

Classification and Remuneration of Public Service Positions

Commissioner's Instruction 31

Statement of intent

Chief executive officers (or employing authorities) classify and remunerate positions across the public service consistently and fairly.

Scope and application

This Instruction applies to positions in the public service as defined in section 34 of the *Public Sector Management Act 1994* (PSM Act) up to and including the maximum salary payable for a Level 8 officer under the Public Service Award 1992 and applicable industrial agreement.

This Instruction does not apply to Senior Executive Service, other management executive positions and Specified Calling positions.

References

This Instruction should be read in conjunction with:

- the functions of a chief executive officer (or relevant employing authority) for determining classification and remuneration under sections 29(1)(h) and 36(1)(c) of the PSM Act
- other provisions relating to classification and remuneration under Part 3 of the PSM Act
- principles set out in sections 7 and 8 of the PSM Act.

Instruction

Classification and remuneration

1. Chief executive officers (or other relevant employing authorities):
 - a. determine the classification and reclassification of positions up to Level 8 classification
 - b. determine the payment of Temporary Special Allowances up to Level 8 salary where the officer is classified below Level 8
 - c. must use the approved job evaluation tool (currently BI/PERS) to assess work value of positions unless otherwise determined by the Public Sector Commissioner



- d. must take into consideration:
 - i. value of the work performed
 - ii. responsibilities and skills required
 - iii. comparisons of the work requirements of the position with positions inside and outside the agency that have similar duties, responsibilities and skills requirements
 - iv. structural relationships of the position
 - v. indicative results of the approved job evaluation tool
- e. can only reclassify a position if the value of the work performed has changed significantly and warrants a new classification
- f. may approve reclassification of the substantive occupant of a reclassified position provided the occupant has been in the position and undertaking the higher level duties that warranted reclassification of the position for a continuous period of 12 months immediately before the date the position was reclassified; a continuous period may include normal and reasonable periods of leave such as personal and annual leave.

Further information

Classifying and remunerating positions in the public service

General information about the [classification and remuneration of public service positions](#)

Executive positions in the public service

General information about [SES and other management executive positions, and authority of CEOs](#)