and understood the contents of the Job Fact Sheet (if completed by an incumbent):

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

**Recommended by**  
Position's Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by**

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Senior Manager: \_\_\_\_\_

Date: \_\_\_\_\_

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## POSITION SUMMARY

**Provide a concise description of the position by identifying its most significant responsibilities and/or accountabilities.**

Under the direction of the Director, People and Payroll Operations, the incumbent focuses on evaluating the accuracy and completeness of all data in the PeopleSoft Human Capital Management (HCM) system. This includes completing regular and cyclical audits and reconciliations, providing direction on inconsistencies in data entered, managing complex employee life-cycle changes, and developing and implementing process improvements. The incumbent will work in tandem with the HR Data Analysts and Payroll team to ensure system data is complete and accurate, ensuring employees of St. Lawrence College (SLC) are paid accurately and on time.

The incumbent administers the Absence Management system including execution of the bi-weekly and monthly processes, supporting the annual granting of absence entitlement, supporting the accurate set-up of management hierarchy for the purposes of approvals, fielding client inquiries and concerns, and providing calculations to other Human Resources (HR) functions.

The incumbent models and inspires the college's values of Student First, Teamwork, Integrity, Innovation and Belonging; enabling the college to fulfill SLC in Five, through maintaining an accurate system of record and effective departmental processes. They are very familiar with HCM systems and enjoy the data audit, and process improvement aspects of the role. They strive to provide superior customer service to internal and external clients, maintain accurate data required for informed decision making, and provide effective guidance to the HR Data Analysts.

## KEY DUTIES

**Provide a description of the position's key duties. Estimate the percentage of time spent on each duty (to the nearest 5%). Add an extra page if necessary.**

<u>KEY DUTIES</u>	<u>% OF TIME</u>
<b>1. Human Capital Management (HCM) &amp; Supporting Systems Audit, Reconciliation and Support</b>	<b>(50%)</b>
<ul style="list-style-type: none"><li>▪ Provides initial first line support to the HR Data Analysts and Payroll Specialists for ensuring day-to-day processes are completed on time and error-free.</li><li>▪ Audits and reconciles all data within the PeopleSoft HCM system. Provides direction and support to HR Data Analyst on fixing incomplete set-up, inconsistencies and incorrect data.</li><li>▪ Reviews manual calculations prepared by the HR Data Analysts relative to bi-weekly pay adjustments.</li><li>▪ Completes large-scale audits; analyses the cause of issues and identifies actions required to clear them and clean up system data.</li><li>▪ Tracks and enters complex employment changes, related to leaves and terminations, including verifying pension and benefits, and</li></ul>	

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reporting to applicable external providers.

- Manages processing of increases to hourly and annual salaries including reporting to benefit provider.
- Completes monthly benefit reconciliation between deductions collected through PeopleSoft and the Sun Life invoice, investigates variances, provides direction on fixing the variance, enters adjustment if necessary.
- Reviews, monitors and maintains pension contributions in HCM system using established procedures, enters adjustment if necessary.
- Enters employee information into the college's benefits provider's (Sun Life) online system, Plan Sponsor Services (PSS).
- Enters employee information into the CAAT Pension Plan's online system, Pension Administration Link (PAL).
- Provides other HR functions with data and interpretation of that data from the HCM system.
- Administers the new hire ID creation process, providing new hire information and documents to relevant parties to facilitate accurate and on time payment.
- Works within a bi-weekly Payroll cycle to complete their work. Keeps other HCM cycles in mind, including collective agreements, governance, and legislated processes within the college.
- Provides back up/support to HR Data Analysts for high volume processing periods (I.e. semester start-up), vacation periods or events that would directly impact processing resources or timelines.

### **2. Continuous Process & System Improvements**

**(25%)**

- Brings forward recommendations on how to improve the recurring processes of the role and departmental processes executed by the HR Data Analysts and Payroll Specialists.
- Proactively identifies situations that are likely to become recurrent and develops a new business process and/or systems solution.
- Stays current with changes to collective agreements, legislation, etc. and brings forward suggestions for improvement or how to adapt to changes.
- Actively participates in department projects by identifying opportunities, offering ideas and testing solutions to support continuous improvement.
- Maintains job aids and trains new team members on how to execute the functions of the HR Data Analyst position.
- Creates and maintains process docs for new processes, provides relevant teams with updated information to ensure consistency in entries and processing.
- Participates in cross functional teams across the college and/or with external vendors to implement new processes and efficiencies.
- Works in tandem with the Technical Analyst to complete user acceptance testing on behalf of the People and Payroll Operations team (Ex. PeopleSoft system upgrades).

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- 3. Administration of Absence Management System (15%)**
- Administers the Absence Management System by executing bi-weekly and monthly processes to calculate employee absences taken and balances remaining.
  - Supports the annual process of granting absence entitlements.
  - Provides customer support to employees who input absences and managers who approve absences.
  - Inputs adhoc absence events and balance adjustments, as needed.
  - Supports the fiscal year end process to calculate the financial liability of outstanding vacation balances.
  - Administers audits of unapproved requests and reporting structures.
- 4. Human Resources Customer Service (10%)**
- Develops and provides process/training materials for employees and managers on system, process and policy changes.
  - Proactively identifies information and/or updates to assist with our clients' knowledge and understanding.
  - Interprets and explains policies and procedures to staff.
  - Responds to enquiries on sensitive issues regarding staff and union relations.
  - Responds to manager/departmental inquiries relating to payments issued, rates of pay, processing deadlines, deductions, etc.
  - Confirms information and liaises with departmental contacts to ensure accurate and complete data.
  - Troubleshoots problems regarding hiring and change documentation in compliance with college agreements and college policies and procedures.
  - Acknowledges that information in their possession is private and maintains confidentially at all times.

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**TOTAL:**

**100%**

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### 1. COMPLEXITY - JUDGEMENT (DECISION MAKING)

**Complexity** refers to the **variety** and relative **difficulty** of **comprehending** and **critically analyzing** the material, information, situations and/or processes upon which decisions are based.

**Judgement** refers to the **process** of identifying and reviewing the available options involved in decision making and then choosing the most appropriate option. Judgement involves the application of the knowledge and experience expected of an individual performing the position.

**Provide up to three examples of the most important and difficult decisions that an incumbent is typically required to make.**

1. **Benefit Reconciliation:** The incumbent provides oversight on the bi-weekly benefit premium reconciliation process and administers the monthly benefit premium reconciliation process to ensure that the collection of our premiums from multiple sources (Ex. payroll deductions) reconciles to what is being charged by the insurer. The monthly process involves active employees where the premiums are collected through PeopleSoft, retirees and employees on unpaid leaves where premiums are collected through other sources and investigating ongoing benefit variances. This is a complex process that brings together multiple sources of information and requires analysis to ensure accuracy, with any variances having an explanation and plan to reconcile in the future. If variances cannot be reconciled, the college would need to write-off them off.
2. **Addressing Unique Circumstances:** Incumbent will assess a unique large-scale situation and is responsible for creating a process to best document and process it. These situations could be mass layoffs, abnormal retro payments and resulting deductions from late ratification of a collective agreement, a new college process that impacts the documentation or data team members will receive, etc. The incumbent creates a process that ensures accurate pay, benefits and pension while keeping all relevant parties aware of status and next steps. Incumbent will train the necessary parties to ensure successful implementation. Inaccurate tracking, processing, or calculations could result in over or underpayment to employee(s), infringing on Employment Standards Act (ESA) or collective agreement rights.
3. **Pay/Deduction Calculations:** The incumbent is processing a complex employee exit; they are responsible for calculating the vacation payout (Ex. employee was on an unpaid leave where there was no entitlement for a certain period) and managing pension contributions and benefit premiums. The incumbent notices that the pensionable earnings and deductions do not match what was expected by the Total Rewards (TR) department. They determine if they should correct the information provided by TR based on their calculations or move forward with the numbers provided by TR. Adjusting to the wrong amounts would result in an over or under deduction and potential infringement of collective agreement rights with no future employee paycheques to be able to rectify the amount. In this case, the college would likely need to write-off the error.

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4. System Errors: The incumbent is informed by the Payroll Specialist and HR Data Analyst that there is a payroll error. The incumbent must assess the details of the error, determining if there have been prior examples/situations and what resolution was used. They will need to review all areas of the system that may be causing the error (root cause), they will take actions that they determine are needed to resolve the issue; advising HR Data Analyst and/or Payroll Specialist of changes/updates needed. The incumbent will determine if the issue needs to be escalated and will communicate the issue and steps taken with the Technical Analyst for further troubleshooting. When the resulting fix is decided upon, they need to be confident that it will not make the error worse than it is.

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### 2. EDUCATION (to be completed by the College)

Education refers to the **minimum level** of formal education and/or the type of training or its equivalent that is required of an incumbent at the **point of hire** for the position. This may or may not match an incumbent's actual education or training.

The College is to identify the minimum level of education and/or type of training or its equivalent that is required for the position based upon the College's recruitment standards.

#### Non-Post Secondary

Partial Secondary School

Secondary School Completion

#### Post Secondary

1-Year Certificate

4-Year Degree

2-Year Diploma

Masters Degree

3-Year Diploma/Degree

Post Graduate Degree

Professional Designation

Specify:

Other

Specify:

**A) Specify and describe any program speciality, certification, or professional designation necessary to fulfil the requirements of the position.**

Program focus is on Human Resources Management, Business Administration, or Accounting.

**B) Specify and describe any special skills or type of training necessary to fulfil the requirements of the position (e.g., computer software, client service skills, conflict resolution, operating equipment).**

- Initiative to identify gaps in processes, develop solutions and implement new processes.
- Ability to meet deadlines while balancing cyclical responsibilities and special projects.
- Ability to understand the larger scale implications of their actions or changes to processes.
- Ability to establish respectful working relationships across all groups and with diverse partners.
- Demonstrated success in client service, operational excellence, and continuous improvement.

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- Strong communication skills (oral and written) with the ability to guide and train others on new tasks.
- Exceptional attention to detail with excellent analytical and problem-solving skills.
- Excellent organizational skills, ability to multi-task, and ability to work under pressure and within deadlines without sacrificing quality.
- Demonstrated aptitude to learn new skills and technologies.
- Strong interpersonal skills with ability to deal with confidential and sensitive issues in a professional and caring manner.
- Knowledge of HR policies and practices with a demonstrated ability to stay current with employment law and regulations.
- Good planning and project management skills, with the ability to influence and lead others through change.
- Ability to work independently as well as to collaborate effectively.
- Advanced MS Office suite, including Outlook, Excel, Word.

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### 3. EXPERIENCE (to be completed by the College)

Experience refers to the amount of **related, progressive** work experience required to obtain the essential techniques, skills, and abilities necessary to fulfil the requirements of the job at the **point of hire** into the position. This may or may not match the incumbent's actual amount of experience.

The College is to identify the minimum amount and type of experience appropriate for the position based upon the College's recruitment requirements.

**Experience required at the point of hire. Up to and including:**

- |   |   |
|---|---|
| <input type="checkbox"/> no experience required | <input type="checkbox"/> 4 years            |
| <input type="checkbox"/> 3 months               | <input checked="" type="checkbox"/> 5 years |
| <input type="checkbox"/> 6 months               | <input type="checkbox"/> 7 years            |
| <input type="checkbox"/> 1 year                 | <input type="checkbox"/> 9 years            |
| <input type="checkbox"/> 18 months              | <input type="checkbox"/> 11 years           |
| <input type="checkbox"/> 2 years                | <input type="checkbox"/> 13 years           |
| <input type="checkbox"/> 3 years                | <input type="checkbox"/> 15 years           |
|   | <input type="checkbox"/> 17 years           |

**Specify and describe any specialized type of work experience necessary to fulfil the requirements of the position.**

- Five or more years of relevant experience, ideally within the post-secondary sector.
- Previous functional experience with Enterprise Resource Planning (ERP) products.
- Experience in the development of procedural documentation, and training team members on new processes.
- Experience working on cross-functional teams to develop and implement new processes.
- Experience preparing data audits and reconciliations.
- Experience in troubleshooting systems.
- Experience with Microsoft Office applications (Word, Excel, Outlook).

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### 4. INITIATIVE - INDEPENDENCE OF ACTION

Initiative - Independence of action refers to the **amount of responsibility** inherent in a position and the **degree of freedom** that an incumbent has to **initiate** or **take action** to complete the requirements of the position. An incumbent is required to foresee activities and decisions to be made, then take the appropriate action(s) to ensure successful outcomes. This factor recognizes the established levels of authority which may restrict the incumbent's ability to initiate or take action, e.g., obtaining direction or approval from a supervisor, reliance on established procedures/methods of operation or professional practices/standards, and/or built-in-controls dictated by computer/management systems.

**A) Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform using their initiative without first having to obtain direction or approval from a supervisor.**

- a) Verifies accuracy of their own work, executes audits and reviews the work of others. Reviews system details and determines next course of action if issue is found. Resolves problems with HR hire and employment change documentation that is escalated to them from the HR Data Analyst or Payroll Specialist. Works with the HR Data Analyst, Payroll Specialist, employee and department to ensure issues are resolved as quickly as possible to ensure timely setup in college systems.
- b) Monitors the day-to-day operations that support the bi-weekly payroll processing workflow, identifying when resources might be strained and/or additional resources may be needed; making suggestions on how to shift focus and resources to ensure that deadlines will be met.
- c) Review of pay documentation specific to complicated, sensitive and/or retroactive items to determine proper actions and entries needed to capture the details and pay employees correctly. Incorrect analysis may result in incorrect payment to employee and compliance issues.

**B) Briefly describe up to three typical job duties/types of decisions that the incumbent is required to perform which required the direction or approval from a supervisor.**

- a) Identification of the need for a new or changed process, and review of the proposed new process with the supervisor prior to rolling out to team members.
- b) Identification of larger scale data issue, recommendations to the supervisor on how to fix it and subsequently implementing the fix for it.
- d) Brings non-compliance and unusual or sensitive issues to the attention of supervisor.

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**Give specific examples of guidelines, procedures, manuals (formal or informal), computer systems/programs that are used in performing job duties and in making decisions, e.g., Government regulations, professional or trade standards, College policies or procedures, department or program procedures, computerized/manual programs/systems and any other defined methods or procedures.**

- o College Policies & Procedures
- o Collective Agreements – Academic, Full Time Support Staff, Part Time Support Staff
- o Employment Standards Act
- o Occupational Health & Safety Act
- o Freedom of Information and Protection of Privacy Act
- o Accessibility for Ontarians with Disabilities Act

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### 5. POTENTIAL IMPACT OF DECISIONS

Potential Impact of Decisions recognizes the **potential consequences** that **errors in judgement** made by an incumbent, despite due care, could have on the College. Usually, the higher the level of accountability inherent in a position, the greater the potential consequences there are on the College from errors in judgement.

**Give up to three examples of the typical types of errors in judgement that an incumbent could make in performing the requirements of the position. Do not describe errors which could occur as a result of poor performance, or ones that are rare or extreme. Indicate the probable effects of those errors on the College, e.g., loss of reputation of program/College, waste of resources, financial losses, injury, property damage, affects on staff, students, clients or public.**

- a) Poor implementation of a new process, where not all factors were considered such as implication to processes outside of HR, could result in negative outcomes in client experience or pay for employees.
- b) The incumbent recommends an improper fix to a data issue caught in an audit that could result in compensating employees incorrectly (underpayments, overpayments, missed salary increases, etc.) resulting in financial losses, reputational damage, and infringement of legislative or collective agreement rights.
- c) Incomplete or inefficient review and testing of the system upgrades and/or updates could result in processing issues after go-live that could directly impact payment to employees, reporting, etc. This issue could also lead to functional staff not being trained correctly.

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### 6. CONTACTS AND WORKING RELATIONSHIPS

Contacts and Working Relationships refers to the **types, importance** and **intended outcomes** of the contacts and working relationships required by an incumbent to perform the responsibilities of a position. It also measures the skill level required to be effective in dealing with contacts and being involved in working relationships. This factor does **not** focus on the level of the contact, but on the **nature** of the contact.

**Indicate by job title, with whom an incumbent is required to interact to perform the duties and responsibilities of the positions. Describe the nature, purpose, and frequency of the interaction, e.g., exchanging information, teaching, conflict resolution, team consultation, counselling.**

Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact	
			Occasional	Frequent
Internal to the College:			Occasional	Frequent
Internal to the college, e.g. students, staff, senior management, colleagues.	Senior Management Team	Providing information and reports, seeking information	X	
	Payroll Team	Changes to employee situations resulting in pay changes (new hires, transfers, terminations, salary increases, benefit changes).		X
	All Employees	Providing and collecting information, guidance on department processes, directing complex questions or complaints.		X
	Labour Relations Team	Confirming and providing employee data and reports.		X
	Total Rewards Team	Confirming employee data (exit dates, pension and benefit deductions).		X
External to the College:			Occasional	Frequent
External to the college, e.g. suppliers, advisory committees, staff at other colleges, government, public/private sector.	Union(s)	When directed work directly with union(s) to provide reports and other support to approved inquiries.	X	
	Vendors (PSS/PAL)	Works with vendor representatives to process complex situations or implement new processes.	X	

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Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact	
<p><b>Occasional (O)</b>      <b>Contacts are made once in a while over a period of time.</b></p> <p><b>Frequent (F)</b>      <b>Contacts are made repeatedly and often over a period of time.</b></p>				

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### 7a. CHARACTER OF SUPERVISION/FUNCTIONAL GUIDANCE

**Character of Supervision** identifies the **degree and type** of supervisory responsibility in a position, or the nature of functional/program supervision, technical direction or advice involved in staff relationships.

(√) Check the applicable box(es) to describe the type of supervisory responsibility required by an incumbent in the position:

- Not responsible for supervising or providing guidance to anyone.
- Provides technical and/or functional guidance to staff and/or students.
- Instructs students and supervises various learning environments.
- Assigns and checks work of others doing similar work.
- Supervises a work group. Assigns work to be done, methods to be used, and is responsible for the work performed by the group.
- Manages the staff and operations of a program area/department.\*
- Manages the staff and operations of a division/major department.\*
- Manages the staff and operations of several divisions/major departments.\*
- Acts as a consultant to college management.
- Other e.g., counselling, coaching. Please specify:  
▪

\* Includes management responsibilities for hiring, assignment of duties and work to be performed, performance management, and recommending the termination of staff.

**Specify staff (by title) or groups who are supervised/given functional guidance by an incumbent.**

HR Data Analysts, other department employees, college employees and managers who are seeking guidance.

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### 7b. SPAN OF CONTROL

**Span of Control** is complementary to **Character of Supervision/Functional Guidance**. Span of Control refers to the **total number of staff** for which the position has supervisory responsibility, (i.e., subordinates, plus all staff reporting to these subordinates).

**Enter the total number of full time and full-time equivalent staff reporting through to the position. Also identify the number of staff for whom the position has indirect responsibility (contract for service), if applicable.**

Type of Staff	Number of Staff
Full-Time Staff	0
Non-Full Time Staff (FTE) *	0
Contract for Service **	0
<b>Total:</b>	0

**\* Full Time Equivalency (FTE) conversions for non-full-time staff are as follows:**

#### **Academic Staff**

Identify the total average annual teaching hours taught by all non-full-time teachers (part-time, partial load and sessional) for which the position is accountable and divide by 648 hours for post-secondary teachers and 760 hours for non-post-secondary teachers.

#### **Support Staff**

Identify the total average annual hours worked by part-time support staff for which the position is accountable and divide by 1820 hours.

#### **Administrative Staff**

Identify the total average annual hours worked by non-full-time administrative staff for which the position is accountable and divide by 1820 hours.

#### **\*\* Contract for Services**

When considering “contracts for services,” review the nature of the contractual arrangements to determine the degree of “supervisory” responsibility the position has for contract employees. This could range from “no credit for supervising staff” when the contracting company takes full responsibility for all staffing issues to “prorated credit for supervising staff” when the position is required to handle the initial step(s) when contract staffing issues arise.

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### 8. PHYSICAL AND SENSORY DEMANDS

**Physical/Sensory Demands** considers the **degree** and **severity** of exertion associated with the position. The factor considers the intensity and severity of the physical effort rather than the strength or energy needed to perform the task. It also considers the sensory attention required by the job as well as the frequency of that effort and the length of time spent on tasks that cause sensory fatigue.

Identify the types of physical and/or sensory demands that are required by an incumbent. Indicate the frequency of the physical demands as well as the frequency and duration of the sensory demands. Use the frequency and duration definitions following the tables to assist with the descriptions.

#### PHYSICAL DEMANDS

Describe the types of activities and provide examples that demonstrate the physical effort that is required in the position on a regular basis, i.e., sitting, standing, walking, climbing, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period of time.

Types of Activities that Demonstrate Physical Effort Required	Frequency (note definitions below)				
	Occasional	Moderate	Considerable	Extended	Continuous
Keyboarding and computer use.				X	
Sitting for prolonged periods of time.				X	

#### SENSORY DEMANDS

Describe the types of activities and provide examples that demonstrate the sensory effort that is required in the position on a concentrated basis, i.e., reading information/data without interruption, inputting data, report writing, operating a computer or calculator, fine electrical or mechanical work, taking minutes of meetings, counselling, tasting, smelling etc.

Types of Activities that Demonstrate Sensory Effort Required	Frequency (note definitions below)					Duration
	Occasional	Moderate	Considerable	Extended	Continuous	Short Intermediate or Long
Frequent interruptions and need to refocus quickly			X			L
Long periods of time spent at the computer on a daily basis.				X		L
High degree of concentration with an ongoing awareness to detail when entering and verifying data				X		L

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### FREQUENCY:

<b>Occasional:</b>	Occurs once in a while, sporadically.
<b>Moderate:</b>	Occurs on a regular, ongoing basis for up to a quarter of the work period.
<b>Considerable:</b>	Occurs on a regular, ongoing basis for up to a half of the work period.
<b>Extended:</b>	Occurs on a regular, ongoing basis for up to three-quarters of the work period.
<b>Continuous:</b>	Occurs on a regular, ongoing basis throughout the entire work period except for regulated breaks.

### DURATION:

<b>Short:</b>	Up to one hour at a time without the opportunity to change to another task or take a break.
<b>Intermediate:</b>	More than one hour and up to two hours at a time without the opportunity to change to another task or take a break.
<b>Long:</b>	More than two hours at a time without the opportunity to change to another task or take a break.

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## 9. WORKING CONDITIONS

**Working Conditions** considers the frequency and type of exposure to undesirable, disagreeable environmental conditions, or hazards, under which the work is performed.

Describe any unpleasant environmental conditions and work hazards that the incumbent is exposed to during the performance of the job.

### Environment

Describe the types of activities and provide examples that demonstrate exposure to unpleasant environmental conditions in the day-to-day activities that are required in the job on a regular basis, e.g., exposure to dirt, chemical substances, grease, extreme temperatures, odours, noise, travel, verbal abuse, body fluid, etc. Indicate the activity as well as the frequency of exposure to undesirable working conditions.

*Note on Travel: St. Lawrence College has adopted the following guidelines for travel. From the list below, please indicate which category best describes the travel required for the position.*

1. *Local travel on a regular basis up to 2 times per week.  
Out-of-town travel on a regular basis 1 – 2 times per month.*
2. *Local travel on a regular basis more than 2 times per week.  
Out-of-town travel 2 – 8 times per month.*
3. *Out-of-town travel on a regular basis more than 8 times per month.*

Types of Activities That Involve Job Related Unpleasant Environmental Conditions. Include travel requirements (if any).	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Not applicable			

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### Hazards

Describe the types of activities and provide examples that demonstrate the hazards in the day-to-day activities that are required in the job on a regular basis, e.g., chemical substance, electrical shocks, acids, noise, exposure to infectious disease, violence, body fluids, etc. Indicate the activity as well as the frequency of exposure to hazards.

Types of Activities That Involve Job Related Hazards	Frequency (note definitions below)		
	Occasional	Frequent	Continuous
Not applicable			

### Frequency:

<b>Occasional</b>	Occurs once in a while, sporadically.
<b>Frequent</b>	Occurs regularly throughout the work period.
<b>Continuous</b>	Occurs regularly, on an ongoing basis, throughout most of the work period.