

## Clerical and Regulatory (CR) Group

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**Introduction** This classification standard mapping tool has been developed to ensure consistency in applying the *Clerical and Regulatory* 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 *Clerical and Regulatory* 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>
	<b>Job Content Knowledge Application</b>	<b>The breadth and depth of areas of expertise identified will provide an indication of the required level of education and experience</b>
	<b>Contextual Knowledge</b>	<b>Application of contextual knowledge in each of the areas will provide an indication of the required level of education and experience</b>
	Money	Responsibility for money may be an indicator of the required level of education and experience
<i>Complexity</i>	Information for the Use of Others	Responsibility for information provided may indicate the variety and complexity involved
	Money	Responsibility for money may reflect the variety of the work and the controls and guidelines that need to be followed
	Ensuring Compliance	Indicates requirement to follow established processes and procedures and controls and guidelines in carrying out the work

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**Clerical and Regulatory (CR) Group, Continued**

<i>Complexity</i> <i>...continued</i>	<i>UCS Element</i>	<i>What to look for</i>
	Job Content Knowledge Application	Breadth and depth of knowledge will indicate variety of the work
	<b>Intellectual Effort</b>	<b>Indicates difficulty in terms of variety of problems encountered, requirement to follow established guidelines, availability of precedents and controls on the work</b>
	Other information required and where to find it	Key activities may give further indication of the variety of the work
<i>Consequence of Error</i>	Information for the Use of Others	Impact may have some relevance
	Money	May have some relevance
	Ensuring Compliance	Responsibility may be an indication of the impact of errors in the work performed
	Job Content Knowledge Application	May have some relevance
	Sustained Attention	May provide information on the impact of errors in performing the work
	Other information required and where to find it	Key activities may provide relevant information
<i>Responsibility for Contacts</i>	<b>Information for the Use of Others</b>	<b>Indication of difficulty and importance of contacts – internal and external</b>
	Leadership of Human Resources	May have some relevance
	Ensuring Compliance	May have some relevance
	Contextual Knowledge	Indication of requirement for, and nature of, internal and external contacts
	<b>Communication</b>	<b>Who is contacted and the difficulty of the communication</b>
	Intellectual Effort	May have some relevance
	Psychological/Emotional Effort	May give indication of nature of contacts for some jobs
	Other information required and where to find it	Key activities may give further indication of difficulty and importance of contacts
<i>Supervision</i>	<b>Leadership of Human Resources</b>	<b>Indication of nature of supervisory responsibility</b>
	Intellectual Effort	May have some relevance
	Other information required and where to find it	Numbers of employees supervised – organization chart, manager Key activities may give further indication of nature of supervisory responsibility