

Out-of-Scope Job Description Guide

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Next review: May 2018

This form should be used to guide employees through the Out-of-Scope Job Description Form

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The following is the current job description form with examples provided in each question for guidance in how to complete this form. Should you have further questions about completion of your job description after using this guide, please contact your Human Resource Branch.

A job description and current Organizational Chart signed by an Executive Manager are required for initiation of a classification review and/or allocation of the job to the new Management Class Plan. Please note: A job description is a public document.

Job Classification

Please Check the Appropriate Boxes

New/Vacant

Temporary Reclass

Encumbered

Non-Permanent

XYZ

Human Resources

Ministry

MIDAS HR Organization

1000000

December 1, 2008

MCP 8

MIDAS Position Number

Effective Date

Current Classification Grade

Manager, Human Resource Operations

Expiry Date (Temp Reclass only)

Working Title

I have thoroughly reviewed this job description and confirm that it is indicative of the typical nature of the job and the position's role.

Jane Smith

Executive Manager (Print)

Signature

Date

Phone Number

I confirm that this job has been shared with me, and I understand and agree that it is an accurate reflection of the typical nature of the job assignment

John Doe

Employee (Print)

Signature

Date

Phone Number

Job Overview

Summarize, concisely, the changes that have occurred to this position since it was last classified, i.e. what is the basis for submission of this classification request?

Example: As a result of the HR consolidation, the position no longer has responsibility for the ministry's HR function which not reports to the Public Service Commission. The position retains responsibility for Finance and Administration and Performance Measures and Strategic Planning for the ministry.

Is this part of a larger organization review? If duties come from another position(s), please identify.

Example: Yes. HR consolidation review.

Briefly describe the 3 to 7 primary responsibilities of this position and a purpose for each one

Example: The primary responsibilities are the typical nature/essence of the job And the job's purpose. These are broad statements and 3 to 7 responsibilities are usually sufficient to describe the key expectations of a job. Please do not describe how the job is done as that level of detail is not required.

When completing the form, begin statements with a verb and use the present tense (e.g., develops as opposed to developed). Writing in a passive tense (e.g., a research project will be conducted) does not make it clear whether it is the position's responsibility or whether someone else is doing it.

Every occupation has its own shorthand that others may not be familiar with so avoid technical jargon and abbreviations (unless you identify the non-abbreviated name).

Avoid Pronouns (I, we, she, he, it). Responsibilities are assigned to the position not the person

Avoid words that are subject to varying interpretation (e.g., assists, coordinates, supports, participates, as required, may, prepares, helps, deals with, handles, etc.). Not only are these words unclear, they usually give the impression that the job has less responsibility than it does.

Some examples of clearly written primary responsibilities:

Primary Responsibility Purpose

- Conducts compensation research in order to determine if salaries are competitive.
- Develops new health and safety standards to resolve occupational health concerns.
- Develops ministry databases that provide information and analysis in a format that is useable in executive decision making, planning, and management.
- Reviews, directs and follows up on correspondence to ensure deadlines for response are met.
- Reviews, develops and monitors provincial environmental legislation, agreements, etc., to ensure compliance and compatibility with federal and other provincial legislative frameworks and requirements.

Poor Examples:

Although these should be broad statements of the job's responsibilities, be careful **not** to make them so generic that they don't indicate what the program/service responsibilities are. For example, please do not make statements like the following:

- Initiate actions to address goals targeted.
- Increase the ministry's presence as a monitor of impacts.

- Participate on the ministry's Executive Management Committee.
- Act as senior liaison with other ministries, government agencies and industry representatives.
- Provide direction and leadership to senior managers in the division.

Position Review

1. This position has overall responsibility for the work of _____ Employees that report directly to this position. "Reporting directly" includes reporting through subordinate managers.

"Overall responsibility for the work of employees", means staff of subordinate supervisors as well as direct reports

2. Does this position have assigned authority to assign work, set deadlines and contribute to the performance evaluation of individuals **not** reporting to this position? If yes, explain, including who the individuals are

In addition, some jobs have responsibility for work of employees who do not report to the position directly or through a subordinate supervisor. Examples of this type of management could include matrix structures, project assignments where staff may or may not continue to perform their home job, etc. For example:

- *A Deputy Minister's Administrative Assistant who assigns typing and other projects to support staff in the Deputy's office and provides input to their supervisors (Assistant Deputy Ministers) on their performance.*
- *A job responsible for one project after another on a continuing basis and the staff supervised vary from one project to the next. The employees are from a variety of other branches and continue to perform their work in the other branches while also working part of their time of the project. The position assigns and supervises their work and provides input to their manager regarding their performance.*

3. This position has direct responsibility for:

Expenditure Budget \$ \$ 3.2 M

Revenue Generation \$ \$ 10 M