



Provincial Review Process Form

Complete for all submissions:

Current Provincial Job Description Title and Number

Date: July 24, 2019

Job #250 – Materials Management Systems Analyst

City/Town

Facility

Department

Mailing Address

Instructions:

Does the *Provincial Job Fact Sheet* represent your job?

Yes ☐

Complete this page only

No ☐

Complete documentation as required

Documentation Required:

1. *Provincial Review Process Form*
2. Amended current *Provincial Job Fact Sheet* (cross out what no longer applies and add in additional information)

Timelines:

Employee(s) date of completion: **August 28, 2019**
(and submitted to OOS Supervisor)

OOS Supervisor date of completion: **September 25, 2019**
(and submitted to Employer HR)

Employer Human Resources:
(and submitted to JJEMC) **October 9, 2019**

Employee and/or Group Contact Information:

For Group Submissions, Signature Page (Page 2) must be completed by all members of the group

Employee Name

Signature

E-mail Address

Work Phone

Home Phone

OOS Supervisor Contact Information:

OOS Supervisor Name

Signature

OOS Supervisor Job Title

Work Phone

E-mail Address

Home Phone

Human Resources (HR) Contact Information:

HR Contact Name

Signature

HR Job Title

Work Phone

E-mail Address

SIGNATURE PAGE FOR GROUP SUBMISSION

All members participating in this group submission must complete this page

Please Print Clearly

[illegible]

Attach more pages if necessary