

Job Evaluation at Oxfordshire County Council.

The details of the scheme are published in the 'Green Book' terms and conditions of employment. This published scheme is the foundation for the scheme in Oxfordshire. In addition to this, in-keeping with the intention of the scheme, we have developed local conventions which have been applied during joint moderation of jobs. Both of these documents are important for understanding how the scheme has been applied.

Why have a job evaluation scheme?

Job evaluation is 'a systematic process for defining the relative worth of jobs within an organisation'. It is a rational way of comparing jobs of different sorts within the organisation. It does not compare jobs with other organisations.

The scheme was chosen as the method of determining pay for all 'Green Book' employees in Oxfordshire because:

- The previous grading structure and process for re-grading was unclear and potentially unfair and inconsistent
- The Council wanted to be sure that its employees receive equal pay for equivalent work without sex or race bias
- Employees now have a rational grading system which explains their grade and allows fair consideration for future changes to duties and responsibilities

Why use the 'Green Book' Scheme?

- The 'Green Book' scheme was specially written for local government jobs so it takes into account, as far as possible, the full range of factors which affect those working in the public service.
- It has been assessed as free of sex and race bias.
- Very importantly, it is a joint scheme with Unison so it has the confidence and commitment of both managers and the representatives of employees.
- It is done in-house by a joint team involving Unison fully throughout.

How does the Scheme work?

In order to evaluate each job, information has to be collected so that the job can be analysed. This information is obtained in several ways:

- Job description questionnaire (JDQ), completed by the job holder
- Consultations with managers
- Joint moderation by a specialist panel
- Cross checking over the organisation to guarantee consistency
- Job descriptions and person specifications
- Job evaluation request forms

Once sufficient information has been collected the job is subjected to consideration by a joint moderation panel. The job is assessed from the point of view of 13 factors. Each factor is assessed for the job and assigned a level. These levels then equate to points which eventually add up to give a total point score for the job. This total score falls within a band which relates to the evaluated grade for the job.

The 13 factors are:

Knowledge: - 8 levels, maximum of 163 points

Mental skills: 6 levels, maximum of 78 points

Interpersonal/communication skills: 6 levels, maximum of 78 points

Physical skills: 5 levels, maximum of 65 points

Initiative and independence: 8 levels, maximum of 104 points

Physical demands: 5 levels, maximum of 50 points

Mental demands: 5 levels, maximum of 50 points

Emotional demands: 5 levels, maximum of 50 points

Responsibility for people: 6 levels, maximum of 78 points

Responsibility for supervision: 6 levels, maximum of 78 points

Responsibility for Financial resources: 6 levels, maximum of 78 points

Responsibility for Physical resources: 6 levels, maximum of 78 points

Working conditions: 5 levels, maximum of 50 points

The published scheme shows the definitions used by the moderators to evaluate jobs and the **Local Conventions** have been developed during the moderation process. These have been applied consistently across the organisation.

Appeals

The appeals process is open to any employee who feels their grade has been wrongly evaluated or if there has been substantial changes to their job since the original evaluation. The steps are set out in the **Grading Review and Appeal Procedure**.

The object of job evaluation is to make sure pay is right so appeals can result in grades going down as well as up.

Requests for job evaluations

To request an evaluation of a new or substantially changed job complete the **job evaluation request form** or the **job evaluation request form for schools** and email this together with an up to date job description, person specification and structure chart to job.evaluation@oxfordshire.gov.uk

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