



the dpsa

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TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

IMPLEMENTATION OF THE AMENDMENT TO PSCBC RESOLUTION 3 OF 2009 AND THE GRADING OF JOBS/POSTS ON SALARY LEVELS 9/10 AND 11/12

1. Please note that this Circular must be read in conjunction with PSCBC, **Resolution 3 of 2009 and Circular 16/P dated 12 September 2011.**
2. In terms of Clause 18.1 of PSCBC, Resolution 1 of 2012 determines that; "*clause 3.6.3.2 of PSCBC, Resolution 3 of 2009, is hereby amended to allow employees whose posts are graded on salary level 10 and 12, to be appointed and remunerated on salary levels 10 and 12 respectively*".
3. In accordance with section 5(6)(a) of the Public Service Act, 1994, as amended, a Resolution of Council, is a **determination made by the Minister for the Public Service and Administration (MPSA)** in terms of section 3(5) of the Act for Public Service Act appointees. A similar provision applies to Correctional Service Act appointees. In accordance with section 5(6)(b) of the Public Service Act the Minister for the Public Service and Administration may for proper implementation of the collective agreement, elucidate or supplement such determination by means of a directive, **provided that the directive is not in conflict or does not derogate from the terms of the agreement.**
4. This Circular therefore serves as an *Implementation Directive* by the Minister for Public Service and Administration, to elucidate or supplement the Determination in respect of Clause 18.1 of PSCBC, Resolution 1 of 2012.

Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeliso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

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LiTiko le Tebasebenti baHulumende nekuPhatsa . ISebe leNkonzo kaRhulumente noLawulo . UmNyango wemiSebenzi kaRhulumente nokuPhata

5. In this regard, the Minister for the Public Service and Administration determined the following for the specific post categories:

(a) **Posts graded on salary levels 10 and 12 since the implementation of PSCBC, Resolution 3 of 2009.**

- (i) The salary levels of such posts will have to be reconsidered in terms of the revised job weight ranges determined by the Minister for the Public Service and Administration (MPSA) which came into effect from 1 October 2011, under cover of Circular 16/P dated 12 September 2011 (copy attached for your convenience). This meant that this circular **removed** any job weight range overlap between salary levels 9 and 10, as well as salary levels 11 and 12.
- (ii) This effectively means that the grade of the jobs will have to be reconsidered in terms of the revised job weight ranges. For example a job obtained a job weight score of 540. Under the pre-revised job weight ranges applicable before 1 October 2011 (attached for your convenience) this score falls in the overlap between the job weight ranges applicable to salary levels 9 and 10. As there was discretion to allocate a salary grade, the job could have been graded at salary level 10. However, under the revised job weight ranges applicable from 1 October 2011 the score falls in the job weight range attached to salary level 9 and the job will therefore have to be graded at salary level 9.
- (iii) However, **no** retrospective implementation of regrades must be done prior to 1 August 2012.
- (iv) To ensure that the implementation of Clause 18.1 of the Resolution is done in a uniform manner, the MPSA directed in terms of PSR Chapter 1, Part I G - *"that only employees serving in posts that were graded on salary levels 10 and 12 since the implementation of Resolution 3 of 2009 up to and including 31 July 2012, be automatically absorbed into the regraded posts with effect from 1 August 2012, on condition that such posts were previously job evaluated and graded at salary levels 10 or 12 in terms of the revised job weight ranges as specified in terms Circular 16/P dated 12 September 2011"*.
- (v) With the consideration of the grading of existing posts, either prior to 1 October 2011 or subsequent to 1 August 2012, it should be ensured that due job evaluation processes are followed and that there is compliance with Circular 16/P dated 12 September 2011, to prevent any unnecessary queries, grievances or disputes.

(b) **Grading of posts on salary levels 9/10 and 11/12 NOT covered by paragraph (a) above**

- (i) The grading or regrading of all other posts either at salary levels 9/10/11 or 12 not covered by paragraph (a) above, as well as, the absorption of employees into regraded posts, will have to be done in terms of the relevant Public Service Regulations and Provisions.
- (ii) The grading of all posts already advertised must be amended in terms of the measures of this Circular.

Core business (line function) posts

(iii) Departments must still grade new posts and regrade existing posts in the **core business (line function)** with the job evaluation processes if the posts are not covered by an OSD.

* Salary levels 10 and 12 can be utilised as separate organisational levels in the **core business (line function)** environment to assist departments with the recruitment and retention of employees if supported by job evaluation process.

* This approach should however only be followed if justifiable from an organisation and job evaluation perspective and should be applied with circumspect.

Corporate services (Program 1) posts

(iv) Jobs within the corporate services functional area are generic and transversal in all departments in the Public Service and such jobs that are the same or similar must be graded the same. Generic functional structures were developed to assist departments with the determination of their organisation structures on a justifiable basis. Benchmark job weights need to be used where available.

(v) Considering the aforementioned the MPSA directed in terms of Section 3. (1)(c) and 3.2) of the Public Service Act that: *"Should executive authorities grade new jobs/posts or regrade existing jobs/posts within the corporate services environment at salary levels 9,10 ,11 or 12 grades of such jobs/posts **must be consulted with and recommended by the MPSA before a final decision on the grade of the post is taken so as to ensure contemporaneous consistency**".*

(vi) The authority vested in executive authorities to grade jobs is established in terms of the Public Service Regulations, Chapter 1, Part V C. 1. However, the MPSA may establish norms and standards in terms of Section 3 of the Public Service Act. This authority is established in terms of the aforesaid legislation that supersedes the authority established in terms of subordinate legislation.

(c) Related matters

(i) The funds to implement regrades must be defrayed from departmental budgets.

(ii) All other grading or regrading of posts and the absorption of employees into regraded posts will have to be done in terms of the Public Service Regulations.



DIRECTOR-GENERAL

2013/ 2 / 25



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TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

JOB WEIGHT RANGES FOR THE EQUATE JOB EVALUATION SYSTEM

1. Following the conclusion of PSCBC Resolution 3 of 2009 the Minister approved an implementation directive that was communicated to departments' under cover of Circular no 2 of 2009. Paragraph 7.12.3 of the Circular determines as follows:

"The Minister for the Public Service and Administration directed that where the job score for a specific job falls in the discretionary area between two consecutive salary ranges from levels 1 to 12, an executive authority must grade the post at the grade attached to the lower job weight range. This directive is being given to promote consistency in the grading of jobs and to curtail HR expenditure".

2. The above mentioned directive in effect made the job weight ranges distinct. However, as a result of, *inter alia*, the impact of the directive under certain circumstances it became clear that a more flexible approach with regard to the utilisation of the discretionary area was required. The above mentioned directive was therefore reconsidered and the conclusion was reached that the impact could be reduced by adopting the current mean as cut-off point to make the job weight ranges distinct to promote consistency in the grading of similar jobs.
3. Following the aforementioned the Minister for Public Service and Administration directed that Paragraph 7.12.3 of Circular no 2 of 2009 be amended as follows:
"The Minister for the Public Service and Administration directed that where the jobs score for a specific job falls in the discretionary area between two consecutive salary ranges. An Executive Authority must grade the post according to the job weight ranges set out in the document attached as Annexure A". The Minister directed that the amended directive be implemented with from 1 October 2011.

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4. The equate software will be amended in due time to reflect this position. It will be appreciated if the jobs scores determined with Equate will be graded according to the job weight ranges set out in Annexure A.


// DIRECTOR-GENERAL

DATE: 12/09/2011

ANNEXURE A

**JOB WEIGHT RANGES AND LINKS TO SALARY GRADES
WITH EFFECT FROM 1 OCTOBER 2011**

SALARY GRADES	JOB WEIGHT RANGES	
	MINIMUM JOB WEIGHT	MAXIMUM JOB WEIGHT
1	86	137
2	138	190
3	191	243
4	244	295
5	296	348
6	349	400
7	401	453
8	454	506
9	507	559
10	560	611
11	612	663
12	664	716
13	717	769
14	770	821
15	822	895
16	896	1000