

TABLE OF CONTENTS

CHAPTER		PAGE
1	GLOSSARY OF CLASSIFICATION TERMS	1.1
2	THE CLASSIFICATION SYSTEM AND MANAGEMENT'S ROLE	2.1
	Prelude to New System	2.1
	The Structure of the New System	2.1
	Introduction of New System	2.2
	Delegation of Classification Authority	2.3
	Delegation of Departmental Classification Procedures	2.4
3	JOB ANALYSIS	3.1
	Uses of Job Analysis	3.1
	Collecting Job Data	3.1
	The Job Description	3.3
	Analysis of Job Data	3.3
	Job Description Writing	3.3
	Job Summary	3.4
	Factor Descriptions or Job Specifications	3.5
	Guide for Job Description Writing	3.5
	Pitfalls to Avoid	3.6
	Job Description Writer's Check List	3.8
	Updating Job Questionnaires and Descriptions	3.8
	Definitions of Action Verbs Frequently Used in Job Descriptions	3.9
4	JOB EVALUATION	4.1
	Rating	4.1
	Committee Rating Procedure	4.2
	Pitfalls in Rating	4.3
	Systems of Job Evaluation	4.4
	The Development of Classification Standards	4.4
	Methods of Job Evaluation	4.6
	Grade Description Standard and Point Rating Factor Comparison Standard	4.7
	Job Factors and Elements Used in Some Group Standards	4.8