

General Definitions

Framework Component	Definition
Job Evaluation	<p>Evaluations are not concerned with the volume of work, or with the person doing it, or with current pay. The key purpose is to establish a framework for:</p> <ul style="list-style-type: none"> ▪ Defining jobs and hierarchy ▪ Providing a foundation for reward and talent management decisions including base pay, career management, workforce planning and learning and development ▪ Creating a flexible, adaptable means of communicating career paths and facilitating talent mobility <ul style="list-style-type: none"> ▪ The overall goal of Job Evaluation is to develop a consistent, internally relevant, and market-supported approach that can be understood by everyone involved
AUPE Job Evaluation Framework	<ul style="list-style-type: none"> ▪ Each job family represents different types of roles and the nature of how they contribute to the organization, and each job is mapped to a job family and then a job phase within that family
Job Evaluation Process	<ul style="list-style-type: none"> ▪ Job Evaluation focuses on the job itself as opposed to the current incumbent(s). The performance of the job's incumbent(s) will be measured by the performance management system, but should not in any way affect the evaluation of the job ▪ There are several questions we can ask to separate the content of the job from the capabilities of the incumbent such as: <ul style="list-style-type: none"> ▪

Classification Grids – General

	GEN 1	GEN 2	GEN 3	GEN 4
General Profile	<ul style="list-style-type: none"> ▪ Entry-level position with limited previous training or relevant work experience ▪ Work is prescribed and completed with little autonomy ▪ Works under close supervision or with clearly defined direction 	<ul style="list-style-type: none"> ▪ Has developed skills through formal training or on-the-job experience ▪ Works within established procedures with limited ability to modify approach ▪ Completes assigned tasks with a moderate degree of supervision 	<ul style="list-style-type: none"> ▪ Has developed specialized skills through job-related training and considerable on-the-job experience ▪ May act as an informal resource for colleagues with less experience 	

Classification Grids – Specialist / Advisor

	SPA 1	SPA 2	SPA 3
General Profile	<ul style="list-style-type: none">▪ Performs specialized tasks and duties in an advisory capacity▪ Knowledge and exposure to fundamental theories, principles, and concepts▪ Uses existing standard processes and procedures to solve routine or standard problems▪ Receives a moderate level of direction from others	<ul style="list-style-type: none">▪ Requires in-depth knowledge and experience in own discipline; continues to acquire higher-level knowledge and skills▪ Has knowledge of the university and institutional processes and policies▪ Solves a range of problems within own discipline. Some involvement in cross-functional issues▪ Uses research and analysis to solve problems that are of moderately complex	

Classification Grids – Technical

	TEC 1	TEC 2	TEC 3
General Profile	<ul style="list-style-type: none"> ▪ Performs foundational technical tasks and duties ▪ Supports technical procedures and maintains moderately complex technical equipment ▪ Knowledge of and exposure to technical theories, principles, and concepts ▪ Uses existing standard processes and procedures to solve technical problems ▪ Receives instruction, guidance, and direction from others 	<ul style="list-style-type: none"> ▪ Requires in-depth technical knowledge and experience in own discipline to perform technical work of considerable complexity ▪ Uses technical skills to solve problems that are of moderately complex in nature through use of best practices and established processes and procedures ▪ Has knowledge of the university and research/laboratory processes and policies ▪ Receives limited guidance and direction 	<ul style="list-style-type: none"> ▪ Requires advanced technical knowledge and experience of own discipline and other related disciplines ▪ Uses best practices and knowledge of internal and external issues to improve efficiency

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