

Government of Newfoundland and Labrador

COMMUNICATIONS UPDATE #1

Job Evaluation System Project

June 2009

What is the Job Evaluation Project?

- The Government of Newfoundland and Labrador intends to introduce a new job evaluation system and classification framework for unionized positions within:
 - direct government departments;
 - education sector (support staff in College of the North Atlantic, Eastern School District, Nova Central District, Western School District, Labrador School District, Conseil scolaire francophone provincial de Terre-Neuve et Labrador);
 - healthcare sector (Eastern Health, Central Health, Western Health, Labrador Health); and
 - selected government agencies (Newfoundland Liquor Corporation, Provincial Information and Library Resources Board, Municipal Assessment Agency, Public Utilities Board, Pippy Park Commission).
- 25,000 employees, allocated to over approximately 1,200 classifications, will be covered by the scope of this project.
- The overall objective is the creation of a new and comprehensive classification framework, supported by a contemporary Job Evaluation System, that is more efficient, transparent, user-friendly and understood by all participants.

What is Job Evaluation?

- Job evaluation is...
a means of determining the relative value of jobs within an organization.
- There are four underlying principles that are fundamental in the development of the Government's job evaluation system and classification framework:
 - a. confirmation of job content;
 - b. gender neutrality of enabling tools and processes;
 - c. consistent evaluation of job content, roles and responsibilities; and
 - d. ensuring internal equity of classification and rates of pay.
 - Job evaluation focuses on job content ("what is done") and not individual performance or seniority ("how well it is done").

Why is the project taking place?

- The Government has determined that it is appropriate and timely to develop and implement a contemporary and core job evaluation system for establishing a common and simpler classification framework to support a number of human resource programs including compensation.

Who is involved in the project?

- A project Steering Committee has been formed to review, advise and comment on all project activities.
- The Steering Committee is comprised of eight members (four management and four labour representatives - Newfoundland and Labrador Association of Public and Private Employees (NAPE), Association of Allied Health Professionals (AAHP), Newfoundland and Labrador Nurses Union (NLNU), Canadian Union of Public Employees (CUPE), Newfoundland and Labrador Health Board Association, Newfoundland and Labrador School Boards via Nova School Board and Public Service Secretariat (PSS).
- Deloitte Inc. has been contracted to assist in the project planning, management, design and development of the new job evaluation system. Deloitte will have an advisory role in all phases of the project.

What are the next steps in the project timeline?

- **Pilot Project Phase** - A Pilot Phase will be conducted in two phases across a sample of select job classifications to test and refine evaluation tools and processes.
- Approximately 150 employees will be requested to complete a Position Description Questionnaire (PDQ) beginning mid-June for Phase One and approximately 300 employees will be requested to do the same in late-September for Phase Two.
- In support of both the overall project and the pilot phase, ongoing project communications will be provided commencing with the posting of frequently asked questions (FAQS) in early June.

Questions & Comments

Please stay tuned for ongoing communication updates. FAQs will be posted shortly and will be updated as the project progresses. In the meantime, if you have any initial questions or comments please direct them to JES@gov.nl.ca and /or Classification and Compensation Branch, PSS at 729-3383.