Information Services (IS) Group

Introduction

This classification standard mapping tool has been developed to ensure consistency in applying the *Information Services* 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 *Information Services* 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**.

Nature of Work/ Responsibility	*UCS Element*	*What to look for*
	Information for the Use of Others	**Level of responsibility in the work for information and information products – latitude in the work for provision, management or delivery of services**
	Leadership of Human Resources	Level of responsibility for leading and managing people – very relevant for higher levels
	Job Content Knowledge Application	Breadth and depth of services provided
	Communication	**Nature and difficulty of communication**
	Intellectual Effort	Initiative and judgment in solving problems – level of autonomy in the work
	Other information required and where to find it	Client Service Results and Key Activities provide further information

Expertise	**Job Content Knowledge Application**	**Breadth and depth of knowledge in areas of expertise**
	Contextual Knowledge	**Breadth and depth in application of contextual knowledge indicates level of expertise required**
	Other information required and where to find it	Client Service Results and Key Activities provide further information