

Job Description and Job Evaluation Policy

1. Introduction

1.1. Purpose

This policy supports the creation and revision of [Job Descriptions](#), [Job Evaluation](#), [Job Classification](#) and re-classification of staff [Positions](#) at Providence Health Care (PHC). The objectives of the policy are to:

- Ensure a fair and standardized approach for the development and use of Job Descriptions throughout PHC;
- Align with [Equity, Diversity and Inclusion](#) (EDI) best practices;
- Align with [Indigenous Cultural Safety](#) (ICS) best practices;
- Align with [Recruitment Policy](#);
- Be guided by PHC values of respect and dignity for each person and in a non-discriminatory manner in the development and review of job descriptions;
- Ensure consistent job titles and [Pay Rates](#) for the same work at all sites to promote ease of posting for leaders and ease of comparison for employees;
- Reduce processing delays and reduce time to hire employees as a result of fewer job codes and Job Descriptions.

1.2. Scope

This policy applies to all PHC [Staff](#).

This policy is prepared in accordance with applicable Employment Standards, Terms and Conditions of Employment and Collective Agreements in place for staff employees and recognized human resources principles and practices.

1.3. Exceptions

This policy does not apply to non-salaried physicians, non-employed students, or staff of affiliated organizations.

2. Policy

2.1. PHC Standard Job Descriptions

PHC standard or existing Job Descriptions will be used for all bargaining units and excluded Positions unless Compensation/Classification, in consultation with the Hiring Leader, identifies the Position as a new Job, which cannot be encompassed by a standard Job Description. Job Descriptions must encapsulate Equity, including examination of gender, age, racial or other biases represented in the development of the role.

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The process for establishment of a new Job or amending an existing non-standard Job is covered in section (b) below.

[PHC Standard Job Descriptions](#) will be reviewed on an as needed basis by a representative group of PHC such as Managers/Directors, Professional Practice representatives, and including EDI and IWR representatives as appropriate, to review for additions or amendments. The recommended Job description is then approved by the appropriate Director, Professional Practice & Nursing or delegate when relevant.

2.2. Establishing New Job Descriptions or Revising Existing Non-Standard Job Descriptions

All standard or new Job Descriptions must include characteristics of the work required.

Compensation/Classification will review all requests for new or revised Job Descriptions to assess and advise on next steps:

- Assess for alignment with standard Job description format and content. If no further action is required the Hiring Leader can proceed with steps outlined in Recruitment Policy.
- Assess for referral to EDI and IWR representatives as appropriate.
- Assess for skills or Job requirements not covered under standard Job Descriptions and is a clinical role. If so, Compensation/Classification will refer the Hiring Leader to the appropriate Professional Practice Leader or Director of Nursing and Professional Practice or Chief of Professional Practice and Nursing (or delegate). Once referred, the role must be approved by the referee.
- Assess for skills or Job requirements not covered under standard Job Description and is an excluded Position. If so, Compensation/Classification will refer to the HEABC Compensation Reference Plan.
- Assess for roles classified Range 10 or higher. If so, these roles must be approved by PHC Executive Leadership Team before finalization.
- Assess for roles classified Range 13 or higher. If so, these roles must be approved by Chief People, Nursing and Health Professionals Officer before finalization.
- Assess new excluded roles. If so, these roles must be approved by HEABC.

If a new or revised Job Description is required, Compensation/Classification will work with the Hiring Leader or department delegate to prepare the Job Description. New or revised Job Descriptions must encapsulate Equity, including examination of gender, age, racial or other biases represented in the development of the role.

Compensation/Classification will assign the classification and [Pay Grade](#) and forward to the authorized Hiring Leader or delegate for review and finalization. The recommended Job Description is then approved by the appropriate Professional Practice Leader or Director of Nursing and Professional Practice, Director or Manager with authority for relevant cost centre as appropriate.

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2.4 Job Audits

Upon request from PHC leaders, Compensation/Classification staff will conduct Job audits and reviews to ensure that Positions are properly classified/evaluated and assigned to appropriate Job Descriptions and pay rates under the respective collective agreement or HEABC Compensation Reference Plan.

2.5 Service Commitments

PHC Standard Job Descriptions <i>Compensation/Classification will review request for new or revised job description and determine whether the job fits an existing standard job description.</i>	Up to five (5) working days to make determination.
New or Revised Drafts <i>New job descriptions or revisions to existing job descriptions where the job cannot be assigned to a standard job description.</i>	<i>Revised Drafts</i> Five (5) to ten (10) working days. <i>New Drafts</i> Up to fourteen (14) working days. <i>*Timeline may vary based on 3rd party involvement (i.e., HEABC).</i>
Employer Initiated Reclassifications <i>(e.g., not generated by grievance, job review requested files by employee or union)</i>	<i>Assessment & Draft</i> Up to twenty (20) working days to complete. <i>*Timeline may vary based on 3rd party involvement (i.e., HEABC).</i>

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3. Roles and Responsibilities

3.1. Compensation Classification Advisor

- Maintaining the Job Description, Job Evaluation and classification systems for PHC staff and for the development of related policies, procedures and practices;
- Reviewing new or revised Staff Positions to determine the classification/pay level prior to posting;
- Maintaining and assigning consistent titling for jobs at the same level within the organizational structure;
- Ensuring consistency with health care industry practice for both union and non-contract jobs;
- Ensuring that Job Descriptions encapsulate Equity, including examination of gender, age, racial or other biases. Gender decoders and other available tools will be utilized;
- Reflecting on personal biases within the review and development process and ensure they do not impact the process nor outcome;
- Ensuring that ICS policy and practices are embedded into the Job development and description to help inform use and hiring;
- Managing of union/employee disputes regarding classification levels or content of Job Descriptions.

3.2. Compensation and Classification Analyst

- Updating and maintaining Compensation/Classification repositories of Job Descriptions;
- Creating job codes;
- Preparing Job Descriptions for specific/designated areas and classifications including conducting Job audits if required, preparation of Job Description including review of qualifications, and assignment of classification/evaluation for review by Compensation and Classification Advisor as required;
- Submitting to Union and/or HEABC, as appropriate.

3.3. The Hiring Leader

- Contributing to the development of the Job Description content to ensure accurate description of Job duties and qualifications required;
- Reflecting on personal biases within the Job development and review process and ensure they do not impact the process;
- Following ICS policy and practices during the Job development and review process.

3.4. Financial Analyst

- Fulfilling incomplete items under Recruitment Policy actions.
- Reviewing and confirming available budget for the Job Code associated with the Position;
- Supporting the financial aspects of business cases for new Job development/creation and funding of staff.

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3.5. Director, Professional Practice & Nursing

- Reviewing and approving new Job Descriptions including skills or job requirements not covered under standard Job Descriptions and is a clinical role;
- Reviewing and approving changes to Job Descriptions including skills or job requirements not covered under standard Job Descriptions and is a clinical role.

3.6. Executive Leadership Team

- Reviewing and approving non-contract roles/ Job Descriptions classified Range 10 or higher.

3.7. Chief People, Nursing and Health Professionals Officer

- Reviewing and approving non-contract roles/ Job Descriptions classified Range 13 or higher.

3.8. HEABC

- Reviewing and approving new non-contract (excluded) roles/Job Descriptions.

4. Compliance

All staff members are responsible for adhering to this policy and monitoring their activities in accordance with the policy. Staff members may warn others if they observe a violation of this policy. Failure by staff to comply with this policy may result in disciplinary action up to and including termination of employment, services or privileges.

5. Supporting Documents

5.1. Related Policies

[Recruitment Policy](#)

5.2. Guidelines/Procedures/Forms

PHC Standard Job Description Template

6. Definitions

“Indigenous Cultural Safety (ICS)” (see definitions in [PHC Recruitment Policy](#))

“Equity, Diversity, and Inclusion (EDI)” (see definitions in [PHC Recruitment Policy](#))

“Job” means a collection of duties and responsibilities that constitute the assignment for one or more individuals whose work is of the same nature and that require essentially the same qualifications. A job is assigned as an official job title and is assigned to a pay grade using the

applicable job evaluation/classification system. A job is also assigned to a job code and other codes for management and reporting purposes. Many Positions may be assigned to the same Job.

“Job Description(s)” means a document that describes the main functions and primary purpose of a job, including the general nature of the work to be performed, job duties/responsibilities and job qualifications. A job description forms the basis for recruitment and posting decisions as well as performance criteria.

“Job Evaluation/Job Classification” means the process of assigning a job to a pay grade based on a structured analysis of the job and its compensable factors (analysis may be qualitative and/or quantitative).

“Pay Grade(s)” means a pay level into which jobs of the same or similar values are grouped for compensation purposes. All jobs in a pay grade have the same Pay Range.

“Pay Range(s)” means the range of pay rates established for a Pay Grade.

“Pay Rate(s)” means the specific salary or hourly rate within the Pay Ranges that is paid to the staff employee.

“PHC Standard Job Description” means a job description that includes similar job duties and qualifications at or across Providence Health Care operated sites. For example, Registered Nurse or Patient Care Manager.

“Position(s)” means a collection of duties and responsibilities assigned to one individual.

“Staff” means all employees (including management and leadership), medical staff (including physicians, midwives, dentists, and nurses), residents, fellows and trainees, health care professionals, students, volunteers, contractors, researchers and other service providers engaged by PHC.

7. References

There are no references to list with this policy.

8. Appendices

There are no appendices to include with this policy.

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