



Secretariat

ST/AI/301
10 March 1983

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Personnel Services

Subject: INITIAL CLASSIFICATION OF GENERAL SERVICE POSTS IN NEW YORK

CLASSIFICATION PRINCIPLES

1. As announced in information circular ST/IC/82/66, the International Civil Service Commission has approved job classification standards, based on a seven-level grading structure, for the General Service category in New York. The purpose of this instruction is to set out the policy and procedures for the implementation and maintenance of the General Service classification system for New York, based on the approved standards and grade structure.
2. The basic principle of the post classification system is that it is job oriented. The classification of each post depends on the nature of the duties and responsibilities assigned to it and not on the personal qualifications or experience of the incumbent or of any candidate for the post.

CLASSIFICATION SYSTEM

Post description

3. A description of the duties and responsibilities is required for each General Service post or group of identical posts. The post description will be provided by departmental executive office after being signed by the supervisor and by the incumbent of the post, if any, on the standard form P.270 attached. In case of disagreement among the parties concerned (including the executive officer, supervisor and incumbent), the Classification Section will be requested to review the functions of the post and determine the appropriate description. (The term "supervisor" refers to the individual who signs the performance evaluation form as first reporting officer.)

4. The post description should be reviewed and revised, if necessary, when the duties and responsibilities of the post are changed; when a classification audit is required of a post or related posts; or when a post is to be used for such purposes as reassignment, recruitment, performance evaluation, training, compensation research, organizational analysis, promotion review or other analysis.

Classification methods

5. The General Service classification system for New York consists of a set of classification standards and related procedures, including a glossary of terms, grade level definitions and guidelines for grade level determination. The standards differentiate the seven levels according to the factors of complexity, guidelines, work relationships, responsibility for the work of others, review of work and knowledge/skills required. A post is analysed by determining which of the seven levels, in terms of each factor, most closely matches the characteristics of the post.

6. The classification analysis will be conducted independently by two classification officers. The results of the classification analysis will be reviewed and approved by the Assistant Secretary-General for Personnel Services. A notice of the classification results will be submitted to the executive office which, in turn, will distribute a copy thereof along with a copy of the post description to the incumbent. The Classification Section will also notify the Budget Division of the results of the classification analysis. Cases in which the department/office or the staff member do not agree with the classification of a particular post may be the subject of an appeal to the New York General Service Classification Appeals and Review Committee (see para. 9 below).

IMPLEMENTATION

7. Reclassification of a post will not negatively affect the existing contractual status, salary and other entitlements of the incumbents. (The term "reclassification" means that the grade level of a post is changed.) That is, staff whose posts are graded at a level below their personal level will retain their present salary level and may continue to serve in the posts until a suitable reassignment opportunity arises. Staff members whose posts are graded at a level above their personal level will be reviewed for promotion. Specific implementation procedures will be developed in consultation with the staff representatives.

8. For the initial classification of existing General Service posts according to these new classification standards, a joint staff management body will be established to review the overall results of this classification exercise and will submit its conclusions to the Assistant Secretary-General for Personnel Services for approval. However, the results of the exercise will not be implemented until a complete agreement has been finalized between staff and administration on the structure of a comprehensive and formal career development plan.

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Classification appeal

9. A New York General Service Classification Appeals and Review Committee will be established to review classification decisions in accordance with the terms of reference set out in the annex to this instruction and the procedures outlined in paragraph 10 below. Reviews of classification decisions can be requested either by the head of the department or office concerned, or by an individual incumbent of the post. The Committee shall review all classification appeals. Such appeals shall relate to the application of the classification standards and the correctness or completeness of the post descriptions.

10. The appeal procedures are as follows.

(a) Cases for appeal must be submitted in writing to the Assistant Secretary-General for Personnel Services. Such a request must state the reasons for the appeal and, if necessary, be accompanied by a revised post description.

(b) The Assistant Secretary-General for Personnel Services will ask the Classification Section to review the case.

(c) If the Classification Section does not concur with the change in the post description requested, the Assistant Secretary-General for Personnel Services will submit the case to the General Service Classification Appeals and Review Committee for advice.

(d) The Assistant Secretary-General for Personnel Services will communicate the decision as well as the findings and recommendations of the General Service Classification Appeals and Review Committee to the parties concerned.

Classification of vacant posts

11. Vacant posts in the various organizational units of the Secretariat will also be classified using the General Service classification standards. Post descriptions will be prepared for vacant posts and forwarded to the Classification Section for review and classification prior to the commencement of recruitment, appointment, or reassignment action. The Classification Section will conduct a classification analysis in accordance with the established procedures and determine the grade level that would be appropriate for the post. During the initial classification exercise, a list of all vacant posts classified will be provided each month to the Staff Committee.

Classification of new posts and reclassification of existing posts

12. In accordance with the established procedures, departments and offices must submit, with their budget request, post descriptions for new posts to be established and for the reclassification of existing posts. On the basis of these post descriptions, the Classification Section conducts an analysis and informs the Budget Division and the department or office concerned of the classification results.

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Classification audits

13. For a number of reasons, the functions and responsibilities of posts are subject to change. In order to ensure that the posts are accurately described and evaluated, classification audits may be necessary. The Classification Section will therefore conduct classification audits from time to time. A classification audit will, in particular, review the functions and responsibilities of the posts through interviews with the incumbents and supervisors. On the basis of this review and consideration of the post descriptions, a classification analysis will be conducted in accordance with the established classification procedures and the results will be submitted by the Assistant Secretary-General for Personnel Services to the head of the department or office concerned.

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AnnexTERMS OF REFERENCE OF THE GENERAL SERVICE CLASSIFICATION
APPEALS AND REVIEW COMMITTEEComposition

1. A New York General Service Classification Appeals and Review Committee is established with effect from _____.
2. The Committee shall consist of:
 - (a) A chairperson appointed by the Secretary-General on the recommendation of the Joint Advisory Committee;
 - (b) Two members representing the administration;
 - (c) Two members representing the staff at Headquarters.
3. The terms of office of the members of the Committee shall be two years.
4. A secretary shall be assigned to the Committee by the Assistant Secretary-General for Personnel Services.

Functions

5. The Committee shall review all appeals pertaining to classification of New York General Service posts. Such appeals shall relate to the application of the classification standards and the correctness or completeness of the job descriptions.
6. The Committee shall make recommendations to the Assistant Secretary-General for Personnel Services on all cases referred to it for review and shall as necessary keep under review the list of benchmark posts.
7. The Committee shall establish its own procedures. It shall determine the information it requires to carry out its task in addition to the written submissions of the party registering the appeal. At the request of any of its members, the Committee may invite a member of the Classification Section, Office of Personnel Services, or any other staff member to provide any information it may require.
