

## Administrative Services (AS) Group

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**Introduction** This classification standard mapping tool has been developed to ensure consistency in applying the *Administrative Services* classification standard to UCS-style work descriptions and to assist in identifying and collecting information that may be missing from these work descriptions.

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**Getting Started** Before you begin, you will need to read the entire work description. The map will guide you to the UCS elements where you are most likely to find the information you need to evaluate the position for each of the factors in the classification standard. However, there may be relevant information elsewhere in the work description. You may also have to talk to the manager and consult other sources of information such as your human resources information system, or other documentation to gain a good understanding of the position being evaluated.

In the map below, you will find a list of the elements in the UCS-style work description that are relevant in applying the *Administrative Services* classification standard, for each of the factors in the standard. The factors in the classification standard appear on the left. The map will also help you identify other information that is required to evaluate the work description, as well as where you can find this additional information. The UCS element(s) that are considered most relevant to the factors in the classification standard appear in **bold**.

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<i>Knowledge</i>	<i>UCS Element</i>	<i>What to look for</i>
	Information for the Use of Others	Relevant
	Money	Responsibility may indicate level of education and experience
	Physical Assets and Products	May indicate breadth and depth of specialization
	Ensuring Compliance	Responsibility may indicate level of education and experience
	<b>Job Content Knowledge Application</b>	<b>Areas of specialization indicate requirement for education, experience, continuing study</b>
	<b>Contextual Knowledge</b>	<b>Indicates requirement for education, experience, continuing study</b>

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**Administrative Services (AS) Group, Continued**

<i>Knowledge</i> ...continued	<i>UCS Element</i>	<i>What to look for</i>
	Communication	Indicates level of education, experience, continuing study
	Intellectual Effort	Effort and complexity of problems indicates level of experience and education
	Other information required and where to find it	Key activities may give further indication for education, experience and continuing study
<b>Decision Making</b>	Information for the Use of Others	Scope and impact are reflected in latitude to make decisions on information
	Money	Impact of decisions on resources committed
	<b>Ensuring Compliance</b>	<b>Responsibility indicates scope and impact of decisions made</b>
	Job Content Knowledge Application	Relevant
	<b>Contextual Knowledge</b>	<b>Application of contextual knowledge for scope and impact of decisions</b>
	<b>Intellectual Effort</b>	<b>Judgment, initiative, discretion required, difficulty, implications of decisions</b>
	Other information required and where to find it	Key activities may give indication of scope and impact of decisions
<b>Responsibility for Contacts</b>	<b>Information for the Use of Others</b>	<b>Extent of responsibility for information provides an indication of nature of contacts and who is contacted (internally and externally), and difficulty</b>
	Leadership of Human Resources	May give indication of requirement for contacts with consultants/contractors
	Ensuring Compliance	Contacts may be required when determining compliance
	Contextual Knowledge	Will provide indication of requirement for, and nature of, internal and external contacts
	<b>Communication</b>	<b>Who is contacted and the difficulty of the communication - persuasion, negotiation</b>
	Intellectual Effort	May give indication of complexity and difficulty of contacts
	Psychological/Emotional Effort	May give indication of nature of contacts for some jobs
	Other information required and where to find it	Key activities may also give indication of difficulty and importance of contacts

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**Administrative Services (AS) Group, Continued**

<i>Supervision</i>	<i>UCS Element</i>	<i>What to look for</i>
	Information for the Use of Others	May indicate requirement for functional supervision
	<b>Leadership of Human Resources</b>	<b>Indicates degree of supervisory responsibility</b>
	Job Content Knowledge Application	Requirement for knowledge of management skills
	Contextual Knowledge	Own work unit and own department/agency may indicate extent of supervisory responsibility
	Intellectual Effort	May provide indication of nature of supervisory responsibility
	Other information required and where to find it	Numbers and levels of employees supervised – organization chart, manager Key activities may also indicate extent of supervisory responsibility