

Programme Administration (PM) Group

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

<i>Knowledge</i>	<i>UCS Element</i>	<i>What to look for</i>
	Information for the Use of Others	Relevant
	Ensuring Compliance	Relevant
	Job Content Knowledge Application	Breadth and depth in areas of expertise, including administrative areas
	Contextual Knowledge	Breadth and depth of program and specialized/technical knowledge, and general administration
	Communication	Nature of communication may give indication of breadth and depth of knowledge
	Intellectual Effort	Relevant
<i>Decision Making</i>	Information for the Use of Others	Scope and impact are reflected in latitude to make decisions on information

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<i>Decision Making</i> <i>...continued</i>	<i>UCS Element</i>	<i>What to look for</i>
	Ensuring Compliance	Responsibility indicates scope and impact of decisions made
	Contextual Knowledge	Application of contextual knowledge for scope and impact of decisions
	Intellectual Effort	Judgment and initiative required, difficulty, availability of direction, constraints
<i>Operational Responsibility</i>	Information for the Use of Others	Relevant – development of program systems, policies, procedures, etc.
	Leadership of Human Resources	Nature of supervisory and/or functional responsibility; managing contractors
	Money	May have some relevance
	Ensuring Compliance	Assessment of policies, programs, etc.
	Job Content Knowledge Application	Relevant – managerial knowledge
	Contextual Knowledge	Application of contextual knowledge may provide an indication of nature of operational responsibility
	Communication	May have some relevance
	Other information required and where to find it	Size of subordinate organization – organization chart, manager
<i>Contacts</i>	Information for the Use of Others	Extent of responsibility for information provides an indication of nature of contacts and who is contacted (internally and externally); difficulty and importance
	Leadership of Human Resources	May give indication of requirement for contacts with consultants/contractors
	Ensuring Compliance	Contacts may be required when determining compliance
	Contextual Knowledge	Will provide indication of requirement for, and nature of, internal and external contacts
	Communication	Who is contacted and the difficulty of the communication - persuasion, negotiation
	Intellectual Effort	May give indication of difficulty and nature of contacts
	Psychological/Emotional Effort	May give indication of difficulty and nature of contacts for some jobs
	Other information required and where to find it	Key activities may also give indication of difficulty and importance of contacts