Personnel Administration (PE) Group

Introduction   This classification standard mapping tool has been developed to ensure consistency in applying the *Personnel Administration* 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 *Personnel 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**.

Knowledge	UCS Element	What to look for
	Information for the Use of Others	Responsibility for information may provide some indication of degree of understanding of departmental activities and objectives, administrative principles and practices, legislation and regulations as well as required knowledge in area(s) of specialization
	Money	May have some relevance
	Leadership of Human Resources	Some relevance for knowledge required to manage staff

Knowledge *...continued*	*UCS Element*	*What to look for*
	Job Content Knowledge Application	**Breadth and depth of understanding in area(s) of specialization indicate difficulty in terms of knowledge required**
	Contextual Knowledge	**Application of contextual knowledge will indicate requirement for understanding of departmental activities and objectives, administrative principles and practices, legislation and regulations**
	Intellectual Effort	Difficulty of problems encountered and approaches and solutions to problems reflect degree of knowledge required; problem analysis and development of options
Decision Making	Information for the Use of Others	Responsibility for information will reflect scope for making decisions about information, and impact of decisions and recommendations
	Well-being of Individuals	Relevant for some positions (EAP, for example)
	Leadership of Human Resources	Scope and impact of decisions on subordinate staff, and planning, management and delivery of program and services
	Money	May have some relevance
	Ensuring Compliance	**Responsibility indicates scope and impact of decisions and recommendations; extent to which position is effective recommending authority; consequence of error**
	Job Content Knowledge Application	May have some relevance; application of knowledge may confirm extent of authority
	Contextual Knowledge	Application of contextual knowledge indicates scope for decisions (extent of authority) and impact on program and services
	Communication	May reflect judgement and discretion

	UCS Element	What to look for
Decision Making *...continued*	**Intellectual Effort**	**Judgement, initiative, discretion required to identify and resolve problems; requirement to work within or create precedents; degree of autonomy, direction provided, constraints on the work; complexity of problems and client groups, determining implications of options**
	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 scope and impact, complexity of groups served
Managerial Responsibility	**Leadership of Human Resources**	**Provides a good indication of nature and degree of responsibility – supervision and management of staff, planning and organizing work, selecting and directing work of committees and task forces, hiring and managing consultants, etc.**
	Money	**Responsibility for committing and managing financial resources**
	Job Content Knowledge Application	Relevant for managerial knowledge
	Intellectual Effort	Difficulty and constraints on resolving problems will provide an indication of nature of responsibility – planning and coordinating work and resources