

Job Evaluation Process Clerical and Professional Union Positions

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Total Compensation and Wellness

Job Documentation

Position Document is:

- A Written Expression of Current Job Content Including
 - Basic function
 - Principal activities
 - Required knowledge, skills and experience
 - Job-related contacts – Internal and External
- Information provided by employees
- Reviewed by supervisors

Job Evaluation

Results in all jobs measured using the same criteria to establish relationships among jobs across the organization

Job Evaluation

The Hay Guide Chart-Profile Method

- A common yardstick used to measure all jobs for:
 - Know-How
 - Problem Solving
 - Accountability
 - Working Conditions

Job Evaluation

The Hay Guide Chart-Profile Method

- **Know How:** The Sum total of every kind of Skill, **however acquired** for **acceptable** job performance:
 - Specialized, technical or practical
 - Managerial
 - Human Relations

Job Evaluation

The Hay Guide Chart-Profile Method

- **Problem Solving:** The amount of original, “self-starting” thinking required to arrive at and make conclusions:
 - Thinking environment
 - Thinking challenge

Job Evaluation

The Hay Guide Chart-Profile Method

- **Accountability:** The answerability for action and for the consequences of that action. The measured effect of the job on the end results:
 - Freedom to act
 - Impact of end results
 - Relative size of impact

Job Evaluation

The Hay Guide Chart-Profile Method

- **Working Conditions:** The intensity, duration, and frequency of unavoidable characteristics of job context:
 - Physical effort
 - Environment
 - Presence of hazards
 - Sensory attention