

General Labour and Trades (GL) Group

Introduction This classification standard mapping tool has been developed to ensure consistency in applying the *General Labour and Trades* 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 *General Labour and Trades* 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>Skill and Knowledge</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 requirement for skill and knowledge to produce drawings, specifications, incident and operating reports, correspondence
	Leadership of Human Resources	Relevant to any leading/supervisory functions; may give indication of management training required
	Money	May give indication of requirement for bookkeeping knowledge

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<i>Skill and Knowledge</i> <i>...continued</i>	<i>UCS Element</i>	<i>What to look for</i>
	Physical Assets and Products	Relevant if there is responsibility for test equipment, etc.; skill and knowledge required to understand nature and operation of equipment
	Ensuring Compliance	May indicate requirement for knowledge of contract language, technical specifications; or requirement to apply knowledge of standards, contracts, specifications, legislation, safety regulations
	Job Content Knowledge Application	Breadth and depth will indicate requirement for application of trade knowledge, practices, principles, etc.; evidence of judgement and comprehension required
	Contextual Knowledge	Application of contextual knowledge may indicate requirement for a comprehension of regulations, codes and legislation
	Communication	Requirement to use technical terminology, prepare correspondence, diagrams, directions, instructions, etc., may reflect skill and knowledge required; may have some relevance for vocational training
	Motor and Sensory Skills	Relevant for specific vocational training
	Intellectual Effort	Reflects/confirms the depth of trade knowledge, arithmetic, reports, degree of planning, organizing and control, complexity of the work, and comprehension and judgement required
	Other information required and where to find it	Level of formal and on-the-job training required – manager; key activities may also provide further information
<i>Effort</i>	Information for the Use of Others	May have some relevance for mental effort
	Leadership of Human Resources	Level of supervision may reflect mental effort required for work planning, staff scheduling, coordinating work, managing contractors
	Ensuring Compliance	May indicate requirement to apply standards, inspect job sites – mental and physical effort

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<i>Effort</i> <i>...continued</i>	<i>UCS Element</i>	<i>What to look for</i>
	Job Content Knowledge Application	Breadth and depth may provide an indication of mental and physical effort required to perform trade related activities
	Communication	May have some relevance for mental effort
	Motor and Sensory Skills	Relevant for mental and physical effort
	Intellectual Effort	Important in illustrating difficulty of problems and mental effort required to solve them
	Sustained Attention	Relevant for mental effort
	Physical Effort	Relevant for physical effort
	Work Environment	Relevant for identifying/confirming physical effort
	Risk to Health	Relevant
	Other information required and where to find it	Key activities and percentage of time spent on each may provide more information
Responsibility	Information for the Use of Others	May have some relevance
	Well-being of Individuals	Relevant when the “buddy system” is in place
	Leadership of Human Resources	Will provide indication of responsibility for safety of others when leading/managing people
	Money	Relevant for nature and value of financial resources managed
	Physical Assets and Products	Relevant for nature and value of materials and equipment used
	Ensuring Compliance	Relevant for safety of others, inspecting work of contractors against specifications
	Job Content Knowledge Application	Breadth and depth of knowledge of trade practices may confirm responsibility for resources, equipment used, safety of others, etc.
	Contextual Knowledge	Application of contextual knowledge of safety regulations, legislation, etc. may confirm responsibility
	Communication	May have some relevance for accountability and judgement

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<i>Responsibility</i> <i>...continued</i>	<i>UCS Element</i>	<i>What to look for</i>
	Intellectual Effort	May indicate or confirm requirement for decision making and judgement related to responsibility for safety and resources
	Work Environment	Some relevance for safety of others
	Risk to Health	Some relevance for safety of others
	Other information required and where to find it	Organization chart and the manager may provide further information on accountability
<i>Working Conditions</i>	Physical Assets and Products	May indicate if personal protective equipment required; as well, nature and variety of equipment used
	Motor and Sensory Skills	Relevant as an indicator of possible hazards
	Sustained Attention	Relevant
	Physical Effort	Relevant for kind, frequency and duration of exposure to disagreeable conditions
	Work Environment	Relevant for kind, frequency and duration, and severity of disagreeable conditions
	Risk to Health	Relevant for hazards
	Other information required and where to find it	Percentage of time for key activities may indicate relative importance of the above elements
<i>Supervision</i> <i>(Supervisory Rating Plan)</i>	Leadership of Human Resources	Good indication of nature of supervisory responsibilities
	Job Content Knowledge Application	Relevant for managerial knowledge
	Intellectual Effort	May have some relevance for nature of supervisory responsibilities
	Other information required and where to find it	Number of employees supervised – organization chart, manager