

# EPCOR/HAY JOB EVALUATION SYSTEM

## Stream and Level Descriptors

There are four Job Streams in the EPCOR/CSU job structure and each is then broken down into four Levels. The following pages describe each Stream and Level combination (called Job Levels). For each Job Stream, minimum entry qualifications are provided. For each Job Level, example duties and responsibilities and benchmark position descriptors are provided. A benchmark position is a job that is considered to be representative of a similar level of work across all of EPCOR's positions.

The information above, along with data collected in the Position Profile Questionnaire, is used by the HAY Job Evaluation Committee (HJEC) in a rigorous and consistent methodology. The HJEC utilizes the HAY Guide Chart Profile Method™ to assign points to every CSU job across EPCOR. Attributes of a CSU job are categorized into Know-How, Problem Solving and Accountability. These attributes are then compared to HAY terminology in the Guide Charts to determine how many points are assigned for each category.

While reading through the Stream and Level descriptors, here are some things to consider:

- While the following pages do not go into detail on what HAY components determine Job Levels, they do provide an overview of the kind of information that is reviewed by HJEC in determining a job's allocation.
- The Stream which a job fits in is determined by the minimum entry qualifications of that job and not the job's point total.
- Jobs earn HAY points according to the content of their role, i.e., the functions performed by an incumbent in that position for the majority of time. Any job content that is of a temporary or one-time nature would not earn points as they fall outside the bounds of typical job content.
- The Stream and Level descriptors have been provided for informational purposes only and do not necessarily represent specific positions in EPCOR or roles performed by those positions.

Please click on the Job Stream for detailed descriptions:

[Administrative Stream \(Stream A\)](#)

[Technical Stream \(Stream T\)](#)

[Professional Stream \(Stream P\)](#)

[Information Technology \(Stream IT\)](#)

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## Administrative Stream (A)

# EPCOR/HAY JOB EVALUATION SYSTEM

Primarily requires an administrative skill set to be successful in the job.

## Minimum Entry Qualifications

- Completion of Grade 12 or equivalent
- May have related administrative experience
- May have some office administration training/coursework
- Required competencies can be learned on the job

## Description by Level

### Typical A1 - Full Working Level

- This is a fully functional, working level administrative job
- Functions are usually performed under close supervision or via well defined procedures
- Competence at this level typically requires some directly related experience (0-2 years) however, in most cases, knowledge is developed with on-the-job training
- Required to demonstrate basic understanding of their field of work, perform routine work and be able to analyze/solve basic problems
- Required to recognize limitations and request help where appropriate

### Some Examples of Benchmark Jobs

*As a reminder – job evaluation focuses on content and not job title*

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### Typical A2 - Senior Working Level

- This is a senior working level administrative job
- Progress and results on assigned projects would be reviewed by a supervisor
- Competence at this level typically requires a comprehensive amount of experience, including 3-4 years of directly related experience and would typically be broader than at Job Level A1
- Required to demonstrate a comprehensive level of knowledge allowing them to lead small to moderately complex assignments. In some cases, the job may require a specialized level of knowledge
- May provide guidance to junior peers but would typically not have formal supervisory responsibilities

### Some Examples of Benchmark Jobs

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### Typical A3 - Specialized Level

# EPCOR/HAY JOB EVALUATION SYSTEM

- This is a senior working level administrative job but differentiated from level A2 by the additional depth of knowledge required
- Progress and results on larger projects would be reviewed by a supervisor
- Competence at this level requires superior knowledge, an extensive amount of experience and understanding of the area of responsibility including 5+ years of directly related experience
- Required to demonstrate superior breadth and depth of knowledge in resolving problems and an awareness of interrelationships with other areas
- May coordinate activities of a team or work independently in a specialized area
- May instruct and guide less experienced employees but no formal supervisory responsibilities

## Some Examples of Benchmark Jobs

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## Typical A4 – Specialist or Leader Level

- This is a specialist or supervisor working level administrative job
- Differentiated from level A3 by the specialization of the work or the supervisory nature of the responsibilities, i.e., the majority of the job involves the supervision of others.
- Competence at this level requires a seasoned individual that demonstrates significant depth and breadth of technical, business and supervisory skills with specialized experience that includes 5+ years of directly related experience.
- As a Specialist, this position requires skills and knowledge that are critical to the success of the unit
- As a Leader, this position may be accountable for the development and administrative/operational aspects of a work unit, guided by corporate policies and procedures. The majority of time is spent coordinating and planning day-to-day operations.

## Some Examples of Benchmark Jobs

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## Technical Stream (T)

Primarily requires a technical skill set to be successful in the job.

## Minimum Entry Qualifications

- Successful completion of a 2-year Post-Secondary Diploma

## Description by Level

### Typical T1 – Full Working Level

# EPCOR/HAY JOB EVALUATION SYSTEM

- This is a fully functional, working level technical job
- Functions are usually performed under close supervision or via well defined procedures
- Competence at this level typically requires some directly related experience (0-3 years) however, in most cases, knowledge is developed with on-the-job training
- Required to demonstrate basic understanding of their field of work, perform routine work and be able to analyze/solve basic problems
- Required to recognize limitations and request help where appropriate

## **Some Examples of Benchmark Jobs**

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## **Typical T2 - Senior Working Level**

- This is a senior working level technical job
- Progress and results on assigned projects would be reviewed by a supervisor
- Competence at this level typically requires a comprehensive amount of experience, including 4-6 years of directly related experience. The scope of experience would typically be broader than at Job Level T1
- Required to demonstrate a comprehensive level of knowledge allowing them to lead small to moderately complex assignments. In some cases, the job may require a specialized level of knowledge
- May provide guidance to junior peers but would not have formal supervisory responsibilities

## **Some Examples of Benchmark Jobs**

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## **Typical T3 - Specialized Work**

- This is a senior working level technical job but differentiated from level T2 by the additional depth of knowledge required
- Progress and results on larger projects would be reviewed by a supervisor
- Competence at this level requires superior knowledge, an extensive amount of experience and understanding of the area of responsibility including 7-10 years of directly related experience
- More latitude/ability to deviate from standard practices due to greater knowledge base
- Required to demonstrate superior breadth and depth of knowledge in resolving problems and an awareness of interrelationships with other areas
- May coordinate activities of a team or work independently in a specialized area
- May instruct and guide less experienced employees but no formal supervisory responsibilities

## **Some Examples of Benchmark Jobs**

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## **Typical T4 - Specialist or Leader**

# EPCOR/HAY JOB EVALUATION SYSTEM

- This is a specialist or supervisor working level technical job
- Differentiated from level T3 by the specialization of the work or the supervisory nature of the responsibilities, i.e., the majority of the job involves the supervision of others.
- Competence at this level requires a seasoned individual that demonstrates significant depth and breadth of technical, business and supervisory skills with specialized experience that includes 5+ years of directly related experience.
- As a Specialist, this position requires skills and knowledge that are critical to the success of the unit.
- As a Leader, this position may be accountable for the development and administrative/operational aspects of a work unit, guided by corporate policies and procedures. The majority of time is spent coordinating and planning day-to-day operations.

## **Benchmark Jobs**

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## **Professional Stream (P)**

Primarily requires a professional skill set to be successful in the job

### **Minimum Entry Qualifications**

- Successful completion of a 4-year Degree program
- May require a professional designation

### **Description by Level**

#### **Typical P1 - Full Working Level**

- This is a fully functional, working level professional job
- Functions are usually performed under close supervision or via well defined procedures
- Competence at this level typically requires some directly related experience (0-3 years) however, in most cases, knowledge is developed with on-the-job training
- Required to demonstrate basic understanding of their field of work, perform routine work and be able to analyze/solve basic problems
- Required to recognize limitations and request help where appropriate

#### **Some Examples of Benchmark Jobs**

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#### **Typical P2 - Senior Working Level**

# EPCOR/HAY JOB EVALUATION SYSTEM

- This is a senior working level professional job
- Progress and results on assigned projects would be reviewed by a supervisor
- Competence at this level typically requires a comprehensive amount of experience, including 4-6 years of directly related experience. The scope of experience would typically be broader than at Job Level P1
- Required to demonstrate comprehensive depth and breadth of knowledge allowing them to lead small to moderately complex assignments. In some cases, the job may require a specialized level of knowledge
- May provide guidance to junior peers but would not have formal supervisory responsibilities

## **Some Examples of Benchmark Jobs**

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## **Typical P3 - Specialized Work**

- This is a senior working level professional job but differentiated from level P2 by the additional depth of knowledge required
- Progress and results on larger projects would be reviewed by a supervisor
- Competence at this level requires superior knowledge, an extensive amount of experience and understanding of the area of responsibility including 7-10 years of directly related experience
- More latitude/ability to deviate from standard practices due to greater knowledge base
- Required to demonstrate superior knowledge in resolving problems and an awareness of interrelationships with other areas
- May coordinate activities of a team or work independently in a specialized area
- May instruct and guide less experienced employees but no formal supervisory responsibilities

## **Some Examples of Benchmark Jobs**

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## **Typical P4 - Specialist or Leader**

- This is a specialist or supervisor working level professional job differentiated from level P3 by the specialization of the work or the supervisory nature of the responsibilities, i.e., the majority of the job involves the supervision of others.
- Competence at this level requires a seasoned individual that demonstrates significant depth and breadth of technical, business and supervisory skills with specialized experience that includes 7-10 years of directly related experience.
- As a Specialist, this position requires skills and knowledge that are critical to the success of the unit.
- As a Leader, this position may be accountable for the development and administrative/operational aspects of a work unit, guided by corporate policies and procedures. The majority of time is spent coordinating and planning day-to-day operations.

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# EPCOR/HAY JOB EVALUATION SYSTEM

## Information Technology Stream (IT)

Primarily requires an information technology skill set to be successful in the job.

### Minimum Entry Qualifications

- Successful completion of a 2-year Post-Secondary Diploma or a 4-year Degree program

### Description by Level

#### Typical IT1 - Working Level

- This is a fully functional, working level Information Technology job
- Functions are usually performed under close supervision or via well defined procedures
- Competence at this level typically requires some directly related experience (0-3 years) however, in most cases, knowledge is developed with on-the-job training
- Required to demonstrate basic understanding of their field of work, perform routine work and be able to analyze/solve basic problems
- Required to recognize limitations and request help where appropriate

#### Benchmark Jobs

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#### Typical IT2 - Senior Working Level

# EPCOR/HAY JOB EVALUATION SYSTEM

- This is a senior working level Information Technology job
- Progress and results on assigned projects would be reviewed by a supervisor
- Competence at this level typically requires a comprehensive amount of experience, including 4-6 years of directly related experience. The scope of experience would typically be broader than at Job Level IT1
- Required to demonstrate comprehensive depth and breadth of knowledge allowing them to lead small to moderately complex assignments. In some cases, the job may require a specialized level of knowledge
- May provide guidance to junior peers but would not have formal supervisory responsibilities

## **Some Examples of Benchmark Jobs**

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## **Typical IT3 - Specialized Work**

- This is a senior working level Information Technology job but differentiated from level IT2 by the additional depth of knowledge required
- Progress and results on larger projects would be reviewed by a supervisor
- Competence at this level requires superior knowledge, an extensive amount of experience and understanding of the area of responsibility including 7-10 years of directly related experience
- More latitude/ability to deviate from standard practices due to greater knowledge base
- Required to demonstrate superior breadth and depth of knowledge in resolving problems and an awareness of interrelationships with other areas
- May coordinate activities of a team or work independently in a specialized area
- May instruct and guide less experienced employees but no formal supervisory responsibilities

## **Some Examples of Benchmark Jobs**

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## **Typical IT4 – Specialist or Leader**

- This is a specialist or supervisor working level Information Technology job
- Differentiated from level IT3 by the specialization of the work or the supervisory nature of the responsibilities, i.e., the majority of the job involves the supervision of others.
- Competence at this level requires a seasoned individual that demonstrates significant depth and breadth of technical, business and supervisory skills with specialized experience that includes 7-10 years of directly related experience.
- As a Specialist, this position requires skills and knowledge that are critical to the success of the unit.
- As a Leader, this position may be accountable for the development and administrative/operational aspects of a work unit, guided by corporate policies and procedures. The majority of time is spent coordinating and planning day-to-day operations.

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