



CAW 1016 / NAV CANADA Classification System Review Communication Bulletin No 07-04

The joint union management classification working group met with Deloitte on October 18th and 19th. The two day session was very productive with the team finalizing the project work-plan and delving into the core of the project, that being the start of the design of a new classification system.

The project approach will follow six principal phases

Phase 1: Project Start-up and Planning

During this phase the working group and Deloitte consultants will establish the project objectives and timelines. The consultants will present recommendations for the strategies by which the project objectives can be achieved.

This phase is now complete

Phase 2: Consultant and Site Visits

During this phase the Deloitte consultants will conduct a series of interviews and site visits in order to begin to build an understanding of the scope and nature of the work of the bargaining unit. Following completion of the site visits, the consultants will formulate high level observations and report back to the working group.

This phase is now complete.

Phase 3: Job Evaluation (JE) Tool & System Design

This is a major project phase where the Deloitte consultants will lead the working group through the process of selecting compensable / rating factors (the categories that will be used to evaluate the differences in work of the bargaining unit). Deloitte will facilitate the design of how each factor will be measured; taking into consideration all requirements laid out in the Letter of Understanding concerning classification arrived at during the last round of bargaining.

This phase will continue through November 2007

Phase 4: Conduct Pilot Test

In order to confirm the draft system designed in Phase 3 is understandable and produces clear and defensible outcomes, the system will be tested on a sample of jobs. The jobs are to provide a representative sample of the range of work in the bargaining unit as well as to permit the testing of key relationships such as team supervisor and team roles. Following the results of the test, the system and data collection tool may be modified.

This phase is expected to run between November 2007 and January 2008

Phase 5: Main Project Data Collection and Evaluation

During Phase 5, all jobs will be documented using the Deloitte designed job data collection tool and Deloitte will apply the new classification system. The evaluations will be presented to the working group for review and approval. Where ever necessary, the working group will direct Deloitte's team to revisit evaluations if the consultant's understanding of the job was incomplete. Should it be necessary, the consultants will also be asked to conduct additional interviews and potentially site / job visits to gain the needed understanding in order to produce accurate evaluation recommendations.

This phase is planned to run between January and March 2008

Phase 6: Banding and Grading Structure

This phase is the final system structure activity. During this phase the evaluation outcomes will be analyzed in order to arrive at point boundaries or grade levels. Also critical to this phase will be the final validation of evaluations and the formal communication of results.

This process will take place in April 2008

Follow on Work

Once the work of Deloitte is complete there will be a formal process for employees and managers to provide comment / challenge should they feel information was not incorporated appropriately into the assessments. This will be a working group led process that will run through the Spring / Summer of 2008.

For those who are selected to participate in the pilot test of the system and data collection tool, there will be a day set aside in late November to brief pilot participants on how to document job data. Deloitte consultants will lead these briefings (3 English and 1 French are planned). Following the briefings, the participant incumbents and their respective line managers will complete the job data collection questionnaire (PDQ). For jobs with multiple incumbents, one individual will be requested to act as the contact and author of the document while all other incumbents at that location will provide feedback/comment

to the document. Prior to sending to management and ultimately Deloitte, all incumbents will sign-off on having agreed to the content. If they are not in agreement, then a separate PDQ will need to be submitted so that Deloitte is able to capture all the perspectives on the pilot job.

We have an ambitious schedule ahead of us. The initial enthusiasm and strong participation of those in the field as well as the working group is very encouraging. We will strive to continue this high level of contribution throughout the project. Again, at all major milestones the working group will be in communication with employees and management to brief on the project's progress. At anytime, questions may be directed to the working group by sending an email to the Classifications Project Office (ncrga_cpo@navcanada.ca).

Regards,



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