

**Classification Evaluation Summary Identification:**

SAP Job ID	90004752		
Job Title (Proposed by Department)	Manager Business Services		
Department	Transportation and Infrastructure Renewal		
Division/Section (if applicable)	Public Works		
Recommended Classification (Position Title)	Manager Business Services		
Pay Grade	EC 11	Add-On Eligibility	FALSE
Evaluated By (Name & Title)	L. Hiltz, Classification Consultant	Date Evaluated	2020-11-20
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**Job Overview and Background:**

The Manager Business Services reports to the Executive Director Public Works and has a staff of 12 (CL's, FSO's). The Manager is responsible for the overall development and delivery of comprehensive, centralized financial and business services for the management of government's real estate portfolio, asset management program and infrastructure management services for leased (230 leases) and owned facilities.

The Manager is involved with the financial analysis and advice regarding these program areas and has contract management responsibilities (\$500 million).

**Overview of Evaluation Factors (Korn Ferry Hay [KFH] Guide Chart – Profile Method):**

Job Evaluation is a process to measure the value of jobs in relation to other jobs. It provides the framework for determining what is important to an organization and how it will be measured. The end result of job evaluation is the establishment of the job structure which allows an organization to apply different salary levels to reflect different contributions to the organization. All organizations, regardless of size, use some form of job evaluation, formal or informal, to establish relativities and determine job value.

Four main elements are measured to ensure consistency of evaluation results throughout the organization.

The four factors are:

**Know How:**

- Includes **all** skills and experience, formal and experiential need for acceptable performance.
- Considers the depth and variety of knowledge required; the extent and range of planning, organizing and integrating and the requirement for communicating and influencing others, both internally and externally.

**Problem Solving:**

- Includes the **type** and **total** of thinking required.
- Considers the how much the role is guided and/or supported by frameworks, policies, guidelines; and its accessibility to support (experts/leaders) to address issues and challenges.

**Accountability:**

- Assesses the **answerability** of the job for actions and consequences.
- Considers the degree to which the role has **freedom to act** and make decisions, the **type** and **range** of influence, and the **scope of impact** (expressed in qualitative or quantitative terms).

**Working Conditions:**

- Includes the **intensity, duration and frequency** of the **physical and mental** demands of the position.

The review is based on the information provided on the job description as it currently exists; It is also based on the requirements of the job and is not a reflection of the performance of the individual in the job, or their formal qualifications.

**Recommended Evaluation and Rationale:**

Factor	Evaluation Dimensions	Score	Rationale
Know How	E II 3	304	The Manager would require detailed knowledge of multiple business areas, strong financial analysis and contract management knowledge is required
Problem Solving	E 4 43%	132	The Manager provides advice to Senior Management on trend analysis (ie. trends for leasing, what is happening in the market) and financial analysis that contributes and influences business planning strategy, processes and policies of the Branch.
Accountability	E 5	152	The Manager is accountable for the direction, planning, execution, and evaluation of a wide range of business operations, contract management, control systems and support services to ensure departmental objectives are met for of infrastructure and land assets.
Working Conditions - Physical Effort	4	4	Minimal - Work activities involve alternating positions of light physical activities (sitting, standing, walking, bending, lifting light weight animate/inanimate objects, intermittent periods of keyboarding etc.), which cause little physical effort. Majority of time spent in a comfortable position with frequent opportunity to move about at will. Activities require a variety of easy muscle movements.
Working Conditions - Physical Environment	4	4	Considerable physical or moderate hazardous - Works in an environment with frequent exposure to unpleasant or disagreeable conditions, e.g., minor conditions of dust, dirt, noise, noxious odours, inclement weather, grease/oil, garbage, behaviorally difficult clients and/or occasional exposure to health or accident hazards that may result in lost-time accidents or injuries that cause discomfort for a short period at time.
Working Conditions - Sensory Attention	8	8	Moderate - Work activities involve need to concentrate on a variety of sensory inputs for intermediate durations at a time requiring close attention several times daily. e.g., advanced work processing or graphical layout, creation of spreadsheets, building new formula, data entry or attending to single or simultaneous tasks where accuracy to detail is important, repairing/tuning tools/equipment/instruments where the need for precision is moderate; taking/transcribing minutes at meetings, moderate intensity smelling/tasking during food/beverage preparation where there is an advanced need for presentation/palatability etc. If sensory activities are interrupted, time is required to backtrack to resume activities, involving lost time. The need for detailed or precise work is moderate.
Working Conditions	8	8	Considerable - Work activities are performed in an

<i>- Mental Stress</i>			environment with frequent exposure to mental pressure conditions where the mental stress would be noticeable, e.g. deadlines that have aspects of conflicting and/or competing pressures, dealings with public or client contacts who are angry, demanding, uncooperative, or emotionally disrupted. concern about dangerous situations occurring is common and or regular disruption at personal time because of work, work schedules or need to travel.
<b>Total Points</b>	<b>612</b>		
<b>Pay Grade Level (Classification)</b>	<b>EC 11</b>		

**Additional Relevant Information:**

**Referenced Comparator Job Descriptions:**

Comparator Identification	Explanation
EC 11's	Evaluation is consistent with positions at EC 11 that are accountable for the effective planning, and delivery of a program/service or a number of related programs/services (regionally) ensuring the program(s)/service(s) are delivered within budget and are compliant with program and/or legislature/regulatory requirements.