

Nova Scotia Public Service Commission - Compensation

Departmental Classification Review Request for Job Evaluation

As part of the ongoing maintenance of the Classification Systems, the following outlines the documentation required from departments when submitting a request for evaluation to the Public Service Commission, Compensation. Departments are requested to use the standard job description template (s) and ensure that appropriate signatures are obtained prior to submitting to Compensation.

Request to Evaluate a New Job

- Signed DHR 1 form
- Excluded Job Description or Bargaining Unit Job Description (standard form)
- Cover memo providing supporting information and identifying similar/comparable jobs within the current structure
- Current and proposed organizational charts reflecting changes. Include titles, classifications and position numbers
- Signed Exclusion Report (if applicable)

Request to Evaluate a New Temporary Assignment

- Signed DHR 1 form
- Excluded Job Profile for Temporary Assignment (standard form)
- Cover memo providing supporting information and identifying similar/comparable jobs within the current structure
- Current and proposed organizational charts reflecting changes. Include titles, classifications and position numbers
- Signed Exclusion Report (if applicable)

Notes: Temporary Assignments are defined in the Temporary Assignment for Excluded Classifications Policy. Should this assignment result in the need for a permanent position, a fully completed job description and job evaluation review is required. If additional duties are being added in addition to an employee's regular duties the existing approved job description is required.

Request to Review an Existing Classified Job

- Signed DHR 1 form
- Job Evaluation Review Request - Change Form (standard form) - outlining job changes that have occurred since the job was last reviewed and identifying similar/comparable jobs within the current structure
- Revised job description and previously approved job description
- Current and proposed organizational charts reflecting changes. Include titles, classifications and position numbers.

It is important to note that incomplete documentation will delay your request.