

4.1 Classification

Classification of Positions

AUTHORITY

In accordance with the *Civil Service Act*, the Public Service Commission is responsible for the evaluation and classification of positions within the civil service.

DEFINITION

Classification is defined as “a systematic approach of organizing work and appraising jobs in order to establish their relative position in an organization.”

Classification is an important support system for personnel administration and is basic to sound wage and salary administration and to the development of rational organizational structures and work relationships. It forms the framework for effective staffing, staff relations, and staff development and the effective use of human resources.

Defining Position Responsibilities

POSITION DESCRIPTION

Since it is the manager who organizes the activity and assigns work to the positions within the area, it is the manager’s responsibility to provide a job description, the written record of the work assigned to a position.

For various reasons, work does not remain constant over long periods of time. In order to keep positions current, the classification system requires management to prepare and submit a job description whenever one of the following apply:

- creation of a new position
- deletion from or addition to the duties of a position
- reorganization
- transfer or relocation of a position
- position description not reviewed for at least five years
- changes in technology.

It is the manager’s responsibility to describe what work is assigned to the position and to ensure that work is actually being performed. If the duties extracted from, or added to, the job description affect another position, the affected position must also be re-described and submitted for evaluation.

Managers involved in writing position descriptions must become familiar with the following documents:

- Employee Duty List and Guide
- Supervisor's Analysis
- Guide to Preparing Position Descriptions
- Bargaining Unit Job Description Form.

For MCP excluded positions, please see the following documents.

- Position Description Guide—How to Write Your Own
- MCP Position Description Format.

Authorizations

The job description is the official document by which duties are assigned. It must be signed by the appropriate manager and Deputy Minister of the department certifying that these duties are the duties assigned to the position.

Classification Review Procedures

INITIATIVE

Once a position description is signed off by the Deputy Minister of a department, it is forwarded to the Client Services Division of the Public Service Commission, with a covering CSC 10 form, which must outline the reasons for the review request.

POSITION REVIEW/CLASSIFYING

Upon receipt of the CSC 10 package from the department, the review will be assigned to the appropriate Human Resources Consultant. This staff member will take all the steps necessary (e.g., research, examine documents, interview employees, compare to standards, etc.) to ensure that the job is given the proper classification by using our two classification systems: the HAY system for all MCP excluded management positions and the Standards/Benchmark method for bargaining unit jobs.

Classification Appeal

BARGAINING UNIT POSITIONS

There is a classification appeal process for all bargaining unit positions, and it is clearly explained in the collective agreements. The Client Services Division of the Public Service Commission has responsibility for administering this procedure.

MANAGEMENT COMPENSATION PLAN (MCP) POSITIONS

If a deputy head does not accept the evaluation assigned to a non-benchmark position, he/she can appeal the evaluation to the Deputy Ministers' Maintenance Committee.

Evaluations of benchmark positions are done by the deputy's committee, and thus they cannot be appealed.

OTHER EXCLUDED PAY PLANS

There is no classification appeal process for positions covered by these pay plans.

Enquiries

General Enquiries, Public Service Commission (902) 424-7660

Approval date:

Manual release date: January 9, 2003

Approved by:

Most recent review:
