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Content

- Objectives of this Presentation
- Overview of the Engagement
  - Key Activities prior to Job Evaluation
  - Job Evaluation
  - Labour Market Survey
- What is in it for YOU
- Your role as Civil Service Employees
Objectives of this Presentation

- Create awareness about the engagement
- Communicate the objectives, approach and expected benefits of the engagement
- Understand and clarify expectations
Overview of the Engagement

Job Evaluation

Labour Market Survey

measuring the relative value of jobs
Key Activity prior to Job Evaluation

Prior to the job Evaluation Exercise, KPMG will conduct a review of current job descriptions / job analysis to establish job descriptions that set out the current purpose of a job, the main accountabilities and responsibilities of the job and the reporting lines therein.

The Job descriptions will provide the primary source of information about the position for evaluation of the factors to determine the appropriate job level within a job family.
The Job Analysis Process

- Identify Jobs
- Train a representative number of key stakeholders

Job Analysis
- One-on-One interview sessions
- Focus discussions

- Draft Job descriptions

Job ID & Job analysis training

Job descriptions
Validation Job descriptions

Draft Job Description (JD) as prepared by KPMG

Unit heads & Jobholder (s) reviews JD – amendments required?

No

Yes

Draft JD returned to KPMG

JD is reviewed and discussed with Heads of MDAs – amendments required?

No

Yes

Amended / Reviewed JD submitted for sign off by HRMO

JD – ready for Job Evaluation
What it is
What it is not
The method to be used
What Job Evaluation IS

1. A transparent process of measuring the relative value of a specific position in relation to other positions across the Civil Service

2. Systematically rating each position based on the job evaluation factors

3. Points assigned for each of the factors are totalled for each job to determine its relative worth

4. Carried out by groups, not by individuals

5. Serves as a basis for assigning jobs to grades and

6. Basis for establishing a rational salary structure
What Job Evaluation Is Not

1. Not an assessment of performance – how well one is doing

2. Not a workload measurement tool

3. Measures jobs, not people.

4. Job evaluation does not fix pay scales
The EVALUATE™ system of job evaluation is a computerized tool which will be used to evaluate all jobs according to five key factors.

These factors have two or more sub-factors or concepts that together represent the intent of the whole factor.
Key Attributes of the EVALUATE™ system

- Security device that allows only authorised users to access the job evaluation data due to the sensitive nature of the job evaluation information and data

- Suitable and appropriate for all types and levels of jobs

- Easy to understand, simple to maintain and to review in light of changed or new jobs; and

- Terminology and procedures enhance objectivity and therefore reliability in its use.

- Embedded review checks and detailed documentation of the process, that enable us to flag down any inconsistencies during the evaluation process
## Key Factors of EVALUATE™

### Job evaluation factor outline

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Resources - Staff, Stock, Equipment, Buildings and Finance</th>
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<tbody>
<tr>
<td></td>
<td>Freedom to act</td>
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<td>Advice/Recommendations</td>
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<td>Impact</td>
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<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Qualifications</th>
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<tr>
<td></td>
<td>Previous experience</td>
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<td>Skills</td>
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# Key job factors of EVALUATE™

<table>
<thead>
<tr>
<th>Job evaluation factor outline</th>
<th>Mental skills</th>
<th>Communication</th>
<th>Working environment</th>
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<td></td>
<td>• Information environment</td>
<td>• Contacts</td>
<td>• Work location</td>
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<td></td>
<td>• Role complexity</td>
<td>• Oral communication</td>
<td>• Potential hazards</td>
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<td></td>
<td>• Creativity/innovation</td>
<td>• Written communication</td>
<td>• Physical demands</td>
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<td></td>
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<td>• Leisure disruption</td>
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### Application of the job evaluation results

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<th>Job Evaluation</th>
<th>Grades</th>
<th>Salary Structure</th>
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The Method

- Review of the SL labour environment
- Data collection and analysis

Labour Trend Analysis

- Data collection on key determinants of employee satisfaction

Employee Satisfaction Survey

- Data collection and analysis of compensation data

Salary Survey
Benefits of the Engagement

What's in this exercise for YOU
Summary of Benefits

- Clarity of roles and reporting lines
- Detailed job descriptions
- An equitable and fair grading structure
- A competitive salary structure

IMPROVED PERFORMANCE
Your Role as Employees of the Civil Service
Your Role as an Employee of the Civil Service

- Have a fair understanding of the exercise

- Get involved as appropriate
  - Be abreast with all the details of your job
  - Make time for job analysis interviews with the job analyst
  - Participate in all job evaluation sessions if selected

- Own and Support implementation of the outcomes
Thank you