

 <p>Feidhmeannacht na Seirbhíse Sláinte Health Service Executive</p>		<p>Office of the National Director of HR, Block D, Floor 2, Parkgate Business Centre, Parkgate Street, Dublin 8. Tel: 01 6352827 Fax: 01 6352813 E-mail: nationalhr@hse.ie</p>
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HSE HR Circular 13/2005

14th October 2005

To; H.R Director, Each HSE Area
Each Hospital Network Manager
Each Local Health Office Manager
CEO/Secretary Manager, Each Voluntary Hospital
CEO/ Manager, Each Intellectual Disability sector agency
CEO/Manager, Each Specialist Health Agency

Review of the Clerical Admin Job Evaluation and other related Schemes

I refer to the operation of the above scheme. In June 2005, responsibility for the operation of the clerical admin and other related job evaluation schemes transferred from the Department of Health and Children to the Health Service Executive. Responsibility for the operation of the scheme in the eastern region had previously been devolved to the former ERHA.

It is generally accepted that the detailed terms of the scheme had become out-dated. In order to address this, the HSE established a joint national review group with IMPACT for the purpose of modernising the current job evaluation scheme to reflect current work practices, processes, job descriptions and the competencies and skills required in the grades involved. The group has now agreed terms of reference for this exercise, the review has commenced with an expected completion date of December 2005.

As part of the review process, it has been agreed to clear the backlog of applications on file, which had been transferred from the Department of Health and Children, in respect of Grade III posts. Ms. Marie Keating, Job Evaluation Manager, HSE-ER is currently working on this exercise in conjunction with IMPACT and will be in contact with each agency to progress this issue. All other outstanding applications for job evaluation have been placed on hold pending the outcome of the review process. No new applications should be submitted while the review is on-going.

Should you have any queries in relation to the review process or applications already on file, please contact Ms. Marie Keating, H.R Department, HSE –Eastern Region, Mill Lane, Palmerstown, Dublin (mariec.keating@mailf.hse.ie.)

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Martin McDonald', written in a cursive style.

Martin McDonald
National HR Directorate