

# Guide for Completing SCMMA Position Evaluation Questionnaire

Please review **Article 10** in the **SCMMA Collective Agreement** for more information on the classification evaluation process.

## **General Guidelines**

- All ratings for any of the 17 compensable factors within the PEQ are attainable for SCMMA positions with the exception of the following:
  - In the area of Financial Responsibility (page 18 of the PEQ), a level 5 rating is usually attained by either a Branch Manager or General Manager and the level 6 rating is not applicable anymore within the corporation.
  - Also, in section B of Financial Responsibility (page 19) a response at the II level for this factor is also at a Branch Manager or General Manager level only.
- For any factors using the A, B method for rating, please use the following process:
  - Determine the total amount of time spent performing that factor (eg. 10% of total time is spent communicating),
  - Next look at each level and circle the bullets that best describe the tasks you perform for the majority of that time (eg. Over ½ of the time spent communicating is in composing professional reports and making formal group presentations). This is your “A” level.
  - Then review the bullets in other levels to see if the remainder of the time for that factor falls within a different level (eg. ¼ of the time spent communicating is responding to media or as spokesperson at Council). This would be your “B” level.
  - It is important to note you are not required to rate all factors with an A, B rating. If one level accurately identifies where you spend the vast majority of your time, then place an A at that level and do not indicate a B rating.
  - Provide as many examples as possible at both levels, using the verbiage highlighted within the bullets, eg. **persuade** and **influence**. Try to keep the examples as concise as possible and provide time estimates. For example, if spending 10% of the time communicating this is roughly 4 hours per week. For 3 of those 4 hours, what do you do? What do you do for the other hour per week?
  - Provide current examples and try not to repeat the same examples for too many factors.
  - To prepare for the Classification Committee meeting, write a script detailing the examples. Use complete sentences since you may be interrupted with questions during the meeting and you will need to be able to quickly resume where you left off.

## **Definition of Terms within PEQ**

- **Program** is budget driven. These are line items that are reviewed by council during budget deliberations.
- **Policy** is an Administrative policy approved by the General Managers or City Manager. Could also be a Council policy but usually signifies Administrative policies. These are not departmental or branch policies.

## **PEQ Factor Specific Notes**

### **Project Management vs. Supervision of Employees**

On page 10 of the PEQ, positions that identify supervisory responsibility at a level above 3 will rarely score above a level 1 for Project Management responsibility on page 23 of the PEQ. A definition of whether the position is a supervisor versus a project manager is that for a project manager, the project has a defined start and end date and once the project ends and if there are no other projects available, the position would no longer be required.

### **Responsibility for Supervision of Employees (Page 11 of PEQ)**

- In section 7B, direct reports are all employees that report directly to the position. Indirect reports are employees that report to the direct reports.
- For filling out the number of employees, enter the total number of employees (not staff years) and duration as number of months seasonal employees typically employed.

### **Public Safety (Page 14 of PEQ)**

For this factor there are a couple of items to note:

- Cannot consider the impact when the position does not perform certain tasks according to guidelines or if errors are made
- If position does not directly perform the work (eg. Position supervises employees that perform the work), no credit for that work will be given to the position.
- To score above a level 3, public safety must be the **primary focus** of the job.

### **Latitude and Empowerment (Page 15 of PEQ)**

The rating levels 6 & 7 are rarely attainable by a SCMMA member as these are typically attained by only a Branch Manager and/or General Manager.

### **Information Analysis (Page 16 & 17 of PEQ)**

There tends to be a lot of discussion surrounding the difference between level 3 and level 4 for this factor. A level 3 is if you analyse and provide recommendations to your manager or other internal or external sources. A level 4 is if you receive information/recommendations from your staff or outside sources and apply these to existing programs or use them to develop new programs.

### **Confidentiality (Page 20 of PEQ)**

For this factor, select the level of confidential information that your position **typically** has access to.