

## **USW Casual – Reason Code Work Descriptors**

### **BA –Administrative/Secretarial/Clerical**

Positions that perform administrative, secretarial, and clerical services. Duties may include, ensure the efficient day-to-day operation of the office; support the work of management and other staff; recordkeeping; mail distribution; receptionist; data entry; process, code, store and retrieve records and documents according to established policies and procedures; file papers, records, documents and other material according to subject matter or other filing system; processing all correspondence; opening and prioritizing all incoming information; maintain records of all documentation file materials, manage data entry and even set up databases and other relevant data information.

### **BB – Technical**

Positions that perform professional, scientific, or technical work in support of research. Duties may include the development, design, construction, inspection, production, application, standardization, test, operation, or maintenance of facilities, structure, systems, processes, equipment, devices or materials. (E.g. Craftsperson, Eng Tech, etc.)

### **BC – Information Technology**

Positions that perform IT related responsibilities that involve systems and services used in the automated acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, assurance, or reception of information. Duties may include policy and planning, IT security, systems analysis, application software, operating systems, network services, data management, internet and web design and maintenance, systems administration and customer support.

### **BD - Special Events Assistant**

Positions that develop and execute a variety of event planning responsibilities. Duties may include assisting in planning event details; assisting in handling all logistical arrangements, advertising, member/guest lists and appreciation letters; assisting in the post-event follow-up including written event analysis and recommendations; as well as the processing of invoices, preparation of expense reimbursement forms and debit memos.

### **BE – Development / Fundraising**

Positions involved in the identifying, cultivating and stewarding donors. Duties may include developing tailored programs to identify and enhance the interest and involvement of individuals who directly, or through other sources, are capable of making gifts to the University; primary focus is directly and/ or indirectly related to gaining the financial support of potential donors.

### **BF – Athletic/Recreation**

Positions that involve planning, development, implementation, supervision, assessment and evaluation, administration of group and individual athletic and/or recreation Programmes, services and events; developing and implementing safety protocols and

procedures within the facility. Responsibilities may also involve upkeep and maintenance of the athletic and recreation facilities and equipment. (eg., fitness instructors, lifeguards, facility attendants)

**BG - Library Assistants**

Positions that archive, assist users in accessing library or archive resources, participate in records management, assist in describing new acquisitions, participate in archive processing and storage, and conduct reference searches; compile records, sort and shelve books, and issue and receive library materials such as pictures, cards, slides and microfilm. Locate library materials for loan and replace material in shelving area, stacks, or files according to identification number and title. These positions are in libraries outside of the Central Library System.

**BH – Standardized Patient**

Positions that require individuals to act out “illness” in support of diagnostic and treatment teaching. These positions are typically in the Faculty of Medicine.

**BI – Professionals**

Positions that require the incumbent to have specialized education and/or training and certification. May require licensing by professional or regulatory bodies. May include: accountants and auditors, architects, artists, chemists, designers, dietitians, editors, RMTs, registered professional nurses, physiotherapists, and etc.

**BJ – Research**

Positions that support or conduct research initiatives. Duties may include project design and setting research goals, selecting and developing research procedures, collecting, summarizing and analyzing research data, defining and modifying research protocol, setting up coding systems, development of research proposals, preparing or contributing to the preparation of research reports.

**Exempt Casuals - Reason Code Work Descriptors**

If you need assistance with the Reason Code Work Descriptors for the Exempt Casuals, please contact [hris.help@utoronto.ca](mailto:hris.help@utoronto.ca)