CLASSIFICATIONS & HR

What is the role of Total Rewards in the classification process?
• Ensure consistency in the classification plan
• Ensure appropriate turnaround times for classification decisions
• Identify potential process improvements
• Ensure all positions are evaluated and classified consistently within the applicable job evaluation method

What is the role of Human Resources in assisting managers and employees in the classification process?
• Disseminate information regarding the classification process
• Provide assistance in the development of position descriptions
• Provide general clarification or interpretation of classification specifications
• Assist managers in compiling required documents as part of a classification submission
• Assist in the prioritization of the processing of classification requests
• Provide information regarding the appeal process
• Assist managers, if required, in compiling 500#'s (SAP #'s), current classification levels and/or organizational charts

How can Human Resources assist Total Rewards?
• Disseminate information to the department regarding any changes to the classification program and process
• Provide information to Total Rewards about department structure, programs and initiatives
• Assist in the prioritization of the processing of classification requests
• Assist management with Total Rewards Branch originated requests (COR's)
• When required, Human Resources communicates the impact on pay as a result of a classification decision

Questions?
Please contact your Total Rewards Officer or send us an e-mail at **AskJE@gov.mb.ca**.