

JOB EVALUATION & GRADING SUPPORT (JEGS) - EVALUATION AND REVIEW PROCEDURES

Identification of Posts for JEGS Evaluation

Given that over time new jobs may become necessary and there may be a substantive change in the role and responsibilities of existing jobs (resulting in a significant change in job weight – an increase or decrease) a review in accordance with the JEGS job evaluation methodology may become appropriate.

The Chief Officer of the Department, Board or Office concerned, or senior manager with delegated authority to do so, will determine the requirement for a review of a job under the JEGS methodology. Such decision will be underpinned by evidence to support the need for a review.

The Chief Officer, Office of Human Resources (OHR) can also, as necessary, initiate the evaluation of a job under the JEGS methodology.

Once a decision has been taken to evaluate a job or jobs by way of the JEGS methodology the relevant OHR Business partner must be informed if they have not already been involved.

Note: support and advice in relation to JEGS evaluation is available from the relevant Business Partner and HR Advisers on the staff of the OHR. As necessary, the relevant Business Partner can also provide advice on, and facilitate the engagement of, specialist consultancy support where necessary to lead an organisational review or evaluation under the JEGS methodology of a Civil Service job or jobs.

JEGS – Evaluation Procedure

- a) the relevant Business Partner, OHR, will identify an experienced JEGS analyst to conduct the evaluation and will inform the line manager concerned;
Note: where there is an experienced JEGS analyst on the staff of the Department, Board or Office concerned they will be expected to undertake the evaluation unless they have a direct involvement with the post to be evaluated;
- b) the JEGS analyst will discuss with the relevant line manager the JEGS evaluation procedure and will agree with them the timeframe for the review. They will also agree the documentation to be submitted to underpin the review (it is the responsibility of the line manager to ensure that required documentation is completed and submitted on a timely basis). This may, at the discretion of the analyst, include a statement of changes in the scope and complexity of an existing role which has led to the decision to conduct a JEGS evaluation (or a statement in respect of a new role clearly setting out its scope and complexity), a current Job Description, and a completed Role Analysis Form (this will usually be completed by the job holder, or by the line manager in relation to a new or vacant post). The analyst may also require other supporting documentation including, where relevant the completion of diary sheets by the job holder(s);
- c) on the basis of documentation submitted and, if necessary, an interview with the job holder (or line manager in relation to a new post), the analyst will compile a draft Role Profile in respect of the job. This will then be submitted to the job holder and line manager for their agreement. If an interview is necessary it will take place within 20 working days of receipt of documentation (as referred to in b) above and a draft Role Profile will be submitted to the job holder and line manager within 30 working days of the date of the interview (or receipt of documentation if an interview is not required). Comments in respect of the draft Role Profile will be submitted by the line manager and the job holder to the analyst within 10 working days of receipt of the draft;
- d) the analyst will make any necessary amendments to the draft Role Profile and submit a finalised version to the line manager and job holder for sign-off as an accurate reflection of the demands of the post, within 10 working days of receiving any additional comments;
- e) the analyst will evaluate the post using approved JEGS Software within 10 working days of receipt of confirmation of the accuracy of the Role Profile. The analyst will then forward the evaluation to

an independent analyst/auditor, identified by the Director of HR (OHR), who will audit the JEGS score;

Note: where there is disagreement on the JEGS score, which is material to the grade of the post, the matter will be referred to the Director of HR (OHR) who having consulted with the analyst who conducted the evaluation, and the analyst/auditor, will determine the outcome;

- f) the JEGS analyst will then confirm the outcome of the evaluation to the line manager in writing, within 5 working days of the completion of the audit process. If this leads to no change in applicable grade then the job holder and their Chief Executive will be copied in. Where there is a change in grade then the analyst will prepare a memorandum for consideration by the Civil Service Commission and seek the views of the Government Officers' Association thereon. Once Commission approval has been obtained the analyst will, within 10 working days, write to the job holder confirming their revised terms and conditions of service, with a copy to their Chief Executive, line manager, the applicable pay section and pensions administrator. The analyst will ensure that Oracle HR records are updated by OHR within 15 days of the decision by the Commission.

JEGS - Review Procedure

➤ Informal Procedure

If a job holder or the relevant line manager is dis-satisfied with the outcome of the JEGS evaluation they can, should they wish, request, in writing, a meeting with the analyst who undertook the evaluation. At such meeting, which will take place within 10 working days of the receipt of a written request for a meeting, the analyst will explain the rationale underpinning the JEGS score and explain the scoring for each JEGS factor, with reference to the JEGS Handbook. If having received such explanation they accept the outcome then the matter is closed.

➤ Formal Procedure

If a job holder, or the relevant line manager remains dis-satisfied with the outcome of the JEGS evaluation of the job they can, should they wish, submit a formal written request for a review of the JEGS score to the Chief Officer, OHR. Such request, which must be approved by the Chief Officer of the Department, Board or Office concerned, must include the grounds on which the request is based, and should be accompanied by any relevant supporting information.

On behalf of the Chief Officer, OHR, the Head of HR, will constitute a JEGS Review Panel comprising:

- an officer of OHR, representing the Civil Service Commission, trained in JEGS evaluation, who has taken no part in the original evaluation (as chair);
- an individual, trained in JEGS evaluation, who has taken no part in the original evaluation, [who can be i) drawn from a Department, Board or Office other than that in which the job being reviewed is located or ii) a consultant with a relevant JEGS specialism];
- the analyst who conducted the original JEGS evaluation.

An observer representing the Government Officers' Association can also be present, at the discretion of the Association.

The JEGS Review Panel members will consider the Job Description, agreed Role Profile and any written submissions provided in support of the review request, and will, individually, evaluate the job. The Panel Members will then, collectively, through the medium of a:

- i) conference call; or
- ii) face to face meeting;

discuss their views on the weight of the job and, having considered the outcome (score and underpinning rationale) of the original evaluation, allocate to the job a score for each of the 7 JEGS factors, these are then totalled to give an overall JEGS score and, thus, grade for the job. The Review Panel will then consider the score for the job in the context of the scores of other similar posts within the Civil Service to ensure that relativities are maintained and all jobs are evaluated on a fair and equal basis vis-à-vis each other.

The Chair of the JEGS Review Panel will then notify the job holder and line manager of the result of the review within 10 working days of the Review Panel meeting which shall be held within 2 months of receipt of the formal written review request. In the event that the review results in a change of grade, the matter will be referred to the Civil Service Commission for formal approval. The change of grade will take effect from the date a written request for a JEGS review is made.

The decision of the Civil Service Commission, informed by the outcome of the JEGS Review Panel, shall be final.

Note: Jobs that are new or vacant cannot be subject to the JEGS Review Procedure.

Agreed and authorised by Joint Secretaries of JNC

for GOA *P. Moyatt* Date *24/4/12*

for CSC *A. Haxby* Date *24/4/12*

