

## **Job Description Building/Writing Tool, Job Evaluation, Plans and Job Evaluation Systems**

### **Purpose**

The Government of Canada (GC) is seeking industry engagement for the purpose of gathering information about job description building/writing tools, job evaluation plans, and job evaluation systems.

The GC is looking at Commercial-Off-the-Shelf (COTS) tools, plans, and/or systems/programs that could deliver an end-to-end job classification system that includes **one or more** of the following:

- a) Computer-assisted job description building/writing tool;
- b) Gender neutral job evaluation plan(s) that cover all or most of the range of work performed in the GC, or that can be configured to include the range of work; and
- c) Computer-assisted job evaluation program/application.

The purpose of holding one-on-one sessions is to develop a better understanding of the industry as a whole as well as to seek input from industry on available tools, plans, and systems/programs directly related to job description building/writing and job evaluation.

During the one-on-one sessions the GC requests that industry provide an overview of the capabilities of their industry and demonstrate their tool(s), plan(s), and system(s)/program(s). Further, at that time, industry may present any information that they feel could help the GC scope this work and understand industry methodology and capabilities.

The information gathered will assist the GC in determining whether or not they should proceed with the procurement of such tools.

### **Background**

In the Economic Action Plan 2012, the GC “committed to streamlining, consolidating, and standardizing administrative functions and operations within and across organizations.” To align with this commitment, the GC is modernizing its job classification system.

The GC defines job classification system as, “The infrastructure for the effective management and control of the classification of positions in the Public Service, including policies, guidelines, classification standards, occupational groups, work descriptions, job evaluations, active monitoring, and grievance mechanisms. The system ensures the determination of the relative value of work and provides a basis for employee compensation in the Public Service.”

Modernizing the job classification system will streamline and simplify job description writing and job evaluation, ensure fairness and consistency in the classification of jobs while providing the following benefits:

- Reduction in time to classify positions and write job descriptions;
- Greater standardization of job descriptions across the GC;
- Greater consistency of evaluation decisions across the GC;
- One end-to-end classification solution for the GC;
- Continuous improvement of business value and service delivery so that programs and services can continue to be delivered reliably and at a lower cost to Canadians; and
- Secure and reliable classification solution.

The GC uses a decentralized model for job evaluation where senior officials in departments have a delegated authority for classification, using policies and tools developed by the GC. The range of work encompassed within the GC is complex and:

- Directly touches 195,000 employees across 90 departments and agencies;
- Translates into an annual wage bill in excess of \$14B;
- Encompasses 27 occupational groups represented by 17 bargaining agents;
- Is governed or informed by six statutes;
- Includes more than 70 job evaluation plans comprising 662 distinct rating levels and approximately 1,500 benchmark job descriptions; and
- Is performed in Canada and abroad.

Below is a preliminary list of identified tool functionalities:

1. Ensure the tool(s)/program(s)/application(s) have reporting capabilities (e.g. it can provide the GC with a nightly feed with aggregate data as well as departmental data);
2. Bilingual or the potential vendor must be willing to work with the GC to provide the user interface in both official languages;
3. Gender-neutral in design and application;
4. Compliant with the *Canadian Human Rights Act* (i.e. measuring skill, effort, responsibility, and working conditions; and
5. Meet the standards on accessibility, as defined under the TBS Standard on Web Accessibility, and accommodate those with special needs;

The GC invites interested parties to participate in the one-on-one sessions and any RFI and RFP processes that may follow, including any industry association representing a potentially affected market segment.

Interested participants must register their representatives for the one-on-one session by sending an email to [Alexandra.Millan@tbs-sct.gc.ca](mailto:Alexandra.Millan@tbs-sct.gc.ca) no later than 11:59 p.m. EDT on March 17<sup>th</sup>, 2015. Participants must identify themselves by their legal corporate name, corporate address and

email address, and area of expertise, and provide the name(s) of their representative(s) attending. By providing the above information, each respective party acknowledges and consents to the release of this information to the public in any manner determined by the GC.

All one-on-one sessions will be held in the National Capital Region in Government facilities. In the event that an in-person one-on-one session is not feasible due to industry location, an alternate method will be arranged (e.g. videoconference, WebEx).

Every effort will be made to accommodate specific requests for times and dates. These sessions may require up to 2 hours of your time. The Participants will be allowed to bring up to 5 representatives to the meeting. Participants must bring a computer/laptop that can be attached to a projector via HDMI or VGA. The GC will provide the display equipment. Location and time for one-on-one meetings will be provided to the respective participants as part of the GC's confirmation of the date and time for each meeting.

Representatives will need to bring identification that includes a picture of themselves (i.e. photo ID, such as a driver's license), when they arrive for sign-in at the one-on-one session.