

Submission instructions:

Attach this form to an [AskMyHR](#) service request. Select My Team or Organization (or) Hiring Manager > Job Classification > Classification Review (or) Exclude a Position (or) Job Profile Writing

All sections are mandatory, unless otherwise stated.

Job evaluation is a review of the job profile, organizational structure and most importantly the work examples provided by the excluded manager. All submissions are triaged according to our priority framework.

Please indicate the level of priority for this review.

1: Corporate Priority (high level of importance in today's government)

If selected, indicate what the Corporate Priority is and how this position relates:

2: Vacant Position for Posting

3: Reclassification of Encumbered Position

SECTION 1: Contact Information

Excluded manager email:

Secondary contact email (optional):

Ministry:

Division:

Branch:

Service(s) requested: classification review job profile writing assistance exclusion review organizational design

SECTION 2: Position Details

Please confirm you have received Executive approval (Deputy Minister or delegate) to proceed with this request.

Approval is required before the classification review and/or exclusion review process can begin.

Yes, I have Deputy Minister (or delegate) approval.

For new or vacant positions: this must include approval to proceed with review and to fill position (fully funded).

For encumbered positions: this must include approval to proceed with review.

Please indicate the reasons behind the service request (classification review, job profile writing assistance, exclusion review, organizational design). Check all that apply.

- | | | |
|---|--|--|
| <input type="checkbox"/> change of accountabilities (+/-) | <input type="checkbox"/> reporting changes | <input type="checkbox"/> new programs/initiatives/position |
| <input type="checkbox"/> shifting organizational priorities | <input type="checkbox"/> upcoming vacancy | <input type="checkbox"/> updating profiles |
| <input type="checkbox"/> business unit restructuring | <input type="checkbox"/> succession management | <input type="checkbox"/> increased workload |

Date of last review, if known (existing position):

Title of position:

Position number(s): I require a new position number(s)

I have existing position number(s):

Pay list number:

Number of positions to be reviewed:

Supervisor position number:

Location:

Bargaining unit: BCGEU PEA LSO PEA other Nurse Excluded (MCCF)

Full-time or part-time: full-time part-time

Permanent or temporary: permanent temporary

Existing Position:

Please include a description of what has changed with the position's accountabilities, and reasons for this review.

New Position:

Please include a description of what has changed in the business unit that requires the creation of this new position.

What other position(s) previously provided these functions?

SECTION 3: Additional Information – Classification Review

Optional for classification review requests (not required for exclusion review requests).

Providing thorough responses to the following questions will reduce overall timelines. If you require additional space and/or would like to provide supplementary information, please feel free to attach these documents to your submission.

Type of supervision for the position:

dedicated (same line of business) non-dedicated (different line of business)

Highest level of expertise required for the position:

provincial regional ministry divisional program none required

Describe knowledge required for the position.

What is the contribution of the position's work unit to the organization?

Anticipated classification level:

Are you sending in classification requests for other positions? yes no

If yes, please provide position numbers and describe:

SECTION 4: Additional Information – Exclusion Review

Required for exclusion review requests only.

Please indicate the reason why this request has been initiated.

- Creating a new position that you want to exclude.
- An existing excluded position has significantly changed.
- An existing bargaining unit position has added accountabilities that may warrant exclusion.

Under which criteria is this position to be excluded. Check all that apply.

- To exercise the functions, and do exercise the functions, of a manager or superintendent in the direction or control of employees.
- In a confidential planning or advisory position in the development of management policy for the government.
- In a confidential capacity in matters relating to labour relations or personnel.
- Statutory Exclusion:

How many direct and indirect reports does this position have:

SECTION 5: Checklist of Required Documents for Submission

- Job Profile.
 - I require job profile writing assistance.
- Organizational Chart (organization charts must include position numbers, supervisory and subordinate positions, classifications, and include the position(s) under review).
- Completed Request for Classification Services (this form).
- Completed [Exclusion Rationale Template](#) (exclusion review requests only).
- Supervisor Job Profile (exclusion review requests only). Not required if the position reports directly to the ADM/DM.
- Backgrounders or contextual information about the position, program or project (Optional).
Providing this additional information will result in reduced timelines for review.

SECTION 6: Confirmation

- I confirm all the above information is correct.