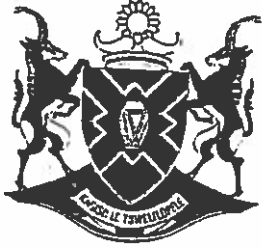


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Department : Public Safety
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

JOB EVALUATION POLICY

"Equal Pay for Work of Equal Value"

**NORTHWEST PROVINCE:
DEPARTMENT OF PUBLIC SAFETY
HUMAN RESOURCES POLICY**

POLICY NO : HR2010
NAME OF POLICY : JOB EVALUATION
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1. PREAMBLE

The Department of Public Safety is fully committed in ensuring a transparent and effective job evaluation system that will bring equity and fairness in the determination and remuneration of jobs.

2. ABBREVIATIONS AND DEFINITIONS

| | |
|--------------------------------|---|
| JD | : Job Description |
| JE Quality Assurance | : Job Evaluation Quality Assurance Committee |
| JE Unit | : Job Evaluation Unit |
| DJEP | : Departmental Job Evaluation Panel |
| DPSA | : Departmental of Public Service and Administration |
| Equate | : Is a Job Evaluation Software Programme introduced by the Minister of Public Service and Administration as per Circular minute No: E1/5/P dated 27 July 1999 |
| EXCO | : Executive Council of the North West Province |
| Executive Authority | : Means executing authority as defined in section 1(1) the Public Service Act, 2001 as amended. (MEC) |
| HOD | : Head Of Department |
| Job | : Unless the context indicates otherwise, the word job bears the same meaning as defined in Public Service Regulation, Part A1 Paragraph B2(h); |
| Job Analyst | : Refers to an officer who, after being trained to evaluate jobs, is actively involved in job analysis. |
| Job Holder | : Means an incumbent of a post |
| Job Evaluation Panelist | : Is a member of the Departmental Job Evaluation Committee who has received training for a panellist |
| Job Weight | : Means a numerical value assigned to reflect selected characteristic of a job as measured by a job evaluation instrument. |

| | |
|--------------------------|---|
| Level | : Means a salary range or grade |
| Mandatory Jobs | : Is a category of vacant jobs from level 9 and upwards which should first be evaluated before being filled. |
| Newly Defined Job | : Means the job has not yet been tested through performance of the duties, tasks and functions attached to it (as defined in its job description). |
| Salary Range | : A set of salary notches that form part of a salary scale linked a specific grade and, by extension, a set of job weights. |

2. PURPOSE

To provide an integrated framework within which jobs can be evaluated within the Department ; and to indicate the roles and responsibilities of different role-players to implement the job evaluation system effectively.

3. LEGISLATIVE FRAMEWORK

- a) Public Service regulation, 2001 (as amended)
- b) Public Service Act, 1994 (as amended)
- c) Basic Conditions of Employment Act, 1999
- d) Public Finance Management Act, 1999
- e) Public Service Co-ordinating Bargaining Council (PSCBC) Resolution 3 of 2009
- f) Guide to Job Evaluation (DPSA)
- g) Guide to Job Description (DPSA)

4. SCOPE OF APPLICATION

This policy applies to all employees within the Department of Public Safety.

5. OVERVIEW OF JOB EVALUATION

5.1 Definition

Job evaluation is a process of systematically analysing jobs to determine their relative value within an organisation.

5.2 Job Evaluation Process

This system is aimed at assisting with work organisation and to ensure that work of equal value is remunerated equally. Job evaluation is a management tool and concerns:

- A critical analysis of the job and its demands not the personal characteristics of the incumbent;
- The qualitative aspects of the job and not the quantitative aspects, i.e. it is not the amount of work allocated a position which is measured but its relative demands, complexity, responsibility and competency required to carry out the job effectively.

5.3 Prescribed Instruments

- **JE questionnaire**

It contains a number of questions on different factors. The information that is required to complete the questionnaire is obtained during an evaluation interview that is conducted by a qualified job analyst.

- **EQUATE software**

- Information from the JE Questionnaire is captured into an Equate Software which calculates the job weight for each job. Based on this, the job analyst will present the results to the Job Evaluation Panel for moderation (after it has been assessed by the Quality Assurance Committee) and make a final recommendation to the Executing Authority or delegated authority.

6. ROLES AND RESPONSIBILITIES

6.1 Executing Authority

In terms of the Public Service Regulations Part III F (b) and (c) and Part V.C.1 the authority for job evaluation is assigned to executing authority and therefore he/she responsible for the final approval of job evaluation results and overseeing the job evaluation process in their respective departments.

6.2 Heads Of Department

Head of department is responsible for the administrative arrangements regarding the evaluation and grading of posts in the department. He is also be responsible to ensure that all posts that must be evaluated in terms of the Public Service Regulations are evaluated before being advertised and submit to the Executing Authority for approval.

6.3 Employees

It is required from employees that they provide the Job Analyst with all relevant information regarding the job objectively and honestly.

6.4 Departmental Job Evaluation Unit

The OD component will be responsible for administering the job evaluation system in the department, which will include the following:

- Co-ordinate the JE process in the department
- Identify and priorities posts that should be evaluated
- Evaluation jobs and posts up to level 16
- Screening of jobs before presentation to the Panel;
- Providing secretarial service to the Job Evaluation Panel
- Process recommendation of the panel for decision of the Executing Authority or delegate.

- Co-ordinating and managing the job evaluation information within the department.
- Keep record of all evaluation done
- Facilitate the implementation of approved recommendations
- Giving advice on possible implication, should the final recommendations of the DJEP be implemented.
- Liaise with Central Job Evaluation Unit
- Facilitate the presentation of Evaluated Jobs to Central Job Evaluation Quality Assurance (CJEQA)

6.5 Job Analysts

Job analysts are ambassadors for the system. It is important that they maintain high standards in conducting job analysis, and that they are objective and professional.

Only trained Job Analysts that received certificates from the Department of Public Service and Administration or PALAMA (SAMDI) will be allowed to conduct Job Analysis in Department.

7. COMPOSITION OF THE DEPARTMENTAL JE PANEL (DJEP)

The DJEP shall comprise of 5 members appointed by of the head of the department which will include the following:

- Senior or Middle Managers from any departmental line functions; and
- A practitioner from OD Unit to serve as secretary

All the members above, should have undergone training as Panel Members and appointed by HOD. The Department may also use the services of panellist from other departments in case of shortage.

8. POWERS AND DUTIES OF THE DJEP

- Moderate all evaluated jobs up to level 12
- Review job data and preliminary grading recommendations
- Ensure that a job has been analysed thoroughly and consistently relative to other jobs previously evaluated
- Review other relevant written evidence relating to the job grading (e.g. information regarding recruitment and retention difficulties)
- Determine the need, if any, for further information, job analysis, etc.
- Determine which grade should apply when the job score is in the overlap zone between two grades.

9. JOBS TO BE EVALUATED

In terms of the Public Service Regulation, it is mandatory for the Executing Authorities or their delegates to use the job evaluation system to grade;

- All newly defined jobs and
- All vacancies from level nine (9) and higher
- All other posts below level are not mandatory but are subject to requests.

10 . REQUIREMENTS FOR SUBMISSION OF REQUESTS

In addition to the mandatory evaluations, jobs may also be evaluated emanating from requests from one of the following role players:

- Minister for DPSA
- Senior Management
- Individual employees
- Employee organisations admitted to the North West Provincial Bargaining Council

Request for the evaluation of jobs should in all cases be directed to the Director Human Resource Management .

10.1 Minister for DPSA

The Minister may issue a directive to provide for coordination process of occupations which are utilised by more than one department especially if there are inconsistencies in salary grades. In this instance the Department will liaise and participate in coordination process with other Provincial Departments

10.2 Request from Senior Management

Senior Managers may make requests for job analysis of any job deemed a priority for purpose of service delivery.

Possible funding implications and the capacity to address such implications should be clearly indicated in all requests.

10.3 Individual Request

An employee has the right to request that his/her job be evaluated. However there could be cases where it could be justified not to comply with the request for job evaluation, namely in case where two (2) years has not expired since the last evaluation of such jobs unless there is clear evidence that the job content of such posts has changed to such an extent that an evaluation could lead to a regrading of the post.

The request by which individual employees should be in writing and fully motivated, possible reasons could include;

- A significant change in the job content
- Other employees doing the same job (or more or less same job) being remunerated at different levels.

Request by individual employees should be submitted to Director HRM through their respective Heads of Directorate. The Head of the Directorate should indicate whether he/she supports the request for an job evaluation.

10.3 Request for evaluation by Employee Organisations,

Request from Employee Organisations, regarding the evaluation of posts, should be directed to the Director HRM

Every Employees should be notified when his/her job is evaluated by HRM. The Unit should acknowledge receipt of request and where possible, give an indication when the evaluation will be carried out.

11. PERSONS TO BE INTERVIEWED DURING JE PROCESS

11.1 New/Vacant Posts

The supervisor , a person acting in the post in question and or person executing functions similar to those proposed for the new job or vacant posts will be interviewed.

11.2 Filled Posts

The job holder will be interviewed, however the supervisor should be consulted to validate the information supplied.

11.3 Sampling of Jobs

Sampling may be considered were similar jobs are to be evaluated. However, care will be taken to ensure that samples are fair and representative.

12. FINAL DECISION ON THE GRADING OF JOBS

12.1 The final decision on grading of posts shall rest with the Executing Authority of the Department . Such a decision shall be based on the Job Evaluation EQUATE System result and the panel recommendations.

12.2 However, the Executing Authority, in terms of PSR paragraph V.C.3 may set the salary for a post above the minimum notch of the salary range indicated by the Job weight in cases where she/he cannot recruit or retain an employee with the necessary competencies at the salary indicated by job weight.

12.3 Any deviation will be recorded.

13. REVIEWS PROCEDURE

- Employees shall follow the formal grievance procedure to register dissatisfaction .
- The HOD may appoint a review committee which is inclusive of members from Provincial Job Evaluation unit (PJEU).

14. MONITORING AND REPORTING

The OD Unit must keep a record of all jobs evaluated within the Department, whether up or down graded, with their respective job descriptions. The information regarding evaluations undertaken must be included in the Departmental annual report as required by PSR 1/III/J.3

CONCLUSION

The Job Evaluation may result in either the upgrade or downgrade of a post. It may also confirm the existing grading, thus maintaining the current level of the job. **It is important for members of the Department to be informed that contrary to popular belief, not all jobs evaluated will result in upgrades.**

APPROVED



MR I MOTALA
HEAD OF DEPARTMENT

DATE: 23/2/2011

