

# Human Resources

## VPS Job Reclassification Guide



# VPS JOB RECLASSIFICATION GUIDE

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## INTRODUCTION

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This Guide provides general information for VPS managers and employees in determining the classification level of a position. It also contains an outline of the processes, required to be undertaken by the manager and employee, to review the classification of a position.

In this Guide, reference to "Manager" refers to the employee's direct manager. Reference to the "General Manager" includes OGSE Regional Directors, and "Deputy Secretary" includes Agency Heads.

The VPS Career Structure has six separate grade levels. Each grade is a level within the VPS classification structure. The structure commences at Grade 1 and the level of work and subsequent work value increases up to Grade 6. The level of work at each Grade is defined by a range of generic Descriptors.

Movement between Grades is subject to merit selection.

The majority of grades are split into a number of Value Ranges. The differences between Grades and Value Ranges are identified through the generic Grade and Value Range Descriptors.

## JOB RECLASSIFICATION PROCESS

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### When should a Classification Review be conducted?

All new jobs must be advertised in the correct Grade under the VPS Career Structure. Jobs are to be advertised by reference to Grade and according to the guidelines of the Department.

A classification review of positions may be required at times of significant organisational change where there are changes to the way work is organised and carried out.

In addition, an employee may consider that their job has grown and increased in work value while in the position. If this is the case, the employee should raise the issue with their manager and work with him or her with a view to undertaking a classification review.

The reclassification process is not designed to support individual progression through the VPS classification structure while performing the same position. When an employee's salary reaches the top of the grade this indicates full capability has been developed at their current grade. Ongoing progression should be supported by seeking a promotional opportunity at a higher grade. There is no policy that prevents an employee's salary remaining at the top of a grade.

### How to conduct a Classification Review?

The descriptors provide a written guide to the dimensions of a job at each level. An assessment will need to include consideration as to whether 'on balance' the job to be performed meets the description for a higher grade.

A range of resources may be used to identify the breadth of accountabilities required within the position under review including the current job description, business planning documents and work plans.

The identified accountabilities are documented using the [VPS Grade & Value Assessment Tool](#) . This information once reviewed may be used to develop the new job description document.

### Employee seeking reclassification

Where an employee is seeking a reclassification of their position, it is necessary for them to complete the attached [VPS Employee Request for a Position Reclassification](#) form and to submit documentation which supports their position being re-classified. This will assist the manager in making an informed decision when conducting a work value review on the position's job classification.

Supporting documentation should include:

- An accurate and up-to-date position description
- Highlighted details of the job's key roles and activities
- Identification where the position has grown, and indicating the 'before and after' of the job to demonstrate that growth in work value
- Indicative statements from the [VPS Value Range Descriptors](#) that are considered applicable to the job at the higher classification level.

It is expected that the manager and employee maintain discussions on the work value review to assist in achieving the correct classification outcome.

### Measures of Complexity

Many people consider jobs in terms of duties or tasks, rather it is the measure of how complex these tasks are that is relevant to classification. In the descriptors, complexity has been measured in terms of decision-making, communication, knowledge and proficiency and functions of the role (divided into Policy & Projects, Administrative and Corporate Support, Operational Service Delivery and Technical/Specialist). Descriptors are also available for the functions of the role of Allied Health Professionals and Legal Officers within the Department. The level at which these dimensions are exercised determines the relevant complexity of jobs, regardless of the differences in tasks between jobs.

### Reading the Descriptors

The Grade and Value Range Descriptors need to be read holistically. Classification cannot be based on single aspects of the job or single statements in the VPS descriptors, e.g. references in the Descriptors to leading or managing teams needs to be read in context with the complexity of the functions in the team.

A job may involve relatively complex tasks, but the high level of supervision and low level of authority may decrease the importance of the tasks and favour a lower classification. In such examples, it is difficult to weight the importance of the different dimensions, but it is important that the classification reflects the overall complexity and jobs are not under classified through relying on specific statements in the lower value range in isolation.

### Classification Assessment

The descriptors are applied so that 'on balance' it can be shown that the job sits typically in the Grade.

Jobs will tend to be spread across value ranges and the assessor needs to work out the highest Value Range that 'on balance', describes the job in order to identify the appropriate classification. It is feasible that some statements in a higher Value Range will be relevant, but the appropriate Value Range is the highest Value Range that describes a 'significant' part of the job.

## HOW TO PREPARE A REQUEST FOR RECLASSIFICATION

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An assessment of the classification is undertaken by the manager. Assistance is available from Corporate HR Services.

The manager is required to prepare a new position description to reflect the new or revised accountabilities. Each of the accountability areas or responsibilities will need to be assessed to determine the level of classification.

The manager will document areas assessed using the [VPS Grade & Value Range Assessment Tool](#).

Where the position is vacant, only the [Request for VPS Staffing Action](#) will need to be completed and approved.

Where there is a current incumbent in the position, the [VPS Employee Request for a Position Reclassification](#) will need to be completed for approval.

Because the reclassified position is required to be advertised, the [Request for VPS Staffing Action](#) will also need to be completed.

If it is proposed to appoint a current incumbent to the position without advertisement, a briefing for approval will need to be prepared for the Secretary's approval. These cases are subject to a high level of scrutiny and are typically only approved where advertising processes have been exhausted, usually for hard to employ positions.

To support all processes the following documentation must be completed:

- Redesigned Position Description (to be prepared by the manager)
- [VPS Grade & Value Range Assessment Tool](#) (to be completed by the manager)
- [VPS Reclassification Recommendation Form](#) (to be approved by the Deputy Secretary)
- [Request for VPS Staffing Action](#) (to be approved by the Deputy Secretary)

The following resources are available on HRWeb

- [VPS Grade & Value Range Descriptors](#)
- [Using the Descriptors](#)

## TIMING OF CONSIDERATION

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An application by an employee for a job reclassification should be given every consideration by managers. A manager should commence consideration of an employee's request for a job reclassification within 15 working days of receiving the request and every effort should be made to finalise the outcome of any such request within 30 working days of receiving the request. There may be circumstances (such as leave absences or temporary staffing arrangements) that prevent

finalisation within the recommended period, however administrative delays per se would not be regarded as a strong basis for justifying a more lengthy review period.

The grade and value range assessment tool can be used by managers to both aid the assessment process in a formal way and as part of formal feedback provided to applicants for reclassification. It is particularly important to provide an unsuccessful applicant with reasons as to why/how the decision not to grant the request has been reached. Unsuccessful applicants have the right to seek a [Review of Action \(Personal Grievance\)](#).

## **APPROVAL OF THE RECLASSIFIED POSITION**

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The recommendation of the manager must be endorsed by the General Manager, and approved by the Deputy Secretary.

Where there is a current incumbent, the [VPS Employee Request for a Position Reclassification](#) is to be used to capture the required information and approvals.

The Grade is then confirmed and where approved, a merit selection process is required.

The [Request for VPS Staffing Action](#) is completed and will initiate the advertisement of the vacancy by Corporate HR Services and standard recruitment processes will apply.

## **SALARY AND BUDGET IMPLICATIONS**

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There will be a budget impact in reclassifying a position to a higher grade within a work unit. The additional cost of the position will need to be absorbed within the current budget of the work unit.

## **DISPUTE PROCESSES**

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An employee may request their manager to conduct a review of their position where they are of the view that the work value aligns with a higher grade.

An employee may also request a review of actions where that management review determines the current classification is appropriate and the employee does not agree.

Disputes will be considered under standard local processes for decisions on classification.

## PROCESS STEPS FOR CLASSIFICATION REVIEW

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### Classification Review for a vacant position

Steps to Classification Review Process to determine classification level

1. The manager determines a review of a position is required to meet new or changing operational requirements.
2. The manager prepares a position description to reflect the new or changed accountability areas.
3. The manager assesses the position description elements using the [VPS Grade and Value Range Descriptors](#).  
An initial determination is made of whether the changing requirements present a higher level of complexity and accountability in the role.
4. The manager completes the [VPS Grade & Value Range Assessment Tool](#) to document the new position responsibilities with supporting Grade and Value Range descriptors.
5. The manager prepares the [Request for VPS Staffing Action](#) for forwarding to the General Manager for endorsement along with all supporting documentation.
6. The General Manager will review and endorse the recommendation, which will then require final approval by the Deputy Secretary. Should the General Manager not agree with the recommendation made by the manager, a discussion will be held to agree an outcome for endorsement.
7. The General Manager will endorse the request for approval considering all implications of the decision.
8. The General Manager will return the request to the direct manager.
9. The direct manager will forward the request for final approval to the Deputy Secretary.
10. The direct manager will forward the [Request for VPS Staffing Action](#) and all associated documentation to HR Services.
11. HR Services will arrange for the advertising of the vacancy.

## Classification Review for an occupied position

### Steps to Classification Review Process to determine classification level

1. A request for reclassification may be made by an employee or the manager may determine a review of a position is required to meet new or changing operational requirements.
2. The manager prepares a position description to reflect the new or changed accountability areas.
3. The manager assesses the position description elements using the VPS Grade and Value Range descriptors.  
An initial determination is made of whether the changing requirements present a higher level of complexity and accountability in the role. Employee consultation may occur during this phase of the process should the manager determine this as being appropriate.
4. The manager completes the [VPS Grade & Value Range Assessment Tool](#) to document the new position responsibilities with supporting Grade and Value Range descriptors.
5. The manager prepares the [VPS Reclassification Recommendation Form](#) for forwarding to the General Manager for endorsement along with all supporting documentation. [Request for VPS Staffing Action](#) should also be prepared on the basis the reclassified position will require advertising.
6. The General Manager will review and endorse the recommendation, which will then require final approval by the Deputy Secretary. Should the General Manager not agree with the recommendation made by the manager, a discussion will be held to agree an outcome for endorsement.
7. The General Manager will endorse the request for approval considering all implications of the decision.
8. The General Manager will return the request to the direct manager.
9. The direct manager will forward the request for final approval to the Deputy Secretary.
10. The direct manager will forward the [Request for VPS Staffing Action](#) and all associated documentation to HR Services.
11. HR Services will arrange for the advertising of the vacancy.
12. The current incumbent will be required to apply for the vacancy and selection will be merit based.