C.U.P.E. 1041
JOB INFORMATION SYNOPSIS FORM (JIS)
(For use when creating a ‘new’ C.U.P.E. 1041 job)

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1. The Job Information Synopsis Form (JIS) is designed to obtain specific information about the ‘new’ job and constitutes only one part of the information used by the Compensation Specialist to evaluate the ‘new’ job. Additional information includes a job description, an organizational chart and any pertinent job comparators.

2. The JIS Form is to be used by Directors or Managers when creating a new C.U.P.E. 1041 job to document the primary function of the job and its duties and responsibilities. The JIS Form is available under the C.U.P.E. 1041 Job Evaluation Documents and Forms tab on the C.U.P.E. 1041 Job Evaluation Web Site as follows:

   [http://www2.hamilton.ca/CityServices/Careers/EmployeeOrientation/Pay/JECupe1041/index.html](http://www2.hamilton.ca/CityServices/Careers/EmployeeOrientation/Pay/JECupe1041/index.html)

3. The JIS form must be signed off by the appropriate organizational levels as described on the last page of the JIS form.

4. The Director or Manager is to submit the completed and signed off C.U.P.E. 1041 JIS form along with a job description, organizational chart and any pertinent job comparators to the Compensation Specialist who has portfolio responsibility for your Department.

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<tr>
<th>Lombardo Borrelli, 905-546-2424 x2204</th>
<th>Van Young, 905-546-2424 x2205</th>
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<tbody>
<tr>
<td>Planning &amp; Economic Development</td>
<td>Community &amp; Emergency Services</td>
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<td>Public Works</td>
<td>Corporate Services</td>
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<td>Public Health Services</td>
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5. The Compensation Specialist will evaluate the ‘new’ job based on the information contained in the JIS form. Each factor in the Job Evaluation Plan is assessed and an evaluation of the job is established to determine the salary classification.

6. The Compensation Specialist will inform the Director or Manager who submitted the JIS form of the results of the evaluation.
BASIC PURPOSE OF JOB:

Describe the purpose of this job such as goals to be accomplished, key accountabilities, or end results(s), overall role in the work unit or team.

EDUCATION:

What are the minimum educational requirements of the job? Indicate program of study, years to complete and institution (high school and post secondary education). Include equivalencies (if applicable).

CERTIFICATION/LICENSES:

Does this job require a certificate or special license? Please list mandatory Certification or Licenses and describe under which authority (legislation)?

Briefly describe what you believe are the essential knowledge and skill requirements which an employee in this job must have to fully perform all responsibilities.

Knowledge of procedures, equipment, technology, principles, theories and/or ideas in the occupation, field of work, technical/professional discipline.

Essential or critical skills that are necessary to carry out key responsibilities:
**SUPPLEMENTARY KNOWLEDGE:**

Briefly describe under each of the headings provided what an employee would need to know in this job and why this knowledge is needed. Please indicate ‘N/A’ if statements are not applicable to the ‘new’ job.

Internal administrative, operating or reporting requirements:

City programs and services:

Internal or external customer needs and characteristics:

Community resources, demographics, conditions:

Other levels of government (local, regional, provincial), other organizations and/or business sectors:

Social, political, economic trends and developments:

Other areas of knowledge related to working for the City:

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**OTHER SCOPE INFORMATION:**

Is the employee in this job required to represent the City on external bodies such as acting as a media spokesperson for specific issues, discretionary authority to approve something?

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**SCOPE OF SUPERVISION:**

List titles and numbers of staff that this job supervises, indicate whether staff is unionized or non-
unionized. Identify responsibilities for supervision of external contractors and volunteers (if applicable).

SCOPE OF DISCRETIONARY/NON-DISCRETIONARY BUDGET AND OTHER FINANCIAL RESPONSIBILITIES:

FULFILLING REGULATORY COMMITMENTS:
Provide an example of the usual responsibility for meeting obligations set out in policies, acts, regulations, codes, standards, collective agreements, by-law and/or statutes by elaborating on statements listed below (as applicable). These obligations may be internally defined and/or externally imposed.

- follow specific criteria or standards
- ensure aspects of own work or work of others comply with specific regulatory, legal or policy requirements
- carry out day-to-day enforcement activities where this does not involve interpreting the requirements of by-laws or statutes
- oversee internal/external enforcement activities, including interpreting by-laws/statutes when issues fall outside available guidelines and providing related information/advice to others
- analyze changes occurring in the internal/external environment to determine what program, operational or policy action must be taken to ensure continued compliance
- interpret the requirements of new or reviewed regulatory, legal or policy obligations, providing opinions regarding compliance, corrective action, strategic implications, legal liability and so on

RESPONSIBILITY FOR CONTINUOUS IMPROVEMENT:
Provide an example of how this job contributes to improving programs/services offered to internal or external customers of the City, or to the way in which they are provided by elaborating on statements listed below (as applicable):

- Alert for ways to improve how work is carried out and participate in broader unit/team projects that have been initiated by others
- Identify changes to existing processes or procedures used in my unit/team. Forward suggestions on reducing time or expense to others for more detailed consideration. Work jointly with others to develop and implement changes
- Take responsibility for developing and implementing changes within my unit/team
- Assess and prepare recommendations for improving existing programs/services. Take responsibility for assigned technical components of the development/implementation process
### MANAGING PHYSICAL ASSETS:

*Briefly* describe the usual responsibility for material resources (supplies, equipment, tools, vehicles, computers, facilities, etc. and responsibilities related to the protection of financial assets, risk management, investment management financial audits) *by elaborating on statements listed below (as applicable)*:

- ensuring resources are readily available
- scheduling and deploying equipment
- operating and maintaining large equipment resources ensuring safety practices are followed
- responsible for the safety and security of resources which are located in areas where clients/the public come into direct contact
- implementing and monitoring practices and standards which ensure the security and safekeeping of protected or controlled resources, large capital assets such as property or facilities or the protection of financial assets.

### MANAGING INFORMATION ASSETS:

*Briefly* describe the *usual* responsibility for information resources (manual and automated information/data/files contained in libraries, computer systems, manual records and other storage systems) *by elaborating on statements listed below (as applicable)*:

- responsible for timely and accurate input and processing of data in a standardized format including necessary checking and back-up to ensure data integrity
- ensuring information resources are not mislaid and that appropriate procedures are in place and followed by others regarding receipt, distribution, retrieval and storage of important data; audit files or storage systems for adherence to defined requirements, including identifying necessary action or correction action
- ensuring important data is current and readily available for others in making decisions including correct representation of data where its accuracy will not be verified by others before being put to use
- ensuring information/information systems are appropriately secured according to City requirements to protect against loss, unauthorized use or access

### IMPACT ON FINANCIAL EFFECTIVENESS:

*Briefly* describe the *usual* responsibility of the job for financial effectiveness *by elaborating on statements listed below (as applicable)*:

The impact may involve such things as:

- approving and issuing cheques or other forms of payment contract or budget guidelines or collect revenues due to the organization
- implementing and maintaining effective expenditure controls, developing cost control policies/procedures
- having delegated authority within defined guidelines to approve expenditures or costs savings
- developing cost control policies/practices affecting significant financial resources
• contributing to the City's revenue generating capabilities
• impacting on the City's longer term development and financial stability

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<th>PLANNING SKILLS:</th>
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<td>Provide an example of the skill normally required in the job to organize, schedule or otherwise plan how and when work will be carried out by the employee in this position/or by others by considering the statements listed below:</td>
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<td>• complete work according to daily schedule</td>
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<td>• follow an established schedule or routine</td>
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<td>• schedule own day-to-day work and work of others (as required) to meet deadlines, peak periods and unexpected situations</td>
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<td>• prepare work plans detailing what needs to be done, when and by whom, modifying these as needed based on actual results achieved; planning is typically done for a period covering several months up to one year</td>
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<td>• define longer-term objectives linked to the City’s business goals, and establish a planning framework for achieving these over a period that typically extends from one to three years; coordinate plans and resource needs with other areas</td>
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<th>VERBAL COMMUNICATION SKILLS:</th>
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<td>Provide an example which illustrates the most difficult or creative verbal communications normally required in the job, including the subject matter, who the person in this job would be communicating with and the purpose of the communication.</td>
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<th>WRITTEN COMMUNICATION SKILLS:</th>
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<td>Provide an example which illustrates the most difficult or creative written communication normally required in the job, including the subject matter, who the person in this job would be communicating with and the purpose of the communication. Please attach a copy of any relevant reports that demonstrate these written communication skills.</td>
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<th>INTERPERSONAL SKILLS:</th>
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<td>Provide an example of the kind of interpersonal skills normally required in the job by elaborating on statements listed below (as applicable):</td>
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<td>• demonstrate team skills by working according to agreed upon objectives/processes in a</td>
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cooperative manner, offering assistance and suggestions as needed
- obtain cooperation and buy-in from others in situations where people need to be encouraged to participate or get involved
- facilitate or counsel others to identify appropriate goals and to work constructively towards achieving these
- influence others to accept particular recommendations, persuading them to consider other approaches or change their point of view. This can include ‘selling’ the organization in situations where there are competing interests for limited resources

PROBLEM SOLVING SKILLS:
Provide examples of how an employee would use problem solving skills to handle challenging problems or assignments in this job and how the employee would be expected to handle with little or no assistance from other staff or his/her supervisor. Think of work that involves ‘mental activities’ such as analyzing, assessing, interpreting, creating, troubleshooting, etc. Briefly describe the nature of the issue or problem, what type of things need to be considered, and what is involved in finding a response or solution.

Example 1: Nature of Problem/Issue:

Example 2: Nature of Problem/Issue:

RESPONDING TO ADDITIONAL CHALLENGES:
Provide an example of how the following statements describe the usual responsibilities of the job when it comes to finding solutions to work problems. How would an employee respond when assignments are complicated by additional conditions or characteristics that place added pressure on employees to respond?
- Regularly complete tasks or assignments that are subject to deadlines or turn around requirements
- Regularly required to respond to last minute demands where one cannot postpone or delay completion to another time
- Cannot predict or control external factors that affect how work is competed. Need to be flexible in changing course partway through an assignment
- May not have time to fully consider options or approaches due to the urgency of the problem and the need to take immediate action

PHYSICAL DEMANDS:
Describe the type of physical skill or effort and the frequency/duration of time required for this job (ie. short periods of time/daily; several hours at a time/weekly.)
SENSORY DEMANDS:
Describe the nature of sensory demands and the frequency/duration of time for this job (ie. short periods of time/daily; several hours at a time/weekly.

ENVIRONMENTAL DEMANDS:
What is the normal work location (or locations) where work would be carried out for this job?

Please list any conditions in the physical work environmental which are unpleasant such as working in confined spaces, odours, dirt, grease, harsh noise, human/animal waste or bodily fluids or inclement weather, poor ventilation.

Would an employee in this job normally be exposed to any conditions that are potentially hazardous? Please list any conditions that pose a risk or injury or illness and briefly describe the type of safety precautions that an employee must take when exposed.

Please list job titles of any relevant job comparators within your Department and/or the organization that you consider comparable to this ‘new’ job.

Please attach a job description and organizational chart to this submission. Please refer to the HR Toolkit on Creating Job Descriptions available on the City’s C.U.P.E. 1041 Job Evaluation Web Site as follows:
http://www.myhamilton.ca/myhamilton/CityandGovernment/CityServices/Careers/EmployeeOrientation/Pay/JECupe1041/

and electronically forward the completed job description to the Compensation Specialist who has portfolio responsibility for your Department.

Thank you for taking the time to complete this Job Information Synopsis Form!
I have **reviewed** the Job Information Synopsis (JIS) and feel it **accurately represents** the requirements of the new job.

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<th>Immediate Supervisor’s Signature</th>
<th>Date (DD/MM/YYYY)</th>
<th>Telephone #</th>
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I have **reviewed** this Job Information Synopsis Form and confirm that it **accurately and completely represents** the content and requirements of this new job. I also **approve** the creation of this position and **confirm** that it is within my **approved divisional budget**.

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<th>Director’s Signature</th>
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