

#### 7.4. CLASSIFICATION VS. CAREER OPPORTUNITIES

##### THE PROBLEM

The SCY pyramid plateaus at the SCY-2 level, and there is a bottleneck situation at the top. For the rotational secretary, there is no progression beyond the SCY-4 level.

##### DISCUSSION

The re-classification exercise of 1975, from SEC to SCY, was not handled in a professional manner. The first questionnaires were sent out with insufficient guidance, with disastrous results. The second effort, providing an example for completion of the questionnaire, resulted in the upgrading of many positions and the downgrading of some. Some questionnaires may have been filled out by under-fills who were not carrying out the full range of duties expected of the position, thus resulting in the position becoming under-classified. In the case of new positions added to the establishment, they were identified as SCY-1 positions and it is felt that most, if not all, were never subsequently classified after a job description had been formulated.

It is recognized that it is not the Classification Section's responsibility to write job descriptions, but it is obvious that assistance is required from some quarter. Positions are classified on the basis of questionnaires completed by incumbents. Because of a difference in descriptive ability, the same functions performed by different secretaries may receive different benchmarks. Classification should not depend on a secretary's knowledge of the "key" words. (Reference is also made in the Harman Review of November 24, 1977.)

Ideally, a position should be re-examined and re-classified, if necessary, six months after change of incumbent, supervisor, or a substantial change in duties and responsibilities of the position. In a rotational system, this would be a logistically onerous task. A complete re-classification is not recommended at this time.