

CHAPTER 2

THE CLASSIFICATION SYSTEM AND MANAGEMENT'S ROLE

Prelude to New System

In 1964 the government announced that a new system of classification was to be introduced within the Public Service of Canada. This signified the adoption of certain recommendations made by the Glassco Commission and the Preparatory Committee on Collective Bargaining concerning the structuring and control of classification and pay.

The Commission studied government organization and observed upon the unwieldy nature of the existing system which, due to the proliferation of classes, grades and pay plans, had become difficult for centralized control. They recommended that responsibility for classification and pay policy be vested in Treasury Board and suggested that within guidelines established by the Board, departments be given authority to classify their positions.

The Preparatory Committee on Collective Bargaining formed in 1963 to advise the government on how to prepare for collective bargaining, recommended a single new system of classification and pay for civil servants (no change in the existing system for locally engaged staff was recommended at this time). The new system was to be based upon the principle of occupational grouping to facilitate the establishment of work relationships. In this way it would provide a logical framework for the determination of bargaining units. The Commission also suggested that the system be designed to permit extensive delegation of classification authority to departments.

The new system follows the principle of occupational grouping and is intended to be more flexible and responsive to the needs of management than the one it replaced. Its objectives include the eventual delegation of classification authority to departments, and are consistent with the concept of managerial responsibility and accountability.

The Structure of the New System

The occupational category is a family of occupations related, in broad terms, by the nature of the functions fulfilled and by the extent of academic preparation needed by people engaged in these occupations. There are six occupational categories.

- (1) The Operational Category includes twelve groups in which manual and related work of an unskilled, semi-skilled or skilled nature is performed and supervised. Two of the groups apply to occupations in the Department:

General Labour and Trades Group
General Services Group.

- (2) The Administrative Support Category includes six groups in which the preparation, transferring, systematizing, and maintenance of records, reports and communications, or the direct application of rules and regulations, or the supervision of these functions, are performed. Four of the six groups are used by the Department:

Communications Group
Clerical and Regulatory Group
Office Equipment Group
Secretarial, Stenographic, Typing Group.

- (3) The Technical Category includes thirteen groups in which specialized techniques are performed that require highly developed skills and a defined minimum of secondary school education. Four groups are employed in the Department: