



July 20, 2005

Heads of Human Resources

Dear Colleague:

This is to provide you with an update on the development of the Classification Standard for the EC Group and to request copies of work descriptions in preparation for the second testing exercise which will take place early this Fall in your department.

From May 30 to June 10, we conducted a central testing exercise of the draft Classification Standard for the EC Group with 18 representatives from 11 departments. During this two week exercise, 76 work descriptions from 28 departments were evaluated. This covered approximately 2,146 positions. Participants provided valuable feedback on the applicability of the draft standard, its administrative guidelines and on work description content.

We have since begun the next phase of the standard design and are preparing to test the standard in departments early this Fall. To prepare departments for this exercise, we will be developing and conducting two training sessions: one on writing EC work descriptions and another on evaluating with the EC Group Classification Standard. Training sessions will begin as early as September. We will request that those departments identified in the sample register those individuals who will be directly involved in the writing and evaluation of EC work descriptions for the Fall testing exercise at these sessions as soon as they are offered. We will be forwarding the schedule for these two sessions once arrangements have been finalized.

Also, we have identified the required sample of work descriptions to be used for the testing of the EC Classification Standard in each department. The sample has been kept to a minimum. The enclosed Appendix A identifies the sample position(s) to be evaluated with the new standard within your organization for this critical testing exercise.

We ask that you provide us with the bilingual work descriptions, in electronic format, of the position(s) identified along with the relevant organizational chart by August 19. Hard copies (if electronic versions are not available) and copies in only one official language will be accepted. They should be forwarded to Tania Magloire ([Magloire.Tania@hrma-agrh.gc.ca](mailto:Magloire.Tania@hrma-agrh.gc.ca)).

Ratings obtained from departments on this sample, along with other data collected, will allow us to finalize the more technical aspects of the standard. Additional

information on how to forward sample evaluation results will be forwarded to you in September.

As part of the EC Standard testing exercise, there is a need to have a number of work descriptions drafted in the new format to validate the writing process and to test the Standard. This format is substantially shorter (two to four pages) than that presently being used by most departments. Its use will update the content of work descriptions and accelerate the evaluation process. Departments will be required to write new work descriptions for those positions identified in Appendix B and to have these forwarded to Tania Magloire in October. The training provided at of the end of August on work description writing will include a module on the writing of generic work descriptions.

If you are unable to provide us with documentation for positions identified through our sampling methodology for the evaluation or the writing exercises, please contact Tania Magloire ([Magloire.Tania@hrma-agrh.gc.ca](mailto:Magloire.Tania@hrma-agrh.gc.ca)) who will provide a replacement position. Based on the sampling methodology all replacements must meet specific sampling criteria and be fully documented.

Our collective objective is to have all EC positions evaluated under the new EC Standard by Spring 2006 in readiness for the next round of collective bargaining for the EC Bargaining Unit that will commence in June 2006.

Thank you for your continued cooperation in this classification modernization initiative.

Yours sincerely,

**Mike Bazuk**  
A/Director General  
Classification Program Management  
Human Resources Management  
Modernization Branch

cc: Chiefs of Classification

Attachments (3)