

JOB EVALUATION

Rating

The first step in rating a position is to determine the Occupational Category and Group to which it belongs. Study of the job description is necessary to obtain an appreciation of work requirements such as the education or skill needed to do the work and the nature of the work performed.

Each Category contains a family of occupations related in broad terms by the extent of academic preparation necessary and the nature of functions fulfilled. Groups contain jobs of similar occupational nature, requiring similar skills.

Reference to "Definitions of Occupational Categories and Groups", published by BCR is usually sufficient to establish the position's occupational identification. While Category requirements are distinctive, the determination of the group may be less obvious. When uncertainty exists as to the position's correct group, reference should be made to the entire definition of all related groups before arriving at a final judgement. Classification Officers are available to provide guidance with occupation identification problems.

Having determined the correct group allocation for a position, the classification committee may assemble and rate it by means of discussion and resolution. An alternative procedure is for members to rate individually and present their results in committee where discussion of the variations in ratings takes place until a consensus is achieved. The second approach is usually preferred because it enables each rater to exercise his own judgement independently from other members of the committee. The consensus achieved, when they pool their judgements, will sometimes bring to light inconsistencies or omissions in the job data. These may require clarification through further investigation of job data. Although this may add time to the process it does ensure that all aspects of the job have been considered and thus supports the validity of the evaluation.

Each classification standard has been constructed in accordance with the evaluation system selected for the occupational group which it represents. The following will describe the evaluation techniques appropriate to the two principal systems of rating:

(a) Rating Jobs with a Grade-Description Standard

- (i) The grade-description standard normally consists of a description of the typical duties and the qualifications required to perform them for each level in an ascending series of levels or grades. After becoming thoroughly familiar with the particular standard or plan applicable to the position under study, the rater will compare the job description with the descriptions of the various levels in order to select the level which the job most closely resembles. He then compares the job he has rated with the bench-mark job included in the standard for that particular level to see if the job appears to have duties and job requirements similar to those described for the bench-mark jobs. If it does, he can feel reasonably sure his rating is correct. If it does not, he must take another look at the standard and examine bench-mark job descriptions for the level above and the level below the one he has selected. He may then conclude that the tentative rating is either one level too high or one level too low for the job in question. A discussion of seeming discrepancies, in committee, will either resolve the issue on the basis of a consensus or further data will have to be sought at the source.
- (ii) It is usual to have a rating form which may be attached to the job description for recording the final committee decision. Alternatively, the form may be made up of a number of separate sheets so that each rater may record his own rating.
- (iii) When rating jobs with a grade-description standard, it may be useful to have ratings of the jobs done individually by the committee members before they meet, and then to convene the committee for the purpose of arriving at a consensus for the whole group. This allows for cross-comparison between jobs being rated and helps to ensure consistency in the application of the standard.