

7.2. CLASSIFICATION OF POSITIONS

THE PROBLEM

Classification of some SCY positions abroad is too low for what is required of them.

DISCUSSION

In the non-rotational stream, the classification of a position is ideally reviewed every two (2) years. Given the impracticability of such a review in the rotational stream, because of the constant changes of employees and supervisors, it is important that the job be classified at a level which would reflect most fairly the widespread range of duties performed by both incumbent and supervisor; i.e., if a supervisor is a good performer and delegates well, the secretary's duties will also be varied and responsible.

Because of the extremely close working relationship of an officer and a secretary, it follows that the level of the supervisor rules the level of responsibilities placed on the secretary (the higher the level, the greater the range of responsibilities). Put another way, a qualified secretary who brings nearly all the tools of her/his profession to her/his job has the same responsibilities and demands made on her/him, regardless of where she/he is serving.

The Committee also felt that the range of responsibilities of a secretary at a post abroad is at least at the SCY-2 level of the Statements of Qualifications. She/he has to be prepared to replace SCYs of higher levels because of annual and sick leave or other emergencies. The practice in this Department is to send SCY-1s to fill SCY-2 and SCY-3 positions, thus demonstrating the faith in the employee's abilities.