



**Preliminary request for the creation of a new job title
in the List of job titles and job descriptions
for the health and social services system**

**Preliminary elements to be compiled for
assessing the relevance of creating a new job title**

October 2011

Based on an analysis of your replies, we will be able to do a summary assessment of the value of the desired job title, applying the job evaluation system with the 17 sub-factors that was used for the pay equity plan.

Josée Marcotte, Vice-president responsible for
office personnel and administrative technicians and professionals
Marie Bergeron, staff representative for public-sector bargaining

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Section III: Description of the job’s duties and requirements..... 8

 Question 1: Summary description of the job..... 8

 Question 2: Job training..... 9

 Question 3: Special qualifications..... 10

Section IV: Other 11

Section I GENERAL INFORMATION

FSSS-CSN union no.: _____

Name of the union: _____

Name of the institution: _____

What kind of institution is it?

CHPSY (psychiatric hospital)

CHA (affiliated hospital)

CHSGS (general hospital)

CHU (university hospital)

CJ (youth centre)

CR (rehabilitation centre)

EPC (private institution under agreement)

CSSS: CHSLD CLSC Hospital

Person in charge of this work: _____

Phone: () _____

E-mail address: _____

Name of the union staff representative for this work:

Date of the request:

Section II**Identification of the job**

What is the name of the job title you're requesting? _____

What is the current job title of the employee or employees concerned? _____

How many people does this request affect? _____

Does this job title already exist in your institution?

Yes No

If so, please attach a copy of the job description.

Is there an agreement concerning this job title?

Yes No

If so, please attach a copy of the agreement.

Section II

Identification of the job (cont.)

Does a job title now exist in the List of job titles and job descriptions that corresponds to these duties?

Yes

No

What is the job title in the List of job titles that most closely resembles the job title you want?

What are the similarities between this job title and the one you want?

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Question 2.**Job training**

A) What basic, general or specialized job training is needed to perform the duties or functions of the job?

(please circle your answer)

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- 12) Post-graduate studies
- 13) Other: _____

B) Please indicate the name of the training program:

Question 3.

Special qualifications

A) To fill this position, are there other qualifications that are mandatory – holding a permit, licence, trade card, belonging to a professional order or college, or holding another title or qualifications (e.g., exam, training, number of qualifying hours, etc.)?

Yes

No

If so, please specify:

What job training or other special qualifications do the employees concerned by this request now have?

Section IV Other

Why is the creation of this job title important for your union, and what are the arguments that can be used to convince the MSSS to create this job title?

If applicable, please provide any additional information not already covered that helps in understanding the specific characteristics of the job.

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OR

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- 13) Other: _____

B) Please indicate the name of the training program:

Question 3.

Special qualifications

A) To fill this position, are there other qualifications that are mandatory – holding a permit, licence, trade card, belonging to a professional order or college, or holding another title or qualifications (e.g., exam, training, number of qualifying hours, etc.)?

Yes

No

If so, please specify:

What job training or other special qualifications do the employees concerned by this request now have?

Section IV Other

Why is the creation of this job title important for your union, and what are the arguments that can be used to convince the MSSS to create this job title?

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FSSS-CSN union no.: _____

Name of the union: _____

Name of the institution: _____

What kind of institution is it?

CHPSY (psychiatric hospital)

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Yes No

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Is there an agreement concerning this job title?

Yes No

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Does a job title now exist in the List of job titles and job descriptions that corresponds to these duties?

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Phone: () _____

E-mail address: _____

Name of the union staff representative for this work:

Date of the request:

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What is the name of the job title you're requesting? _____

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Does this job title already exist in your institution?

Yes No

If so, please attach a copy of the job description.

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Yes No

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Section II

Identification of the job (cont.)

Does a job title now exist in the List of job titles and job descriptions that corresponds to these duties?

Yes

No

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What are the similarities between this job title and the one you want?

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Question 2.**Job training**

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B) Please indicate the name of the training program:

Question 3.

Special qualifications

A) To fill this position, are there other qualifications that are mandatory – holding a permit, licence, trade card, belonging to a professional order or college, or holding another title or qualifications (e.g., exam, training, number of qualifying hours, etc.)?

Yes

No

If so, please specify:

What job training or other special qualifications do the employees concerned by this request now have?

Section IV Other

Why is the creation of this job title important for your union, and what are the arguments that can be used to convince the MSSS to create this job title?

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FSSS-CSN union no.: _____

Name of the union: _____

Name of the institution: _____

What kind of institution is it?

CHPSY (psychiatric hospital)

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- 10) Master's degree
- 11) PhD
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- 13) Other: _____

B) Please indicate the name of the training program:

Question 3.

Special qualifications

A) To fill this position, are there other qualifications that are mandatory – holding a permit, licence, trade card, belonging to a professional order or college, or holding another title or qualifications (e.g., exam, training, number of qualifying hours, etc.)?

Yes

No

If so, please specify:

What job training or other special qualifications do the employees concerned by this request now have?

Section IV Other

Why is the creation of this job title important for your union, and what are the arguments that can be used to convince the MSSS to create this job title?

If applicable, please provide any additional information not already covered that helps in understanding the specific characteristics of the job.

Please mail back this form to the **vice-president for the class of personnel concerned**,¹ at the following address:

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October 2011

Based on an analysis of your replies, we will be able to do a summary assessment of the value of the desired job title, applying the job evaluation system with the 17 sub-factors that was used for the pay equity plan.

Josée Marcotte, Vice-president responsible for
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Marie Bergeron, staff representative for public-sector bargaining

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Section IV: Other 11

Section I GENERAL INFORMATION

FSSS-CSN union no.: _____

Name of the union: _____

Name of the institution: _____

What kind of institution is it?

CHPSY (psychiatric hospital)

CHA (affiliated hospital)

CHSGS (general hospital)

CHU (university hospital)

CJ (youth centre)

CR (rehabilitation centre)

EPC (private institution under agreement)

CSSS: CHSLD CLSC Hospital

Person in charge of this work: _____

Phone: () _____

E-mail address: _____

Name of the union staff representative for this work:

Date of the request:

Section II**Identification of the job**

What is the name of the job title you're requesting? _____

What is the current job title of the employee or employees concerned? _____

How many people does this request affect? _____

Does this job title already exist in your institution?

Yes No

If so, please attach a copy of the job description.

Is there an agreement concerning this job title?

Yes No

If so, please attach a copy of the agreement.

Section II

Identification of the job (cont.)

Does a job title now exist in the List of job titles and job descriptions that corresponds to these duties?

Yes

No

What is the job title in the List of job titles that most closely resembles the job title you want?

What are the similarities between this job title and the one you want?

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Question 2.**Job training**

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