

Ministry of Forests, Lands, Natural Resource Operations, and Rural Development Classification Review Project Final Report

Overview

The Classification Review Project (CRP) was launched in June 2011, in response to organizational changes that resulted in the creation of the Ministry of Forests, Lands and Natural Resource Operations (FLNRO). Changes to organizational structures, reporting relationships and work being done by ministry staff had resulted in differences in job descriptions and classification levels.

Employees and managers contributed to developing updated job profiles describing current accountabilities and job requirements, which were reviewed for classification purposes by the BC Public Service Agency (BCPSA).

Over the course of the project, over 4,600 employees' positions were reviewed. The majority of positions' classifications did not change. As a result of the CRP, the ministry now has up to date job profiles and clear accountabilities for employees and supervisors. Additionally and equally as important, profiles are current for hiring purposes and succession management.

Project Goals

The following key goals were confirmed by the ministry and BCPSA at the beginning of the project:

1. Identify priority job streams and review classification levels.
2. Define clear processes for accessing BCPSA classification services, implementation of classification results and project communications.
3. Every employee will understand their role and responsibilities within the organization, and will be encouraged to engage in defining position roles and responsibilities.

CRP Process

All positions in the ministry were organized into over 50 job streams, taking into consideration job function and position data in CHIPS and organizational charts. As noted in the [Process Map](#), CRP process steps were organized into four phases: Data Gathering; Job Profile Writing and Review; Classification Evaluation; and Implementation.

Classification Results

A [summary of job streams](#), that includes the number of positions for each stream and how many resulted in upward or downward classification, has been posted on our ministry CRP intranet site.

- Of the 4186 positions, 8% (325 positions) were upward classified, 1% (27 positions) were downward classified and 91% (3824 positions) remained unchanged in grid level
- The vast majority of positions that experienced a change in classification level were within one classification level (e.g. STO18 to STO21)

All excluded management positions were reviewed in 2011, and again in 2016 when a BC Public Service-wide Management Classification and Compensation Framework was implemented. Corporate and ministry-specific management classification and compensation guidelines and information is available on the intranet [here](#).

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Project Roles and Responsibilities

- **CRP Steering Committee** – The CRP Steering Committee provided overall oversight and governance for the project. It was chaired by the Executive Director of the ministry’s People and Workplace Strategies (PAWS) Branch and membership also included ministry ADMs and senior management, along with the CRP project manager and BCPSA classification specialist.
- **CRP Project Management** – The ministry’s PAWS Branch provided project management, reporting and communications support. An SHR Advisor was assigned as overall CRP project manager; other SHR Advisors were assigned to manage one or more job stream in collaboration with working groups; PAWS management and support staff contributed to overall project management, communications and reporting.
- **Job Stream Working Groups** - For each job stream, a team of managers familiar with the functions in the job stream worked with an SHR Advisor to develop updated job profiles and communications, including liaison with employees and other managers.
- **Managers and Employees** – As updated job profiles were developed, managers were asked to review and provide feedback to ensure current key accountabilities and job requirements were accurately described. Throughout the process, working groups and managers were encouraged to engage with employees to get their feedback as well. Managers were responsible for sharing classification results with their employees, in person where possible, by providing a letter confirming the classification, and a copy of the final job profile.
- **BCPSA** – The BCPSA holds the authority to classify all positions in the BC Public Service. BCPSA Classification Specialists reviewed job profiles and supporting information (e.g. organization charts, work examples) to classify positions according to negotiated job evaluation plans. One BCPSA Classification Specialist was assigned as the ministry’s primary contact, who undertook the majority of classification reviews and who chaired the ministry’s BCGEU and PEA Review Committees. The ministry also contracted with BCPSA for job profile writing services.
- **Review Committees** – Two review committees (one for BCGEU jobs and one for PEA jobs), composed of excluded managers from across the ministry, met regularly to review classification results, for the purposes of providing a cross-ministry lens and raise questions or concerns as needed.

Reporting and Communications

Regular project updates, project plans, implementation reports and CRP frequency asked questions were made available on the ministry’s [CRP intranet site](#) for all staff.

Project updates were also provided regularly to BCGEU and PEA representatives. In 2016, the ministry’s Article 29 Committee established a CRP Sub-Committee, and met regularly until the completion of the project for information sharing and discussion.

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Going Forward

- **Classification Appeals:** At the beginning of the project, the Employer and both unions (BCGEU and PEA) signed a Memorandum of Understanding, agreeing that classification appeals would be held in abeyance until the completion of the project.

The Employer and the BCGEU have agreed that BCGEU employees who disagree with their position classification have until the end of August 2017 to initiate a classification appeal. The Employer and the PEA have agreed that PEA employees who disagree with their position classification have until the end of September 2017 to initiate a classification appeal.

- **Future Classification Requests:** Now that CRP is complete, future classification requests will follow the regular process established by the BC Public Service Agency outlined on MyHR. Deputy Minister Tim Sheldan has delegated the authority to approve all new requests for classification reviews to the Division head accountable.
- **Hiring:** Hiring managers should use the approved job profiles posted in the [FLNRO Job Store](#) on MyHR. Where a job profile is not available in the FLNRO Job Store, hiring managers should request a copy using a service request to [AskMyHR](#) (copies of all approved job profiles are attached to E-Class classification files).