

The information on the occupation is analyzed to determine the range of difficulty and responsibility of the jobs and the degree of diversity among them. On the basis of this analysis, the most suitable job evaluation system is selected for the standard.

If the grade-description system is selected for the standard, the number of levels which will be established must be determined and the scope and content of the grade definitions decided. The definitions are then written in terms of the differences between levels in selected characteristics of the jobs. Bench-mark positions to illustrate each grade level are selected and described. The accuracy of the bench-mark position descriptions is then confirmed with the departments in which they are located.

If the point-rating system is selected for the standard, the factors that distinguish between levels of complexity and responsibility must be determined and the degree sub-divisions of each factor chosen. Definitions of factors and degrees are written, weights are assigned to each factor and point values assigned to each degree. Bench-mark positions to illustrate the application of the factor and degree definitions are then selected and described and the accuracy of the descriptions confirmed by the departments.

When the draft standard and the bench-mark position descriptions have been printed, the staff associations and the employing departments are consulted as to their suitability for evaluating jobs in the group. After necessary amendments have been made, the standard is issued for use in evaluating the positions in the group.

When evaluation is completed, the point boundaries for the levels for point-rating plans and the level structures for grade-description plans are authorized by the Treasury Board. These structures are used as a basis for collective bargaining.