POSITION AUDIT QUESTIONNAIRE

Job evaluation is the analysis of work to determine its characteristics and requirements. A job description identifies the duties and responsibilities of a position and those duties and responsibilities are evaluated using the selected evaluation method.

The Government of Manitoba is currently in the process of modernizing its Classification System and is considering ways to streamline the current classification process. This position audit questionnaire has been developed to facilitate the evaluation process by focusing on KEY aspects of job content which in turn will assist Compensation Services in reviewing and classifying positions in a timely manner.

Below is a list of questions that pertain to the kind and level of work assigned to a position. Where possible, please include examples that highlight how the work has changed since the last review. For example:

What decisions can you make on your own authority?

Previously I had the authority to:

- Prioritize own work to meet deadlines
- Follow all policies and procedures related to payment processing
- Report all errors and discrepancies to my supervisor

I was responsible for processing all payments based on well-established branch and department policies and procedures.

Currently, I have the authority to:

- Authorize adjustments when errors are found during pre-audit
- Resolve problems related to payment discrepancies
- Establish work procedures based on regulatory changes for my supervisor's approval

As a supervisor, when errors are discovered in payments, I confirm the error was made and authorize all adjustments by signing the required authorization form(s) on behalf of the branch. I follow up to ensure all changes were made in the system accurately. I also resolve payment processing problems referred to me by unit staff by researching and investigating past practices and seeking advice from central authorities when required.

I am responsible for creating work procedures for my unit when there are regulatory or procedural changes for my supervisor's approval. Once approved, I am responsible to implement the changes and train unit staff.

Please review and respond to the following questions:

GENERAL BACKGROUND QUESTIONS

1. Please provide a very brief description of the work performed in your branch/unit?
2. In one sentence, state the main purpose or function of the job?
3. What changes have occurred since the position description was last classified?
4. What duties are new? Where did they come from?
5. What duties have been deleted? Where did they go?

COMPLEXITY

6. What are the major challenges, most complex problems for this position? Why?

GUIDELINES

7. What rules/regulations/policies/procedures guide how the incumbent performs their job? Which ones must the incumbent know to do their job?
8. Are there standardized methods or techniques the position must follow in doing their job? What methods or techniques are not standardized?

INDEPENDENCE OF ACTION/ DECISION MAKING/SUPERVISION RECEIVED

9. What tasks is the position required to use their own judgement and follow through on their own initiative?
10. What decisions can the position make on their own authority?
11. What issues/decisions must the position refer to their supervisor for assistance, guidance, or advice?

CONTACTS

12. What different levels of contacts does the position have within and outside government? How often? For what purpose?

CONSEQUENCE OF ERROR

13. When and/or where is an error most likely to occur in the work and how would it be rectified?