

**LEGISLATIVE ASSEMBLY OF BRITISH COLUMBIA
POLICY MANUAL**

SECTION	Human Resources
POLICY	4205 – Job Development and Evaluation

Objective To outline processes for job description development and job evaluation that determines the classification of a position in the Legislative Assembly Administration’s compensation framework.

Application This policy applies to all employees of the Legislative Assembly appointed under section 39 of the *Constitution Act* (R.S.B.C. 1996, c. 66).

Authority Legislative Assembly operational policies are approved by the Clerk of the Legislative Assembly, as per *Policy 1000 – Legislative Assembly Policy Framework*.

Key Definitions

“**internal equity**” means employees with similar positions and levels of responsibility receive similar compensation;

“**substantive changes**” are significant modifications to key aspects of a job description that may result in job evaluation (i.e., scope and complexity of responsibilities, or change in oversight or influence of a program, function, or service area, financial resources, or employees).

1. General

.01 The Legislative Assembly conducts job evaluation based on defined objective criteria to ensure fair and equitable compensation practices, promote internal equity, and support the effective management of employees.

.02 Job evaluation is distinct from the process of determining an employee’s salary placement and does not consider the skills, knowledge, experience, performance, or contributions of any individual employee. Employee salary placement is determined in accordance with *Policy 4300 – Salary Administration*.

.03 Job evaluation processes cannot be used to reward or correct employee performance or to substitute any staffing or salary decisions (e.g., having a job reclassified to recognize a high-performing employee).

2. Establishment of a Management Position

.01 A management position is a formal leadership position with accountabilities outlined in the *Legislative Assembly Administration Leadership Framework*. To be established as a management position, a position must:

- a) manage a function, program, or service area;
- b) be accountable for financial or material resources;

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- c) oversee the execution of tasks and deliverables of a team (e.g., employees, cross-departmental group, and/or contractors); and
- d) have authority to authorize employee leave, overtime, learning and development, and recommend hiring and discipline.

.02 The establishment of a management position must be approved by the Clerk of the Legislative Assembly. This determination is made prior to the job evaluation process.

3. Job Description

.01 A manager is responsible for defining the duties and responsibilities of positions they supervise. To develop a new job description or amend an existing job description, a manager must consult their department director and Human Resources.

.02 Human Resources is responsible for maintaining a job description template and ensuring job descriptions accurately outline the key responsibilities, knowledge, skills, abilities, and qualifications required to perform the role. New and amended job descriptions must be approved by Human Resources.

.03 A job description may be amended if a position's scope of responsibilities evolves. Job descriptions cannot be reviewed more than once in a 12-month period and the review must be initiated by the manager of the position.

.04 If an employee is of the view that their job description inaccurately reflects the scope of their position's responsibilities, they may request that their manager review the job description. Following which,

- a) if there are no changes to a job description and the employee's concerns remain, the employee may seek review of the decision in accordance with *Policy 4005 – Employee Concern*; or
- b) if Human Resources approves substantive changes to the job description, the position will go through job evaluation.

4. Job Evaluation

.01 A job evaluation request must be initiated with Human Resources by a department director, the Clerk of the Legislative Assembly, or the member of the Clerk's Leadership Group responsible for the position.

.02 A job evaluation request will only be considered when:

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- a) a new position is established; or
 - b) a job description is updated with substantive changes to accurately reflect the current responsibilities of the position.
- .03 Positions are evaluated using B.C. Public Service job evaluation tools in conjunction with factors such as the complexity, demand, and responsibility of the position within the Legislative Assembly.
- a) The Public Service Job Evaluation Plan is used to evaluate non-management positions based on 13 factors: job knowledge; mental demands; interpersonal communication; physical coordination and dexterity; work assignments; financial responsibility, responsibility for physical assets or information; responsibility for human resources; responsibility for the well-being or safety of others; sensory effort or multiple demands; physical effort; surroundings; and hazards.
 - b) The Management Compensation and Classification Framework is used to evaluate management positions based on 3 factors: leadership of a team or as an individual contributor; problem solving influence, complexity, and scope or impact; and autonomy and degree of discretion and independence in decision making.
- .04 Job evaluation is an arms-length process conducted by an external specialist retained by Human Resources.
- .05 Recognizing the unique nature of many positions at the Legislative Assembly, the specialist may, at their sole discretion, engage the manager responsible for the position to clarify job-related information to ensure an accurate evaluation.
- .06 Once the job evaluation process is complete, the position is assigned a classification and corresponding pay grade within the Legislative Assembly Administration’s compensation framework. The external specialist’s full report is a confidential document retained by Human Resources. Results of the evaluation process are communicated to the department director or the member of the Clerk’s Leadership Group responsible for the position, and to any affected employee, as applicable.
- .07 Classification decisions concerning positions within the Clerk’s Leadership Group are made at the discretion of the Clerk of the

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Legislative Assembly and are subject to approval by the Legislative Assembly Management Committee.

.08 Classification decisions concerning the position of Clerk of the Legislative Assembly are made by the Legislative Assembly Management Committee.

5. Job Evaluation Result

.01 If a job evaluation results in a change in how an existing position is classified within the Legislative Assembly Administration’s compensation framework, any adjustment to salary placement will be made in accordance with *Policy 4300 – Salary Administration*.

.02 If position responsibilities are restructured in a department resulting in the reclassification of one or more positions, a recruitment process may be undertaken in accordance with *Policy 4400 – Recruitment, Selection and Onboarding* to determine the impact on any incumbent employee.

.03 A department director who is concerned with a job evaluation result may request that Human Resources review the job description and evaluation result. This request must be made within 60 days of receiving the job evaluation result. Human Resources has final discretion on whether the job description will be submitted for re-evaluation.

.04 An employee who is concerned with their job evaluation result may request a review of the decision following the process outlined in *Policy 4005 – Employee Concern*.

6. Effective Date

.01 The implementation of a job evaluation decision is effective on:

- a) the first day of the bi-weekly pay period closest to the date the final job description was received by Human Resources;
- or
- b) the date set by the Clerk of the Legislative Assembly for converting to a new or revised compensation framework.

.02 If unusual circumstances delay the completion of a job evaluation by 2 months or more, or if a job is re-evaluated, the Chief Human Resources Officer may set the implementation date for the job evaluation decision. An implementation date cannot be retroactive beyond 6 months from the date of submission of the final job description to Human Resources.

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7. Exceptions

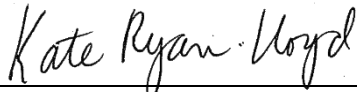
.01 The Chief Human Resources Officer may make exceptions to this policy in respect of timelines, such as amending a job description more than once in a 12-month period or permitting the re-evaluation of a position if a department director does not make a request to do so within 60 days. Any such exception must be documented and approved in writing by the Chief Human Resources Officer.

Contact

Questions regarding this policy may be directed to Human Resources at Human.Resources@leg.bc.ca.

References

Legislative Assembly Administration Leadership Framework
Policy 4005 – Employee Concern
Policy 4300 – Salary Administration
Policy 4400 – Recruitment, Selection and Onboarding



Approved and authorized by
Kate Ryan-Lloyd, Clerk of the Legislative Assembly

January 1, 2024

Date

POLICY HISTORY

Version 1	January 1, 2024
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