Specification of Competency Standards for Human Resource Management
Unit of Competency

Title	Conduct job evaluation and analysis
Code	106968L5
Range	Defining duties, responsibilities, accountabilities and skills associated with a particular job; then using appropriate approach to validate the value of the job in the market and its relationship to other jobs in the organisation. This applies to the process of conducting job evaluation and analysis for analysing the contributions of a job to the organisation's value proposition with reference to internal relativity and market benchmarking, as well as slotting jobs into appropriate pay grades and classification of relevant job family / job function.
Level	5
Credit	5
Competency	Performance Requirements 1. Knowledge in the Subject Area • Understand principles and methodologies of different job evaluation approaches (e.g. point approach, ranking approach, classification approach) 2. Applications and Processes • Select the most suitable job evaluation approach in consideration of the nature of the organisation (e.g. a more scientific or quantitative approach for a large organisation) • Conduct job evaluation and analysis to assess experience and skills necessary to perform particular job duty with reference to the latest job description • Validate contributions of the jobs to the organisation's value proposition • Slot jobs into appropriate pay grades and classify them to relevant job family / job function • Review and validate job descriptions • Link internal job evaluation results with market benchmark levels 3. Professional Behaviour and Attitude • Always slot positions into appropriate pay grades based on job evaluation results
Assessment Criteria	The integrated outcome requirements of this UoC are: • Implementation of analysis on experience and skills necessary to perform particular job duty with reference to the latest job description in respective operating markets and jurisdictions. • Execution of slotting jobs into appropriate pay grades and classification of relevant job family / job function. • Establishment of linkage between internal job evaluation results and market benchmark levels.
Remark	