



A STEP TOWARDS MORE EQUITY IN REQUIREMENTS AND ACCESS TO POSITIONS

For years now, the FSSS-CSN has worked for more standardization in requirements for a given job title as well as best practices to facilitate access to positions in institutions in relation to the qualifications required and the tests administered.

A first step towards more equity in employer staffing procedures has just been achieved with the signature of the review and assessment of Letter of Agreement no. 31 (LA no. 31).

The work of the LA no. 31 committee

Since the creation of the national joint committee on qualifications required and access to positions on November 25, 2016, the committee – composed of Josée Marcotte, Xavier

Milton and Hugo Dion for the FSSS-CSN, plus the Comité patronal de négociation du secteur de la santé et des services sociaux (CPNSSS – Management bargaining committee in health and social services) and the Ministry of Health and Social Services – has had 12 meetings and many phone and e mail exchanges.

The objectives of the LA no. 31 were notably to:

1. catalogue qualifications demanded by institutions;
2. identify the predominant trends in terms of qualifications required;
3. catalogue the staffing practices of institutions, including those pertaining to the qualifications required and tests administered;

4. document and assess specific situations that may be brought to the committee's attention.

Throughout the work, we used this forum to condemn the diversity of requirements for the same given job title in the system.

We also raised arbitrary situations when there were no qualifications required in the List of job titles and job descriptions for certain job titles; problems with access to positions, notably with respect to multiple tests administered by employers; various conditions limiting access to positions; and exaggerated, irrelevant requirements for a job.

Finally, the resurgence of requirements related to knowledge of a

second language is another situation that we denounced.

Recommendations that mean progress

The final report includes more than twenty union recommendations that will be transferred to the MSSS and that are aimed at making major changes in employer staffing practices.

These recommendations cover various aspects of job requirements that must be reformed. For example, changes must be made to specific requirements, the tests administered, second-language requirements, access to positions and replacement assignments, recognition of prior learning and experience, on-the-job training, etc. For more information, please [consult the final report](#).

As well, we agreed with the employer party on four joint recommendations in the framework of the report on the work:

1. That the CPNSSS use an Info-CPNSSS to inform institutions in the system of the results of the committee's work.

The Info-CPNSSS will be submitted to the union party for

comments before being sent out to institutions.

2. That the MSSS develop a reference framework for the dissemination of policies or best practices regarding practices for determining the qualifications required.

The reference framework will be submitted to the union party for comments before being sent out to institutions.

3. That the MSSS develop reference guidelines for the duties of the job titles of administrative officer (Classes 1, 2, 3 and 4, secretariat sector and administration sector), medical secretary, executive assistant and administrative technician.

The reference guidelines on duties will be submitted to the union party before being sent out to institutions.

4. That the MSSS ask institutions to carry out a process of harmonizing qualifications required for the positions of administrative officer (Classes 1, 2, 3 and 4, secretariat sector and administration sector), medical secre-

tary, executive assistant and administrative technician.

Recommendations 3 and 4 come in response to numerous problems experienced by members of Class 3.

We hope that the creation of a reference guide for duties and a harmonization process will reduce the many classification problems for certain job titles as well as reducing arbitrary employer requirements in job postings.

We continue our efforts to improve the working conditions of personnel in the system

In the coming months, we will continue our work on reviewing the List of job titles and job descriptions under Letter of Agreement no. 32. We want to update many job titles in the List so as to standardize the qualifications required.

