

 <p>JOB EVALUATION</p>	<p>Human Resource Manual</p>
<p>Senior Management Job Evaluation</p>	<p>Section 403</p>

SENIOR MANAGEMENT JOB EVALUATION

PURPOSE

1. The evaluation process determines the relative value of one management position to other management positions within the government. The Management Evaluation Plan uses the Hay methodology and is designed to evaluate positions on the basis of the following factors:
 - know-how;
 - problem-solving; and
 - accountability.

APPLICATION

2. These guidelines and procedures apply to all positions in the senior management group.

DEFINITIONS

3. **Senior Management Jobs** are characterized by the following:
 - (1) Accountability for program planning, design, organization and coordination, staffing delivery and control, of departmental programs; and
 - (2) Accountability for the planning, design, organization, and coordination, staffing, delivery and control of major service systems (i.e., finance, planning, human resources, etc.) in support of departmental programs.

Typically, these jobs have **all of the following:**

- subordinate managerial positions;
- formal budgets for their own areas of accountability;
- responsibility to analyze and recommend policy changes within areas of expertise; and
- job titles such as ADM, or Director or equivalent.

 <p>JOB EVALUATION</p>	<p>Human Resource Manual</p>
<p>Senior Management Job Evaluation</p>	<p>Section 403</p>

They are not senior subject matter specialists as such, although frequently their managerial accountability requires a substantial degree of subject matter expertise.

4. Only Deputy Heads are authorized to recommend positions to be included in the management group.
5. Each Senior Management Evaluation Committee (SMEC) member will take training on the Hay Job Evaluation System

PROVISIONS

6. The Deputy Head writes to the Deputy Minister of Human Resources requesting that an existing management position be reviewed or a new position be included in the Senior Management group. The letter should be supported with:
 - An approved job description in the Hay Plan format;
 - An approved organization chart showing the positions within the responsibility of the manager; and
 - An approved request form outlining additions or deletions of responsibilities.
7. The Director of the Job Evaluation Division will:
 - Ensure that changes have been approved in keeping with the Government Organization Policy;
 - Conduct a comparative analysis and listing of similar senior management positions within the Government;
 - Co-ordinate a meeting and agenda for the SMEC to deal with the request(s);
 - Ensure that the SMEC meets quarterly unless there is a requirement to meet more often.
8. The Senior Management Evaluation Committee is made up of:
 - The Deputy Minister of Human Resources, who is the Chair;
 - The Deputy Head responsible for the Senior Personnel Secretariat;
 - A minimum of two other Deputy Heads; and
 - The Director, Job Evaluation, who is the Committee Secretary.

 <p>JOB EVALUATION</p>	<p>Human Resource Manual</p>
<p>Senior Management Job Evaluation</p>	<p>Section 403</p>

9. The Senior Management Evaluation Committee evaluates the position after discussing the evaluation request with the appropriate Deputy Head. The requesting Deputy Head is not present during the evaluation of the position.
10. The individual points for each factor and the total points for the position are compared to evaluations of other senior management positions to ensure consistency of evaluations.
11. Once the decision of the Senior Management Evaluation Committee is reached, the Deputy Minister of Human Resources advises the Deputy Head of the approved rating.
12. The Deputy Head will determine the effective date, including any matters of retroactivity. Retroactivity, from the date of the Committee's decision, is not to exceed 60 days without approval of the Deputy Minister of Human Resources. The Departmental Human Resource Office will notify Compensation and Benefits of the appropriate pay action.
13. Decisions of the Senior Management Evaluation Committee are final and binding with no right of appeal by the incumbent. Only the employing Deputy Minister can file an appeal. The appeal is submitted directly to the Deputy Minister of Human Resources.

CONTACTS

14. For clarification or further information please contact:

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Iqaluit, Nunavut
975-6227**