

## **BACKGROUND INFORMATION** **ON JOB EVALUATION**

### **1. Job Evaluation**

Job evaluation is defined as the process of analyzing the duties and responsibilities of each job and appraising the value of the job in relation to others in the organization, according to established standards. It provides a systematic means of establishing the proper grade classification of jobs within AUB with the aim of providing equitable compensation to employees.

### **2. AUB's Job Evaluation Plan**

The Job Evaluation Plan is based on the Factor-Point method which has been effectively applied by many large organizations in the Gulf and other countries in the Middle East.

The evaluation factors cover Job Knowledge, Mental Demands, Works Contacts, Supervisory Responsibility, Responsibility for Actions or Decisions, Physical Effort and Work Conditions. An appropriate weighting has been determined for each factor, guided by the weightings of existing plans in the region. Point values have also been assigned to each factor degree according to a rational progression.

### **3. Process of Job Evaluation**

The steps involved in the job evaluation process are as follows:

#### **a. Organization Review**

The first step is a preliminary organization review. This should be carried out with responsible personnel in the organization concerned.

The objective of such a review is to place the jobs in the proper relationship to each other within the organization.

In the organization review, the following points should be considered:

- \* Whether the job is essential for attaining the objectives of the organizational unit, taking into account functional requirements and workloads.
- \* Reporting relationships must be clearly defined.
- \* The possibility of combining similar jobs should be investigated and duplication or overlap of duties avoided.
- \* The number of jobs and employees should be checked against approved manpower budgets.
- \* Organization charts should be prepared.

b. Job Analysis

The second step is to identify each job and to find out what the job comprises. This is commonly referred to as job analysis.

Job analysis entails gathering the facts of the job and its environment, analyzing the tasks, duties and responsibilities involved and determining the skills and knowledge required by the incumbent to carry out the job in a satisfactory manner. The information obtained is recorded on a specially designed Job Analysis Form.

c. Job Description

The third step is to prepare the Job Descriptions. This simply means putting down in an orderly and standardized form the information obtained through job analysis.

The Job Description consists of two parts:

- (1) A concise description of the duties and responsibilities of the job.
- (2) A specification of the minimum education, training and related experience required for carrying out such duties and responsibilities to acceptable standards.

The Job Description is normally prepared either by a Job Analyst or by the job supervisor with the assistance of a Job Analyst. It is always subject to the approval of concerned management. Once approved, the Job Description becomes the formal record of the duties, responsibilities and minimum requirements of the job for the purpose of Job Evaluation.

d. Job Evaluation and Classification

Based on the information contained in the Job Description, the job will be evaluated under the Job Evaluation Plan. The total points scored for the job will determine its grade classification according to the point ranges established for each grade under the Plan.