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: March 21st, 2023

College:	St. Lawrence
Incumbent:	TBD
Position Title:	Director, IT Systems Development and Maintenance
Position #:	00000000
Classification:	Payband 14
NOC Code:	0213
Division/Department:	Information Technology Services
Location/Campus:	Kingston/Tri-campus
Immediate Supervisor (title):	Chief Information Officer

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

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.

- The **Director IT, Systems Development and Maintenance** is accountable for the development, implementation, and maintenance of application system initiatives in order to provide superior information systems allowing the College to maintain and improve its activities. The Director is also accountable for directing and planning of the development, integration, implementation, administration, monitoring and maintenance of the College database management solutions, to ensure the effective delivery of services to staff, students, and stakeholders.

- The **Director IT, Systems Development and Maintenance** is accountable for the analysis of client proposals and requirements, from both a business and technical perspective, to ensure integration throughout the College, and conformance with the College IT Standard and software solutions.

- The **Director, IT Systems Development and Maintenance** is accountable for the development of the College strategies and initiatives to ensure that the software solutions and services effectively support the College requirements. This is achieved through leading and identification of business and technology opportunities for service improvement and innovation, and recommends to the College senior management, relevant governance committees and the College stakeholders, new initiatives to increase business value.

- The **Director, IT Systems Development and Maintenance** is also accountable for the college's IT Systems strategy, IT Systems program, and is responsible for its governance and execution. The college's IT Systems asset portfolio encompases the enterprise IT applications, PeopleSoft systems, IT systems infrastructure, and software as a service cloud applications. The position is responsible for the IT team performing systems administration, technical operations and senior technical support related to the IT Systems assets. All software development services, application customization services, data integration services, and data analytic systems services also fall under the scope of the IT Systems portfolio and the perview of the position.

- The **Director, IT Systems Development and Maintenance** is accountable for financial management and procurement activities related to the programs, services and capital assests within the scope of the IT Systems portfolios. The position is required to ensure that the strategic plans for the portfolios align with the college strategic plan, and for facilitating a collaborative approach with stakeholders to see that college objectives are met in relation to the scope of the services provided within the portfolios.

- As the most senior technical position performing achitecture and solution design functions, the position is responsible for providing leadership and oversight for the college information techonolgy and information security positions performing architecture and solution design work. The position is verifying that the architecture and solution design results are in alignment with the strategies

defined for the information security and the IT Systems portfolios. The position validates that the information technology standards are adhered to in the resulting products.

- As the college leader for IT Systems, the **Director, IT Systems Development and Maintenance** is accountable for working in close collaboration with the **Chief Information Security Officer** to assess significant information security incidents and coordinating the college responses. This may involve the initiation of the college incident management team (IMT) for very significant incidents, or may just involve direct operational response leadership with the appropriate college staff.

- The **Director, IT Systems Development and Maintenance** is accountable for leading/approving the development of high-level project plans, resource submissions, and business cases supporting IT investment decisions Once a project is underway, the incumbent is responsible for ensuring timely and cost-effective development, acquisition, enhancement and implementation of the applications/databases used by the College to meet internal operating needs, and program delivery requirements.

- The **Director, IT Systems Development and Maintenance** is accountable is responsible for recommending applications development plans, policies, and procedures. He/she is responsible for determining resource needs, obtaining and managing the human, financial and material resources required to fulfill the mandate of his/her group; exercising modern management principles.

The **Director IT Systems Development and Maintenance** is accountable for supporting the College's digital transformation initiative through the development of innovative processes to identify and evaluate internal digital asset capabilities and strength documenting and proposing digital transformation opportunities

The **Director IT Systems Development and Maintenance** is accountable for the provision of new approach and innovative problem resolution. This includes the proactive identification and application of innovative technologies and approaches that would benefit the College and advancing and promoting the adoption of these ideas at diiferent College's committees.

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.

KEY DUTIES	% OF TIME
1. **IT Systems: Strategy, Leadership, Governance and Management**	**(50%)**

- Lead the college IT Systems strategy development and execution.
- Lead the development and implementation of the IT Systems program to deliver the IT Systems strategic objectives
- Lead the IT Systems Governance Team (IGT) and activities to ensure alignment of the college IT Systems strategy,

program and project portfolio with the college strategic plan, college objectives and college integrated risk management activities.

- Lead the development of the college IT Systems project portfolio to support the advancement of the college IT Systems program in order to achieve the IT Systems strategy objectives.
- Lead the college change management activities associated with advancing the college IT Systems program and strategic objectives.
- With the strong support of the Associate Director, PeopleSoft Systems and the Associate Director, IT Systems Operations, oversee the activities related to IT Systems projects, operations and support.
- Manage the periodic reporting of metrics to key stakeholders and committees to communicate the results of the college IT Systems initiatives and operational activities.
- Manage financial and procurement matters related to the college IT Systems program, projects and operations
- Represent the college in collaborative events and initiatives with other organizations in the area of information technology.
- Perform research and develop skills to advance and maintain competency in the areas of information technology strategy and governance
- Collaborate with information technology professionals and partners to advance awareness of information technology sector changes, new risks, new threats, new solutions, and new opportunities

2. IT Systems: Architecture and Solution Design Leadership   **(20%)**
- Lead the team of college staff performing IT Systems architecture and solution design work.
- Collaborate with the team on architecture and solution designs
- Ensure alignment of the IT Systems architecture and solution design results with the information security strategy, program, the enterprise IT and information security architectures and organizational standards
- Review all IT Systems architecture and solution design products for approval prior to adoption.
- Perform research and develop skills to advance and maintain competency in the area of IT Systems and solution design
- Collaborate with information technology professionals and vendors to advance awareness of changes to information technology systems architecture and solution design good practices, new products and new services

3. IT Systems: Project Portfolio Management   **(15%)**
- Manage the processes for project assessment and intake for admittance into the IT Systems project portfolio.
- Manage the processes for collecting key information to track the status of projects in the IT Systems project portfolio.
- Report on the status and results of the IT Systems project portfolio to key stakeholders, and committees, including the **IT Systems Governance Team (IGT)**

4. IT Systems: IT Staff development and management   **(15%)**
- Directs the associate directors and project teams, manages the financial and human resources, determines the goals, objectives and priorities, prepares operational and business plans, and leads the development of work processes and standards.
- The Director is expected to create and foster a supportive and inclusive team environment, which is conducive to learning.
- The responsibilities of the incumbent require strong leadership skills and the ability to successfully manage a number of fast-paced and intellectually complex activities at any one time.
- The Director is accountable for establishing priorities, overseeing the development of work plans, and effectively managing resources,
- Appraises and evaluates teams and individual performance, develop key performance indicators, provide coaching, feedback, developmental opportunities, to direct/indirect reports, and initiates and fosters business partnerships.
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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 analysing** 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 <u>three examples</u> of the most important and difficult decisions that an incumbent is typically required to make.

    a) Developing and overseeing the IT Systems strategy and project portfolio is equally complex and requires strong judgement. The IT Systems strategy needs to support the information security strategy but has the added elements of delivering new business value and functionality while shifting the very nature of the technology used to deliver solutions. For example, as we shift from on premise deployments to a cloud and utility computing model there are complex decisions to be made on how we transition technically, how we change our financial investments and transition staff skillsets. In the previous paradigm we had a lot of capital investment in servers, storage and data centre resources but in the cloud model it becomes much more important to invest in high capacity, performant and secure networks. Coupled with the explosion of demand for Wi-Fi services and use of bring-your-own device (BYOD), the need for careful consideration of the complexity of the changes and anticipation of future changes and trends is absolutely required. Without good judgement, opportunities for value delivery would be lost and higher than necessary risk exposures and cost expenditures would occur.

b) Leading the development and implementation of the information systems and IT Systems architecture requires a strong understanding of a wide variety of technologies, information management practices, stakeholder requirements, and organizational needs. There are a lot of moving pieces involved and inherent trade-offs in the architectural and design decisions. Making good decisions in this area has a direct impact on the long-term success of the IT services and the college's information security position. It requires significant collaboration, facilitation, and an understanding of industry-specific good practices while applying them to the context of the organizational needs. Going beyond the architecture of a specific solution, there is a need to ensure that there are defined standards to allow for a cohesive set of services and user experience while delivering efficiencies. For example, an architecture for single sign-on enables users to access systems without having multiple accounts with different passwords. This not only benefits the user experience directly but lowers costs and increases security. There are many areas where forethought and consideration beyond the specific system are required to deliver an overall architecture that provides greater benefit through standardization and a common architecture.

C) Leading the development and implementation of the information systems and IT Systems architecture requires building a strong and knowledgeable team. Then incumbent is required to establish objectives, priorities, and work plans; identify human resource requirements; develop methods, procedures, and standards for the work; approve the operational allocation of staff, formally evaluate performance and provide advice and direction to staff; and initiate and participle in staffing actions. He/she will be accountable for developing a continual learning program to a strong understanding of a wide variety of technologies, data management practices, stakeholder requirements, and organizational needs.

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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   ☐ Master's Degree

☐ 3-Year Diploma/Degree   ☐ Post Graduate Degree

☐ Professional Designation   Specify:

☒ Other   Specify: Leadership and Project Management Training

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

- A university degree in a Technology or Information Science discipline.
- Executive Leadership training.
- Certification or training in Project Management processes.

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).

- Highly developed planning, problem-solving, human resource management, financial management, and partnership development skills
- Strong technical and business acumen
- Strong communication skills
- Strong analysis skills
- Agility to work in a fast-paced environment with a high rate-of-change
- Specific technical training for new technologies as required

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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:

☐☐ no experience required	☐☐ 4 years	
☐☐ 3 months	☐☐ 5 years	
☐☐ 6 months	☐☐ 7 years	
☐☐ 1 year	☐☐ 9 years	
☐☐ 18 months	☐☐ 11 years	
☐☐ 2 years	☒☐ 13 years	
☐☐ 3 years	☐☐ 15 years	
	☐☐ 17 years	

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

- Experience leading highly skilled multi-disciplinary technology teams
- Experience managing multiple projects with competing priorities while keeping adequate operations support.
- Progressive management experience
- Experience with dynamic stakeholder groups (i.e. students, faculty, administration)
- Extensive experience in the development and implementation of enterprise systems, architecture, and processes that optimize and integrate technology at an enterprise level
- Experience in leading and managing digital strategy-related business transformation opportunities, from initial scoping through final delivery and sign-off.
- Develop and execute transformative strategies to help clients navigate through digital disruption and reimagine their business for tomorrow
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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)**   Information Security and IT Systems standards, procedures, and architecture development and approval.

- **b)**   Approval of selection of technology solutions for information security and IT Systems

- **c)**   Approval of project plans within the Information Security and IT Systems project portfolios

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)**   Approval of capital expenditure plan

- **b)**   Departmental restructuring that involves significant changes to duties or additional budget

- **c)**   Selection of projects to include within the Information Security and IT Systems project portfolios

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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.

- Privacy Regulations (Ministry, FIPPA, PHIPA)
- College Business Rules and Policies / Procedure documents
- CIO, EDUCAUSE, Gartner and other strategic research-based technology websites
- 3rd Party consultation (i.e. Legal)
- Industry Guidance on Information Security and Compliances (ISSACA, COBIT, NIST, ISO27001)

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)   IT Systems projects are often significant in terms of budget and resource commitment. Technology reliance is growing for our core business of teaching and learning. A poor technology selection or implementation can cause severe financial loss, waste of resources and loss of confidence in the college's ability to meet the learning and business needs of staff and students. Ineffective directional decisions could lead to longer-term major technology, integration and reliability issues. These errors in judgement can cause substantial identifiable losses for the college and may result in serious deterioration of student/client/public confidence in programs. Adopting a sub-optimal IT Systems architecture can result in long term and wide spread inefficiency and loss of realizing opportunities.

b)   Information security risk is increasing at an exponential rate, and the potential impact of a security breach is becoming more significant. Privacy breaches can be very costly to respond to, can significantly disrupt college operations, and can lead to reputational damage to the college. Errors in judgement in developing the information security strategy, program and project portfolio can result in the college being in a higher position of risk of having security breaches and ineffective responses when breaches occur, resulting in more loss or damage.

c)   IT Systems and information security operations have a far-reaching impact when services are disrupted. Since many college business processes rely heavily on the IT Systems for operations, any disruption can be result in critical impacts. Errors in judgement in developing the operational standards, procedures and selection of technologies can result in increased down time and more frequent disruptions to services. This can impact the ability for students to receive services that are essential to their learning at the college.

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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	
Internal to the College:			Occasional	Frequent
Internal to the college, e.g. students, staff, senior management, colleagues.	Chief Information Officer	Provide status updates on IT projects and operational work. Recommend direction with respect to technology projects		x
	Deans' Council	Communicate IT initiatives that impact and/or integrate with teaching and learning, gain stakeholder buy-in and provide mechanisms for feedback	x	
	IT Management Team	Meet with direct reports weekly for project and operational status updates, planning, prioritization and budget review		x
	Full IT Department	Provide coaching and motivational opportunities related to information security, share information on initiatives in order to inform on priorities and set expectations.		x
	College Leadership Team	Communicate information security and IT Systems initiatives, discuss organizational impact of projects and initiatives, make recommendations to CET		x
	Purchasing Department	Advise and facilitate formal requests for proposal (RFx) and ensure compliance with BPS		x
	Centre for Contemporary Teaching and Learning	Partner on projects and strategic initiatives that impact teaching and learning functions of the college		x
	Committees and Advisories	Provide leadership, vision and advice in support of various committee mandates (e.g. Integrated Risk Management,		x

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Contacts	Contacts by Job Title	Nature and Purpose of Contact	Frequency of Contact	
		Strategic Initiative Working Group, AODA, Leadership Advisory, Incident Management Team)		
	CET	Present technology proposals and provide advisement on technology related investments and related change management requirements	x	
External to the College:			Occasional	Frequent
External to the college, e.g. suppliers, advisory committees, staff at other colleges, government, public/private sector.	Ontario College Council of CIO's (OCCCIO)	Formal and informal meetings with CISO and Director colleagues from other colleges. Nature of discussion tends to focus on information security opportunities and updates on successful technology implementations.	x	
	External Consultants	Engagements include technical discussions related to informal quotes for work, negotiation of contracts, statements of work, and licensing agreements. In addition, this includes more established relationship with external implementation partners engaged in project work.		x
	Vendors	Analysis of new technology solutions, negotiation of contracts, issues resolution		x
	Industry and community technology leaders	To discuss opportunities for collaboration as well as general project updates and information	x	
	Research Organizations	Educause, Gartner research organizations to gain insight into industry trends		x
Occasional (O)	Contacts are made once in a while over a period of time.			
Frequent (F)	Contacts are made repeatedly and often over a period of time.			

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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.

X☐ Other e.g., counselling, coaching. Please specify:
- Coaches staff in leadership matters
- External contractors and consultants engaged in IT projects

*   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.

- Associate Director, IT Systems Applications, Networks & Infrastructure
- Associate Director, IT Systems PeopleSoft Development
- Associate Director, IT Systems PeopleSoft Systems
- Associate Director, IT Systems Security & Data Services

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	19
Non Full Time Staff (FTE) *	
Contract for Service **	As required
Total:	

* 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
Extended hours – often evening and weekend work related to projects, and monitoring systems			x		
Work is primarily at a computer/laptop			x		
Travel is required (campus, meetings, conferences)	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
Stressful nature of IT projects (competing priorities, time pressures, organizational impact, system outages etc)			x			L
24x7 expectations for IT staff (monitoring, responding)			x			L
Constant learning curve			x			L

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Types of Activities that Demonstrate Sensory Effort Required	Frequency (note definitions below)					Duration
	Occasional	Moderate	Considerable	Extended	Continuous	Short Intermediate or Long

FREQUENCY:

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

DURATION:

Short:	Up to one hour at a time without the opportunity to change to another task or take a break.
Intermediate:	More than one hour and up to two hours at a time without the opportunity to change to another task or take a break.
Long:	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
3- Regular out of town travel required for training and meetings		3	

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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

Frequency:

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

Additional Notes Pertaining to this Position:

Please save form in the following format: "Position Title – Department – Incumbent".
Please note formatting errors will be corrected if necessary.
To cursor from one entry point to the next please use the arrow keys or Tab.