Secretarial, Stenographic, Typing Group, Secretary Sub-group (ST-SCY)

Introduction This classification standard mapping tool has been developed to ensure consistency in applying the *Secretarial, Stenographic, Typing Group, Secretary Sub-group* 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 *Secretarial, Stenographic, Typing Group, Secretary Sub-group* 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*
	Money	Responsibility may provide indication of level of experience required
	Physical Assets and Products	Responsibility may provide indication of level of experience – variety of equipment used
	Job Content Knowledge Application	**Breadth and depth of services provided indicate level of education and experience**
	Contextual Knowledge	**Application of contextual knowledge in each area will provide indication of degree of experience required**

Complexity	UCS Element	What to look for
	Information for the Use of Others	Guidelines provided and nature of duties may be reflected in responsibility for information
	Money	Responsibility for money may reflect guidelines provided
	Ensuring Compliance	Indicates requirement to follow established processes and procedures, and controls and guidelines in carrying out the work
	Job Content Knowledge Application	Breadth and depth of knowledge will indicate complexity of the work, guidelines followed
	Contextual Knowledge	Application of contextual knowledge in various areas indicate complexity of the work, guidelines followed
	Motor and Sensory Skills	May have some relevance
	Intellectual Effort	**Indicates difficulty in terms of guidelines provided and complexity of problems – availability of precedents and options**
Consequence of Error	Information for the Use of Others	May have some relevance
	Money	May have some relevance
	Ensuring Compliance	Responsibility may be an indication of impact of errors in work performed
	Motor and Sensory Skills	May have some relevance
	Sustained Attention	May provide information on impact of errors in performing the work
Responsibility for Contacts	**Information for the Use of Others**	**Indication of difficulty and importance of contacts – internal and external**
	Ensuring Compliance	May have some relevance
	Contextual Knowledge	Indication of requirement for, and nature of internal and external contacts
	Communication	**Who is contacted and difficulty of communication**
	Intellectual Effort	May have some relevance
	Psychological/Emotional Effort	May give indication of nature of contacts for some jobs
	Other information required and where to find it	Key activities may give further indication of difficulty and importance of contacts
Supervision	**Leadership of Human Resources**	**Indication of nature of supervisory responsibility**
	Intellectual Effort	May have some relevance