

# JOB CLASSIFICATION STANDARDS IN THE UNITED NATIONS

*Professional and higher categories*

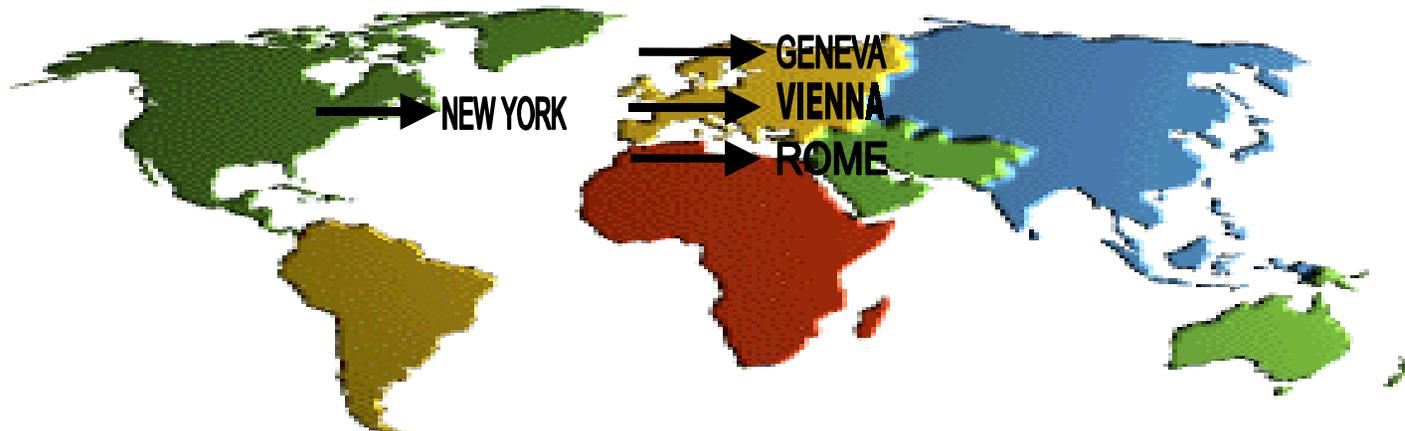
# P

- ✿ master standard
- ✿ tier II standards
- ✿ Supplement for project posts

*General service and related categories*

# GS

- ✿ global non-headquarters duty stations
- ✿ common headquarters duty stations:



# CLASSIFICATION STRUCTURE

Grades	Standards	Comments
Category allocation	CCOG	1979
<b>Professional and Higher categories</b>		
P1-P5	Master Standard Tier II (when applicable)	1981
D1 and Above	Master Standard and/or decision of Executive Heads	1981
National Officers	Master Standard UNICEF/UNDP	Special conditions 4 levels A-B-C-D
<b>General Service category</b>		
Field	Global Non-Headquarters duty stations Other specific duty stations	1991 (7 levels) - Conversion
HQ	Common Standards New York Geneva Vienna	1982 1991 1986

**INTERNATIONAL CIVIL SERVICE COMMISSION**  
*(ESTABLISHED IN 1975)*

*Article 13 of the ICSC Statute:*

**"The Commission shall establish job classification standards for all categories of staff in fields of work common to several of the organizations. It shall advise the organizations on the development of consistent job classification plans in other fields of work".**

At the time ICSC was established,

The Common System of UN organizations

- = had a common grading structure and salary scale
- = did not have common grading practice

consequence = value of a grade in one organization was not necessarily consistent with the value of the same

## COMMON CLASSIFICATION OF OCCUPATIONAL GROUPS (CCOG)

### SCHEMA OF OCCUPATIONAL GROUPINGS

- **Occupational groups or categories** (first digit 1, 2 or 3) very broad category of work:
- **Job families** (upper case letter 'A')  
Several related fields of work\ broad range of occupations
- **Fields of work** (second digits 01, 02, ...)  
Occupations related by similarity of work characteristics
- **Occupations** (lower case letter 'a')  
Specialties in a field of work

### Examples: 1.A.06.e Recruitment Specialists

I Professional, Managerial and Technical Specialists  
 A Administrative Specialists 06 - Personnel  
 Management Specialists e Recruitment  
 Specialists

#### 2.A.06.e – Recruiting

2 Support work related to Professional, Managerial and  
 Technical occupations  
 A Administrative Related  
 06 - Personnel Management Related  
 e -Recruiting

**ICSC CLASSIFICATION STANDARDS FOR  
PROFESSIONAL POSTS**

Tier I	<p style="text-align: center;"><b>:     The Master Standard</b></p> <p style="text-align: center;">Point-Factor evaluation system</p> <p style="text-align: center;">-Applies to all jobs in all organizations of the common system</p>
Tier II	<p style="text-align: center;"><b>:     Occupational standards</b></p> <p style="text-align: center;">typical duties depicted at each grade level and accompanied by a narrative explanation of the The Ratings of the Master Standard to each grade</p>
Tier III	<p style="text-align: center;"><b>:     Benchmark job descriptions</b></p> <p style="text-align: center;">-descriptions of actual jobs within an organization which are identical to those profiled in the Tier H Standards</p>

**MASTER STANDARD**

<b><u>FACTORS</u></b>	<b><u>Weighting</u></b>	
<b>SUPERVISORY RESPONSIBILITY</b>  Responsibility for support Responsibility for Professional staff	150 <u>150</u> <u>300</u>	Measures management responsibility of the job in terms of the numbers of staff supervised.
<b>DIFFICULTY OF WORK</b>  Individual Contribution Complexity of Assigned work	500 <u>300</u> <u>800</u>	Measures the mental demands of the job in terms of the complexity of the work and degree of individual contribution required.
<b>WORK RELATIONSHIPS</b>  Skill of contacts inside the organization Importance of contacts inside the organization Importance of contacts outside the organization	225 100 225 <u>300</u> <u>850</u>	Measures the skill required in work relationships and the importance of contacts to the Organization's programmes
<b>IMPACT OF WORK</b>  Effect on work Consequences of errors	400 <u>200</u> <u>600</u>	Measures importance of decisions and proposals on the Organization's objectives and the consequence of errors on such objectives.
<b>INDEPENDENCE OF WORK</b>  Application of Guidelines Supervisory Controls over Incumbent	300 <u>400</u> <u>700</u>	Measures the degree to which guidelines apply to the work and the amount of supervisory assistance and control given.
<b>PROFESSIONAL KNOWLEDGE REQUIRED</b>  Theoretical knowledge required Practical experience required Language knowledge required	300 300 <u>100</u> <u>700</u>	Measures the theoretical knowledge and practical experience required by the job.

## **TIER II STANDARD FOR ECONOMISTS**

### **Typical duties at the P-3 level**

Economists at this level analyse technical and policy problems of concern to United Nations agencies, intergovernmental bodies, contracting States, and national authorities by:

- Identifying, elaborating and assessing - in accordance with existing organization guidelines - opportunities, proposals and feasibility studies for economic development projects and programmes, analysing and Identifying positive and negative elements related to the selection of projects and programmes, identifying financing possibilities for them and monitoring their execution;
- Performing regional, country or sectoral analyses as background studies for aid in project selection, organizing, guiding and monitoring the work of external consultants; participating in field missions as economic expert for the economic and financial appraisal of projects, designing technical aspects of methodologies for project appraisal;

OR

- Preparing analytical studies of economic development and policies relevant to the concerns of the international organizations and suggesting policy proposals based on the results of these studies for inclusion in reports to intergovernmental bodies;
- Designing econometric models, as well as models for application in planning and management, describing and analysing forecasts and projections of trends in economic patterns and relationships and analysing the effects of alternative policies and assumptions and the application of regulations, and drafting analyses and policy proposals based on the results of these studies;
- Acquiring economic and social data for these efforts;
- Servicing meetings of a technical nature of intergovernmental or expert groups, attending interagency meetings, external scientific seminars and other gatherings to exchange information; conducting training seminars and briefings of national experts for the transfer of results and methodologies elaborated in research activities

**Factor I - Professional knowledge required - Tier I rating – 2/C//1 (300 points)**

**(a) Theoretical knowledge (2)**

Theoretical knowledge equivalent to that obtained at the advance university degree level is required to understand and apply the principles and concepts of economics. Such knowledge is customarily acquired through advanced university studies in the fields of economics or business administration, or through advanced university education in a relevant specialty, such as sociology, agriculture, engineering, operations research, statistics, international relations or labour relations, with substantial emphasis on economics, or through additional specialized training courses.

**(b) Practical experience Required (C)**

Duties at this level require in-depth understanding of and experience in the application of theoretical knowledge to practical economic analysis or applied research. The practical experience in the application of economic principles and concepts needed to perform economics duties at this level is developed through two to three years' work at the international level or, alternatively, five to seven years' work at the national level.

**(c) Language knowledge (1)**

Proficiency is required in one of the working languages of the organization; some posts also require proficiency in one or more additional languages for communicating with and advising representatives of national Governments and other agencies, and for the on-site study of national and regional economic conditions.

**Factor 11 - Difficulty of work - Tier I rating - 6/1 (360 points)**

**(a) Individual contribution (6)**

Work at this level involves the application of the principles of the discipline to the analysis of macro- or micro-economic problems. In research and analysis work, incumbents design research plans, describe and resolve economic issues, adapt existing methodologies and techniques to new or unprecedented applications and present findings, conclusions or policy recommendations in a professional manner. Economists at this level also guide and monitor defined aspects of the work of external consultants and participate, as experts in field missions and in the servicing of intergovernmental and expert group meetings of a technical nature.

**(b) Complexity of work assigned (1)**

Work is intricate in that it requires consideration of a wide range of economic factors and related data. Assignments require conducting, reviewing, revising and evaluating economic and feasibility assessments of development projects, preparing and adapting regional, country or sectoral background investigations, or designing, researching and drafting in-depth analytical studies or economic developments and policies relevant to concerns of the international organization.

Tier II Standards

**AUDITORS**

**CIVIL ENGINEERS**

**COMPUTER INFORMATION SYSTEMS SPECIALISTS**

**ECONOMISTS**

**EDITORS**

**FINANCIAL MANAGEMENT SPECIALISTS**

**JURISTS**

**LIBRARY AND INFORMATION SPECIALISTS**

**PERSONNEL MANAGEMENT SPECIALISTS**

**PROCUREMENT AND CONTRACTING SPECIALISTS**

**PUBLIC INFORMATION SPECIALISTS**

**STATISTICIANS**

**TECHNICAL CO-OPERATION ADMINISTRATORS**

**TRANSLATORS AND REVISERS**

Application of guidelines  Supervisory control over incumbent	10. Procedures for doing the work have been standardized and a number of specific applicable guidelines are available.	11. Procedures for doing the work may not be standardized and specific applicable guidelines are not always available.	12. Guidelines are only partially relevant. Incumbent occasionally required to interpret and adept guidelines in dealing with unusual or complex situations.	13. Guidelines are only partially relevant. Work normally requires that incumbent interpret and adapt guidelines. Incumbent may establish guidelines.	14. Guidelines are broadly stated and normally require extensive interpretation. Significant departures from guidelines normally required for majority of work. Incumbent has authority to establish important guidelines.	15. guidelines are only stated in the broadest policy terms and in terms of the over-all mission of the Organization. Incumbent has authority to establish guidelines of major importance.
M. Specific instructions are provided. Work regularly check in process and end product reviewed for adherence to instruction, soundness of conclusions and accuracy.	110	160	210	260	310	360
N. Purpose and desired results indicated and anticipated problems discussed beforehand. Other problems that arise are discussed with supervisor. Specific instructions are provided for new assignments and the approach is normally defined by the supervisor. Work in progress periodically reviewed. End product reviewed for soundness of conclusions and accuracy.	170	220	270	320	370	420
O. Purpose and desired results indicated. The approach is normally developed jointly between incumbent and supervisor. Problems that occur are discussed at discretion of official. Work in process reviewed at discretion of supervisor. End product reviewed for soundness of conclusions and judgment.	230	280	330	380	430	480
P. General objectives and boundaries indicated. Incumbent develops approach to follow which may be reviewed beforehand by supervisor. Work in process is reviewed with supervisor only when incumbent feels is necessary. End product reviewed for attainment of objectives.	310	360	410	460	510	560
Q. General objectives and desired results are discussed between supervisor and incumbent. Results are reviewed for attainment of objectives.	380	430	480	530	580	630
R. Incumbent identifies objectives, determines desired results and communicates these to supervisor.	450	500	550	600	650	700

Work considered at authoritative  
and normally accepted without  
change.

--

--

--

--

--

--

# 1. MASTER STANDARD FOR THE CLASSIFICATION OF PROFESSIONAL AND HIGHER CATEGORY POSTS

## Tier 1. The Master Standard

(Point-factor rating system)

The six factors on the following pages are designed to measure, the relative importance of *jobs - not individuals* - within an organization. Jobs are analysed in terms of several common elements and point values are assigned for these. The total point rating for a particular job falls within a point range which indicates the appropriate grade for the job. The point ranges for grade levels P-1 through USG are as follows:

Point ranges	Grade level
800- 969	P-1
970- 1319	P-2
1320- 1669	P-3
1670-2039	P-4
2040-2479	P-5
2480-2939	D-1
2940-3339	D-2
3340-3679	ASG
3680-3799	USG

job in terms of the level of practical experience of having applied that theoretical knowledge (i.e. the vertical element) are determined. The appropriate box that corresponds to the two elements identified is found. Finally, depending upon the language knowledge requirements of the jobs (i.e. the third element), the appropriate point value is chosen from among the three values indicated in that box. If proficiency in one language is required then the lowest score is allocated. The middle score is given for the requirement of proficiency in two languages and the highest score, for the requirement of proficiency in three languages.

**Factor IV:** This factor also is scored differently from the others. First the skill and importance of the *inside* contacts required by the job are evaluated and a point value is allocated. Then the same is done for the *outside* contacts - if any are required. The two point scores are added together to obtain the total point value for the factor.

Two factors require further explanation:

**Factor 1:** This is the only three-dimensional factor. In applying this factor, the appropriate level of theoretical knowledge required by the job (i.e. the horizontal element) is identified first. Then the requirements of the