Attachment 10

ACTPS Classification Review

Summary of Documentation Reviewed in the Desktop Analysis

EXTERNAL DOCUMENTATION

The following external documentation was reviewed as part of the desktop analysis:

- Australian Public Service Role Evaluation Framework, *2018*, Australian Public Service Commission
- Australian Public Service Role Evaluation and Guidance Tool, *2014*, Australian Public Service Commission [1]
- Australian Public Service Classification Guide, *2013*, Australian Public Service Commission[1]
- Australian Public Service Work Level Standards, *2014*, Australian Public Service Commission[1]
- Australian Public Service Remuneration Report 2019, *2020*, Australian Public Service Commission[1].
- NSW Public Sector Capability Framework, *2020*, NSW Public Service Commission[1]
- Northern Territory Government, Job Evaluation System, Information Booklet, *2008*, Office of the Commissioner for Public Employment

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ACTPS DOCUMENTATION

ACTPS Classification Review

The materials available on the ACTPS Classification Review webpage, including information the 2012 review were included as part of the desktop analysis: https://www.cmtedd.act.gov.au/employment-framework/for-employees/actps-classification-review.

Classification schedules and Work Level Standards

The following current classification schedules and work level standards were reviewed as part of the development of Work Level Standards:

- GSO Classification schedule
- ITO Classification schedule
- Legal Officer Classification schedule
- Ranger (Parks and Reserves) Classification schedule
- Technical Officer Classification schedule
- Professional Officer Classification schedule
- Prosecutor Grade 1-2 Work Level standards
- Prosecutor Grade 3 Work Level Standards
- Prosecutor Grade 4 Work Level Standards
- Prosecutor Grade 5 Work Level Standards

Some of these are publicly available on the ACTPS Employment Portal: https://www.cmtedd.act.gov.au/employment-framework/for-employees/classification_schedules

Competency Profiles

The following competency profiles, developed in 2006, were reviewed as part of the development of Work Level Standards:

- ITO Competency Profile
- GSO Competency Profile
- Legal Officer Competency Profile
- Professional Officer Competency Profile
- Ranger (Parks and Reserves) and Sportsground Ranger Competency Profile
- Technical Officer Competency Profile

ACTPS Enterprise Agreements

The following current ACTPS Enterprise Agreements (EAs) were reviewed, and salary spine data extracted from for Comparative Work Value and Historical Percentage-Based Pay Increase analyses.

- Administrative and Related Classifications EA 2018-21
- Canberra Institute of Technology EA 2019-21
- Cultural Facilities Corporation EA 2018-21
- Education Directorate Teaching Staff Agreement 2018-22
- Infrastructure Services EA 2018-21
- Transport Canberra Operations EA 2018-21
- Technical and Other Professionals EA 2018-21
- Legal Professionals EA 2018-21

These EAs are publicly available on the ACTPS Employment Portal:
https://www.cmtedd.act.gov.au/employment-framework/for-employees/agreements

The following former ACTPS Enterprise Agreements were used to extract salary spine data for the Historical Percentage-Based Pay Increase analysis.

- Administrative and Related Classifications EA 2013-17
- Infrastructure Services Enterprise Agreement 2013-17
- Legal Professionals Enterprise Agreement 2013-17
- Technical and Other Professional Enterprise Agreement 2013-17
- Transport Canberra Operations (ACTION) Enterprise Agreement 2013-17
- Cultural Facilities Corporation Enterprise Agreement 2013-17
- CIT Enterprise Agreement 2013-17

These EAs are publicly available on the ACTPS Employment Portal:
https://www.cmtedd.act.gov.au/employment-framework/for-employees/agreements/previous-agreements2

Other ACTPS Documentation

Other resources, provided by the ACTPS Classification Review project team, were included in the desktop review:

- ACTPS Classification Review Priority Groups
- ACTPS Classification Review Terms of Reference 2019
- ACTPS Classification Review Discussion Paper 2019
- ACTPS Shared Capability Framework

POSITION DESCRIPTIONS

The following position descriptions were reviewed as part of the Comparative Work Value analysis and the development of Work Level Standards.

Priority Group 1: General Service Officers

Position Name	Classification
Aboriginal Natural Resource Management Facilitator	GSO 6
Administration Officer	CLS 5
Assets Manager	CLS 7
Building Service Officer 2	BSO 2
Building Service Officer 3	BSO 3
Building Services Officer 1	BSO 1
Bushfire Fighting Crew Leader -Parks, Conservation and Lands	GSO 7
Business Development & Commercial Accounts Manager	CLS 8
Canberra Hospital Supervisor	CLS 5
Catering Assistant	GSO 3
Catering Team Leader	GSO 7
Cemetery Worker	GSO 5/6
Chef	GSO 5/6
Cook	GSO 6
Customer Relations Officer	CLS 6
Customer Service Officer	CLS 5
Depot Support Officer	GSO 5/6
Driver	CLS 3
Facilities Maintenance Officer	GSO 9
Facilities Manager	Facilities Manager
Facilities Officer-Gardens and Grounds Maintenance	GSO 5/6
Field Maintenance Senior Officer	GSO 7
Field Maintenance Supervisor	GSO 8
Field Officer - carpenter	GSO 5/6
Field Officer (Seasonal Fire)	GSO 5/6
Fire Management Crew Supervisor	GSO 9
General Service Officer, Place Management	GSO 3/4
General Service Officer, Parks and Conservation	GSO 5/6
GSO Team Leader	GSO 3/4
Head Cook	GSO 7
Heavy Vehicle Mechanic	GSO 7
Horticulture Field Officer	GSO 5/6
Human Resources Manager	CLS 7
Inventory Parts Interpreter	GSO 6

Position Name	Classification
Kitchen Hand	GSO 3/4
Leading Hand	GSO 5/6
Leading Hand	GSO 7
Leading Hand, Linen Assistant	CLS 2
Leading Hand, Soiled Sorting	CLS 2
Leading Hand, Fire Management	GSO 9
Leading Hand, Tree Operations	GSO 5/6
Leading Hand, Tree Surgery	GSO 6
Linen Assistant	CLS 1
Lube and Safety Inspector	GSO 8
Maintenance Administrator	CLS 4
Maintenance Planner	GSO 9
Maintenance Technician	CLS 4
Nursery Site Maintenance Supervisor	GSO 7
Nursery Worker	GSO 3/4
Operations Assistant	CLS 2
Operations Manager	CLS 9
Operations Supervisor	GSO 9
Plumber	GSO 7
Procurement & Contracts Manager	CLS 7
Production Supervisor	CLS 5
Production Supervisor	GSO 8
Production Supervisor	GSO 9
Quality and Training Officer	CLS 5
Regional Tree Operations Supervisor	GSO 9
Resource Assistant	GSO 4
Road Worker	GSO 5/6
Road Worker - Manager	GSO 7
Senior Field Officer	GSO 7
Senior Maintenance Technician	CLS 6
Storeperson, Electrical Trades	GSO 6
Storeperson, Plumbing Trades	GSO 6
Supervisor Urban Tree Management	GSO 9
Supervisor Urban Tree Management	GSO 9
Team Leader	GSO 5/6
Team Leader	GSO 7
Team Leader – Gungahlin Cemetery	GSO 8
Team Leader – Woden Cemetery	GSO 8
Team Leader, Tree Operations	GSO 7
Technical Officer, Construction Storeperson	GSO 6

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Position Name	Classification
Trades Assistant	GSO 4
Training and Development Officer	CLS 5
Tree Surgeon	GSO 3/4
Tree Surgeon	GSO 4
Tree Surgery	GSO 5
Tree Surgery	GSO 7
Tree Worker	GSO 3/4
Tree Worker, Tree Operations	GSO 3/4
Vehicle Cleaner Fueller	GSO 4
Vehicle Inspector	GSO 8
Vertebrate Pest Officer – All districts -Parks, Conservation & Lands	GSO 7
Wholesale Nursery Horticulturist	GSO 5/6
Wholesale Sales Co-ordinator	GSO 7
Works Coordinator	GSO 8
Works Supervisor	GSO 8
Works Supervisor	GSO 10

Priority Group 2: Rangers

Position Name	Classification
City Ranger/Compliance Officer	City Ranger 3 (ASO 4)
Investigations Officer	City Ranger 4 (ASO 5)
Park Conservation Ranger	Park Ranger 1
Park Conservation Ranger	Park Ranger 2
Park Ranger	Park Ranger 2
Project Ranger, Urban Reserves	TO 3
Ranger	City Ranger 3 (ASO 4)
Ranger - Domestic Animal Services	City Ranger 3 (ASO 4)
Ranger-In-Charge	TO 4
Senior Ranger	City Ranger 4 (ASO 5)
Senior Ranger	Senior Park Ranger 3
Sportsground Ranger	Sportsground Ranger 1
Urban Wildlife Officer	Park Ranger 1

Priority Group 3: Information Technology Officers

Position Name	Classification
Application Support and Development Officer	ITO 2
Application Team Leader	SITO B

Position Name	Classification
Assistant Director, Clinical and Administrative Systems	SITO C
Assistant Director, Digital Solutions Support	SITO C
Assistant Director, Training	SITO C
Chief Information Security Officer	SITO A
Deputy ICT Manager CSD (Data and Reporting)	SITO C
Director Digital Solutions Division	SITO B
Director ICT Security Operations	SITO B
Director Technology Operations	SITO B
ESA ICT Manager	SITO A
ICT Operational Officer	ITO 2
ICT Operations Officer	ITO 2
ICT Security Analyst	ITO 2
ICT Security Engineer	SITO C
ICT Support Officer	ITO 2
Information Technology Officer	ITO 1
Information Technology Officer	ITO 2
Infrastructure Project Officer	ITO 2
Network Engineer	ITO 2
Operations Officer	ITO 1
Operations Officer	ITO 2
Operations Support	ITO 2
Oracle EBS Technical Manager	SITO B
Radio Engineer	SITO C
Senior Application Administrator	SITO C
Senior Business Analyst	SITO C
Senior Level Three Desktop Support Analyst	SITO C
Senior Operations Officer	ITO 2
Senior Project Manager	SITO B
Senior Project Technical Manager	SITO B
Senior Windows Server Technician	SITO C
Service Delivery Officer	ITO 1
Service Development Manager	SITO C
System Administrator	ITO 2
System Administrator	ITO 1
Technical Lead	ITO 2
Technologist	SITO C
Windows Server Technician	ITO 2

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Priority Group 4: Technical Officers

Position Name	Classification
Asset Administration Assistant	TO 2
Asset Inspector	TO 2
Assistant Director	STO C
Cemetery Horticulturalist	TO 2
Crematorium Operator	TO 3
Educational Media Support Officer	TO 4
Engineer (Electrical)	TO 4
Environment Protection Officer	TO 3
Environment Protection Officer	TO 4
Environmental Offsets Strategic Planning Officer	TO 4
Environmental Protection Officer	TO 3
Fashion and Clothing Production Technical Officer	TO 3
Fire Management Officer	TO 4
Fleet Services Manager	STO B
Genomics Clinic Technical	TO2
GIS and Asset Officer	TO3
GIS Officer	TO2
GIS/Asset Officer	TO2
Grounds Manager	TO4
Grounds Supervisor	TO2
Grounds Supervisor	TO3
Head Audio and Visual	TT 4
Invasive Plants Officer	TO 3
Level 2 Technician, Audio/AV	TT 2
Level 2 Technician, Lighting	TT 2
Level 2 Technician, Mechanical	TT 2
Level 4 Head Technician Audio and Visual	TT 4
Level 4 Head Technician Lighting	TT 4
Level 4 Head Technician, Mechanical	TT 4
Management Officer, Ground Management	TO 3
Marketing Officer	TO 3
North Workshop Manager	STO C
Operations & Quality Control Officer	TO 3
ParkCare Support Officer	TO 3
Pharmacy Systems Administrator	TO 3
Pharmacy Technician	TO 1
Pharmacy Technician	TO 2
Production Manager	TO 4
Sales Manager	TO 4

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Position Name	Classification
Senior Technical Officer, Motor Vehicle Inspection	TO 4
Senior Wildlife Officer	TO 4
Simulation Technician	TO 4
Small Cell Planning and Investigation Officer	TO 4
Small Cell Electrician	TO 4
Spatial Data and Information Manager	TO 4
Spatial Information Officer	TO 4
Team Leader, Brush-tailed Rock-wallaby Threatened Species Recovery Program	TO 3
Technical and Support Officer, Music	TO 2
Technical Officer, Aged Care and Rehabilitation	TO 4
Technical Officer, Vehicle Safety Standards	TO 3
Technical Officer, Automotive, Metals & Logistics	TO 1
Venues Canberra Facilities Coordinator and Technician	TO 4
VisitorAssist Volunteer Coordinator	TO 3

Priority Group 5: Legal Officers

Position name	Classification
Assistant Director - Legislation, Policy and Programs	LG 1
Assistant Director, Legal Policy	LG 1
Director, Public Trustee	LG 2
Human Rights Legal & Policy Adviser	LG 1
Human Rights Legal & Policy Advisor - ACT Human Rights Commission	LG 1
Legal Officer, Compliance and Enforcement	LG 2
Legal Policy Officer	LG 1
Legal Policy Officer - Legislation, Policy and Programs	LG 1
Senior Director, Legal Policy	LG 2
Senior Legal Policy Officer	LG 1
Senior Legal Policy Officer	LG 2
Senior Manager, Legal Policy	LG 2

Priority Group 6: Prosecutors

Position name	Classification
Prosecutor Grade 1	PRO 1
Prosecutor Grade 1/2	PRO 1/2
Prosecutor Grade 2	PRO 2
Prosecutor Grade 3	PRO 3

Position name	Classification
Prosecutor Grade 4	PRO 4
Prosecutor Grade 4 - Supervising Lawyer	PRO 4
Prosecutor Grade 4 - Supervising Lawyer COCA	PRO 4
Prosecutor Grade 5	PRO 5
Research Officer	PRO 1/2

Priority Group 7: CIT Student Counsellors

Position name	Classification
Psychologist/Social Worker	PO 2
Head of Counselling	SPO C

Additional positions descriptions reviewed for comparative purposes.

Position name	Classification
ACAT Deputy Registrar	ACTCT LG 1
Chef	HSO 7
Deputy Legal Registrar (Motor Accident Injuries)	ACTCT LG 2
Deputy Registrar	ACTCT LG 2
Deputy Registrar, Supreme Court	ACTCT LG 2
Director, Alternative Dispute Resolution	ACTCT LG 2
Fleet Manager	EMT 3
Food Services Operations Officer	HSO 4
Genetic Counsellor	HPO 3
Health Services Officer - Food Services	HSO 2/3
Health Services Officer - Food Services	HSO 3
Junior Genetic Counsellor	HPO 3
Junior Genetic Counsellor	HPO 1
Legal Manager	ACTCT LG 2
Legal Manager and Counsel Assisting the Coroners Court	ACTCT LG 2
Legal Manager, Magistrates Court	ACTCT LG 2
Legal Officer - Deputy Registrar - Magistrates Court Registrar	ACTCT LG 1
Legal Officer - Registrar's Office	ACTCT LG 1
Legal Officer, Alternative Dispute Resolution	ACTCT LG 1
Legal Officer, Magistrates Court	ACTCT LG 1
Manager, School Psychologist	Manager Psychologist
School Psychologist	Psychologist
Senior Manager, Registry Operations	ACTCT LG 2
Senior School Psychologist	Senior Psychologist

Position name	Classification
Spare Parts Manager	ASO 5
Spare Parts Supervisor Manager	ASO 5
Storeperson	HSO 4/5
Stores Officer	ASO 3
Stores Supervisor	ASO 5
Supervising Chef	HSO 8
Support Analyst	ASO 5
Warehouse and Distributions Manager	ASO 6

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