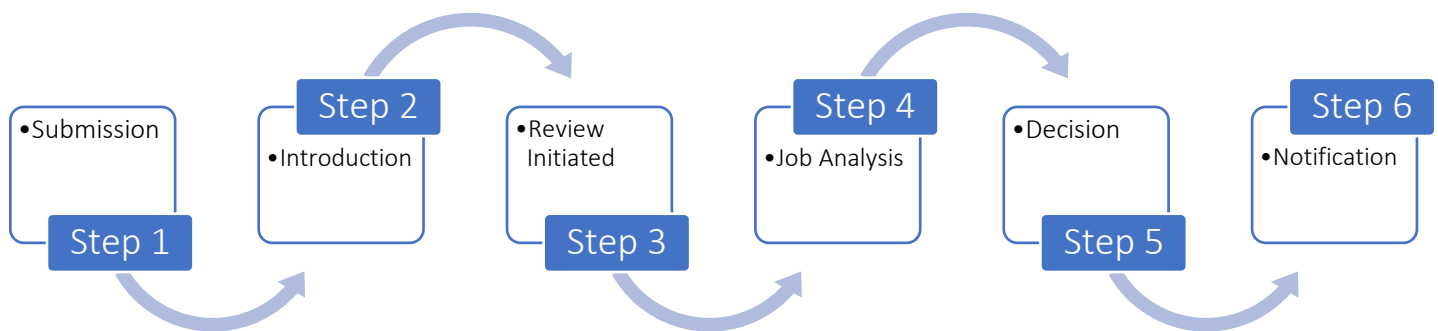


Classification Review Process

Classification is an objective process where positions are evaluated against jointly negotiated job evaluation plans. The role of classification is to determine the classification levels, in line with principles of pay equity. Compensation decisions are made during collective bargaining, whereas Classification is designed to ensure that the relative value of work is recognized and compensated appropriately across the BC Public Service. Classification should not be confused with compensation. When reviewing a position, job evaluation only considers the position profile, organization structure, and most importantly, comprehensive work examples.

The most efficient and effective way to move through this process is to provide detailed and specific work examples and background information along with your initial submission.



Step 1: Submit a Request via AskMyHR for Classification Review

*When submitting an [AskMyHR](#) service request, select My Team or Organization (or) Hiring Manager > Job Classification > Classification Review.

The following three documents are REQUIRED in order to submit a request for a classification review of an included position:

- Job Profile (with position number noted); If you require a new position number, please be sure to indicate on the submission form.
- Electronic copy of a current org chart that includes classification levels, locations, position numbers and incumbent names;
- Completed Classification Submission Form

Please note: During the Classification Review you will be asked to provide comprehensive, specific & objective work examples relating to the position under review. Please see step 3 for further details.

Step 2: Receive an Introductory Email from Classification Services

Upon receipt of a complete submission, your request will be triaged according to our priority framework and assigned to a Classification Specialist for review. Typically, you should expect to receive contact from the Classification Specialist within 10 business days, depending on work volumes and corporate priorities.

Step 3: Classification Review is Initiated by the Classification Specialist

The Classification Specialist will reach out when ready to begin the Classification Review. They will arrange a meeting to discuss the position and classification process and/or provide questions for your response, which should include specific, detailed work examples.

**Work examples may include information relating to budgets, scope and impact, decision making, division of work, and knowledge/expertise required to perform the job. Additional considerations: Does the position have dedicated supervision? Is*

the position considered an expert? Are there multiple positions doing similar work? For more suggestions on how to provide work examples, please see below.

Step 4: Job Analysis

In depth job analysis is completed by a Classification Specialist and they will advise if any further detail is required. Otherwise, the Classification Specialist will inform you of an estimated date of completion for the review process. Upon receipt of all information required to assess the case, you can expect to receive a classification outcome within 10 business days, depending on work volumes and corporate priorities.

Step 5: Decision

The Classification Specialist will advise of the decision and arrange a time to discuss if necessary.

Step 6: Notification and Closing

The Classification Specialist will send a formal notification of approval for the position's classification level and close the Service Request.



Tips For Writing Effective Work Examples:

Work examples should be comprehensive, specific and objective and explain the position's role, the scope of the work, impact of the work upon completion, and how frequently work of a similar nature will occur.

You may be asked to provide work examples demonstrating the position's role which may include the following:

- Level of education and type of knowledge required to perform the work
- Decision-making authority and regular occurrences demonstrating independent judgement
- Level of ownership over projects, programs, services, etc...
- Budgetary management/involvement or other financial accountability
- Impact/outcome of work
- Scope of work: business unit/division/ministry/stakeholders/public citizens
- Typical issues/decisions that will be escalated to their supervisor
- Stakeholders and external partners involvement
- The frequency of the various types of work being described
- Overall role within the organizational context

*For new roles, though the work may not have occurred yet, we anticipate that there should be a clear idea of the work to be performed.

*Please be advised that volume of work, recruitment/retention issues, and individual employee performance will not be considered in the classification review of a position.

*In your work examples, please DO NOT re-state accountabilities listed in the job profile, or use classification plan language. Rather, you may use the accountabilities to explain how the position completes their work.