

INTRODUCTION

Perhaps the most important feature of the new classification system is the provision for delegation of classification authority by the central agency to the departments. While delegation is made to deputy heads in the first instance, it is the expectation that this authority will be extended to appropriate managerial levels within the departmental programmes. This is, of necessity, a long-range objective which can only proceed in pace with the ability of the Department to train managers in the use of the system. In this respect every effort will be made to extend training to responsible managers on the basis of their prospective involvement in the classification process. (The first course was conducted in April 1968.) Meanwhile the classification process will be centralized in the Departments; Personnel Branch and will operate in accordance with the procedures outlined in Chapter 2, Page 6.

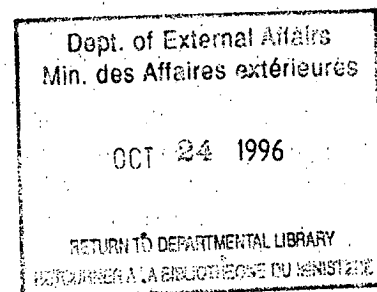
Position classification involves a variety of techniques, some of which are specialized to a degree that requires concentrated training and experience. It is neither practical nor necessary that managers be trained in depth on these phases of classification. It is necessary, however, that managers gain an awareness and appreciation of the classification process in order that they can fully utilize specialist assistance available to them in conducting their classification programmes.

Classification techniques have application for many purposes other than position classification. Therefore knowledge and skill acquired in this particular field may be put to good use in other areas of manpower control and management.

This manual has been produced to serve managers as a continuing source of reference on classification techniques and procedures. While techniques remain reasonably stable, departmental classification procedures will undergo change as delegation is implemented.

Although the manual will be revised from time to time to reflect procedural refinements, it may be used at anytime as a guide in resolving current classification situations.

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