

Financial Management (FI) Group

Introduction This classification standard mapping tool has been developed to ensure consistency in applying the *Financial Management* 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 *Financial Management* 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>Expertise</i>	<i>UCS Element</i>	<i>What to look for</i>
	Information for the Use of Others	Responsibility for information will provide an indication of financial subject matter and managerial expertise; very relevant for interpersonal expertise
	Leadership of Human Resources	Relevant for managerial expertise, including financial project management
	Job Content Knowledge Application	Breadth and depth will indicate degree of financial administration expertise – diversity and intensity of expertise; also relevant for managerial expertise – application of managerial concepts

Continued on next page

Financial Management (FI) Group, Continued

<i>Expertise</i> <i>...continued</i>	<i>UCS Element</i>	<i>What to look for</i>
	Contextual Knowledge	Application of contextual knowledge may indicate requirement for managerial and interpersonal expertise
	Communication	Relevant for interpersonal expertise – advice or functional guidance, obtaining agreement, persuasion, motivating others, etc.
	Other information required and where to find it	Key activities may provide additional information for diversity of expertise
<i>Nature of Work</i>	Information for the Use of Others	Responsibility for information may provide an indication of both complexity of the work and requirement for independent action
	Money	Responsibility (amount of latitude) with respect to planning and controlling, acquiring and spending funds will provide indication of requirement for independent action
	Ensuring Compliance	Responsibility for ensuring compliance with policy, regulations, directives, etc., will indicate requirement for independent action
	Job Content Knowledge Application	May have some relevance for nature of work
	Contextual Knowledge	Application of contextual knowledge will reflect the intricacy of the work and requirement for independent action (degree of freedom to act within constraints)
	Intellectual Effort	Difficulty of problems encountered in the work will provide a very good indication of complexity; constraints on resolving problems provide indication of requirement for independent action

Continued on next page

Financial Management (FI) Group, Continued

<i>Nature of Work</i>	<i>UCS Element</i>	<i>What to look for</i>
<i>...continued</i>	Other information required and where to find it	Organization chart, key activities and the manager will provide further information for determining whether “influences of the setting” impact on the nature of the work
<i>Nature of Impact</i>	Information for the Use of Others	Responsibility for information may provide some indication of the level of influence
	Other information required and where to find it	The “Resources Susceptible To Influence – Worksheet” in the FI classification standard must be completed to determine the size and nature of resources; The organization chart and the manager will need to be consulted to confirm level of influence; Key activities may provide further information