



Secretariat

ST/AI/301/Add.1
12 July 1983

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Personnel Services

Subject: INITIAL CLASSIFICATION OF OCCUPATIONS PERFORMING
SECURITY, GUIDE AND DISPATCH, AND TRADE AND
CRAFT WORK IN NEW YORK

1. Administrative instruction ST/AI/301 of 10 March 1983 established the policy and procedures for the initial classification of General Service posts according to the job classification system in New York. This addendum expands the scope of that circular to include posts involving security, guide and dispatch, and trade and craft work. 1/ Except as noted below, the policy and procedures governing the classification of General Service posts also apply to posts in these related groups.
2. The classification systems for the above-mentioned occupational groups consist of sets of grade level definitions and classification benchmark job descriptions at each grade level. The grade level of a post is established by determining which benchmark or grade level definition most closely matches the characteristics of the post.

Notes

1/ Trade and craft work includes jobs in construction, machine operation, gardening, transportation, warehousing and heavy labour previously belonging in the Manual Worker group and jobs in the reproduction plant, such as press operators, platemakers and camera operators, previously included in the General Service group.