

# Classification Review Form User Guide

Document:	Classification Review Form
Version:	1.0
Date:	26 May 2025

## Document Goals

This document will provide the user with a quick overview of how to complete and submit the Classification Request Webform.

## Summary

When classification services are required, HR staff must utilize the webform to submit a request for these services. HR staff enter information directly into the webform application and required documents are uploaded. Webforms are automatically received by classification staff at PSC. Users receive an online service confirmation email which will include a service ID number and submission ID.

## Where to find the “Classification Review Form”

The review request form is located on the PSC home page in the Classification section:




## Completing the Form

The form is to be completed by one of the HR Team members. The form is tailored to show only necessary information sections depending on the type of classification service requested. Submission of the form signifies that all information contained is completed true, accurate and complete.

## Identification Section

This first section includes basic information to provide clarity about who is submitting the request should follow up information be required. All submissions require identification and contact information of the submitter.



### Classification Request Form

1

2

3

Request Information

Type of Position \*

- Select -

Department \*

- Select -

Department Code \*

Location Code \*

Supervisor Name \*

Supervisor's Position Number \*


Type of Service Request \*

- Select -

Acceptance

☐ I agree to the disclaimers contained within the attached documents.

☐ I'm not a robot

  
reCAPTCHA  
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Preview

Required information is red starred and must be entered to allow the submitter to progress through the form.

## Request Information Section

This section provides general information about the classification request and the type of service requested.



### Classification Request Form

1

2

3

Request Information

Type of Position \*

- Select -

Department \*

- Select -

Department Code \*

Location Code \*

Supervisor Name \*

Supervisor's Position Number \*


Type of Service Request \*

- Select -

Acceptance

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[Privacy](#) - [Terms](#)

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Preview

There are four service request options:

1. Identical Position
2. New/Unique Position
3. Changed Position
4. Update to File

Each service request option has specific documents uploads required in order to allow submission of the request. Refer to the table 1.0 below to ensure that these documents are ready to upload prior to beginning the service request as uncompleted forms can not be saved.

*Table 1.0 Required Documents*

Identical Position	Organizational Chart
New/Unique Role	Position Questionnaire (MS Word Format) Signed Employer Certification Form Organizational Chart
Changed Position	Signed Position Questionnaire (encumbered positions only) Position Questionnaire (MS Word Format) Signed Employer Certification Form Organizational Chart
Update to File	Organizational Chart

## Service Request Options

### 1. Identical Position

These are positions which can be matched to an identical position that has been previously classified. This is commonly used when creating a position that is identical to one that already exists or vacant positions that are being repurposed to be identical to other existing position.

The identical position information must be included in the form along with details of any slight differences such as supervisor/manager, organizational structure and work location.

Once the submission is received and assigned to a classification team member will confirm the identical match position and reach out if more information is required. If it is found that significant differences exist, a full review may be required.

There are no post board or appeal rights for identically matched positions as classification of the matched position has already been completed.

Target turnaround times for this service request is 2 working days.

### 2. New/Unique Position

These are newly created positions which have unique roles within the organization, and those for which it is unknown if there are comparable positions are completing similar work.

This pathway may require information about comparable positions, impacts to other positions and explanation about duties and responsibilities from other positions that have been incorporated into the position. There is also space to provide other relevant information.

There will be a required section to assign urgency for this type of service request [see table 2.0] for options.

Once the submission is received and assigned to a classification team member, they will conduct a full classification review of the position. Classification consultants will only reach out if more information is required to conduct the evaluation.

### 3. Changed Position

These are existing positions with duties and or responsibilities that have been updated or changed.

This pathway provides opportunity to include comparable position information, impacts to other positions and explanation about duties and responsibilities from other positions that have been incorporated into the position. There is also space to provide other relevant information.

There will be a required section to assign urgency for this type of service request [see table 2.0] for options.

Once the submission is received and assigned to a classification team member, they will conduct a full classification review of the position. Classification consultants will only reach out if more information is required to conduct the evaluation.

## 4. Update to File

These are currently existing positions with minor pieces of information to be updated. These PQ's are practically identical but require updates that are considered minor in nature. This option is frequently used when urgent staffing actions are required but minor details have changed and require updating, the position has not been classified in a significant period of time or a position simply requires a minor update without a staffing action.

**No PQ is required**, the details of the minor changes are documented as required information on the Classification Request Webform. Changes must be minimal i.e. department name, supervisor name, position title, rewording of text without changing the work being performed.

**Note:** This form does not require any incumbent signatures. Onus remains with HR staff and management to ensure incumbents are aware the position is being submitted as an update to file with no classification rating /level changes. There are no post board or appeal rights for an Update to File review as changes are considered insignificant.

HR and management must ensure that update to file information must be integrated into the PQ for the next classification service request.

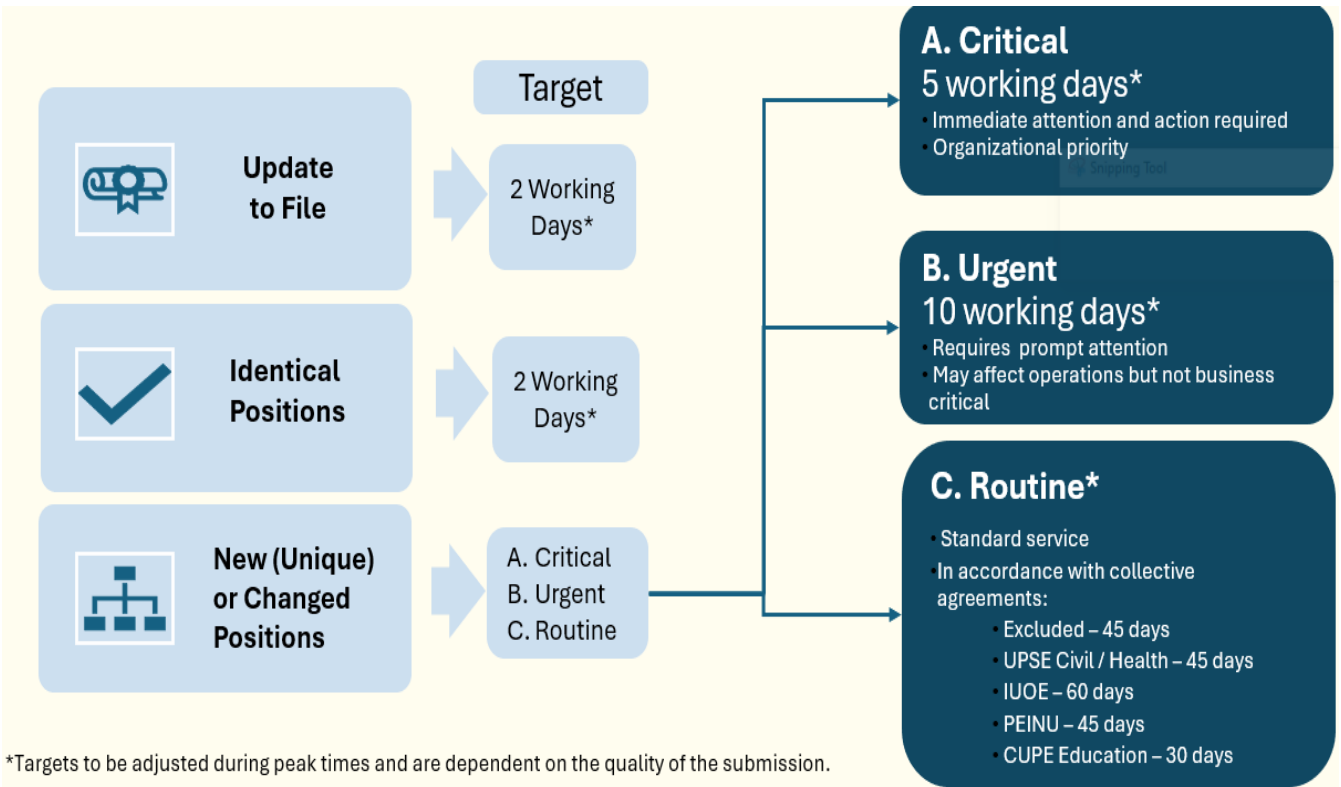
Turnaround target times for this request is 2 working days.



Turnaround Target Times

Target times for service requests have been developed and every effort will be made to meet the needs of the organization. Support and additional guidance can be provided by connecting with the classification team.

Table 2.0



## A. **Critical** (5 Working Days)

Requires immediate attention and action. Delay in service may significantly impact business operations, safety, compliance or service delivery. Delay may result in serious consequences.

Examples:

- Department deems operationally critical
- Health and safety concerns
- Time sensitive legal or compliance issues

## B. **Urgent** (10 Working days)

Requires prompt attention. The matter may affect team operations or deadlines but is not business critical.

Examples:

- Upcoming staffing needs
- Service delays affecting some users
- Delay in project launch, program funding

## C. **Routine** (in accordance with collective agreements)

Standard requests that can be addressed as part of the regular workflow and planning.

- Role clarification
- Updates for long term planning (pending retirement)
- General document updates

## Tips

- Required documents should be prepared and ready to upload as partially completed webforms can not be saved.
- The form can not be saved but there is an option to print once completed.
- To help us respond as quickly as possible, please ensure all relevant details are included before submitting the form.

## Support

The classification team is composed of knowledgeable experts who are here to support and provide tailored advice based on your needs. Reach out if you require assistance or guidance.