

5 steps towards job classification of new jobs in Community Social Services



Step 1

Your employer will write full and complete job descriptions for all your jobs and work with their association the Community Social Services Employer's Association (CSSEA) to classify them according to the Community Social Services Joint Job Evaluation Plan (JJEP).

You can find the job benchmarks from the JJEP here: <https://www.cssea.bc.ca/PDFs/JJEP/2016Benchmarks2.pdf>

You can find the 2021 Wage Grid here: https://www.cssea.bc.ca/PDFs/JJEP/April12021_Wage-Grids.pdf

- The JJEP is a system which classifies jobs based on your duties.
- Your job duties are compared to the duties in benchmark jobs to find the best fit according to overall scope and level of responsibility
- If no combination of benchmarks can be found to sufficiently match your duties, your job may be determined to be a unique job which is then classified by scoring your duties and qualifications using a point scoring system.

Step 2

Once your employer has completed this step, they will submit all the new job descriptions and their respective classifications over to our union's classifications department for review.

Step 3

Once our union has received all the job descriptions, a BCGEU Staff Representative who specializes in classifications will email you and provide the employer's classifications and description of your job.

Step 4

Now, this step is crucial for you! You know your job the best - we need to hear from you so that you can let us know if anything is missing from your job description. Review your job description and contact css.classifications@bcgeu.ca if you have any issues. We want you to be classified at the highest level that the job evaluation plan allows for and to do that we need to have a complete picture of the work you do.

Step 5a

If everything looks right we will agree to the employer's proposed classification of your job.

Step 5b

However, if you disagree, that is when we can raise this with your employer and if we continue to disagree we can take the matter to arbitration where a neutral third party arbitrator will make a decision based on the facts.

When we get to Step 4, it is VERY IMPORTANT that we hear from you as soon as possible. We want to make sure we are as thorough as we can be to ensure all your job duties are captured, and you receive any changes to your working conditions that you are due.