

INTRODUCTION

This second volume of the Classification Manual and Users' Guide contains Tier II standards promulgated by the International Civil Service Commission (ICSC) in accordance with Article 13 of its statute, which provides that:

"The Commission shall establish job classification standards for all categories of staff in fields of work common to several of the organizations. It shall advise the organizations on the development of consistent job classification plans in other fields of work."

The ICSC Master Standard or Tier I (see Volume I, Section I, of this Manual), is a point-factor rating evaluation plan based on 15 elements grouped together in matrix form in six major factors. It is called a "horizontal" standard since it covers all jobs in the Professional and higher categories, in all fields of work and in all organizations. Tier II Standards, on the other hand, are grade level standards developed for specific fields of work. They are established as separate "vertical" standards to provide guidance on the application of the Master Standard to jobs in fields of work which are common to at least two organizations and are among the most populous occupational groups of the common system. All ratings in the Tier II standards are made on the basis of the Master Standard; thus, the two rating instruments are complementary. The more specific applicability of Tier II standards to individual cases supports greater consistency and uniformity in the evaluation of jobs across the organizations of the common system. In cases where the Tier II standards are not directly applicable, the rating is determined by application of the Master Standard (Tier I).

The development of Tier II standards was begun in 1980, immediately following the promulgation of the ICSC Master Standard. At its fourteenth session (July 1981), the Commission approved a procedure for the development of Tier II job classification standards. It decided that a preliminary draft Tier II standard would be developed by the ICSC secretariat and that the secretariat would hold consultations on a sequential basis with groups established for this purpose in two duty stations among Geneva, New York and Vienna for one week per consultation to review the preliminary draft. Organizations outside the duty stations where consultations would be held would send a representative to the most convenient location, if they so wished. The revised draft standard would be circulated to organizations, staff associations, and the CCAQ Sub-Committee on Job Classification for comments, on the basis of which final revisions would be developed by the ICSC secretariat.

The maintenance and review of job classification standards to determine their relevance to the nature of the work performed in the organizations is an on-going process. With the development of the fourteen Tier II standards contained in this manual, a decision was made in 1990 to halt the development work in this area and to concentrate on the revisions and reformatting of the standards for consistency. Some of the standards have already been or are being reviewed and updated. A list of standards with their dates of promulgation is found in Volume I, paragraph 35. Most of the standards were originally produced as ICSC documents, a list of these documents is also provided in Volume I, paragraph 50.

For ease of use, all standards have been reformatted in accordance with guidelines endorsed by the organizations through the CCAQ Sub-Committee on Job Classification. As a minimum, each standard now provides:

- a definition of coverage;
- a summary rating chart;
- grade level descriptions of each existing grade level. These descriptions include duties typically carried out, a factor-by-factor detailed rationale and a summary of ratings.

Section I - Definition of coverage

The definition of coverage serves to confirm the appropriate allocation of the job under review to the occupational category, field of work and occupation. This section contains the narrative descriptions found in the Common Classification of Occupational Groups (CCOG) for all occupations related to the field of work concerned. In some standards, it may also include a list of exclusions, clarification of the distinctions between Professional and General Service work in the field of work and technical, organizational and other issues specific to the field of work at the time the standard was developed. The ICSC methodology for distinguishing between Professional and General Service categories can be found in Volume I, CCOG, Section VII.

Section II - Summary rating chart

The summary rating chart presents in tabular form the overall ratings and corresponding numerical values given for each factor, at all grade levels represented in the standard. It should be noted that grade levels represented in the standards are those found in the organizations of the common system at the time of the development of the Tier II standard concerned (e.g. Economists: P-2 to D-2 or Procurement and Contracting Specialists: P-1 to D-1).

Section III - Grade level descriptions and evaluation rationales

General work responsibilities described under the heading "typical duties" are meant to be representative combinations of duties at a particular grade level; they do not provide an exhaustive set of alternatives for all possible duties or combinations of duties found at that level. In some standards, certain grade levels are illustrated by more than one alternative; one depicting operations or service-oriented work and the other illustrating systems or methodology development type work.

The factor-by-factor evaluation rationale demonstrates the application of the Master Standard to the field of work by describing the characteristics associated with each of the six factors reflected

in the Master Standard.

For ease of reference, a summary of ratings with corresponding point values is presented in tabular form at the end of each grade level description.