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TO ALL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS

BENCHMARK JOB DESCRIPTIONS AND GRADING LEVELS FOR THE THREE SALARY LEVELS OF WORKS INSPECTORS

1. The Minister for the Public Service and Administration issued a directive in 2004 to provide for a process in terms of which the upgrading of occupations, which are utilised by more than one department, should be co-ordinated amongst the departments involved. This directive was communicated to executing authorities under cover of a letter dated 26 March 2004 (sample copy attached for your convenience as Annexure A).
2. A process to co-ordinate the upgrading of Works Inspectors was established by the KwaZulu-Natal Department of Public Works who led/managed the process. In the process, benchmark job descriptions were developed for three levels of jobs of Works Inspector. The job descriptions were consulted with departments and the information in the final job descriptions was utilized to evaluate the jobs with the job evaluation system. Quality Assurance on the job evaluation results was done by a Panel consisting of representatives from national and provincial departments.
3. On 1 March 2007, the National Department of Public Works held a Heads of Department (HoDs) meeting and the DPSA was invited to make a short presentation regarding the finalization of the process. At the said meeting, the HoDs of Public Works in the various provinces undertook to co-ordinate the consultation process within the provinces, therefore to gather all the inputs/comments from other HoDs in all departments where Works Inspectors are employed.
4. The inputs received were considered and the job evaluation and grading results adjusted, where justifiable. Flowing from this process, it was clear that there was a general acceptance and support from the relevant role players for the proposed job descriptions, grading results and implementation strategy.

5. Departments/provincial administrations where Works Inspectors are employed were informed of the benchmark job descriptions and grading levels for the salary levels of Works Inspector on salary level 6 (entry level), Chief Works Inspector on salary level 8 (production level and lower level supervision) and Control Works Inspector on salary level 10 (first level management). The co-ordinated results and salary levels were communicated to all the departments that employ Works Inspectors through the MPSA's letters that were signed on 30 May 2007 and 19 June 2007 consecutively. In its consultation with all the HoDs that employ Works Inspectors, the DPSA requested the final inputs/comments with the closing date of 15 June 2007. Following this process, it was recommended that the posts of Works Inspector should be graded as follows:

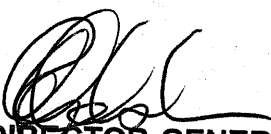
JOB	WORK LEVEL	JOB GRADE
Works Inspector	Perform basic inspection services	6
Chief Works Inspector	Perform complex inspection services and first level supervision	8
Control Works Inspector	Perform first level management functions	10

The detailed benchmark job descriptions and grading levels are attached as Annexures B and C.

6. Following the foregoing process, the Minister for the Public Service and Administration approved that the co-ordinated benchmark job descriptions, job evaluation results and implementation strategy be issued to departments/provinces as formal advice and guidelines in terms of Chapter 1, Part III.1.4 of the Public Service Regulations (PSR), 2001. The implementation strategy, containing translation measures, is also attached as Annexure D. With regard to the implementation of the job descriptions, job evaluation results and implementation strategy, the following should be noted:
- (a) The benchmark job descriptions, job evaluations results and implementation strategy serve as advice in accordance with Chapter 1, Part III.1.4 of the PSR. This means that departments must still obtain the approval of their executing authorities for the amendment of the existing job descriptions, the grading of the relevant posts and the absorption of employees in the regraded posts in terms of the applicable parts of the PSR.
 - (b) One of the big problems identified during this process was job hopping between provinces as a result of inconsistencies in the grading of the relevant jobs. The DPSA would like to appeal to all departments to regrade the relevant posts on the basis of the work levels and grades indicated in paragraph 5 above and the functions as set out in the job descriptions. This will ensure that the principle of equal pay for work of equal value is adhered to and that inconsistencies between different departments are avoided. Note should be taken that the date of implementation also impacts on inconsistencies.

- (c) After the relevant posts have been regraded as indicated in sub-paragraphs (a) and (b) above, the incumbent employees have to be translated to the regraded posts. Departments will have to compare the existing jobs and competencies of the incumbents with the benchmark job descriptions to determine how employees should be absorbed in the new grade structure. To assist in this regard the implementation strategy attached as Annexure D was developed. The implementation measures set out in Annexure D can be summarized as follows:
- (i) Employees currently on salary range 6 should remain in posts on salary range 6 (entry level) if basic inspection services are performed.
 - (ii) Employees currently on salary range 7 should be absorbed into posts on salary range 8 if inspection services of a more complex nature are performed.
 - (iii) Employees currently on salary range 8 should remain in posts on salary range 8 if inspection services of a more complex nature are performed.
 - (iv) Employees currently on salary range 9 who perform first level management in the inspectorate should be absorbed into posts on salary range 10.
 - (v) Employees currently on salary range 10 should remain in posts on salary range 10 if they perform first level management functions in the inspectorate.
- (d) It is important to note that the translation of employees to the higher graded posts should be considered based on their competencies to perform the work attached to these posts. Departments should also ensure during this process that the requirements of Chapter 1, Part V.C.6 of the Public Service Regulations are adhered to. Employees who retain their existing salaries on a personal basis will not qualify for pay progression while on personal salaries.
7. All the departments that employ the Works Inspectors should also take the following important issues into account during the implementation of the co-ordinated results:
- (a) The benchmark job descriptions do not detract from the Executing Authority's powers to manage his/her Department and to determine an organizational structure that suites the service delivery requirements of the environment in which the Department operates. If required, jobs that differ from the benchmark job descriptions may be created and graded.
 - (b) The specific competencies required for each job should be determined in line with the competency frameworks and other requirements referred to in the benchmark job descriptions.

- (c) Where the Works Inspector job (at any level) in a department differs significantly from the benchmark job descriptions, the relevant job description should be amended accordingly or a new job description should be developed. If these differences are significant, the job should also be evaluated with the prescribed job evaluation system. In such cases departments may utilize the attached job evaluation results and only change the responses to questions on aspects of the job where it differs significantly from the benchmark evaluation in order to determine the appropriate grading level.
 - (d) Departments should note that in accordance with PSR Chapter 1, Part V.C.7, the absorption of incumbent employees into higher graded posts can only be effected on the first day of the month following the month during which the executing authority approves that absorption.
 - (e) According to the cost implications calculated by the relevant employing departments, the current total cost to absorb employees into the revised salary grades with effect from 1 April 2007 until 31 March 2008 (full year), the absorption will be R10 million. It is important for the departments to note that no additional funds will be provided by the DPSA or National Treasury for this exercise. Departments will have to defray the costs from their own budgets.
8. With a view to ensure implementation from a uniform date, particularly considering the challenges of implementation from different (effective) dates by the various departments/provinces as seen in the past, the DPSA wishes to advise departments to consider implementing the benchmark job descriptions as well as the grading levels with effect from 1 April 2008.
9. Information on the job descriptions and the job evaluation results can, on request, be supplied in electronic format. Please submit requests to Ms DP Pesa via e-mail Disebop@dpsa.gov.za or fax 086 519 2775.


1 DIRECTOR-GENERAL

DATE: 14.12.07