

Update on classification review

Memorandum of Understanding

Incentives for the recruitment and retention of Compensation Advisers

As many of you know, a Memorandum of Understanding providing for a number of recruitment and retention incentives as well as a job description and classification review of all PSPC Compensation Advisers was signed on August 25, 2017 by the Public Service Alliance of Canada and the Treasury Board Secretariat.

In accordance with this MoU, a job data questionnaire was designed by the Department, with union input, and administered to all Compensation Advisers with a view to ensuring that job data available to both the Employer and the Union for classification and other purposes is current, complete and accurate. Data was gathered for the AS-01 Compensation Advisor Trainee, the AS-02 Compensation Advisor, the AS-03 Coach, Pay Centre of Expertise, the AS-03 Workload Management Officer, the AS-03 Client Service and Training Officer and the AS-03 Quality Assurance Officer. In total, 342 questionnaires were completed, 234 (68%) by members working at the Miramichi Pay Centre and 108 (32%) by members located throughout our network of satellite pay offices.

The questionnaires were reviewed by the PSPC classification staff and, when questions arose, additional information on job content was obtained from managers. All of the data available was then distilled into job description format, by the Department, for the following five positions:

- Workload Management Officer
- Quality Assurance Officer
- Coach, Pay Centre of Expertise
- Compensation Advisor – Trainee
- Compensation Advisor

The draft job descriptions are currently being vetted in Miramichi by a committee composed of PSAC /GSU members mandated to assess the Department's work and to communicate their findings back to management. It's important to note that this committee review is limited to the contents of the job description and will not spill over into the issue of classification. Ultimately, the objective is to secure the agreement of all parties involved with respect to the job descriptions prior to the classification review taking place. Should the Union and the Employer be unable to agree on the job descriptions, the process provides for a desk audit of the position during which the employee may be accompanied by a Union representative. Should these audits reveal that the assigned generic job description is incomplete or inaccurate, to a significant degree, we expect that appropriate changes will be made and accounted for in the evaluation of the position.

Once the job descriptions are finalized, a review of their classifications by PSPC will take place.

We will continue to provide updates as developments occur.

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