

## Drafting and Illustration (DD) Group

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**Introduction** This classification standard mapping tool has been developed to ensure consistency in applying the *Drafting and Illustration* 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 *Drafting and Illustration* 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 And Experience</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 the difficulty of the work in terms of knowledge and experience required
	Leadership of Human Resources	Relevant for knowledge and experience required to supervise staff
	Physical Assets and Products	Relevant for knowledge of instrumentation and tools
	<b>Job Content Knowledge Application</b>	<b>Breadth and depth of understanding of techniques and practices, and knowledge of associated work areas; may have some relevance for requirement for experience</b>

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**Drafting and Illustration (DD) Group, Continued**

<i>Knowledge And Experience ...continued</i>	<i>UCS Element</i>	<i>What to look for</i>
	<b>Contextual Knowledge</b>	<b>Relevant for techniques and practices, associated work areas and administrative practices</b>
	Other information required and where to find it	Key activities and the manager may provide more information on knowledge and experience required
<b>Technical Responsibility</b>	Information for the Use of Others	Level of responsibility will reflect scope for initiative and judgement
	Leadership of Human Resources	May have relevance for responsibility related to supervision of staff
	Ensuring Compliance	Responsibility for compliance will reflect degree of scope for initiative and judgement within framework of guidelines, etc.
	Job Content Knowledge Application	May have some relevance
	Contextual Knowledge	Application of contextual knowledge provides an indication of scope within framework of guidelines, directives, practices and techniques
	Communication	May have some relevance
	<b>Intellectual Effort</b>	<b>Provides good indication for scope for initiative and judgement – solving problems, selecting and adapting techniques, evaluating methods, etc.</b>
	Other information required and where to find it	Key activities may provide additional information
<b>Responsibility for Accuracy and Quality</b>	Information for the Use of Others	Nature of documentation and products produced may provide indication of the responsibility for quality and accuracy
	<b>Leadership of Human Resources</b>	<b>Relevant for checking and approving the work of subordinates/contractors</b>
	<b>Ensuring Compliance</b>	<b>Relevant for checking work of others for compliance with established standards</b>
	Job Content Knowledge Application	May have some relevance
	Motor and Sensory Skills	Requirement for proficiency in motor and sensory skills may reflect responsibility for accuracy and quality
	Intellectual Effort	May have some relevance
	Sustained Attention	May have some relevance

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**Drafting and Illustration (DD) Group, Continued**

<i>Responsibility</i>	<i>UCS Element</i>	<i>What to look for</i>
<i>For Accuracy and Quality</i> ...continued	Other information required and where to find it	Key activities, the manager or the supervisor's work description may have further information
<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 and who is contacted (internally and externally), and difficulty</b>
	Leadership of Human Resources	May give indication of requirement for contacts with consultants/contractors
	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</b>
	Other information required and where to find it	May need additional information on level of persons contacted - manager
<i>Conditions of Work</i>	Motor and Sensory Skills	May have some relevance
	<b>Sustained Attention</b>	<b>Relevant for degree of attention, concentration, focus on the work</b>
	<b>Physical Effort</b>	<b>Relevant for kind, frequency, intensity and duration</b>
<i>Supervision</i>	<b>Leadership of Human Resources</b>	<b>Good indication of nature of supervisory responsibility</b>
	Ensuring Compliance	May have some relevance
	Job Content Knowledge Application	Relevant for managerial knowledge
	Other information required and where to find it	Number of employees supervised – organization chart, manager