

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Design job / pay grade structure
Code	106969L6
Range	Designing job / pay grade structure for existing employees and maintaining equity among the jobs. This applies to the development of policies and guidelines on the job / pay grade structure for providing a structure for compensating all levels of employees, managing domestic and international payroll, reflecting relativity and enabling career progression within the organisation in a fair and equitable manner.
Level	6
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <ul style="list-style-type: none"> • Understand that clear job / pay grade structure facilitates objective decisions on pay and career progression in respective operating markets and jurisdictions • Understand the basic steps to design a job / pay grade structure (e.g. job analysis and evaluation, pay survey analysis, pay policy development, pay structure formation) • Understand different job families / job functions and respective career progression and development opportunities in the organisation <p>2. Applications and Processes</p> <ul style="list-style-type: none"> • Develop career ladders and career paths for employees to enhance their knowledge and skills • Determine an appropriate number of job / pay grades that clearly distinguish among different job levels and corresponding levels of knowledge, skills and responsibilities • Define job / pay grade descriptions • Design job / pay grade structure effectively to support employees' career progression and development opportunities (e.g. clarifying distinctions among grades, setting criteria for career movement) • Investigate career paths and career ladders according to each job family and job / pay grade structure <p>3. Professional Behaviour and Attitude</p> <ul style="list-style-type: none"> • Proactively design policies and guidelines on job / pay grade structure to support organisational development and maintain internal equity • Compare non-benchmark jobs to benchmark jobs within the same job family / job function in accordance with factors important to that job family / job function
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of career ladders and career paths within the organisation. • Establishment of a job / pay grade structure with clear description of each job / pay grade that distinguishes among different job levels and corresponding levels of knowledge, skills and responsibilities. • Establishment of policies and guidelines on job / pay grade structure in respective operating markets and jurisdictions to support organisational development and maintain internal equity.
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