

## **Human Resources Policy 06 - Job Evaluation**

**Last updated February 22, 2017**

This policy statement covers the evaluation and classification of bargaining unit and excluded work assignments. The policy statement supports the core policy objective of ensuring that “government is supported by a professional public service that has the knowledge, skills and abilities to achieve current and future objectives.”

All work assignments are evaluated and assigned a classification consistent with the applicable job evaluation plan. The BC Public Service Agency administers all job evaluation plans.

### **Statement of Job Responsibilities**

For a work assignment to be evaluated, a statement of job responsibilities is required. The statement of job responsibilities must contain sufficient information to allow the work assignment to be classified using the criteria set out in the applicable evaluation plan, including, but not limited to:

- Key accountabilities; and
- Organizational context.

The statement of job responsibilities must accurately reflect the actual job responsibilities of the position and be signed by the appropriate excluded manager who is accountable for the work. The date the work assignment comes into effect must be indicated.

The statement of job responsibilities must be submitted for evaluation and assigned a classification. Classification decisions must be approved by a classification authority within the BC Public Service Agency, unless formal written delegation has been provided by the Agency Head.

All work assignments must have an approved classification before offering a salary and all compensation decisions must comply with the applicable contract of employment, legislation and job evaluation plan.

## Job Evaluation Plans

- Management Compensation and Classification Framework (MCCF);
- *Public Service Nurse Classification Plan (PSNCP)*;
- Professional Employees Association;
  - *Licensed Science Officer (LSO) Plan*;
  - *Grade Descriptors for Positions Other Than Licensed Science Officers*;
- *Public Service Job Evaluation Plan (PSJEP)*; and
- Other grade descriptors for;
  - Legal counsel; Salaried physicians;
  - Senior executive assistants; and
  - Executive/judicial administrative assistants.