



**Regional Capacity-building Seminar
Pay & Grading Reform**

**Civil Service Bureau
Practice & Challenges**

Hashim Al-Hashim
Project Leader

Amman, Jordan, 20-21 September 2006

Principles of Job Classification

- Fair Payment (Mentally & Physically)
- Equitable payment between similar and different jobs

Development of Job Classification

- **1964** The Beginning: issue of personnel duties
 - Simple grading and payment system.
- **1972** The Real Start: general job classification plan
 - 14 grading levels
 - job description (standard & regular)
 - no clear basis or awareness for the method of job classification.

Development of Job Classification

- **1975** The Establishment: CSB
 - Development of Classification Standard System Plan
- **1980** The Launch: a classification standard development is under the responsibility of CSB.
 - classification is based on duties, responsibility and complexity.
 - 5 pay plans.

Development of Job Classification

- **1984** The Maturity: The Current Classification Standard Regulation and System
 - Classification Standards
 - Qualification Standards
 - Occupational Families and Series Handbook

SWOT Analysis

Strengths:

- Complete Infrastructure.
- Clear Classification Standard Development
- Clear Vision and Planning
- Acceptance and Validity
- Complete Classification Operations
- More Resources

SWOT Analysis

Strengths:

- Equitable Remuneration & Compensation System
- Different Pay Systems Based on duties, responsibilities and qualification.
- Distribution jobs into Classification category
- Each should have a job description
- Each Classification Pay Plan has a salary table
- Each job requires certain allowances

SWOT Analysis

Weaknesses:

- Difficulty to access internal database
- Unrecognized titling system
- Difficulty to cover all positions
- The current job descriptions are not within the required standards

SWOT Analysis

Opportunities:

- Delegating jobs to consultant companies
- Finding new evaluation systems
- Flexibility of compensation system
- Improving job descriptions

SWOT Analysis

Threats:

- The job market moves faster than the classification standards
- The workload of requests submitted by the government organization is increasing
- The government organizations are urging us to complete the studies faster than the capacity available
- Job classification based on incumbent, not the job