

Commerce (CO) Group

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

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 *Commerce* 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**.

<i>Kind of Assignments</i>	<i>UCS Element</i>	<i>What to look for</i>
	Information for the Use of Others	Responsibility for information may provide an indication of the scope and variety of assignments
	Ensuring Compliance	May have some relevance for scope of assignments (investigational work in particular)
	Job Content Knowledge Application	Breadth and depth of expertise and how that expertise is applied will provide a good indication of scope of the work and variety of tasks
	Contextual Knowledge	Application of contextual knowledge in terms of knowledge of legislation, industry, etc. reflects scope, variety of tasks

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<i>Kind of Assignments</i> <i>...continued</i>	<i>UCS Element</i>	<i>What to look for</i>
	Communication	Some relevance for scope, variety of tasks
	Intellectual Effort	Provides good indication of scope of work, guidance received, variety of tasks, extent of planning and development; some relevance for objectives
	Other information required and where to find it	May need more information, especially in terms of objectives established by others – manager, business plans, mandate, etc. Key activities may provide further information on kind of assignments
Complexity of Work	Information for the Use of Others	Some relevance for requirement to communicate with others
	Leadership of Human Resources	May have some relevance for the need to coordinate work with others
	Job Content Knowledge Application	Breadth and depth of area(s) of expertise indicate requirement for application of theories, principles, approaches, etc.
	Contextual Knowledge	Application of contextual knowledge provides indication of complexity – difficulty of obtaining information and data, effect of activities of others, knowledge of industry, departmental and other programs, policies, legislation, etc.
	Communication	Relevant for requirement for communication with others – confrontational discussions, persuasion, negotiation, reaching agreement
	Intellectual Effort	Relevant for requirement to modify, develop, apply approaches, methods, techniques; obtain information and data; subtlety and interrelationship of variables; analysis under conditions of uncertainty
Professional Responsibility	Information for the Use of Others	Responsibility for information may indicate responsibility for presentation of results and conclusions, interpretation of information, etc.
	Leadership of Human Resources	Responsibility will reflect guidance received, requirement for planning/leading projects, extent of authority

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<i>Professional Responsibility</i> <i>...continued</i>	<i>UCS Element</i>	<i>What to look for</i>
	Ensuring Compliance	Relevant for investigative work – extent of authority to reach final conclusions on compliance
	Communication	May have some relevance for interpretation of information, presentation of findings
	Intellectual Effort	Provides a good indication of responsibility for definition of problems, planning and conducting assignments, interpretation of findings
<i>Management Responsibility</i>	Leadership of Human Resources	Will reflect responsibility for effective use of staff, hiring consultants, organization structure, coordination of work
	Money	Relevant for responsibility for financial resources
	Physical Assets and Products	Relevant for responsibility for physical resources
	Job Content Knowledge Application	Relevant for managerial knowledge
	Contextual Knowledge	Application of contextual knowledge reflects responsibility for improving administrative methods and techniques, and administrative coordination of work
	Communication	May have some relevance
	Intellectual Effort	Difficulty of problems related to management of resources and projects, defining requirements for external resources, organization and coordination of work
	Other information required and where to find it	Organization chart may provide further information
<i>Impact of Recommendations and Activities</i>	Information for the Use of Others	Responsibility for information and impact provides a good indication of impact of recommendations and activities
	Ensuring Compliance	Responsibility for compliance provides good indication of impact in all areas
	Job Content Knowledge Application	Breadth and depth of knowledge and its application will reflect impact of recommendations

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<i>Impact of Recommendations and Activities</i> <i>...continued</i>	<i>UCS Element</i>	<i>What to look for</i>
	Contextual Knowledge	Application of contextual knowledge reflects impact on all areas
	Communication	May have some relevance
	Intellectual Effort	Difficulty and complexity of problems may provide indication of impact
	Other information required and where to find it	Client service results and key activities may provide further information
