

WHAT IS A JOB EVALUATION SYSTEM?

Job Evaluation or Job Classification Systems provide an objective system for placing jobs (not individual employees) on a pay scale.

Pay Equity legislation of the 70s was designed to provide a level playing field for male and female employees' compensation. (Prior to this time, likely during the war years, female workers were paid less, and "female work" was gradually continued and paid less through the post war years). This legislation provided the impetus for government and large professional business consultants such as Mercer, KPMG, Morneau-Sobeco, to establish methods for classifying jobs. These systems were meant to provide an objective and measurable way of assessing the compensation level for a variety of jobs – based only on the duties and working conditions and not on the gender of the worker.

Our tools consist of five items: a Position Description, a questionnaire, a manual and a job evaluation work sheet. An interview with each employee may be the final step required to establish the final job ranking.

The model for our manual originated from a CUPE approved system at University of New Brunswick, and the model for our questionnaire came from another CUPE unit at University of British Columbia.

Although some Position Descriptions require updating, they are a preliminary source of information on the job.

The questionnaire will provide much more detail, and is a systematic process of collecting information about the main tasks, functions and responsibilities as well as the environment in which the job is performed.

It will be your job to fill out the questionnaire as carefully as possible.

The manual and worksheet are to be used by the Job Evaluation committee to establish a ranking for each job in the bargaining unit.

All tools prepared by the committee have been modified and customized to reflect the requirements and working conditions for Unit II Jobs. All decisions were made by consensus.

A Job Factor is a component that can be measured in order to establish a rank, and consequently, a salary for that rank. The committee has agreed on the job factors and the weight that will be given to each factor.

Education, experience, complexity, accountability, supervision of others, supervision received, contacts, working conditions, safety of others, dexterity, physical demands, mental effort, and instruction delivery are the factors in our system. Each factor has been assigned a weighting, i.e. some factors are considered to be worth more “points” than others. The reasons for this weighting will vary depending on the type of environment and the committee has agreed on the value of each factor.

Those factors that have less weight are those which may be common for the entire workplace. Working conditions has been given less weight at NSCAD. In doing a trial run, the working conditions varied only slightly among the various jobs and did not result in higher or lower numbers. At the end of the day all NSCAD employees have very similar working conditions.

An example of a factor which is given much more weight is accountability. The Employee who is responsible for large sums of money, expensive equipment, or for supervising a number of employees has a higher level of accountability than those who are not asked to perform these duties. The level assigned for this factor is related to the potential for success or failure in an entire department or the reputation of NSCAD based on the incumbent's performance of his or her job duties.

Each factor has a number of degrees. The questionnaires will provide the detailed information for the committee to establish what degree a specific job reaches. Each degree level is then translated into a total number for each factor.

The total factors, when added, can result in a range of numbers and the ranks of the employees can be banded into number groups. For example, all jobs that equal 300 to 350 points will be at one level, all jobs from 351 to 400 points at the next higher level, and so on . The worksheet will be used by the committee to establish the total points for each job.