



SUPPORT STAFF POSITION EVALUATION

Responsibility: *Superintendent, Human Resource Services
Senior Manager, Human Resource Services*

Legal References:

Related References: *HR-08-RPE – Request for Position Evaluation*

Revisions:

Reviewed: *January 2016*

1. Purpose

- 1.1 This procedure outlines the process for the classification of new positions and reclassification of existing positions.

2. Criteria For The Review Of A Position By The Position Review Committee

- 2.1 An evaluation of a position may be requested when one of the following occurs:
- 2.1.1 A new position has been established;
 - 2.1.2 An existing position has been changed due to a reorganization;
 - 2.1.3 An existing position has had a significant increase or decrease in the level of responsibility.

3. Responsibilities of Superintendent of Human Resource Services

- 3.1 Establish Position Review Committees (P.R.C.) as prescribed below:
- 3.1.1 Position Review Committee (Steering):
 - 3.1.1.1 Sr. Manager of Human Resources – Chairperson
 - 3.1.1.2 2 representatives each of ESS/OSSTF, CAMA, and EAA and 3 representatives of Management (1 per division)
 - 3.1.1.3 1 Human Resources Officer (non voting)
 - 3.1.1.4 1 recorder (non voting)
 - 3.1.2 Position Review Sub-Committees (ESS/OSSTF, CAMA, EAA reviews):
 - 3.1.2.1 Sr. Manager of Human Resources – Chairperson
 - 3.1.2.2 1 divisional representative of Management
 - 3.1.2.3 1 representative of Management Group
 - 3.1.2.4 2 representatives of the Employee Group of the position being reviewed
 - 3.1.2.5 1 representative of one of the other Employee Groups
 - 3.1.2.6 1 Human Resources Officer (non voting)
 - 3.1.2.7 1 recorder (non voting)
 - 3.1.3 Position Review Sub-Committee (Management):
 - 3.1.3.1 Sr. Manager of Human Resources – Chairperson
 - 3.1.3.2 2 representatives of Management
 - 3.1.3.3 1 representative of Management Group
 - 3.1.3.4 1 Human Resources Officer (non voting)
 - 3.1.3.5 1 recorder (non voting)

NOTE: Whenever possible, members of the Committee and Sub-Committees should be appointed for staggered terms of two or three years. The committees shall normally have equal gender representation.

4. Responsibilities of Human Resources Officer

- 4.1 Establishes the Position Analysis Committees as follows:
 - 4.1.1 New or Reorganized Position
 - 4.1.1.1 Human Resources Officer
 - 4.1.1.2 Superintendent/Manager, Co-ordinator, Principal or Supervisor
 - 4.1.2 Existing Position
 - 4.1.2.1 Human Resources Officer
 - 4.1.2.2 Superintendent/Manager, Co-ordinator, Principal or Supervisor
 - 4.1.2.3 Employee (incumbent)
- 4.2 Takes lead role in Position Analysis Committee (P.A.C.) for preparation of initial and final job description.
- 4.3 Presents job description to employee and manager for agreement.
- 4.4 Takes lead role in P.A.C. in the evaluation and rating of:
 - 4.4.1 New position;
 - 4.4.2 Revised positions due to reorganization; and
 - 4.4.3 Significantly changed positions.
- 4.5 Presents job description to employee and manager for agreement.
- 4.6 Prepares and presents professional personnel prospectus to P.R.C. if review is requested.

5. Responsibilities of Employees

- 5.1 Originates application for review of an existing job.
- 5.2 Has direct input into preparation of an interim job description and a finalized job description after six months.
- 5.3 Has direct input into evaluation and rating of the position.
- 5.4 Has direct input to Position Review Committee, if committee review is required.
- 5.5 Has opportunity to appeal and direct input to appeal, if required.

6. Responsibilities of Superintendent/Manager/Co-ordinator/Principal/Supervisor

- 6.1 Proposes new positions and revised positions, resulting from reorganization.
- 6.2 Participates directly in preparation of job descriptions (initial and final), as a member of the P.A.C.
- 6.3 Participates in approval/non-approval of job description.
- 6.4 Participates in position evaluation and rating (P.A.C.).
- 6.5 Participates in approval/non-approval of position evaluation and rating (P.A.C.).
- 6.6 Provides management input to Position Review Committee.

6.7 Provides management input to appeal, if appeal is requested.

7. Responsibilities of Sr. Manager of Human Resources

7.1 Chairperson of Position Review Committee (Steering and Sub-Committees).

7.2 Implements all approved descriptions, evaluations and ratings by P.A.C.

7.3 Implements decisions of the Position Review Committee.

7.4 Monitors, audits and prepares reports on the complete job evaluation process.

8 Following is the sequence of steps to be taken for position review:

8.1 Request for a position review is submitted to the Sr. Manager of Human Resources on form HR-92-137.

8.1.1 New Position - requested by the Superintendent/Manager/Co-ordinator/
Principal/ Supervisor

8.1.2 Existing Position - requested by the Superintendent/Manager/Co-ordinator/
Principal
- requested by the employee

8.2 The Sr. Manager of Human Resources seeks the authorization of the Divisional Superintendent, or designate, to proceed with the review, if this has not occurred.

8.3 Upon receipt of a properly authorized request, the Human Resources Officer shall initiate a meeting with the Superintendent/Manager/Co-ordinator/Principal/Supervisor and the employee (if an existing position)

8.3.1 Forward to the Superintendent/Manager/Co-ordinator/Principal/Supervisor a copy of the current job description (if available) and a copy of the current job questionnaire.

8.3.2 Initiate a meeting with the Superintendent/Manager/Co-ordinator/Principal/ Supervisor and the employee (if an existing position).

8.4 Meeting of Position Analysis Committee takes place, as scheduled in Step III.

8.4.1 New or Reorganized Position (Human Resources Officer and Superintendent/Manager/ Co-ordinator/Principal/Supervisor)

8.4.1.1 Checks Coordinating Council authorization for establishing position.

8.4.1.2 Develops job description.

8.4.1.3 Submits job description and suggest job title to Coordinating Council for approval of job title.

8.4.2 Existing Position (Human Resources Officer and Superintendent/ Manager/ Co-ordinator/ Principal/Supervisor and Employee)

8.4.2.1 Develops job description.

8.4.2.2 Develops descriptions of substantive changes that have taken place in the job.

8.4.2.3 Develops substantive reasons why the position was improperly classified originally.

- reaches agreement or non-agreement on i, ii, iii above

- proceeds with evaluation and ratings if agreement is reached on all three above

- where no agreement is reached, it is reported to the Sr. Manager of Human Resources for the consideration of the P.R.C.

NOTE: Where the Human Resources Officer considers that there is a significant change in the management or supervision of the position or by the incumbent of other positions, the Human Resources Officer will indicate this to the P.A.C. for review and to the Sr. Manager of Human Resources for the consideration of the appropriate Division Superintendent.

The Divisional Superintendent will submit, in writing, approval or non-approval of the management arrangements suggested in the new job description.

- 8.5 P.A.C. reaches agreement and submits the job description, along with the evaluation and rating to the Sr. Manager of Human Resources for implementation, or
 - 8.5.1 P.A.C. does not reach agreement and submits to the Sr. Manager of Human Resources a request for the position to be reviewed by the P.R.C.
- 8.6 Responding to Step V b) the position is reviewed by the Position Review Committee, with input from the Employee, Superintendent/Manager/Co-ordinator/Principal/ Supervisor and the Human Resources Officer.
 - 8.6.1 P.R.C. reviews the position and establishes the rating. If there is agreement by the Employee and the Superintendent/ Manager/ Co-ordinator/ Principal/Supervisor, the report is submitted to the Sr. Manager of Human Resources for implementation, or
 - 8.6.2 P.R.C. reviews the position, establishing a rating. However, if agreement is not reached with the Employee and/or Superintendent/ Manager/ Co-ordinator/ Principal/ Supervisor, the employee has the recourse of an appeal.
- 8.7 In response to Step 8.6.2, an appeal of the decision reached by the P.R.C. is presented to Executive Committee for review and decision. An outside opinion may be sought before a final decision is reached.