

Job Description

The written description of work performed, or to be performed, preceded by data identifying the job in its setting and including a descriptive job title, a summary of duties, a detailed description of duties performed and of the demands made by the job on the incumbent.

Job Evaluation

The process of determining the worth of a job in relation to other jobs in the structure or organization. In the current programme, its purpose is to establish the relationship between jobs in an occupational group in the new classification and pay system. The four basic methods of job evaluation are ranking, grade description, point rating and factor comparison.

Job Specification

A summarized description of the work, of the education, knowledge, abilities, skills, and any other requirement the worker needs to do the job.

Job Summary

A paragraph briefly describing the purpose, scope and content of the job; it enables the reader to see how the job differs generally from other jobs. It should be adequate for advertising purposes.

Job Title

A descriptive title to identify the type of work performed. It should distinguish the job from other jobs and it should not be inverted, e.g., Storeman, Pharmacy, without good reason.

Level

Counterpart of "grade" in the old class and grade system; relative value within a group; when added to the code sign for an occupational group, a means of designating the "group and level"; in an occupational group evaluated by the point-rating system, the range of points values within which positions would be of equal value for purposes of defining rates of pay.

Level Determinants

The criteria, listed in a classification standard of the grade description variety, used to determine whether a specific job rates at level one, two, three, etc., in the occupational group.

Point Rating

A quantitative method of job evaluation in which the duties and demands of a job are compared factor by factor with a predetermined scale of defined factor degrees which have been assigned numerical values, making it possible to arrive at a total job value.

Position

The requirement for a number of duties to be performed by one incumbent at a specific location or work station. Exists without an incumbent.

Ranking

A non-quantitative method of job evaluation in which whole jobs are compared with each other to determine their rank order from the most difficult to the least demanding.

Red-Circling

A salary range provided for incumbents whose positions have been assigned to a lower maximum salary. Incumbents in holding classifications (Red-Circled) may progress to the top salary of the old class and grade of the position but will not receive further increases until the salary range of their converted positions exceeds the range for the class and grade in which they are held.