

GLOSSARY OF CLASSIFICATION TERMS

Bench-Mark Position

A position which has been selected for description in the standards to illustrate specific degrees or levels. Each bench-mark position description in a point-rating standard consists of a brief summary, a list of the principal duties with the percentage of time devoted to each, and specifications written in terms of the factors used in the rating plan.

Category

One of six major occupational divisions of jobs in the public service, i.e., Executive, Administrative and Foreign Service, Scientific and Professional, Operational, Technical and Administrative Support.

Class

A group of jobs (made up of positions) which are similar by nature of duties, though differing in levels of difficulty and responsibility. Under the old classification system positions were identified by class and grade, i.e., Clerk 2; in the new system classifications appear as an occupational group and level, i.e., CR 2.

Classification Audit

The assessment of the application of the classification system by inspection of particular positions, jobs, or units. The objectives are: to ascertain that the standards are properly applied, proper procedures employed, and documentation accurate. Treasury Board Classification Audit has the additional objective of ascertaining that current policies and standards are realistic and viable.

Classification Review

The reconsideration of the classification assigned to a position with or without new or additional information, and which may or may not result in a new evaluation. The Bureau of Classification Revision conducts the review of positions red-circled on conversion.

Classification Revision Programme

The plan of action developed to implement a new system of classification and pay within the recommendations of the Preparatory Committee on Collective Bargaining.

Consensus

Group judgement – in point rating, agreement of the rating team on the degree of a factor present in the job being rated.

Conversion

The process of changing the designation of positions from the class and grade assigned under the old system of classification to the group and level assigned in the new system.

Degree

A definable, distinguishable level within a factor in a point-rating scale.

Delegation

In the job evaluation context, the devolution of authority to classify positions from the centre to the component units and within those units.

Duty

An aggregation of related tasks; a portion of the work of one position. When enough are grouped together, a position has been created.

Element

A sub-division of a factor, e.g., the factor "Knowledge" might be described in two sub-factors or contributing elements, namely, "Education" and "Experience".