

(b) Rating Jobs with a Point-Rating Standard

- (i) Point-rating and factor-comparison standards are more detailed than those for grade-description plans. Each factor and each element of each factor and the Notes to Raters must be carefully reviewed. The rater will not make an assessment of the total job as in a grade-description plan, but a separate assessment of each of the major areas of job demand, i.e., those factors which have been selected by the designers of the plan as being most significant and characteristic of that particular occupational group. This means he must make a series of separate judgements which will produce a point value for each factor, the sum of the points allotted to each factor being the total value of the job.
- (ii) The job description and specifications provide job identification data, a job summary, a detailed description of the duties and finally, the job requirements or job demands described in precise, illustrative terms under each factor heading used in the plan.
- (iii) The rater must consider all aspects of the position presented to him by this description. He may be able to determine the proper rating on a particular factor from a well-written statement of duties, but the factor description which follows will help him to pin-point the appropriate value for that factor. This is particularly true if the factor has two or three elements having different values assigned to various combinations of these elements.
- (iv) Before deciding the value he will give the job on a particular factor, he must examine the bench-mark job descriptions included in the standard which have the same rating on that factor as that which he has tentatively given to the job in question. This comparison will help him to determine the correct rating. Similarly, when he has completed his rating for all factors and arrived at a total point score for the job, he will compare the job he has rated with bench-mark jobs having a total point value close to the one he has assigned. If this comparison suggests that the jobs are of about equal complexity and responsibility, he will again feel reassured about his rating.
- (v) Each rater should record his rating on each factor and the total point value for the job on a prescribed form which will be given to a member of the committee who will list them either on paper or on a blackboard. The committee then reconciles their point differences, factor, by factor, until they arrive at a consensus for the total point value of the job.

Committee Rating Procedure

1. Each member reads the job description and other job data to determine the appropriate occupational category and group. Assistance in this task may be obtained by reference to the category and group definitions in the standards.
2. Each member rates the job by
 - (a) estimating value for each factor by careful perusal of factor definitions and guides in the standard,
 - (b) comparing each tentative factor value of the job with Bench-mark factor values,
 - (c) determining value for each factor,
 - (d) adding factor point values to obtain total, and
 - (e) comparing the whole job being rated with Bench-mark positions to which similar total point values had been assigned, as a check on the validity of the total rating and to indicate where adjustments of factor values are necessary.
3. Members meet in committee, achieve agreement on the occupational group to be used.