

Job Evaluation - Guidance

The role of the GOA in the instance of a review

If you are a member of the Association, and you are the subject of a staff review then the Association has a role to play

You, the member, should contact the Secretary of the Association as soon as you possibly can once you have learnt that a review is to take place in your work area. In some instances you might be the instigator of the review and, if this is the case, please let the Secretary know.

Our role in the review process is basically:

- To ensure that the procedures for review are carried out correctly; and
- To give guidance and assistance to our members who are subject to a review
- To assist the member challenge the results of the grading process if unsuccessful

The following will hopefully be of some assistance to members subject to a review. The system used by the Isle of Man Civil Service is that of JEGS 2000. This guidance sets out the ethos behind job evaluation, describes how the process of job evaluation should work and how you, the member, can influence it.

What is job evaluation?

It is a process used to determine the relative value of jobs in an organisation. Jobs are compared with each other against common or accepted criteria in order to produce a rank order. The rank order shows the relative value of jobs in an organisation according to their job weight.

The comparison is not 'rocket science'. Nor is it objective. The main aim of the process is to assess a range of jobs in a consistent manner.

Job evaluation applies to the post , not the postholder. In practice, however, this distinction can be difficult to apply. Job evaluation is not there to measure the performance of individuals or the workload they are subject to. The process can inform decisions about a new grading structure, but does not determine it.

Job evaluation provides a snapshot of a job at a particular point in time. Jobs that change significantly will probably need re-evaluation. It is good practice to review job evaluation outcomes periodically.

Job evaluation may be used to:

- Review grading systems
- Design new pay or grading systems
- Assess new or disputed posts
- Consider groups of jobs, either for grading or staff inspection purposes
- Job evaluation can also have an important role in ensuring equality within pay systems.

JEGS 2000

JEGS is an analytical job evaluation scheme that breaks down a job into a number of component parts or factors, each of which is assessed and scored separately. Some of the factors are broken down into sub-factors. Details of the JEGS 2000 Scheme are contained in the Prospect leaflet entitled "*Job evaluation and grading support 2000*". Copies of which are available through the Prospect website within the members area. Hard copies are also available from the GOA office in Nivison House, please contact the Secretary on 685759 if you require a hard copy.

Checklist - the job evaluation process

- Before getting involved, make sure you understand the purpose and scope of the job evaluation exercise
- Read any guidance produced by your Union, if in doubt ask your Union rep
- Make the most of any briefing/training opportunities provided
- Allow sufficient time to complete the job analysis form – give it priority and take the process seriously
- Describe the whole job, but make sure you give an accurate presentation of the main activities
- Prioritise work areas in terms of their importance to the organisation. Have regard to the factor weightings
- Avoid minimising, but don't oversell the job and don't claim responsibility for things you don't do. If you do, it will be noticed
- Back up statements with specific examples
- Be positive – use gender neutral language and describe skills, not personality
- Consult with colleagues through the process
- Give support to others
- Exchange notes to ensure that the posts evaluated give a fair reflection of the grade
- Don't use jargon – make sure that specialist jobs are explained in non-technical terms

Remember you are not alone if your job is subject to a review – the GOA are here to help you.