

## Classification Learning Session For UPSE Government Employees True/False

This is a list of statements regarding classification. Some are true, some are false. See how many you can identify correctly. Answers are in a separate table below, highlighted in bold along with an explanation in italics.

1.	If the workload doubles and you find yourself working a lot of overtime, then the position should be reclassified.	T	F
2.	Being paid at step 6 for 10 years is a good indication that the position should be reclassified.	T	F
3.	One of the considerations in determining the leadership rating is the number of staff supervised.	T	F
4.	A very dedicated, hardworking employee should be reclassified.	T	F
5.	Management is responsible to assign job duties.	T	F
6.	The Willis Evaluation System is a gender neutral point based evaluation system.	T	F
7.	The Willis Evaluation System is can be used to evaluate ANY position.	T	F
8.	The complexity of the duties or the amount of thinking required to do the job has an impact on the classification rating.	T	F
9.	Knowledge required to perform duties has an impact on the classification rating.	T	F
10.	There are two possible outcomes when a position is reviewed; one is the position is reclassified to a higher level and the other is the position remains the same.	T	F
11.	If a person has assumed new duties in the last year, when the position is reclassified the incumbent would receive back pay for the full year.	T	F
12.	An employee can request a classification review even if the manager does not agree a review is warranted.	T	F
13.	To initiate a classification review, an employee should contact Public Service Commission for a copy of the current position questionnaire.	T	F
14.	A well-written position questionnaire, using appropriate or key words, increases the probability of being reclassified to a higher level.	T	F
15.	If the responsibility rating increases during a classification review, the position will be reclassified to a higher level.	T	F
16.	When you read a job posting which looks very similar to the position you are filling, both positions should be classified at the same level.	T	F

## Answers

1.	<p>If the workload doubles and you find yourself working a lot of overtime, then the position should be reclassified.</p> <p><i>This is not a classification issue - it is a workload issue. Adding more of the same/similar duties does not change the job.</i></p>	T	<b>F</b>
2.	<p>Being paid at step 6 for 10 years is a good indication that the position should be reclassified.</p> <p><i>Approximately 80% of civil servants are at step 6 and many feel this means they deserve a raise - known as last bracket fever. The employee may have increased skills after being in the position for a long time. If the job has not changed the employee should be looking at promotional opportunities.</i></p>	T	<b>F</b>
3.	<p>One of the considerations in determining the leadership rating is the number of staff supervised.</p> <p><i>However, it is not just the number that is important, must also look at employees roles/responsibilities and the nature of the work. Look at staff being supervised - 7 equipment operators vs 7 conservation officers generate different leadership demands.</i></p>	<b>T</b>	F
4.	<p>A very dedicated, hardworking employee should be reclassified.</p> <p><i>Classification is for the position not the person or their performance.</i></p>	T	<b>F</b>
5.	<p>Management is responsible to assign job duties.</p> <p><i>As per Article 4 of Collective Agreement - management rights - management has the right to evaluate job, classify positions and specify employees duties.</i></p>	<b>T</b>	F
6.	<p>The Willis Evaluation System is a gender neutral point based evaluation system.</p> <p><i>Re: Pay Equity Model</i></p>	<b>T</b>	F
7.	<p>The Willis Evaluation System is can be used to evaluate <b>ANY</b> position.</p> <p><i>Willis compares factor by factor - not a position just to itself. Even new positions that have no like positions can be evaluated using factor by factor analysis.</i></p>	<b>T</b>	F
8.	<p>The complexity of the duties or the amount of thinking required to do the job has an impact on the classification rating.</p> <p><i>Under Operative Skill - the Analysis rating</i></p>	<b>T</b>	F
9.	<p>Knowledge required to perform duties has an impact on the classification rating.</p> <p><i>Under Operative Skill - the Knowledge rating</i></p>	<b>T</b>	F
10.	<p>There are two possible outcomes when a position is reviewed; one is the position is reclassified to a higher level and the other is the position remains the same.</p> <p><i>There is a third - the position could be downgraded (and incumbent red circled)</i></p>	T	<b>F</b>

11.	If a person has assumed new duties in the last year, when the position is reclassified the incumbent would receive back pay for the full year. <i>The effective date is when the questionnaire has been submitted and accepted by the employer (date DM signs). Reference regulation 16.1 for details. Can go back no more than 60 working days.</i>	T	<b>F</b>
12.	An employee can request a classification review even if the manager does not agree a review is warranted. <i>Regulation 15.2 - employer, permanent employee, or other eligible can request, however all signatures must be on the PQ to indicate concurrence in the described duties and responsibilities.</i>	<b>T</b>	F
13.	To initiate a classification review, an employee should contact Public Service Commission for a copy of the current position questionnaire. <i>Should contact HR and get a copy from HR manager - guides and new questionnaires are available on intranet or from HR.</i>	T	<b>F</b>
14.	A well-written position questionnaire, using appropriate or key words, increases the probability of being reclassified to a higher level. <i>Personal interviews, reviewing previous questionnaires etc. ensure that information is clearly understood. The benefit of well written position questionnaire is that it speeds up the analysis</i>	T	<b>F</b>
15.	If the responsibility rating increases during a classification review, the position will be reclassified to a higher level. <i>Trick question: Not necessarily. An increase in points may move the position higher on the point band but not necessarily enough to move into the next level or point band.</i>	<b>T</b>	<b>F</b>
16.	When you read a job posting which looks very similar to the position you are filling, both positions should be classified at the same level. <i>The job posting is a brief outline of the position being advertised. Reporting relationships, budget responsibilities, size and scope of work etc. may not be clearly defined. For example, just because the position requires a bachelor/masters degree does not mean the work is the same as another with the same requirement. Variances in any factor may result in a different classification level.</i>	T	<b>F</b>

Updated: October 5, 2006