

## Computer Systems Administration (CS) Group

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**Introduction** This classification standard mapping tool has been developed to ensure consistency in applying the *Computer Systems Administration* 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 *Computer Systems Administration* 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	Responsibility for information may provide some indication of level of education and experience required
	Leadership of Human Resources	Some relevance for education and experience required to manage staff and lead project teams
	<b>Job Content Knowledge Application</b>	<b>Breadth and depth in area(s) of expertise will indicate requirement for development of specialized knowledge and degree of subject matter specialization; knowledge and application of principles and concepts, etc. – education and experience</b>

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**Computer Systems Administration (CS) Group, Continued**

<i>Knowledge</i> <i>...continued</i>	<i>UCS Element</i>	<i>What to look for</i>
	<b>Contextual Knowledge</b>	<b>Application of contextual knowledge will indicate requirement for administrative knowledge – experience; knowledge of trends and developments – continuing study</b>
	Communication	Relevant for continuing study
	<b>Intellectual Effort</b>	<b>Difficulty of problems encountered and approaches and solutions to problems reflect amount of education and experience required; problem analysis and development of options</b>
<i>Decision Making</i>	Information for the Use of Others	Responsibility for information will reflect scope for making decisions about information, and impact of decisions and recommendations
	Leadership of Human Resources	Scope and impact of decisions on subordinate staff and project teams
	Money	May have some relevance
	Physical Assets and Products	Relevant for impact on facilities and scope for decision making about technology infrastructure
	Ensuring Compliance	Responsibility may provide some indication of scope and impact of decisions made
	Contextual Knowledge	Application of contextual knowledge indicates scope for decisions (extent of authority) and impact on services, facilities, programs, etc.
	Communication	May have some relevance
	<b>Intellectual Effort</b>	<b>Judgement, initiative, discretion required to identify and resolve problems; degree of autonomy, direction provided, constraints on the work; complexity of problems</b>
	Other information required and where to find it	Extent to which position is effective recommending authority – organization chart, manager; key activities, business plans and other documentation may provide further information on complexity of user programs
<i>Responsibility for Contacts</i>	<b>Information for the Use of Others</b>	<b>Extent of responsibility for information provides an indication of nature of contacts (internal and external); difficulty and importance of contacts</b>

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## Computer Systems Administration (CS) Group, Continued

<i>Responsibility for Contacts</i> <i>...continued</i>	<i>UCS Element</i>	<i>What to look for</i>
	Leadership of Human Resources	Will provide indication of requirement for contacts while managing projects (consultants/contractors)
	Contextual Knowledge	Application of contextual knowledge may reflect nature and difficulty of contacts (internal and external)
	<b>Communication</b>	<b>Good indication of difficulty and nature of contacts – representation, persuasion, obtaining cooperation</b>
	Other information required and where to find it	Key activities may provide further information for nature of contacts
<i>Supervision</i>	<b>Leadership of Human Resources</b>	<b>Good indication of nature of supervisory responsibility, including functional supervision and leading project teams</b>
	Job Content Knowledge Application	Relevant for managerial knowledge
	Other information required and where to find it	Numbers and levels of employees supervised – organization chart, key activities, the manager, and project and other documentation may have additional information on the level and numbers of employees supervised as well as responsibility for functional supervision