	
<b>JOB EVALUATION</b> <b>Evaluating a Position</b>	<b>Human Resources Manual</b> <b>Section 402</b>

## **EVALUATING POSITIONS**

### **INTRODUCTION**

1. Positions are evaluated against pre-determined factors to determine their relative worth in the organization. The factors are:
  - know how
  - problem solving
  - accountability
  - working conditions

### **APPLICATION**


2. This section applies to all employees, except:
  - positions in the Senior Management Group
  - positions in the Nunavut Teachers Association

### **DEFINITIONS**

3. Re-evaluation means a change in the pay range of a position (either up or down).
4. Job Analysis is the process of identifying the duties and responsibilities of a position and expressing these in an authorized job description.
5. Job Evaluation is the process of assigning points to a position through a systematic process. The duties of the position are evaluated against the established criteria.

### **PROVISIONS**

6. The effective date of a request for evaluation will be:
  - either the date the Deputy Minister signs and formally approves the job description, or;
  - a date greater than 60 days prior to the date of the Deputy Minister's signature. This will require a letter from the Deputy Minister indicating the requested effective date and the reasons

	
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why the effective date should be greater than 60 days. This letter is to be directed to the Deputy Minister of Human Resources.

7. A department submits a Job Evaluation and Staffing Action Request form with a copy of the current job description for the position and an organization chart to the Job Evaluation and Organization Design Division of the Department of Human Resources.
8. If bilingual bonus is requested for a position, a language requirement must be included in the knowledge, skills and abilities section of the job description.
9. A Job Evaluation Consultant reviews the job description and checks it to ensure that changes indicated on the request are reflected in the job description.
10. If required, the Job Evaluation Consultant contacts the manager or supervisor of the position for clarification. If it is determined that substantial changes have to be made to the job description then the request and job description will be returned to the department, board or agency. Minor changes can be made on the spot and initialed by the Job Evaluation Consultant.
11. A 50% (fifty percent) change in duties of an encumbered position requires that a new position be created.
12. The Job Evaluation Consultant evaluates the position based on the documentation submitted and information attained through consultation.
13. A copy of the completed Staffing / Job Evaluation Request form including the point rating will be sent to the following:
  - the employing department (administration)
  - the staffing consultant, if applicable
  - the position file (in Human Resources)
14. If any re-evaluation results in a pay change for an employee, the Job Evaluation and Organization Design Division will notify the Compensation and Benefits division of the Department of Finance.
15. A position cannot be submitted for re-evaluation during an incumbent's probationary period.



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## **AUTHORITIES AND REFERENCES**

16. Main Collective Agreement with NEU  
Article 24.08(a) Downward Evaluations  
Article 34, Job Evaluation
17. Human Resource Manual  
Section 606, Exclusions
18. Human Resource Manual  
Section 1505, Bilingual Bonus
19. Nunavut Public Service Act  
Section 41 (1.7) Excluded Employees – General

## **CONTACTS**

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

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