



Job Analysis and Classification Policy

Purpose:

To identify the process to be followed for job analysis and classification at the EPS.

Statement of Principle:

The job analysis and classification process is aligned with the budget planning process of the EPS and the evaluation of various job related responsibilities. Human Resources Division (HRD) is responsible for conducting job analysis, and to ensure relativity, consistency, and reasonableness in utilizing the classification system appropriately.

Policy Statement:

To promote efficiency and effectiveness, personnel strength of the EPS is based on workload demands. Job analysis and classification aids in:

1. Allocation and Distribution of Personnel.
2. Reclassification of Members.
3. Creation of Permanent Positions.
4. Creation of Temporary or Casual Positions.