

The establishment of a new position or a change in the present classification of a position made subsequent to the conversion date of the category to which the position belongs constitutes an initial classification of the new position or a reclassification of the existing position.

The new classification system has replaced an outdated and cumbersome system that was not in accord with present day demands on the public administration. It has provided management with a system of classification based on modern concepts and techniques which can be applied as close as is possible to the place where work is actually done.

The Glassco Commission's recommendation to place responsibility for classification and pay with Treasury Board was implemented on March 1, 1967, through amendment of the Financial Administration Act. In addition, the Board was empowered to delegate classification authority, as it saw fit, to departments. On that date the Bureau of Classification Revision became an agency of the Board. The word "Revision" will be deleted from its title when the conversion programme is completed and the agency will continue as the Board's central classification authority.

Delegation of Classification Authority

The delegation of classification authority by the Treasury Board to the Department will be supported by a Memorandum of Understanding signed by the Under-Secretary and Secretary, Treasury Board which will set out conditions and limitations within which the authority is to be exercised, as follows:

- 1) All classification actions shall be consistent with policies and procedures as laid down from time to time by the Treasury Board, and in accordance with the classification standards developed and promulgated for the categories, groups and levels of the new classification system.
- 2) Nothing in the Memorandum shall be construed as modifying or amending in any way, establishment control policies and procedures as enunciated by the Treasury Board from time to time.
- 3) Treasury Board will establish from time to time definite limitations on the exercise of delegated authority and may at any time revise, rescind or reinstate this authority as it sees fit.

In addition the Department is committed to:

arrange for further decentralization of classification authority in the organization;

ensure that each official under his supervision possessing classification authority and each official engaged in the actual work of classification and pay administration is fully conversant with the programme and its objectives and is competent to discharge the responsibilities conferred upon him;

develop appropriate internal inspection, review and audit procedures to ensure the effective administration of the system;

maintain clear and current records of all classification actions and make such records available to the Treasury Board staff on request; and

co-operate with the Treasury Board staff in order to facilitate the Board's audit and review programme and to contribute to the development and maintenance of standards and effective and realistic classification policies and procedures.

A Procedure for Corrective Action is also established in the Memorandum. Where, as a result of audit, or review, the Treasury Board judges that a classification action does not conform with specified standards, the following action shall be taken by the Deputy Head:

- (a) Where the position is vacant, the category, group and level shall be changed to that specified by the Board effective immediately such notice is received.
- (b) Where the position is occupied and is deemed for any reason to be underclassified, the category, group or level shall be changed to that specified by the Board on a date determined by the Board.