



HR POLICY AND OPERATIONS BUREAU

3. Staffing & Classification Division

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Overview

Human Resources Policy Division

Staffing & Classification Division

Locally Engaged Staff Division

Staff Relations Division

CLASSIFICATION

Delivery Standard

CLASSIFICATION	<i>Delivery Standard</i>
1. Classify a new position	
<ul style="list-style-type: none"> ➔ Generic ➔ Not identical to an existing one ➔ Not identical to an existing one and requiring an evaluation committee 	3 days <input checked="" type="checkbox"/> 20 days <input checked="" type="checkbox"/> 30 days
2. Review and update an existing position (reclassification)	Up to 40 days <input checked="" type="checkbox"/>
3. Advise on organizational analysis and design	10 days (+ ongoing) <input checked="" type="checkbox"/>
4. Assist in resolution of classification grievances	As required <input checked="" type="checkbox"/>

HR PLANNING SUPPORT

Delivery Standard

1. Provide statistical information to managers for planning purposes	5 days <input checked="" type="checkbox"/>
2. Provide data, planning and analysis assistance on composition of unit workforce	10 days (+ ongoing) <input checked="" type="checkbox"/>