

Report to Executive
on list of exemptions from
involuntary transfer submitted
by the Univ. Sept. 1983

1. Canadian Literature, Sec. 4, B. Westbrook (French)

The position was originally 2 1/2 time positions: editorial asst. (needed French) and business manager. It was changed to one sec. 3 and then upgraded through SEP to Sec. 4. Bev feels that the job does not fit into any classification as they now stand, but that it should definitely be reclassified upward. She feels strongly that no one could do the job if they didn't have the language ability. The journal is bi-lingual (15% French content, and increasing). Half of the material submitted is in French. She deals with French language publishers, authors, and reviewers of French language books, both in person or on the phone, and by correspondence. Proof-reading of French language material is also part of the job, although she doesn't have time to do much of this. Business manager would be the best description of her job. She says the job could not be changed to accomodate someone who does not have the French language. French is necessary to 50% of the job. Note: government grants depend to some extent on the bilingualism of the operation.

2. Cont. Ed., Computer Lab, Programme Asst., Mary Jean Hood (Computer Knowledge) — this person was reclassified out of the bargaining unit, and this is the subject of a different dispute.

3. Cont. Ed., Language Program, Programme Asst., Robin Patterson (French), Holly Slaney and Daryl Torres (French/Spanish)

Interviewed Daryl and Robin (Holly's position pretty much the same).

Robin: telephone: French, more in summer, approx. 25%. Phones dealers in Quebec to order teaching materials. Very little use of Spanish on phone.

typing: Spanish and French - class work, song books, exercises (no exams in Cont. Ed.).

correspondence: writes letters in French (and some Spanish) - 5-10% of letters in Fr.

PR: selling program over phone - has teaching background in Fr. and Sp.

direct contact: with both Fr. and Sp. speakers, but not much, mostly on phone. Also deals with teachers in Fr. and Sp. (they are native speakers)

Daryl: deals with Eng. as Second Language (ESL) courses.

telephone: once a day at least calls from people who speak Spanish - her French not as good - but each summer

approx. 80 calls to Quebec to students re. bursaries (2 weeks in summer), Fed. Govt. bursary program.

typing: correspondence in Sp. and Fr. - 5-10% of correspondence in Fr. or Sp.

contact: little direct use of languages.

other: translation of course descriptions, etc. -
trans. whole overseas brochure (16 p.) - incoming correspondence in Fr. and Sp. - initiates all her own correspondence in Fr. and Sp.

Both Robin and Daryl feel strongly that someone coming in without the languages would not have a chance of fulfilling requirements of position. However, both agreed that percentage of work actually requiring Fr. and Sp. = 20%.

Robin mostly works with Fr. course. Daryl with ESL students. Some ESL students Chinese and Japanese, and other, but most Spanish and French - most come from Mexico and South America, Quebec, and Orient (receptionist speaks Japanese).

4. Current Anthropology - Jacqueline Rouah, Clerk 3.

Journal is partly bilingual - 10% in Fr. Approx. 25% of work requires Fr. - ie. only 10% of contents are in Fr., but as with Can. Lit.

No accommodations could be made to allow someone without French to do the job.

Also thorough knowledge of Anthropology required - she selects referees.

Some use of French in communications - occasional call to Quebec or France and some correspondence, some translation.

5. Fine Arts, Slide Library - Barbara Hopkins, Clerk 3.

Position before she held it (before 69) was held by Librarian and then by a person with MFA. She had no special qualifications when she started, but she developed them. Job does demand some sort of knowledge of fine arts, which cannot be acquired in 3 mos. Clerk 2 in dept. had no fine arts background and it's very difficult for her.

Have to become familiar with collection, easier if you have the background. Service oriented: have to be able to quickly aid the faculty, familiar with terms, artists, concepts, etc.

Slide librarians have association. Discuss professional status at their meetings.

Equipment, pretty standard, not hard to learn.

eg. Prof. requests particular slide that's already on loan - if you know what slide it is and who might be likely to have it you could find quickly.

eg. topic - would help find slides for specific topic, find sources for having slides made.

Over 100,000 slides.

6. French Dept. - Michelle Liot (Sec. 4), Mimi Vuong (Sec. 2), and Christine Fetzko (Sec. 2 sessional).

Michelle replacing Marie Oka (mat. leave). Mimi replaced Shirley Wong when she left. Christine in position that was vacant when we were given list.

Michelle. 50% French - typing: exams, papers, correspondence (some confidential) - papers typed from longhand drafts.
phone: long distance French calls.
other: transcribing from longhand , proofing

Fr. mss.

Mimi. 80% of job requires French
typing: exams, papers, correspondence, often from longhand.
phone: expected to use Fr. on phone
counter: only replaces Christine in Spring and Summer, otherwise works on counter, but not as much as Christine who's the main counter person.
transcribes, in summer, lyrics of songs from records, for language lab.
other: proof reading.

Both Mimi and Michelle believe the job would be impossible for someone without French.

Christine. There is an expectation on the part of both staff and students that she speak Fr.
phone: she is main receptionist.
typing: 50/50 in Fr. and Eng. - Admin. correspondence mostly in Eng. (ie. reports, forms, CVs, publication records, grant apps.)
note: job posting required reading knowledge of Fr., didn't specify spoken.
counter: she does the most counter work.

Christine says Fr. Dept. could never get along with the whole office staff non-Fr. speaking - must have at least one, preferably two - perhaps could get by with one anglophone.

NB. Christine not a Sec. 2, as listed, but Sec. 1.

7. Library - Asian Studies. Mrs. Tsai (LA 3), Mrs. Uzawa (LA 3) and Mrs. Hsaio (LA 2).

Kozue Uzawa. Needs written and spoken Japanese. Fluent. Japanese 100-400 courses - even someone with Japanese 400 could not do her job. Has to be native speaker. Japanese gov. pubs. and journals: checking in, has to read titles. Reference questions re. Japanese stats, most books in Japanese. **Non-native speakers need translation and she does this. Speaks** Japanese to visitors, who mostly don't speak English. Guided tours in Japanese - she conducts. Needs to write Japanese characters, has to order books and fill in requisitions. Ordering books: has to first check card catalogue. Speaks Japanese on

the telephone. Some correspondence, sometimes in Japanese but not often.

No one could do the job without Japanese.

Percentage of job not requiring Japanese = 10-20%: all cards romanized, shelving by call no., but only for monographs - unbound journals by title (in Japanese).

Mrs. Hsaio. Much the same as Mrs. Uzawa. She says language absolutely necessary, both reading and writing: titles, title list for borrowers, all in Chinese characters. Also uses the spoken language somewhat.

Did not speak with Mrs. Tsai, but Mrs. Hsaio said situation mostly the same for her.

8. Library - Catalogue Records, LA 3s and 4s (except Geise).

These positions all require use of non-roman languages for cataloging. Almost all cat. records work done by these people is done in their particular non-roman language. I did not interview these people, but I am familiar with what they do. I also looked at some job descriptions. The Committee may want to do a more thorough investigation.

9. Library - Catalogue Records, LA 4, Music - Tom Geise.

'Anyone with reasonable intelligence and amount of training could do this job.' Mostly familiarity, but some determination: eg. determining the pitch of a piece of music by listening to record being catalogued (but this is small part of job and more often done by Librarian). Very hard to train people who do not have music background - knows this from experience with student assistants. More egs.: determines instrumentation from recording, or from score. Compares score to recording to determine uniform title. Determine kind of score from text. Mr. Ahn (Korean Lang. LA 4) does some of the music work, edits Tom's work, has no music background, has just learned on job, has even learned to catalog scores. Main thing is job could be done much better, easier etc. by someone with Music background, but not impossible otherwise. Told him that the two positions in Wilson and Music Library were already exempted. He said there was probably better reason to exempt his job than theirs.

10. Library - Crane, Clerk 2s: Bill Buck, Walter Marsh, Catherine Mead.

Walter: 'Anyone who can read English, and use their hands could do this job.' Bill: 'We can do it at a level that someone without broadcasting experience could not.' Catherine: 'No, very few people could do it at all.'

The fact is that Walter's statement is accurate, but if someone were doing the job who didn't have an acting, or broadcasting background, it would be a very different

product.

They don't have to read foreign languages, only words, passages, phrases. They use dialects, but have been told it's not necessary. The tapes are sold educationally, and loaned through inter-library loans.

Requirements: voice level, diction
dialects, different voices (not officially required.

ability to assess material in order to interpret correctly.

foreign languages (would be possible to simply spell the words)

"reading" flow charts, diagrams, illustrations etc. - ie. description

literary style, match to reading

technical: change tapes, set recording levels - could be learned in three months - technician also always on job.

maintaining levels of volume, style, tempo editing out noises, etc. - seamless product - reasonably difficult to do.

training: train volunteers: have seminar with Librarian - always available to volunteers, ongoing, have done written assessments.

PR: television interviews re. Crane, read on TV; recording for telephone answering service in Crane.

See file on new job descriptions (Audio Book Reader). They are doing much more than they are being paid for, but the job should remain Clerk 2 unless Univ. willing to pay them a lot more.

11. Library - Graphics, Merry Meredith, LA 3

Needs graphics background to do job. Somebody without this would be pretty useless - difficult detailed paste-ups, signs. Someone without background - job would have to change radically. "Someone could come in here and do an adequate job...but you can't do much if someone has no aesthetic sense at all...not to say they couldn't make the signs adequately...Possible within the description of the job that you could do everything required without the qualification... but it just makes it a whole lot easier on everyone if you have them." But other statements she made indicated clearly that it would be very difficult, impossible even, for some people to handle the work. Very difficult to train someone without background.

12. Law Library, S. Owa, LA 2.

Need Japanese, is asked to check things written in Japanese. Users ask for info from Japanese texts, journals. No cataloging. Journals uncatalogued, but catalogued when bound (ie. have call-

no. after they are bound. Uses Japanese seldom now - 2 years ago they bought many Japanese books, she had to transliterate, type in Japanese.

Overall, Japanese = about 2% (two per cent) of the job.

13. Map Library, Nora Williams and Ivy Lee, LA 3s.

Spoke only to Ivy Lee.

Language not so important. Geography background would make job easier, training easier. Would be perhaps possible without. Even high school grads have geography, could be trained in job. Nora 50% same as Ivy, other 50% = ordering, dealing with maps. Ivy does books and atlases. Both do some reference work.

14. Linguistics, Odile Kucera, Sec. 3

One prof. working on bilingualism - papers in French, short-hand in French. Composes letters in Fr. Telephone from Quebec or local in Fr. Another prof. editor for Can. Ling. Assn. Everything must be typed in Eng. and Fr. - some translation for this journal. They did have Sec. before whose Fr. was not sufficient. Management told her no way they could manage without Fr. Seven profs. in Dept. altogether. Now course being instituted, Ling. 420, will be entirely in Fr. Three profs. are native Fr. speakers. Copy types from languages other than Fr.

15. Museum of Anthropology - Sandra Hawkes, Prog. Asst.

NB. S. Hawkes acts as Programme Asst. only on Tuesdays, Moira Waters is full time Programme Asst.

Spoke only with Sandra Hawkes.

Specific knowledge: helping to identify North West Coast pieces - helping to identify quality of North West Coast pieces. "Intangible" (a lot of the people I interviewed used this term to describe the reason special qualifications required). Speaking to public on phone - needs "general grounding in theoretical perspectives". Phone calls: symbols, poles, etc. (interp.). These things are only a part of what's involved in the job. No specific percentage.

16. Political Science - Petra Muller, Sec. 2.

Five years in Dept. 30-40% French dictation, etc. Two French profs., large correspondence. Resnick, Quebec politics. (Resnick is not native speaker?). Le Ponce, comparative politics. Very often people from Ottawa call, prefer Fr. speaker on phone. Doesn't need French for work with students. Sometimes does translations for Prof. Kearns (can't write Fr.) - composes letters

for him and others. Sometimes phone in Fr. (could manage without). Before Petula (Anne-Marie) they had Fr. speaking Sec. 2. No classes taught in Fr., some students write in Fr.

17. Registrar's Office - Sec. 5s, Margaret Emslie, Betty Finnsson.

Margaret objects to being exempted because it cuts back on job security for others. Betty wanted to know how many Sec. 5's there are, and how many on list. Margaret says all Sec. 5 jobs could be learned. Betty asked Ken Young how they got on this list, and he didn't know, had nothing to do with it.

They do have to have short-hand. Use tape-recorder as back-up. Someone could learn short-hand in three months, could take notes of some kind, probably adequate.

Neither of them think we should agree to exempt them from involuntary transfer.

18. Slavonic Studies - R. Braletic, Sec. 3.

Dept. offers language courses: Russian, Polish, Czech, Serbo-Croatian (not any longer) and Ukrainian.

Typing: in four or five Slavic languages. Papers, exams, correspondence.

Phone: occasionally, about once/week.

Counter: public bring in letters, docs. for trans. Does such trans. herself. Trans. of other docs. Some native speakers expect a Slavic language sec. Prob. 25% of counter work in Slavic lang.

Ad. for job always says knowledge of Russian.

For Cyrillic (Russian, Ukrainian and Serbian) uses IBM Cyrillic alphabet, 34 letters, diff. key arrangement altogether. Polish is Roman alph., but Czech is Roman augmented alph.

About 50% of her work is in Russian or Ukrainian.

The only one on list I haven't done are no. 39, Student Housing Admin. Clerk. Someone should at least go through job description. I also haven't looked at the additions - see the file, they've requested three more exemptions since they sent us the list. Also in the file are job descriptions for most of these positions.

My recommendation would be that we exempt only those LA cataloging positions that require a non-roman foreign language. We might also consider one position in the French Dept. Our only consideration should be whether or not an untrained person would be absolutely incapable of doing the job (in some cases the job could be adjusted to the person). Most of these positions are inflated because of the people who are in them. If the Univ. wants to require such high qualifications, they should create positions at higher pay grades.

Whichever ones we agree to, we should at the same time look closely at requesting a reclassification for them. The LA 4s, for instance, probably wouldn't merit a reclass. But the LA 3s and 2s that require non-roman languages should be looked at.

Ted Byrne
