

Classification and Job Content Review

The Consultation Process with Departments

Since 2007, Treasury Board has been working on the LA Classification Reform with DOJ as its major contributor. The primary purpose of this Reform Project was to separate LA Practitioners and LA management sub-groups with a view to better defining roles and responsibilities.

On December 13, 2010, Treasury Board officially announced the creation of a separate and distinct LC subgroup. [This LC subgroup](#) captures some but not all former non-bargaining unit LAs who exercise delegated HR or financial managerial authority. In addition to the creation of a new group definition for LCs, the LA group definition is being reviewed.

AJC is currently engaged in consultations regarding the proposed revised group definition of LAs in order to ensure that there is no overlap with other groups within the federal public service.

Following the separation of practitioner and management subgroups, a new classification standard (which is still in draft form) for each subgroup was developed with a view to ensuring that each of the following elements are considered when evaluating and classifying each LA subgroup's job description:

- knowledge,
- critical thinking and analysis,
- communication and interaction,
- leadership,
- physical and visual effort, and finally
- work environment.

The classification standard allocates certain point ratings to various levels within the elements described above for the purposes of ranking jobs that fall in one of the 5 subgroups of LAs (excluding LA-DEVs).

In order to ensure that the new classification standard is properly applied to jobs within each of the LA sub-groups, departments have initiated their own job description review. This involves redrafting existing job descriptions in keeping with the principles set out in the soon-to-be-implemented classification standard.

Currently, DOJ and PPSC have engaged the AJC in consultations of their proposed revised generic job descriptions, in an attempt to consolidate the numerous detailed descriptions across each of their respective departments.

The AJC has created a working group for each of the DOJ and PPSC job review initiatives involving volunteer members of Governing Council. This work is expected to continue over the next several months.

The AJC applauds the job review initiative as the LA community should benefit from updated job descriptions. The AJC is hopeful that an improved LA classification structure will offer greater mentoring and improved career planning tools.

After job descriptions are finalized, sometime after the Fall 2011, departments are expected to notify each and every LA of the content of their revised job description and of their right to grieve.

Once job descriptions are accepted, the classification standard evaluation is expected to follow and LAs will be informed of the results, i.e. the sub group level to which their job belongs, along with notice, once again, of their right to grieve.