



association of university and college employees

January 10, 1984

TO: Executive, AUCE Local 1
FROM: Fairleigh Wettig
RE: Shaun Tanassee's Position (Commerce Department)

The Executive established a subcommittee to investigate the above noted position. Using position comparisons, this subcommittee was assigned the task of evaluating the nature and focus of the duties performed by the incumbent. In addition to reviewing position descriptions within our bargaining unit, this committee interviewed some individuals and did obtain from Kay Rumsey position descriptions outside of our certification.

Attached as appendix 1 is the position description drawn up by the University for Shaun's position. Appendix 2 describes a comparable position (non-union) in the School of Home Economics. The third appendix is a detailed description that Shaun has put together of his duties and responsibilities. In addition to these three documents, comparisons were drawn between two other positions within our bargaining unit on the basis of discussions with one of the incumbents as well as a review of their position descriptions. These positions are at the LA IV level and have a degree of audio-visual focus.

It is clear that those duties performed by Shaun Tanassee reflect a greater expertise than does the two level clerical classification to which he is presently assigned. The question to which we must address ourselves is whether or not his job can be adequately classified within our bargaining unit or does justice lie in our voluntary release of his position from Local 1. That determination must be made by the Executive today.

After careful review of Shaun Tanassee's job duties and responsibilities and two very lengthy interviews with Shaun in which I was given a detailed tour of all the areas for which Shaun is responsible for equipment, I feel informed enough to make the following assessment:

Shaun Tanassee's position encompasses both technical and clerical tasks and responsibilities. The majority of his duties appear to me to lie within the technical and A/V realm. In careful review of yearly high and low demands of the faculty it seems clear that the split in Shaun's job is approximately 69% technical and 31% clerical. Presently the Union Grievance committee is arguing on behalf of Nancy Thompson (WPO in Commerce) that if the majority of her duties lie in the higher classification that she should be classified thereto. It seems highly inappropriate for us now to argue anything different simply because it could result in the loss of one position. There is a question of propriety and fairplay to address in this issue, of what is the appropriate classification regardless of whether or not it would remain within the certification.

The following is a very concise break down of the A/V and technical duties which take up the majority of Shaun's time. (These are elaborated upon in Appendix 3):

1. Assures the availability of equipment by recommending the best equipment for particular projects, by rescheduling the use between different locations, by doing all minor repairs, by co-ordinating pickup & delivery of all equipment and by doing the setting up and operation of most equipment.

2. Avoids renting equipment from outside sources by keeping very familiar with equipment potential and capabilities and using existing equipment for as many A/V projects as possible... this again involves rescheduling equipment for optimum use.
3. Instructs faculty, staff and students in the operation of A/V equipment and the production of proposed projects. (How to set up, lighting, editing, dubbing, location etc.)
4. Makes all recommendations on equipment purchases by staying informed on what equipment is compatible with existing equipment, cost of software accessories required, storage concerns. Must stay very informed on the changes in the A/V field.
5. Supervises the entire Commerce Department supplies and A/V rooms. Has a complete supply of master keys to the building and is responsible for ensuring that the rooms are secure and that equipment is stored and set up properly. Reports damage or deficiencies to Physical Plant.

Clerical Duties

1. Maintenance and issue of stationary stores and office furniture.
2. Maintenance of equipment records for Commerce.
3. Labelling all furniture and equipment purchased.
4. Responsible for inventory records for stationary and equipment.

In closing it is my recommendation that the Executive consider releasing Mr. Tanassee from the bargaining unit. I do not feel that his position would be adequately covered by a high level clerical classification but more appropriately by a Technical classification.

All of which is respectfully submitted.

Fairleigh

THE UNIVERSITY OF BRITISH COLUMBIA

OFFICE AND GENERAL POSITION DESCRIPTION

PRESENT JOB TITLE	CLERK 2	JOB CODE:.....	151
DIVISION:.....		JOB CLASS:.....	
DEPARTMENT:	FACULTY OF COMMERCE & BUSINESS ADMINISTRATION	APPROVED:.....	

JOB SUMMARY:

Under limited supervision position is responsible for the Faculty's audio visual services and for its centralized computerized inventory of equipment and supplies.

ORGANIZATIONAL STATUS:

Reports to Senior Administrative Assistant and responds to faculty requests for their audio-visual requirements.

WORK PERFORMED:

1. Attends to requests for various types of audio-visual services (such as, film and slide projectors, cassette recorders, T.V. monitors, etc.) and micro-computer requirements, by scheduling and booking equipment, setting up equipment, reserving lab rooms as required, operating equipment and assisting with video-taping when requested.
2. Assists in production of multi-projector 35 mm slide programs with synchronized sound track.
3. Demonstrates operation of audio-visual equipment to faculty and students.
4. Ensures that A/V equipment is kept in good running order at all times by carrying out service maintenance and minor repairs or arranging for off-campus contract repair.
5. Provides advice and recommendations to the Faculty on A/V equipment purchases by seeking out sources of supplies, comparing products and prices. Keeps up-to-date on technological advancements in the A/V field by reading technical magazines and attending relevant trade shows.
6. Maintains the Faculty's computerized inventory of supplies for stationery, furniture, office and A/V equipment and records/distributes supplies to faculty and staff.
7. Prepares requests for requisitioning of general supplies and services for authorization.

JOB ANALYST: *[Signature]*

DEPT. APPROVAL *[Signature]* DATE: 27 Jul 73

SEEN BY: *[Signature]*

DEPT. APPROVAL *[Signature]*

CLERK 2
FACULTY OF COMMERCE & BUSINESS ADMINISTRATION

8. Checks incoming goods and verifies packing slips. Follows-up on shortages, wrong products and damaged goods.
9. Charges and collects fees for equipment rented to student organizations.
10. Conducts building checks and notes missing furniture and any damage to the building. Initiates corrective action with Physical Plant as deemed necessary.
11. Performs other duties as requested in accordance with qualifications and requirements of the job.

QUALIFICATIONS AND REQUIREMENTS:

Education:

High school graduation and completion of a certificate program in audio visual operations from a recognized institute or, alternatively, a combination of training and related experience.

Experience:

Without technical school training one to two years' related on-the-job experience.

Other Requirements:

Good communication and organizational skills; good physical condition as position is required to lift heavy equipment; ability to interact with faculty and students in a pleasant/helpful manner within established policies and guidelines.

DKR/nga

June 22, 1983

THE UNIVERSITY OF BRITISH COLUMBIA
OFFICE AND GENERAL POSITION DESCRIPTION

PRESENT JOB TITLE	JUNIOR TECHNICIAN	JOB CODE:	148.04 -
DIVISION:		JOB CLASS:	
DEPARTMENT:	SCHOOL OF HOME ECONOMICS	APPROVED:	

JOB SUMMARY:

Under general direction this position is responsible for the coordination and provision of AV/TV services as well as the preparation of graphics for teaching and research purposes.

ORGANIZATIONAL STATUS:

Reports to Director but receives work assignments from all members of faculty.

DUTIES AND RESPONSIBILITIES:

Schedules and sets up portable AV/TV equipment in lecture rooms or labs as requested by faculty.

Prepares a variety of moderately complex graphics (in the form of slides, posters, graphics, illustrations) as required by faculty for teaching, research or publication purposes, and assists faculty and students in learning the basic processes of preparing graphics.

Demonstrates to faculty and students the techniques of operating AV/TV equipment, such as, color video cameras and sound recorders (including mobile units), still cameras, 16 mm projectors, 35 mm projectors, overhead projectors, darkroom equipment, etc. Supervises, as required, to ensure appropriate use of such equipment.

Carries out basic maintenance of all equipment and determines when equipment should be sent out for repair or non-routine maintenance.

Operates the closed circuit TV console for simultaneous transmission of video teaching materials to various lecture or observation areas.

Is responsible for maintaining the Schools' AV/TV inventory, including all supplies, and for the checking out/checking in of all equipment.

Carries out other related duties in keeping with qualifications and requirements of the job

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A. U. C. E

JOB ANALYST: *Stacy Rumney* DEPT. APPROVAL: *[Signature]* DATE: *21 Oct 1982*

SEEN BY: DEPT. APPROVAL

SCHOOL OF HOME ECONOMICS

QUALIFICATIONS AND REQUIREMENTS:

Education:

Completion of a two-year program in audio/visual from a recognized college or institute, or a combination of training and relevant experience.

Experience:

Without technical training three to four years experience in an AV/TV environment.

Special Skills:

Ability to demonstrate the use of a variety of AV/TV equipment. Ability to do routine maintenance of equipment. Ability to carry out assigned duties with a minimum of supervision. Good verbal communication skills.

DKR/nga

October 7, 1982

THE UNIVERSITY OF BRITISH COLUMBIA SCHOOL OF NURSING

A.V. TECHNICIAN - JOB DESCRIPTION

I. Answering Phones

Answer phones for Learning Centre. For faculty, staff, Utility Room and Audio Visual area.
- 7 phones.

II. Booking Rooms

Does Lab Area room bookings in collaboration with Learning Centre Co-ordinator
- 7 rooms, numbers 1, 2, 3, and 4, 5, Treatment Room, and #204. (perhaps will do other rooms as well).

III. Assisting Faculty and Students

- a) assists people in the Audio Video Area to find and utilize appropriate materials.
- b) assists people with various types of audio-visual equipment used by School of Nursing.
- c) assists people in making slide-tape programs and other A.V. materials (especially N.425 students)
- d) switches programs to both School of Nursing and Rehab Labs and student learning areas - this includes 2 seminar rooms (one on first and one on second floor)
- e) responsible for loan-out (lending and receiving back) Audio Visual equipment and supplies - including A.V. tapes, A tapes slides, slide-tapes, film strips, film loops, Master's Theses and Essays, required reading material, reference books - this includes phoning people to get overdue things returned.

Audio-Visual

IV. Ordering and Receiving Equipment and Supplies

- a) orders, receives, stores and records A.V. equipment and supplies.
- b) labels all A.V. equipment appropriately with U.B.C. School of Nursing number, H.S.C. number, serial number as required and records numbers in proper inventory pages.
- c) ensures all A.V. equipment has correct operating instructions clearly displayed close to machine.
- d) labels all A.V. supplies properly, indicating contents clearly (e.g. slides, slide-tapes, film strips etc.)

V. Doing Inventory of Audio Visual Equipment and Supplies

- a) Responsible for A.V. equipment inventory (in back of A.V. Catalogue)
- b) Responsible for Master's Theses inventory (in Master's Theses Loan-out book)
- c) Responsible for Major Essays inventory (in Master's Theses Loan-out book)
- d) Responsible for Textbook inventory (in card box)
- e) Responsible for A.V. supplies inventory (in A.V. Catalogue)
- f) Responsible for furniture in 2 A.V. Rooms (in furniture inventory)

VI. Maintaining Audio Visual Equipment, Supplies and Catalogue

- a) Maintains Learning Centre A.V. Catalogue
- b) Maintains Learning Centre filing cabinet on Nursing Topics.
- c) Maintains Learning Centre card box on textbooks.
- d) Arranges for repairs and maintenance of A.V. equipment or does by self if able.
- e) Ensures that A.V. equipment is cared for properly, (e.g. power off, covers on, cleaned when necessary, proper directions for use available)

VII. Organizing Audio Visual Rooms

- a) Organizes A.V. Loan-out Room and A.V. Viewing Room for optimum efficiency and effectiveness
- b) Tidies A.V. Loan-out Room as necessary.

VIII. Displaying Audio Visual Materials

- a) Arranges displays, as creatively as possible, of A.V. materials pertinent to current topic areas being covered in class or clinical areas (for any or all years of both the B.N. and M.N. programs) - does this on the Bulletin Boards and/or in the A.V. areas.

IX. Contributing to Faculty and Staff Newsletter

- a) Uses Newsletter as a vehicle for up-dating people on new A.V. materials purchased by the School of Nursing etc.

JOB DESCRIPTION (Assistant Technician-Group 1)

1. Job Description: Under limited supervision, performs duties of a technical nature in the preparation of audio-visual presentations for classes and seminars, making minor repairs to equipment and insuring that the equipment is properly serviced. Maintains and distributes supplies.

PRODUCTION

I. Video-taping

A. In Class

Purpose: video-taping lecturers, guest speakers, and student presentations.

i. Scenario

1. Ascertain the users needs. From 275 seat rooms in HA 110 and HA 104 to seminar rooms, the placements of cameras and microphones are different with respect to lighting, acoustics, and accessibility.

2. Make sure the room is free thirty minutes before class time for preparation.

3. Bring all required equipment to the room, setup the equipment, and check all connections and equipment for malfunctions.

4. If nothing is to be replaced or repaired, such as a cable or microphone, a sound and video check is made for optimum video-taping.

5. Once the equipment is set up, the panning of the camera, if required, is simply taught. Otherwise the equipment can be preset, allowing myself to do other work. If a problem develops, I am easily called by my Distacom pager. In some circumstances, I will be there for the whole taping.

B. Laboratory situation

Purpose: video-tapping group interaction, individual reaction, public speaking.

i. Scenario

1. Public speaking instructors are trained to use video-tape equipment for analysis of student's speech habits.

2. Twenty-three sections of public speaking must be scheduled to avoid conflicts and yield optimum use of the facilities in the basement of Henry Angus.

3. Research projects require more preparation time. For example, the camera and microphone may need concealing. On one occasion the equipment was hidden for convenience only, yet no one realized they were being video-taped.

II MISCELLANEOUS PRODUCTION

A. Slides with Sound Synchronization

Purpose: Assist users who are interested in producing an audio tape with music or commentary with sync impulses to change 35 mm slides at predetermined places.

i. Scenario.

1. Supply people with the space, equipment, and basic information for the production of the program.

B. Audio Recording

Purpose: Record or copy tapes on to reel-to-reel or cassette tapes.

i. Scenario.

1. Supply or set up equipment to record interviews or classroom presentations.

2. Copy recorded material on to blank tapes.

C. Video-recording

Purpose: Recording material on to blank tapes.

i. Scenario.

1. Record television programs such as the Jack Webster Show because a faculty member is interviewed on the program.

2. Record material from older formats such as 3/4" and 1/2" reel to reel on to the more convenient VHS format.

3. Record material that is deteriorating on to a new VHS cassette. One particular tape was transcribed after three hours of effort with the help of the technician at Audio-Visual Services on campus. The tape was caked with an asphalt-like substance.

D. Overhead Projections

Purpose: Explain the capabilities of the overhead projector.

i. Scenario.

1. Transparencies can be prepared in advance by using the Thermafax Copier or by writing directly on to the mylar surface. Overhead projectors can be supplied with rolls of mylar for use in the classroom. A short 35 mm slide show with sound is available to explain the effective use of overhead projections.

E. Voice Projection

Purpose: To overcome voice projection problems in the classroom.

i. Scenario.

1. Supply microphones for users of the large 275 seat classrooms of 104 and 110. One user is using a wireless microphone and we are currently looking at the feasibility of installing a wireless system for all users. A problem in these rooms has been the theft of built-in microphones.

2. Secure and supply a system according to the specific needs of the user. One time a professor had laryngitis and I borrowed from another department, at no charge, a battery operated amplibox. He successfully used it for about ten days.

F. General Productions

Purpose: Supply equipment, knowledge, and time for productions requiring a variety of media.

i. Scenario.

1. June 15th, 1979, Jack Koumi and Bob Coates of the British Open Learning University demonstrated the concept of the in-home study program using specially developed programmes for television. This demonstration was the beginning of Pat McGeer's Knowledge Network. I have the scrip of the one and a half hour demonstration. This was a multi-media presentation using two overhead projectors, a slide projector, and a movie projector. My job was to turn on and off the slide and movie projectors and to lower and raise the house lights as noted in the script.

DISTRIBUTION

Purpose: Arrange the booking of audio-visual equipment for classes and seminars.

i. Scenario.

1. Allocate overhead projectors. An overhead projector is the most requested piece of equipment in the faculty. In the winter term we have over fifty users using an overhead projector weekly. When the once or twice a term users are added, our faculty has probably the highest demand for overhead projectors on campus. Total of overhead projectors: 38 overhead projectors.

2. Allocate movie projectors, slide projectors, video equipment, etc. To accommodate the numerous users, I recommend to everyone to hand in his schedule before the term to avoid conflicts; consequently, rental charges are avoided by rescheduling. Also, conflicts by users wanting to use the same film or video are avoided.

3. Instruct the users in the operation of the equipment they are borrowing.

4. Charge and collect rental fees for the loan of equipment to outside groups.

5. Perform minor repairs and ensure all equipment is properly serviced. Send out major repairs to the appropriate service people.

MAINTENANCE

Purpose: General maintenance: cleaning of lens, tape heads. Replacement of broken parts in equipment not requiring schematics or special testing equipment such as scopes. Replacing broken casters, etc on furniture, and mending assorted broken articles.

STORES

Purpose: Order and maintain stationery, furniture, equipment, and replacement parts.

i. Scenario

- 1. Stationery: pricing, ordering, receiving, storing, distributing, and filing the inventory on the word processor.
- 2. Furniture: ordering, receiving, storing, distributing, maintaining, and filing the inventory on the word processor.
- 3. Parts: price, store and order a number of replacement parts for equipment and furniture for installation.

THE INCREASING JOB COMPLEXITY

The over-arching consideration since I started working in the Faculty of Commerce in 1975 is the increasing complexity of my job due to the increasing use of audio-visual equipment, and the increasing use of computers.

Previous to my hiring the faculty had only a handful of overhead projectors and one 16 mm movie projector and two 35mm slide projectors. These were picked up from secretaries by the faculty, and they were taken to the classes too be returned later. This led to a number of inefficiencies with respect to the professor's time and the sharing of the equipment.

Today, we have thirty-eight projectors. The distribution of the overhead projectors has been designed to eliminate as much as possible the time spent in setting up an overhead projector and maximizing the use of each projector. A few of the projectors have been placed permanently in locked seminar rooms and in some classrooms. The majority of the projectors have been placed in lockable cupboards in the heart of the classroom block. Professors submit their schedules, and they receive a key to a cupboard close to their classroom. Many professors prefer this system over a projector in the classroom because they can be relatively assured a projector will be in the cupboard and in an operable condition. Projectors left unattended in an unlocked classroom can disappear, and they are more likely to be abused. The overhead projectors in HA 104 and HA 110 require more manhours of attention than a cupboard located overhead projector. Further, more people can use any one projector, if they do not have to pick it up at a distance quite removed from the classroom.

Increasing demand for overhead projectors has meant I must make increased efficiencies in allocation of equipment and in minimizing down-time of equipment resulting from equipment failure.

The same increasing demand for overhead projectors can be seen for other types of audio-visual equipment. Video equipment has changed in quantity but more importantly in format. The change in format from bulky reel-to-reel black & white video equipment to the stream-lined video cassette colour packages available has increased the demand for in-class video-taping. Because many of the faculty have in-home video systems, they can view tapes in the comfort of their own homes. In the past year, I video-taped some student presentations for a professor who was called out of town. He was able to grade the students work by viewing the video-tape I made for him. (An absent lecturer maybe come possible with the advances in multi-image technology. Faculty members are now considering the feasibility of designing courses without a professor present.)

The major uses for in-class video-taping are: teacher-evaluations, guest-speakers, class-presentations. The twenty-three sections of Public Speaking represents an additional important area of video usage. The future for video use can only increase as technology changes make the units more versatile and cheaper. Right now, the faculty is looking at microteachers to improve our capacity to video-tape in the classroom. This is a compact unit specially designed for classroom video-taping with a built-in colour monitor in the recorder. A camera is fixed to a mobile cart.

Adding to the complexity of my job is the introduction of the computer to the classroom. Already, I have set up Apple Computers in the classrooms. On one occasion, a room with Apple Computers for every student was set up for Executive Programs. A more common application is to set up a computer for demonstration purposes.

Another area of computer application is in Multi-image productions. At the recent Communications-West Audio-Visual Show at the Bayshore Inn, the latest computerized dual slide/sync 35mm projector was displayed. This single bodied unit replaces two slide projectors and stand, a Wollensak tape recorder for sync and sound playback, a projector control box, and the cumbersome patchcords. The computer based slide/sync projector gives remote control and a number of production capabilities: Quick and fast dissolves, pulsating slides, etc. The purchase of this unit would cut down on the awkwardness of transporting our present unit to the different classrooms, and give increased ease in the production of programs.

The increased use of Computers has had the most impact in the office. From a handful of terminals eight years ago, there are now over 50 IBM 3101 Computer alone with the list sure to grow larger. Nine Micom word processing stations, Jupiter Graphics Computer Terminal, assorted printers such as our laser printer have meant increased inventory controls for security and service contract purposes. The maintenance of a supply of accessories (Modem Cables, special tables) and supplies: floppy discs, printwheels, ribbons is another area of increased complexity. Further, I keep and update the Faculty of Commerce's equipment and stationery inventory on floppy discs.

The over-arching view of my job-description is that my job has become more complex because of the increased use of audio-visual equipment, and the introduction of computers in increasing numbers into the faculty.