

Getting Started with User Assigned Jobs

Version 2024

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Getting Started With Jobs – User Assigned Job Function

You need to set up the committee members as users in the system with only A1 User Assigned Jobs (UAJ) access in their security profile. Do this by clicking the Administration menu and select **Users**.

🧔 Jobs 🗸	Administration \sim	EN	!• ≢	0	💄 Noella 🗸
	Constraints Profiles Users Organization Structure System Settings				

Use the **View** Actions button to **add users**. Make sure you give them a username and password that you will remember. You should encourage them to change their password when they log in. They will also be given a warning that their password has expired.

Your current password is a temporary password and should be changed.

Create New User		×
User Id		_
Active	Yes	
User Name		_
Email		_
Memo Notes		_
Profile	(User specific) •	
Password		_
		!! 🥝

Users					
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User Id ↑	User Name	Active	Profile	Employee	
admin1	Adminiser	and a survey and a survey of the second	James J		provide a second and a second s

User Alfred Wang has been created. Click on Maintain Linked Jobs for User(s).

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Users						
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User Id 🛧	User Name	Active	Profile	Employee		
admin1	ASP Admin User 1	~	A7			
admin2	ASP Admin User 2	×	A7			
admin3	ASP Admin User 3	~	A4			
admind	Admin User D	~	A7			
adminj	Admin User J	~	A7			
Alfred	Alfred Wang	~	A1	Wang, Alfred (000002)		
	Minia Silverson and Anna Anna Anna	and have merely and from	and the second second	Pilverton, Ali	and and a second of	Marine Street

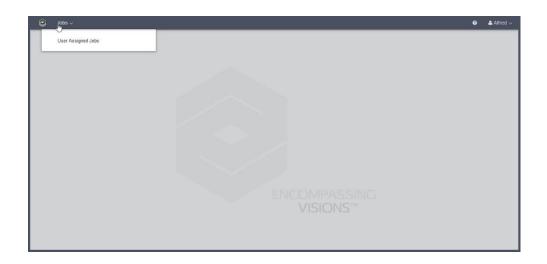
The Assigned Jobs screen for Alfred will appear. Add jobs to the user Alfred by clicking on the bottom of the pop-up screen.

Assigned	Jobs for Alfred.		
Job Ref 🛧	Job Title		Approved
0037	Corporate Support Admin Team Lead		~
0064	Building Operator		~
0075	Administrative Assistant		
0078	Administrative Assistant - General Manager		×
1 record select	ed	Records per page: 15	▼ 1-4 of 4
r record select	ea.	Records per page: 15	▼ 1-4 0T 4
			ළු 📋 💿

This will open a screen to search for a specific job to be retrieved. Attach the job(s) you want the user to evaluate.



When the user Alfred Wang logs in, he will only see this:



When he clicks on "**User Assigned Jobs**" he will see a list of the jobs that he is supposed to evaluate. The employees cannot see any of the job total points, nor can they see the other evaluations that have been done on the job.

They will click once on the job they want to evaluate, and then click \square , to open the "*Job Questionnaire*". A confirmation screen will appear asking if you would like to start a questionnaire only if a questionnaire has not been started for this job. If questionnaires have been completed, a confirmation screen will not appear.

2	Confirmation Required
	re is no questionnaire for this job. Would art one now?
	۲. ۲۰۰۵ کې 🛛

The questionnaire will automatically open to the first question. The JPS Job Questionnaire(s)© – Confidential Administrative Assistant (0087)

	skill () 01.0 The typica Response	D 1 D - Education D - Education al minimum level of education to perform this job competently is	Response Text		Justific
Image: Second	i 01.0 The typica Response	0 - Education al minimum level of education to perform this job competently is			
The typical minimum level of education to perform this job competently is	The typica tesponse	al minimum level of education to perform this job competently is			
tesponse Description Select Examples A Equivalent to Elementary School education. O Image: Completion with specialized training recognized by a Certificate. O Image: Completion with specialized training recognized by a Certificate. O Image: Completion with specialized training recognized by a Certificate. O Image: Completion with specialized training recognized by a Certificate. O Image: Completion of a diplome training program at a College or Tachnical School. Image: Completion of a diplome training program at a College or Tachnical School. Image: Completion of a University (Bachelor) program. Image: Completion of a Universi	lesponse				
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				0	
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		Equivalent to advanced graduate studies.		0	
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In order for the user to evaluate a job, you have to turn off the job approval. This diagram shows that the job is currently approved. We want to unapprove this job.

Jobs										
Action	is: 🞐 🦯 👷 🔯 📄 💽 🖹 🗍) ү 🚊 👔 💿	Active Jobs Only O All Job	s						
JobRef	Job Title	FLSA - Pay Band Group	Job Family	Job Group	Benchmark	Complete	Active	Confidential	Approved	Approved Dat
017	Community Peace Officer II - Bylaw	Exempt	Safety/Law/Enforcement	Operations		√	✓			
017A	Community Peace Officer II - Bylaw Team Lead	Exempt	Safety/Law/Enforcement	Team Lead		1	1			
010C	Community Peace Officer III	Exempt	Safety/Law/Enforcement	Team Lead		√	✓			
010E	Community Peace Officer IV	Exempt	not applicable	not applicable		1	1			
010F	Community Peace Officer V	Exempt	not applicable	not applicable		1	✓			
087	Confidential Administrative Assistant	Exempt	Administrative Support	Administration		1	1		1	2022-03-01
099	Corporate Properties Coordinator	Exempt	Infrastructure/Maintenance	Operations Double	e Click to Edit Job		✓			
084	Corporate Properties Team Lead	Exempt	Infrastructure/Maintenance	Team Lead		~	1			
037	Corporate Support Admin Team Lead	Exempt	Administrative Support	Team Lead		1	1			
053	Corporate Webmaster	Exempt	Communications	Technical / Advisory		1	1			
053A	Corporate Webmaster Assistant	RWDSU-CR	Communications	Technical / Advisory		1	1			
025	Court Clerk	Exempt	Administrative Support	Administration		1	1			
025A	Court Clerk Assistant	Exempt	Administrative Support	Administration		1	1			
079A	Customer Support Representative	Exempt	Administrative Support	Administration		1	1			
079	Customer Support Representative - Call Centre	Exempt	Administrative Support	Administration		1	1		1	2022-01-13
085	Customer Support Representative - Guest Services	Exempt	Administrative Support	Administration		1	1			
049	Deputy Fire Chief	Exempt	Community Services	Management		1	1			
127A	Desktop Support Assistant	Exempt	Information Technology	Technical / Advisory		1	✓			
127	Desktop Support Technician	Exempt	Information Technology	Technical / Advisory		✓	1			
105	Development Assistant	Exempt	Administrative Support	Administration		1	1			
109	Development Officer	Exempt	Planning / Engineering	Technical / Advisory		1	~			

This is done through the Jobs Module>Jobs>Edit by the administrator.

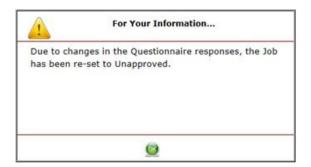
obs					
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2	Job Details for Confidential Administrative Assi	istant			
	Job Ref		60.67		
	Job Title*		Confidential Administrative Assistant		1
	Artive		Confederated E Bonchmark	_	
	Approved		Austrand Parts 2014-04-01		
1	Granization Unit		Capacity Basicit Basicit Basicity		
4		1			
4	Jule Family	5	Administrative Support		
8	Job Group	¥.	Administration V		
Ł	Location		(Nut Assigned)		
4	Gender		Senter lieutral v		
L	FLSA		Exernat V		
L	Job Lavel Group		isonit v		
L	Benchmark	2	Text Assolution		
L	Neture Of The Work		Extensive 2 Report to the Department list Harvert Resource Guide for a deviated evolution of toth harvert associated to this perturbant position)		
L	Nature of the work	/ *	Category 2 (see 10 the literative size with a decade or a decade equivalence of the factorial poster)		
L					
1					
1	General Accountability	/ 2	The Confidential Administrative Assistant provides advanced edministrative aspects to the Menager Constrate Support Services and team. This includes Sing, data antro, report production, document tracking and		
			budget controls of the texcitority authority.		
1					
L					
L					
1	Specific Accountabilities	1 9	 Collect and track confidential documents (i.e., performance evaluations, job evaluations, etc.), and follow-up with parties involved to ensure receipt of all required documentation. 		
1			 Assist with preparing communications and converpondence for employees relating to illumon Resources, programs. 		
L			 Produce reports for Nanagar-Corporate Support Services as well as other Planagars and Electrics, on shelf status and askey information. Comisk and involve information from avisource and expanse reports for conversions on devices in the Nanager (E.c., researching extendio). 		
L			 Complex and analyze information from various source and proper reports to comparison and review by the wanger (i.e., researching ordering order		
1			- Andrew and a second sec		
	Technical Requirements	/ 2	 Knowledge and experience of behavioural based interceeting becknowledge. 	-	
			Derenstantis time management, expensional and decision making ability. Support expension specific and specific defile. Support expension specific and defile.	- 1	
L			· Superior distribution de l'activitation de la construction de	- 8	
L			 Excellent interpretation, we find and we find intermentation of this. 	÷	
Г	 Indicates required field 			H	4
а.					-

Unclick the check mark from the box to unapprove the job.

0	Jobs ~ Administration ~					EN 🛃	11	0	💄 Noella 🗸
Job		Active Jobs Only	o alut IIA						
3	Job Details for Confidential Administrative Assistant								😮 te
0046	Job Ref	0087							A
0046	Job Title*	Confidential Administrativ	ve Assistant						
0047	Active	Confidential	Benchmark						
0005	Approved								
0075	Organization Unit	Corporate Support	Services 🗸						
0075	Job Family	Administrative Support	~						
0078	Job Group ?	Administration	/						
0025	Location	(Not Assigned) 🗸							
0116	Gender	Gender Neutral 🗸							
0030	FLSA	Exempt	*						
0056	Job Level Group	Exempt V							
0064	Benchmark ?	Not Applicable							
0040	Nature Of The Work 🧳 🦿	Category 2 (Refer to the	Identified Job Hazard Resource Gu	ide for a detailed explanation of jo	b hazards associated to this p	articular position)			
007:									
0002									
0054									
0121									- 100
0016	General Accountability 🦯 🦓		rative Assistant provides advance ent tracking and budget controls o		nager-Corporate Support Serv	ices and team. This include	as filing, da	ta entry,	
0016		report production, docum	ent tracking and budget controls t	in the becoon's activities.					-
0010	* Indicates required field							I	9 🥝 🚽
0087	Confidential Administrative Assistant	Exempt	Administrative Support	Administration	1	1	1	20	13-08-18
0099	Corporate Properties Coordinator	Exempt	Infrastructure/Maintenance	Operations	1	1	1	20	13-08-18
	1 2 4 3 5 7								

You need to "unapprove" each job that you would like users to evaluate.

If the job approval does not get turned off and the employee goes to evaluate the job – a **'For Your Information'** screen will appear that looks like this:



Viewing the Results

Once the committee has done their job evaluation, you as the administrator can view the results a couple of different ways. You can go to the Jobs screen, select the appropriate job and click Job Questionnaire ?

Note: The selected job is highlighted (bolded) in black.

lobs										
9 /	' 👷 🖩 🗋 🔄 🗟 🛅 🔎 💎 3	. 👔 .	Active Jobs Only OAll	Jobs						
Job Ref	Job Title	Job Level Group	Job Family	Job Group	Benchmark	Complete	Active	Confidential	Approved	Approved Da
0046	Accounting Analyst	CUPE 67	Operations	Technical / Advisory		1	1			
0046A	Accounting Analyst-copy	Exempt	Finance / Assessment	Administration		1	1			
0047	Accounts Payable Clerk	Exempt	Finance / Assessment	Administration	1	1	1		1	2023-05-05
0047A	Accounts Payable Clerk	Exempt	Finance / Assessment	Administration	1	1	1			
000567	Admin Assistant - General Counsel	Exempt	Administrative Support	Administration		1	1		1	2023-05-04
0075	Administrative Assistant	Exempt	Administrative Support	Administration		1	1			
0077	Administrative Assistant - Council	Exempt	Administrative Support	Administration		4	1		1	2016-07-22
0078	Administrative Assistant - General Manager	Exempt	Administrative Support	Administration		1	1			
0029	Agricultural Fieldman	Exempt	Community Services	Technical / Advisory		1	1		1	2016-07-22
0116	Agricultural Services Officer	Exempt	Community Services	Operations		1	1		1	2013-08-18
0030	Agricultural Services Team Lead	Exempt	Community Services	Team Lead		1	1		1	2014-04-11
0056	Assessor	Exempt	Finance / Assessment	Technical / Advisory		1	1			
0064	Building Operator	CUPE 67	Infrastructure/Maintenance	Operations	1	1	1		1	2013-08-18
0040	Capital Projects Engineer	Exempt	Planning / Engineering	Technical / Advisory		1	1		1	2013-08-18
0074	Capital Projects Team Lead	Exempt	Planning / Engineering	Team Lead		1	1		1	2013-08-18
0072	Capital Projects Technologist	Exempt	Planning / Engineering	Team Lead		1	1		1	2013-08-18
0002	Chief Administration Officer	Exempt	General Management	Executive Management	1	1	1	1		
0054	Communications Coordinator (Internal/External)	Exempt	Communications	Technical / Advisory		1	1			
0121	Community / Recreation Services Coordinator	Exempt	Community Services	Technical / Advisory	1	4	1			
0016	Community Peace Officer I - Enforcement	Exempt	Safety/Law/Enforcement	Operations	1	1	1		1	2024-04-01
0016COPY	Community Peace Officer I - Enforcement COPY	Exempt	Safety/Law/Enforcement	Operations		1	1			
0010	Community Peace Officer I - Enforcement Team Lead	Exempt	Safety/Law/Enforcement	Team Lead		1	1		1	2013-08-18
0017	Community Peace Officer II - Bylaw	Exempt	Safety/Law/Enforcement	Operations		1	1			
0087	Confidential Administrative Assistant	Exempt	Administrative Support	Administration		1	1		1	2024-04-01

This will give you a listing of all the evaluations that have been done for that job. You will select them one at a time and view the Questionnaire Results. The Questionnaire Results can be Printed or Saved to HTML. The HTML file can be exported to Excel or PDF.

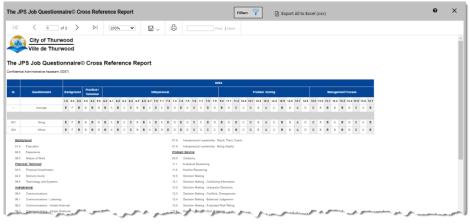
istionnair	#002 Date: 2024-04-02 - Col	mplete - A	stred	6
121	+001 Date: 2022-03-08 - Co	mplete - I	2009 V ()	•
ategory	Question	Response	Response Text	Austification
skill	01.0 - Education	E	Equivalent to completion of a University (Bachelor) program.	
skil	02.0 - Experience		One to three years.	
skill	03.0 - Physical Coordination		The performance of a variety of manual tasks where general, large muscle coordination is particularly important or where small muscle coordination contributes indirectly to achieving the objectives and goals of the job.	
Skill	04.0 - Sensory Acuity	8	Work where keen and properly interpreted senses is necessary.	
skill	05.0 - Creativity		Are applied in the performance of a variety of routine and non-routine work, but accomplishments are primarily (and usually) measured in terms of timeliness of delivery and accuracy of detail; imagination and creativity may add value to the work accomplished but are often ascondary considerations.	
skill	06.0 - Communications	8	Some opportunities exist (from 10% to 25% of the time on the job) to develop and apply this skill.	
skill	06.1 · Communications · Listening	٨	Opportunities to develop or apply this skill in this jub are limited (10% or less time on the job).	
skill	06.2 - Communications - Verbal (Internal)	8	Some opportunities exist (from 10% to 25% of the time on the job) to develop and apply this skill.	
skill	06-3 - Communications - Verbal (External)	с	This skill is performed on a regular basis (from 25% to 50% of the time on the job). The application of the skill contributes directly to achieving the objectives and goals of the job.	
skill	06.4 - Communications - Networking	c	This skill is performed on a regular basis (from 23% to 30% of the time on the job). The application of the skill contributes directly to achieving the objectives and goals of the job.	
Skill	06.5 - Communications - Sensitivity	8	Some opportunities exist (from 10% to 25% of the time on the job) to develop and apply this skill.	
skill	06.6 - Communications - Writing	8	Some opportunities exist (from 10% to 25% of the time on the job) to develop and apply this skill.	
skill	06.7 - Communications - Flexibility		Opportunities to develop or apply this skill in this job are limited (10% or less time on the job).	
skill	07.0 - Interpersonal Leadership	D	This skill is performed very frequently (from 50% to 80% of the time on the job) and usually consumes considerable amounts of time and personal energy during the normal vorkday.	
skill	07.1 - Interpersonal Leadership - Develop Others	D	This skill is performed very frequently (from 50% to 80% of the time on the job) and usually consumes considerable amounts of time and personal energy during the normal work day.	
Skill	07.2 - Interpersonal Leadership - Without Authority	D	This skill is performed very frequently (from 50% to 80% of the time on the job) and usually consumes considerable amounts of time and personal energy during the normal work day.	

If you print the **Job Questionnaire Cross Reference Report** from the drop list, this will give you an average of the Questionnaires that have been completed for the particular job.

estionnai	#002 Date: 2024-04-02 - Com	plete - A	v		0
27		Question Job Total	Responses V 😥	100	~
ategory	Question	Question		Response Text	Justification
Skill	01.0 - Education	Selection	Cross Reference		
skill	02.0 - Experience	Question	Instructions	al responses of each Questionnaire completed for the selected Job.	
Skill	03.0 - Physical Coordination	8		an responses or each questionnaire completed for the selected job. Indirectly to achieving	
Skill	04.0 - Sensory Acuity	8	rk where keen and properly interpreted senses is necessary.		
skill	05.0 - Creativity		applied in the performance of a variety of routine and non-routine work , but acc details imagination and creativity may add value to the work accomplished but are of	omplishments are primarily (and usually) measured in terms of timeliness of delivery and accuracy ten secondary considerations.	1
Skill	06.0 - Communications		ne opportunities exist (from 10% to 25% of the time on the job) to develop and app	ly this skill.	
skill	06-1 - Communications - Listening	۸	portunities to develop or apply this skill in this job are limited (10% or less time on th	na job).	
skill	06-2 - Communications - Verbal (Internal)		ne opportunities exist (from 10% to 25% of the time on the job) to develop and app	ly this skill.	
skill	06.3 - Communications - Verbal (External)	c	s skill is performed on a regular basis (from 25% to 50% of the time on the job). The	application of the skill contributes directly to achieving the objectives and goals of the job.	
Skill	06.4 - Communications - Networking	c	s skill is performed on a regular basis (from 25% to 50% of the time on the job). The	application of the skill contributes directly to achieving the objectives and goals of the job.	
Skill	06.5 - Communications - Sensitivity	8	ne opportunities exist (from 10% to 25% of the time on the job) to develop and appl	ly this skill.	
Skill	06.6 - Communications - Writing	8	me opportunities exist (from 10% to 25% of the time on the job) to develop and app	ly this skill.	
Skill	06.7 - Communications - Flexibility		portunities to develop or apply this skill in this job are limited (10% or less time on th	ne job).	
skill	07.0 - Interpersonal Leadership	D	a skill is performed very frequently (from 50% to 80% of the time on the job) and ur	sually consumes considerable amounts of time and personal energy during the normal workday.	
Skill	07.1 - Interpersonal Leadership - Develop Others	Þ	s skill is performed very frequently (from 50% to 80% of the time on the job) and us	ually consumes considerable amounts of time and personal energy during the normal work day.	
Skill	07.2 - Interpersonal Leadership - Without Authority	o	s skill is performed very frequently (from 50% to 80% of the time on the job) and ur	sually consumes considerable amounts of time and personal energy during the normal work day.	

An example of a cross reference report for the job selected.

If you print the Job Questionnaire Cross Reference Report from the Generated Job-Related Reports screen, that will give you an average of all the Questionnaires that have been completed.



Note: If using the Job Questionnaire Cross Reference Report through the Evaluation and Analyses of the Generated Job-Related Reports, with a click of the mouse, job titles can be automatically sorted based on the specific question chosen. A quick review of the report verifies that jobs with these responses legitimately belong together.

If you are happy with the average, you can copy the job to a new job. That will capture the "average" questionnaire as the only questionnaire results for that job.

If you are not happy with the average, you can tweak the Questionnaires as needed until you reach the desired evaluation. Then you can copy the job to record the average questionnaire.