

Guidelines on the procedure in applying for Job Evaluation Under the Clerical/ Administrative grades 3 to 6 and analogous grades

These guidelines for applicants and managers should be read in conjunction with the Brochure on Job Evaluation.

Introduction

Job Evaluation is a scientific exercise designed to measure whether or not a post is correctly graded. It does not assess the capabilities of the person performing the duties. Hence in submitting an application all details cited must relate to the post (not the post holder). For example you must set out the educational qualifications of the post/grade and not the educational qualifications of the post holder.

In submitting an application for job evaluation, management, unions and post holder all agree to abide by the decisions of the Job Evaluation Board and any canvassing by or on behalf of a post holder will result in the disqualification of that post holder and their exclusion from the process.

Criteria for Access to the Scheme

- 1.1 Employees in clerical/administrative posts graded 3 to 6 and analogous grades can apply to have their posts evaluated.
- 1.2 Analogous for the purpose of the scheme, means that if a post sits on an exactly the same scale as a post within the Clerical Administrative Grades, the post is deemed as analogous and can access the scheme. Any requests outside of this will be dealt with by the Job Evaluation Board.
- 1.3 A post must be two years in existence before the post can be evaluated.
- 1.4 Once a post has been evaluated it cannot be re-evaluated for two years.
- 1.5 Any canvassing by or on behalf of a post holder will result in the disqualification of that post holder and their exclusion from the process.

Procedure for Post holders Applying for Job Evaluation

- 2.1 Applications for evaluation should be made on the National Job Evaluation Form, available from jobevaluation.scheme@hse.ie. A checklist for applicants is also available.
- 2.2 When completing the application form, applicants are reminded that job evaluation is concerned with job content, it is not concerned with the performance or particular skills of the individual post holder.
- 2.3 When completing the form, post holders should:
 - Detail the duties of the post.
 - Concentrate on the job the post holder is required to do and not on yourself or your own attributes.
 - Describe the role, as it is currently, not in terms of what it will be, should or could be.
 - Concentrate on the typical job requirements, not one-off or rare events with the exception

of significant annual tasks such as service planning etc.

- Give supporting evidence and examples where possible.

- 2.4 The completed form should be submitted to the line manager for validation. The line manager for the purpose of this scheme, must be not lower than a grade V.
- 2.5 The signed evaluation form, must then be forwarded to the Service/Senior Manager (Grade VIII or above), who must also sign the form and forward specific information itemised at Section 4 below.
- 2.6 If additional information is given after the completion of the form, the line manager will be asked to validate this information and submit it as at 2.5.
- 2.7 If there is a decision not to process the application, the applicant post holder may refer the matter under the Grievance Procedure for the Health Service.

Line Manager Role in Processing a Job Evaluation Request

- 3.1 On receipt of an application for job evaluation, the line manager should ensure:
- The applicant post holder has read and understood the information on the scheme and that the form is fully completed.
 - That the applicant is aware that the outcome of the evaluation is not subject to appeal, unless it is an appeal of the procedures, Section 7.3 below.
- 3.2 The line manager must validate the contents of the application ensuring that:
- The duties set out by the applicant are the substantive duties of the post only.
 - That the educational qualifications are the requirements of the post (and not the educational qualifications of the post holder).
- 3.3 The line manager will also be required to:
- Give an overview of the relevant section/department where the post resides including the reporting relationship of the post.
 - Validate supplementary information that may be given by a post holder at the meeting.

Service Managers Role in Processing a Job Evaluation Request

- 4.1 On receipt of an application for evaluation the service manager in conjunction with the line manager should consider whether an application for the upgrading of a post is to be addressed through:
- Validate the accuracy of the content on the application form.
 - Whether restructuring of the service is expected within 3 months of application.
 - Whether positions at more senior level in the same work area are to be filled by way of normal appointment process authorised to take place within 3 months.
- 4.2 The application should be considered in light of the services, budgetary and employment control directives.
- 4.3 The line manager and senior manager should then consider whether to continue to process the application through the job evaluation scheme.
- 4.4 On decision to put forward the request for evaluation senior manager must:
- Sign the application form
 - Forward the following with the application:
 1. An organisational chart.
 2. Diagram/chart of the post's reporting relationships.
 3. Authorised job description of the post (if available).
 4. Details of the financial authorisation attached to the post (if applicable).
- 4.5 While the Divisional National Director is responsible for admitting the application to the Job Evaluation Scheme, each Directorate will determine their own procedure regarding the administration of applications, as appropriate to the structure of the Directorate.

National Director Role in Processing a Job Evaluation Request

- 5.1 If the post is accepted for evaluation, the service manager will forward the application according to the procedure for the Directorate as per 4.5.
- The Divisional National Director is responsible for admitting the application to the Job Evaluation Scheme. The Divisional National Director will make the decision whether or not to admit the application to jobevaluation.scheme@hse.ie for processing.

Job Evaluation – The Process

- 6.1 Applications will be dealt with in the following order of prioritisation:
1. Applicants who had made application for evaluation at the time of suspension of the scheme in 2008 and whose application remains relevant.
 2. Applicants to the long term acting regularisation process, within the grade comprehended by the scheme, who have been re-directed to the scheme by the arbitrator.
 3. Applicants who have been redirected to job evaluation by outstanding third party recommendations.

4. Applications at the level of Clerical Officer.
5. All other applications within the grades comprehended by the scheme.

All applications will be placed in the fourth (Clerical Officers) or fifth category by default unless there is documentary evidence attached indicating that the application is comprehended by 1, 2 or 3.

6.2 In due course a meeting will be arranged with the post holder.

Two trained evaluators will carry out a meeting with the post holder. This meeting is not an assessment of the post holder or their performance; it is a meeting to score the post under very specific criteria.

Outcome of Job Evaluation

7.1 Results of the evaluation will be notified to the post holder. The results of the job evaluation will be also be forwarded to whoever has signed the application. If the outcome of the job evaluation is a recommendation that the post be upgraded, the employer will then begin the process of filling this higher-grade post in line with HSE Circular 14/2016.

7.2 In order to protect the integrity of the operation of the Scheme, information on the marking system will be subject to Freedom of Information legislation as appropriate.

7.3 Where it is alleged that procedures have not been complied with, a review of the procedures can take place by two evaluators unconnected with the original job evaluation. Such a review will not extend to an examination of the rationale for the scoring of posts. The judgement of the Evaluation Team in scoring posts is not open to appeal other than where it is claimed that procedural issues associated with the evaluation have not been complied with. In such circumstances, where it is held that there have been procedural flaws relating to the particular evaluation exercise, a fresh evaluation shall be undertaken by an alternative evaluation team.

National Job Evaluation Board

8.1 A National Job Evaluation Board comprising of management and union representatives is being established under the scheme.

8.2 Analogous for the purpose of the scheme, as outlined, means that the work of the analogous grade has to be comparable to the clerical administrative grades. The National Job Evaluation Board will be considering what the analogous grades are for the purpose of the scheme.

8.3 The ongoing monitoring of the job evaluation scheme will be carried out under the auspices of the National Job Evaluation Board. They will deal with any issues arising from the evaluation process.

8.4 The National Job Evaluation Board will oversee an auditing process for the scheme.

8.5 A national database of decisions arising from each evaluation will be maintained.

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