

DETERMINING JOB CLASSES

What are job classes?

Job classes are categories or groups of positions that are created using set criteria. Positions form a job class if they share the **following three characteristics**:

1. They have similar duties and responsibilities;
2. They require similar qualifications; and,
3. They are part of the same compensation plan and are within the same range of salary rates.

A job class may consist of hundreds of positions that share similar characteristics, but it may also consist of a single position occupied by only one employee.

Which positions should be included?

A **position** is a role or a job in an organization.

When looking at positions, all full-time, part-time, casual, seasonal and temporary positions in the workplace must be considered. Positions that are temporarily vacant at the time of the pay equity exercise must also be included.

How do you group positions into job classes?

Employers or pay equity committees can use the following guidelines to determine if positions should be grouped into the same job class.

1. Do the positions share similar duties and responsibilities?

Although the duties and responsibilities of positions do not have to be identical, they must be similar to be part of the same job class. The **tasks should be related or comparable, and there might be overlap**.

When determining whether the positions have similar duties and responsibilities, it is helpful to look at:

- the equipment used;
- the types of tasks performed; and,
- the levels of responsibility and authority.

Example – Similar duties and responsibilities

The three positions below are jobs available in different branches of the same bank.

- Investment analyst
- Money market analyst
- Portfolio manager

Duties and responsibilities in these three positions are not identical. Yet, they are similar as they all include tasks such as examining and analyzing financial and investment information and providing advice and recommendations to clients or senior management. None of the positions include supervisory duties. As a result, the duties and responsibilities may be considered similar because they share comparable tasks and levels of responsibility.

2. Do the positions require similar qualifications?

When determining whether positions require similar qualifications it is helpful to consider **knowledge, experience and demonstrated skills or training**. The qualifications do not have to be identical, but the nature and the level of knowledge, experience, skills or training required must be similar.

The qualifications requirement should not reflect the skills or educational level of the individuals who occupy the positions, but rather the minimum requirements needed to hold the position, as defined by the employer.

The following factors can help you determine whether positions require similar qualifications:

- Specific degree or professional designation or certification;
- The number of years of experience required;
- Proficiency with certain software programs;
- Specific industry knowledge; or,
- Ability to perform certain tasks requiring specific physical skills.

Example – Similar qualifications

Rahma holds a bachelor's in management and Ismael completed some college training in finance. Rahma is currently working as a **payroll administrator** for a bank and her colleague Ismael works as a **credit clerk** for the same bank.

The payroll administrator position requires the completion of **secondary school education** as well as the completion of some **courses in bookkeeping and/or experience in the payroll administration**. The credit clerk position also requires **secondary school education and experience or training in business**.

Although Rahma holds a bachelor's degree, the qualifications for her position are not based on her personal educational level, but rather on the skills that are required to

perform the job. As a result, their positions can be considered similar as they require equivalent knowledge, experience and demonstrated skills or training.

3. Are the positions part of the same compensation plan and within the same range of salary rates?

Positions can be part of the same job class if they share the same compensation plan and the same range of salary rates.

A **compensation plan** includes all of the compensation elements that an organization provides to their employees for the work that they do. This can include direct payments (e.g. salary), indirect payments (e.g. contributing to a pension) and benefits (e.g. medical). A compensation plan may or may not be a formal document or agreement.

A **salary** refers to a fixed amount of money agreed on as pay for an employee that is provided on a regular basis.

A **range of salary rates** provides a scale of salary amounts set between low to high monetary values for a position. This concept can also be referred to as a salary range, a pay band or a pay scale.

Example – Same compensation plan

Both Elijah and Sabina are sales representatives for a telecommunications company in downtown Calgary.

As sales representatives, both receive **commission payments** based on their number of sales in addition to their salary. Elijah and Sabina are part of the **same range of salary rates**, are **contributing to a pension** and are eligible for the **same medical benefits**. Elijah and Sabina's positions are therefore part of the same compensation plan.

How are the job classes created in the core public administration?

In the case of the core public administration, positions that are in the same group and level form a single job class.

For example, the classification of clerical and regulatory clerk, commonly referred to as CR, has 7 levels. Level 1 clerical and regulatory positions (CR-01) within the core public administration must be considered as a single job class. This means that a 7-level classification is made up of 7 different job classes, each with varying salary steps or salary increments.

An individual holding a position at the CR-01 salary step 1 and another individual holding a position at the CR-01 salary step 3 are part of the same job class.

Example - Clerical and regulatory clerk classification structure

Job classes	SALARY INCREMENT					
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
<i>CR-01</i>	\$37,257	\$38,033	\$38,821	\$39,608	\$40,376	\$41,162
<i>CR-02</i>	\$40,439	\$41,373	\$42,292	\$43,215	N/A	N/A
<i>CR-03</i>	\$45,869	\$47,071	\$48,274	\$49,478	N/A	N/A
<i>CR-04</i>	\$50,821	\$52,171	\$53,518	\$54,857	N/A	N/A
<i>CR-05</i>	\$55,543	\$57,067	\$58,608	\$60,130	N/A	N/A
<i>CR-06</i>	\$63,220	\$64,882	\$66,529	\$68,194	N/A	N/A
<i>CR-07</i>	\$70,125	\$72,066	\$74,008	\$75,970	N/A	N/A

The table shows that job class CR-01, steps 1 to 6, make up for one job class. Job class CR-02, steps 1 to 4 make up for another job class. The same rule applies for job class CR-03, CR-04, CR-05, CR-06 and CR-07.

Want more information?

Visit the Canadian Human Rights Commission Pay Equity webpage for more resources.

Questions or Comments?

Please feel free to send us your questions or comments about this resource. Did you notice any missing information, or do you think we should add something to improve this Short Explainer?

We would love to hear what you think. You can reach us at: payequity-equitesalariale@chrc-ccdp.gc.ca