

INTRODUCTION

This standard describes an eight-level classification plan which is to be used in evaluating positions for Locally-Engaged Staff. It has been divided into three Sections to facilitate usage.

Section I describes the characteristics of levels one through six inclusive, which are made up of positions which are primarily administrative support in nature. A list of general definitions of terms used in these six level descriptions is also provided. Although the plan can evaluate such non-office positions as gardeners and drivers, rates of pay for these positions are generally determined by a different market. When this market would generate rates which would distort the rates for the office employees it is best to establish separate salary scales for these positions which could then fluctuate independently.

Section II describes the characteristics of levels seven and eight which accommodate positions requiring the exercise of discretion. Again, general definitions of terms used in these two level descriptions are included.

Section III consists of a series of Benchmark position descriptions which are representative of actual Locally-Engaged jobs at Posts. These Benchmark positions illustrate the levels assigned these jobs by the application of this standard and thus serve as means of comparison, or as reference points, in the classification exercise. It is important to stress the fact that the Benchmark positions presented in this Section of the standard do not reflect all possible types of positions which are found at Posts. Rather, the Benchmarks illustrate the levels which apply to a particular set of duties and responsibilities by virtue of the application of this standard and thus, are to be used merely as guides.