



Office of the Commissioner for
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REVIEW OF THE CLASSIFICATION LEVEL OF PHYSICAL & TECHNICAL JOBS

Introduction

The need to review the level of some Physical and Technical jobs was identified during the last Enterprise Bargaining Agreement (EBA) negotiations on the basis that work changes in those jobs may not have been evaluated as often as those in the Administrative or Professional streams. This resulted in the agreed provisions being included in the *Northern Territory Public Sector 2004 – 2007 Certified Agreement* for Agencies to undertake a review of Physical and Technical stream jobs which have not had their work value determined since 1 August 2002. The review of the work value of a job is being undertaken in collaboration with the relevant Unions through the Joint Monitoring Committees being established in each Agency to oversee the review.

How is the Work Value Assessed?

The process for review of Physical jobs is different to Technical jobs. Physical stream employees will have the work they are undertaking evaluated against the relevant work level definition contained in the IR award. To achieve this, Physical stream employees will be required to complete a Work Content Statement.

On the other hand, Technical stream employees will have the work they are undertaking evaluated under the Job Evaluation System (JES) and will be required to complete a Job Analysis Questionnaire (JAQ).

The information provided in the Work Content Statement and the JAQ will be required to reflect the work being undertaken at a point of time and is to be endorsed by their supervisor or Agency nominee as reflecting the work required by the Agency to be undertaken.

The completion of the documentation by Physical and Technical employees will be done individually or collectively (generically) where several jobs undertake the same or similar work. The Agency should have advised employees whether the work value evaluation is to be an individual or generic evaluation. Employees may refer their concerns regarding the Agency's decision to the Agency's Joint Monitoring Committee for clarification.

It is important to note that this is not an exercise to automatically increase the level of jobs. The review will assess whether any changes to the work of the job that have occurred since the job was last evaluated and whether this has resulted in a change to the work value of the job. It is important to understand that, for Physical jobs, they will be evaluated against the definitions contained in their relevant Award. While for Technical jobs, the analytical evaluation of the work value and the points barriers provided as part of JES, generally requires a significant change to the work being undertaken for the level of a job to be varied.

Progress to Date

The majority of Physical and Technical stream jobs to be reviewed have been identified and employees should have received a letter by now outlining details of the classification review.

This review is being undertaken in collaboration with the Unions and is overseen by the Joint Monitoring Committee established in each Agency. Given the large numbers involved and geographic spread of jobs, your Agency through the Joint Monitoring Committee, will be developing the most appropriate method of allocating resources to implement the review.

Where to now?

If you have not received a letter advising that your job is to be reviewed or not to be reviewed, and explaining the process to be followed, please contact your Human Resources Section or your Union. The contact details for the Unions are provided below in alphabetical order. For information of how the review is progressing in your Agency visit your Agency's internet site or ask your supervisor.

UNION CONTACTS

Australian Manufacturers Workers Union (AMWU)

Jamey Robertson

NT Organiser

Phone (08) 8447 6285

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Association of Professional Engineers, Scientists and Managers of Australia NT Branch (APESMA)

Sharon McGowan

Industrial Officer

Phone (08) 8981 8503

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Communications, Electrical and Plumbing Union, Electrical and Plumbing Division (CEPU)

Alan Paton

NT Branch Organiser

Phone (08) 8941 2300

Facsimile (08) 8981 1770

Community and Public Sector Union (CPSU)

Naomi Porrovecchio

Organiser

Phone (08) 8982 8506

Facsimile (08) 8981 5085

Liquor, Hospitality and Miscellaneous Union (LHMU)

Shivaun Inglis

Industrial Officer

Phone (08) 8981 5611

Facsimile (08) 8981 1060

Transport Workers Union (TWU)

Ian Gallacher

NT Branch Officer

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GLOSSARY OF TERMS

Agency – Where you are employed.

Classification Level – The level within the Classification Stream as determined through the review process.

Collective – The review of the level of a number of like jobs is undertaken using a generic document.

Generic – The work being undertaken is similar to one or more other positions.

Human Resources Section – Provides human resource advice and may be called People & Learning, or similar in some Agencies.

Individual – The review is carried out on the level of a specific position.

Job Analysis Questionnaire (JAQ) – Document completed for the JES evaluation process.

Job Evaluation System (JES) – A system used to evaluate the work value of positions.

Joint Monitoring Committee - Consisting of Agency and Union representatives established in each Agency to oversee the process.

Review Process - Using the Work Content Statement for Physical Grade Employees to evaluate against the relevant award, or the Job Evaluation Process for Technical Grade Employees to determine the Work Value in the Technical Stream

Work Content Statement – Form completed by Physical Grade Employees to determine the Physical Level as per the relevant award definition.



JOHN KIRWAN
Commissioner for Public Employment

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Contacts

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