

Job Classification System

EXAMPLE TASKS P&O SCALES 2 TO 5

Disclaimer: this job family assumes that the preceding level has been fully mastered before tasks at the next level are carried out.

Employee A, scale 2	Employee B, scale 3	Employee C, scale 4	Employee D, scale 5
Results to be achieved: Administrative support			
	- Processes changes in an (automated) file: personal details, start of employment, salary, salary number, granting of allowances, transfer, dismissal; - Records and administers standard sickness and leave data; - Sends forms in good time, sends reminders and checks data for completeness and numerical accuracy, in accordance with the directions given; - Handles all standard processing work that arises.	- Manages personnel files; - Draws up standard letters, such as notifications, requests for information, rejections of applicants, invitations to medical examinations, background checks, appointments, participation in courses/training, sickness and accident notifications, and long-service anniversaries; - Requests missing data; - Surveys participants in courses and/or training, registers the candidates put forward and allocates them; - Checks (travel and accommodation cost) expense claims for completeness; - Arranges registrations for collective insurance; - Processes changes and checks the completeness of deduction data and contributions payable; - Collects data from the personnel and payroll records for annual reports, for example.	- Groups information on vacancies, advertisements and applicants and sets it out clearly in reports; - Categorises applications against the primary appointment requirements for the committees and issues rejection letters stating the grounds for rejection; - Reserves venues for courses and arranges for the necessary (audiovisual) resources to be available; - Sends completed application forms to the bodies handling them, provides additional information (by telephone) where necessary and conducts the standard correspondence on this; - Applies rules on payments for overtime, irregular hours, deputising allowances, contributions towards relocation costs, medical costs, etc., handles applications and makes standard calculations; - Verifies the lawfulness and correctness of applications by carrying out checks; - Prepares (employment) contracts for start of employment, transfer and dismissal, appointment on a temporary or permanent basis, and the granting of allowances; - Checks and/or recalculates expense claims; - Makes changes to establishment/staffing reports and keeps these up to date; - Maintains the records and the archives.

Job Classification System

Employee A, scale 2	Employee B, scale 3	Employee C, scale 4	Employee D, scale 5
Results to be achieved: Provision of information			
		Answers regularly occurring standard questions about procedures and administrative practice, stage of processing, etc.	- Provides information to applicants, orally and in writing, about application procedures; - Provides information about the content of and conditions for participation in training courses, or alternative or additional training options, and assesses applications against the conditions set; - Provides information about arrangements and procedures and assists with completing various application and appointment forms (life-course savings, pension and redundancy pay).