

health

Department of Health
NORTHERN CAPE

Policy on Job Evaluation

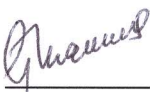
Version control

Version : V001

Publishing Date : November 2014

Review Date : After 3 years but not later than 5 years from the publishing date

Responsible Manager : Manager Human Resource Management

Approved by Head of Department :  Date 02/12/2014

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Table of Contents

Policy Aim.....	3
Policy Scope	3
Policy Statement	3
Roles and Responsibilities	5
Review and Distribution	6
Acknowledgements & Sources	7

Policy Aim

1. The aim of this policy is to ensure that all exiting and newly created posts are evaluated through the EQUATE¹ system.
 - 1.1. To also ensure that work of equal value is remunerated equally.

Policy Scope

2. This policy is applicable to permanent, contract and non-OSD posts within the Northern Cape Department of Health.

Policy Statement

3. It is the policy of the Northern Cape Department of Health that:
 - 3.1.1. It will adhere to the guidelines pertaining to the job evaluation of posts as outlined in the Public Service Act, 1994 and the Public Service Regulation, 1999 as amended.
 - 3.1.2. Job Evaluation will ensure that transverse consistency is maintained across the department by implementing / adhering to the framework within which executing authorities should take decisions.
 - 3.1.3. Job evaluation is the mechanism available to ensure compliance with the principle of equal pay for work of equal value as envisaged in the White Paper on the Transformation of the Public Service.
- 3.2. **Criteria / Process for Job Evaluation.**
 - 3.2.1. All new posts shall be job evaluated before creation.
 - 3.2.2. All salary level nine (9) and higher posts should be evaluated except those that were previously job evaluated.
 - 3.2.3. All requests for job evaluation should be directed to the Senior Manager for Human Resource Management, who in turn will forward the request to the at

¹ "EQUATE"- refers to the software utilised in the public service to calculate the weight of a job

Organizational Development Unit for consideration. The requests for job evaluation shall only be from senior managers not incumbents.

- 3.2.4. Requests from employee organizations (trade unions), regarding the evaluation of posts shall be discussed at the Provincial Sectoral Bargaining Chamber. After a decision has been taken, the decision should be submitted in writing to the Senior Manager for Human Resource Management for implementation.
- 3.2.5. The department shall utilize the EQUATE system to accomplish the recording, analysing and interpretation of duties and tasks in particular job in order to give that job weight in terms of responsibility, thinking demands, communication, knowledge and environmental demands which are contained in a standard job evaluation questionnaire.
- 3.2.6. A pre-interview questionnaire shall be utilized by a job analyst to gather information.
- 3.2.7. No account shall be taken of information other than that related to the job content and the procedure followed, when determining the grading applicable to the relevant job.
- 3.2.8. Job descriptions will be utilized to inform human resource management processes including recruitment, selection, promotion, training and career development as well as performance management.
- 3.2.9. The department shall develop an annual job evaluation plan and posts shall be prioritized according to mandatory, adverse affected posts, policy decisions, agreements with employee organisations, inconsistencies in the grading and directives from MPSA².
- 3.2.10. In the event job analysis confirms that a post should retain its current grade the department shall not incur any financial implications.
- 3.2.11. In the event job evaluation results into upgrading of a post the department shall implement but still taking in to account the finances and make recommendation for implementation date in consultation with the organised labour.

MPSA means – Minister for Public Service and Administration ²

3.2.12. In the event job evaluation results into downgrading of a post the department have the option of re-designing the post or re-allocate duties to the post or move the incumbent to another post.

3.2.13. The re-design of a job shall not mean only adding responsibilities, but rather restructuring the work to increase the value of the post.

3.2.14. The employee organisation (trade union) or requested manager who is not satisfied with the outcome of job evaluation may request a review in writing, with the necessary motivation to the Head of Department.

4. Roles and Responsibilities

4.1. The **Executive Authority** or His / Her delegate shall:

4.1.1. Treat job evaluation results and information with strict confidentiality prior to approval.

4.1.2. Give approval for the post to be evaluated (mandatory and all new posts)

4.1.3. Approve recommendation from the quality job evaluation panel.

4.1.4. Recommend the date for the implementation of the job evaluation outcome.

4.2. The **Head of Department** or His / Her delegate shall:

4.2.1. Consider the applications request for the review of the job evaluation outcome and forward the request to the Provincial job evaluation committee.

4.3. The **Office of the Premier** shall:

4.3.1. Coordinate and monitor job evaluation processes in the province.

4.3.2. Write recommendations on job analysis outcomes and keep record of all recommendations of job evaluation panel seating's.

4.4. **Senior Manager for Human Resource Management** shall:

4.4.1. Ensure that all new posts are evaluated before creation, and submitted to the Executive Authority for approval

4.4.2. Ensure that all posts are evaluated.

4.4.3. Reporting annually on number of posts upgraded and employees that were promoted as a result of upgrading and downgraded posts.

4.5. Organizational Development Unit shall:

- 4.5.1. Monitor the rank order of jobs to ensure that there are no obvious discrepancies in the job order.
- 4.5.2. Coordinate the process of job evaluation and develop a priority plan.
- 4.5.3. Manage the Use of EQUATE system.
- 4.5.4. Keep record of all job evaluation conducted/ carried out and report annually in the oversight report.
- 4.5.5. Keep all the job evaluation records locked in a safe place, records are to be kept for five years.
- 4.5.6. Ensure that access to the EQUATE system is limited only to the trained officials and all information remain confidential within the unit.

4.6. Job Analysts shall:

- 4.6.1. Carry out the job evaluation process being the pre-interview, prepare all documentation required, prepare the file for quality assurance and present the job to the evaluation panel.

4.7. Employees

- 4.7.1. Provide the job analyst with all the relevant information regarding the job objectively and honestly.

Review and Distribution

- 5. The Manager for Organisational Development is the responsible manager for this Policy and ensuring it is reviewed and updates.
- 6. This Policy will be reviewed after (3) years but not later than 5 years from the publishing date. If necessary an updated version will be issued, if not a formal cover letter will be issued (providing a date indicating that the policy was reviewed).

7. The Director for Policy and Planning will distribute updated versions to:

- Member of the Executive Council for Health
- Head of Department of Health
- All Chief Directors, Directors and Deputy Directors

8. Acknowledgements & Sources

8.1. Public Services Regulations (PSR) III.I.1

8.2. The Batho Pele White Paper on the Transformation of Human Resources.

8.3. This policy in consultation and with inputs received from managers and employees was drafted by the Organizational Development unit.