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JOB DESCRIPTIONS

PURPOSE

1. Every employee has a right to receive a statement of duties when they are initially hired. Managers are responsible for assigning work to the positions under their direction and for describing that work.

APPLICATION

2. This applies to all positions.

Positions in the senior management group can be described in the same format. However, the process described in Section 401 (b) Senior Management Job Descriptions provides a more thorough job description of the functions of management jobs.

DEFINITIONS

3. A **Job Description** is a written statement of the duties and responsibilities of a position. It also contains a description of the knowledge, skills and abilities required of an incumbent in order for the person to satisfactorily do the job. It lists the working conditions that may exist when the duties of each position are performed. Deputy heads are the final authority respecting the assignment of work and job description content within their departments or agencies.
4. A **Job** is either a unique position or a number of positions that are similar and are adequately described by one job description.
5. A **Position** is one specific job. An employee fills a position and is referred to as an incumbent.
6. **Responsibilities** are a set of related functions or tasks forming a significant part of a job.
7. **Task** means a unit of activity, which with other units, make up a responsibility.
8. **Job evaluation** is the analysis and evaluation of the required know-how, problem solving, accountability and working conditions of a position. Job evaluation establishes the relative value of a position within the Government.

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PROVISIONS

9. Managers wishing to review job descriptions for comparable jobs in other departments must request job descriptions directly from the department concerned or the Department of Human Resources.
10. The job description must be approved by the Deputy Head (or equivalent) of the employing department or agency.
11. The approval date for a job description is normally the date that the position is created (new position) or has been re-written. However, the Deputy Head may indicate a more appropriate effective date to coincide with a departmental re-organization.
12. An explanation of the components of the job description follows. Please refer to the Job Description Writing Manual for complete and comprehensive instructions on job description development, including examples. The job description form is attached as Appendix A.

JOB DESCRIPTION FORMAT

13. **Section 1 - Identification**

The Identification Section should include, among other data elements, the position number, position title, department, division/region and location of the position.

In the case of a new position, enter the department code and the word NEW.

14. **Section 2 – Purpose**

A narrative statement explaining briefly why the position exists, including what the position does, within what context, and what overall result is expected of the position. This is not a summarized list of the responsibilities.

15. **Section 3 -Scope**

This section describes the impact the position has on the area in which it is located, the department, other departments, the government as a whole or the public. It also describes the importance of the impact.

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16. **Section 4 - Responsibilities**

This section summarizes the major responsibilities and the expected outcomes of those responsibilities that will contribute to achieving the overall purpose of the position.

A job typically has 1 – 5 major responsibilities, and these responsibilities may be further clarified by describing 1 – 8 major activities involved in carrying out a specific responsibility.

Statements of responsibilities must provide the evaluators with the context within which the job is done and must include specific end results (outcomes).

17. **Section 5 - Knowledge, Skills and Abilities**

This section summarizes the minimum level of knowledge, skills and abilities (however obtained) required to competently perform the job.

Knowledge identifies the acquired information or concepts that are needed to carry out the responsibilities.

Skills describe the competencies needed by the incumbent.

Abilities describe natural talents or developed proficiencies required to perform the responsibilities of the job.

The knowledge, skills and abilities described in this section must be consistent with the scope and responsibilities sections.

Any bona fide (statutory) requirement for specific education, training or certification (i.e. Registered Nurse, Journeyman Electrician, 4th Class Stationary Engineer, P. Eng.) is included here.

For clarification purposes, a statement describing how an individual would typically acquire the knowledge, skills and abilities should be added at the end of this section.

18. **Section 6 - Working Conditions**

Working conditions describe the physical, environmental, sensory and mental demands of a position.

	
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Frequency, duration and intensity, measured in time (i.e. every day, 7 ½ hours per day, two or three times a week, low, medium high intensity), documents the conditions of work, not the effect it may have on the incumbent.

Physical demands: Factors that produce physical stress or fatigue (i.e. handling of materials; lifting, stretching, pulling; working in awkward positions; other unusual circumstances).

Environmental conditions: Exposure to unavoidable physical and environmental factors, which increase the risk of accident, ill health or physical discomfort (i.e. exposure to toxic or unpleasant fumes; extremes of temperature, noise, vibration, dirt, dust; unavoidable exposure to hazardous substances, equipment and/or situations).

Sensory demands: Demands may include: reading, watching, studying, observing; smelling touching, attending to the nuances of sound; inspecting, proof reading, manual manipulation; operating equipment, monitoring computer terminals, technical trouble shooting.

Mental demands: jobs may have external factors that create the risk of mental or emotional fatigue and may include: lifestyle disruption caused by work schedules or travel requirements; boredom resulting from continuous repetition; concentrated attention for prolonged periods of time; lack of control over work pace or priorities; emotional deprivation resulting from isolation or lack of privacy; exposure to emotionally disturbing experiences.

19. **Section 7 –Certification**

All of the following signatures are required:

The supervisor's signature confirms that the duties described are those assigned to the position. These provide a basis for performance review.

The signature of the Deputy Head authorizes the creation of the position. **The Deputy Head’s (or delegate’s) signature must be included for the job description to be considered “official”.**



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20. The effective date for the official assigning of the duties in the job description to the position is the date on which the Deputy Head signs the job description.
21. A current job description is provided to new employees. Employees are entitled to an up-to-date copy of the job description for their position on written request.
22. An organization chart is an important part of a job description as it provides a basis for determining a position's role within the organization and confirms the information in the job description. It also provides information about the other jobs that may influence the work in the job that is being described.
23. Standardized organization charts provide each department with an accurate picture of its organization. This also assists the evaluation process by providing required information in a common format. More information is available in Section 404 Preparing an Organization Chart.
24. The manager completes the job description and notifies the incumbent if the position is occupied. Guidelines on how to complete the job description are contained in the Job Description Writing Manual, which is available from the Department of Human Resources.
25. A 50% (fifty percent) change in duties of an encumbered position requires that a new position be created.
26. Departments are obliged, under Article 23, to identify and remove any unnecessarily inflated educational or experiential barriers.
27. The Senior Manager/Director signs the job description.
28. The Deputy Head reviews the job description and organization chart and signs both, indicating approval of the work assigned to the position and the job description content.
29. Departments are responsible for the creation, maintenance and on-going review of job descriptions and organizational charts.
30. Upon written request, a current job description and organization chart is provided to the incumbent of the position either by the manager or the Department of Human Resources.

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AUTHORITIES AND REFERENCES

31. Main Collective Agreement with NEU
Article 32, Statement of Duties
32. Nunavut Public Service Act
Article 41(1.7), Excluded Employees
33. Job Description Writing Manual

CONTACTS

34. For clarification or more information on this topic contact:

Director Job Evaluation
Department of Human Resources
Iqaluit, Nunavut
975-6227



1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	
Department	Division/Region	Community	Location
Fin. Code:			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?



4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.
Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.
These requirements are in reference to the *job*, not the incumbent performing the job.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.



Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date



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I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
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Deputy Head Signature	
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Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent's position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.