

# Job Classification System

## EXAMPLE TASKS P&O SCALES 6 TO 8

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

| Employee E, scale 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Employee F, scale 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Employee G, scale 8                                                                                                                                                                                                                                                                                                                                                                             |
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| Results to be achieved: Administrative support and staff welfare                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Draws up and issues employer's statements;</li> <li>• Checks changes submitted, consults on these where necessary and processes them in the personnel information and payroll system;</li> <li>• Draws up employment contracts;</li> <li>• Calculates salaries or checks the salary grading of staff;</li> <li>• Arranges the payment of payroll tax, social security contributions, pension contributions, etc.;</li> <li>• Arranges the application and calculation of the current collective agreement (cao) arrangements, such as reduction of duties on grounds of age, application of the older-staff arrangements and the life-course savings scheme, old-age pension, invalidity pension, sustainable employability, etc.;</li> <li>• Handles the input of salary data, checks the output and produces expenditure reports;</li> <li>• Contributes in cases of (long-term) sickness of staff members, monitors the planning and progress of reintegration processes in cases of incapacity for work, assessment procedures, training plans, etc.;</li> <li>• Arranges applications for benefits (ABP, UWV, etc.);</li> <li>• Produces reports on vacancies/redundancy and mobility;</li> <li>• Manages the vacancies website.</li> </ul> | <ul style="list-style-type: none"> <li>• Plans and organises induction, placement and training programmes;</li> <li>• Monitors dismissal formalities, such as life-course savings, pension and redundancy pay;</li> <li>• Manages and maintains the application for allocating lessons and duties;</li> <li>• Produces reports on suitable staff members based on qualifications for open vacancies;</li> <li>• Handles applications for declarations of unfitness for work under the WIA;</li> <li>• Provides second-line support to P&amp;O officers in the area of personnel and payroll records (PSA) and employment law status;</li> <li>• Draws up the salary cost budget;</li> <li>• Conducts selection interviews together with the management;</li> <li>• Maintains contacts with the UWV, school management and other bodies;</li> <li>• Carries out comparative research into the costs of training programmes and conference venues;</li> <li>• Contracts training institutes and conference venues for various training courses.</li> </ul> | <ul style="list-style-type: none"> <li>• Monitors the established establishment budgets and advises on these;</li> <li>• Develops proposals for the organisation of the personnel and payroll records;</li> <li>• Coordinates the tasks of the personnel and payroll records function;</li> <li>• Generates steering information (key figures) for the management and advises on it.</li> </ul> |

# Job Classification System

| Employee E, scale 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Employee F, scale 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Employee G, scale 8                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| Results to be achieved: Provision of information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Provides information on more complex arrangements and procedures to staff members;</li> <li>• Provides general information to applicants about job content, application procedure, salary, progress, etc.;</li> <li>• Acts as point of contact for the (general) management and the employees on current matters in the area of personnel management, and handles the intake of new staff members;</li> <li>• Manages the pool of stand-ins/replacements and calls in supply staff;</li> <li>• Coordinates, monitors and evaluates the deployment of agency workers and trainees, maintains contacts with employment agencies, verifies the rates and informs the relevant line manager.</li> </ul> | <ul style="list-style-type: none"> <li>• Oversees the implementation of the more complex employment law arrangements and provides information on these to the management and staff members;</li> <li>• Generates steering information for the management;</li> <li>• Studies arrangements (including sensitive employment law arrangements, such as attachment of earnings and disciplinary sanctions), assesses their consequences for staff and their applicability in specific situations, and provides information on this to the relevant line managers.</li> </ul> | <ul style="list-style-type: none"> <li>• Provides information to the management and staff members on complicated employment law matters;</li> <li>• Advises management on preparing and implementing HR/staffing policy and on the employment law decisions to be taken;</li> <li>• Studies arrangements and produces advisory memoranda for the further policy-developing process, based on changing legislation and regulations in the personnel field.</li> </ul> |