

Classification Review Process – Roles and Responsibilities

Employee

- Understand when their position should be reviewed – if there have been significant changes in the role.
- Discuss these changes in their position with supervisor or manager
- Request existing Position Questionnaire (PQ) from HR manager
- Download and complete new PQ from PSC Website (<https://psc.gpei.ca>) using PQ Guide as support
- Understand that if the information contained within the PQ is clear and complete, then contact with the Classification Consultant may not be required as the review is being completed

Supervisor/Manager/Director

- Be aware of when a position should be reviewed and ensure positions reporting to the Supervisor/Manager/Director remain current and are updated when significant changes have occurred
- Assist the employee through the development of the PQ
- Develop PQ for vacant or new positions
- Communicate with HR Manager regarding PQ to obtain a copy of most recent classified PQ
- Review completed PQ to ensure it is complete
- Cross reference and compare previous PQ with new PQ and ensure changes in the position are properly noted in the PQ and in the “Significant Changes” section
- Provide approving signature on PQ
- Forward signed PQ to HR Manager
- Review preliminary decision email and respond to the Classification Consultant on the decision
- Consider if there is an impact on any other roles within the department as a result of a significant change in duties
- Understand that if the information contained within the PQ is clear and complete, then contact with the Classification Consultant may not be required as the review is being completed

HR Manager

- Understand when a position should be reviewed
- Download most recent PQ from Alfresco and forward to employee or supervisor
- Review the PQ to ensure duties and responsibilities are properly explained and that the PQ is clear, complete and correct
- Acquire necessary signatures
- Complete the PQ Checklist
- Forward the signed PQ and PQ Checklist (including Organizational Chart) to the PSC and e-mail the e-version of the original PQ, and Org Chart to PQ@gov.pe.ca
- Consider if there is an impact on the duties and responsibilities of other departmental positions, and if so, speak with the appropriate Director in order to initiate the review process of the potentially impacted positions