Classification checklist: Executive positions

The following information is required in an agency submission to determine the classification or reclassification of a position, or payment of a temporary special allowance.

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| Check | Documentation required for submission: | PSC use |
|  | **Summary from the CEO** (2 to 4 pages) |  |
|  | Background relevant to the agency and proposed position |  |
|  | Key responsibilities of the proposed position (and suggested classification) |  |
|  | Rationale for recommendation to categorise proposed position as either SES, OME or technical/professional |  |
|  | Rationale for inclusion or exclusion from the Special Division if applicable |  |
|  | Confirmation of ESEL capacity or required minor/major ESEL adjustments |  |
|  | **Agency executive organisation chart**  Baseline and proposed executive structures with applicable changes to reporting relationships |  |
|  | **Current job description**  Key role focus, duties and responsibilities  Number of FTE under direct and indirect management  Direct and indirect financial responsibilities and accountabilities  Role specific requirements of the position align with [Leadership Expectations](https://www.wa.gov.au/system/files/2023-05/Mapping%20your%20agency%E2%80%99s%20job%20roles%20to%20the%20contexts.pdf) |  |
|  | **Supporting information** (2-4 pages)  Summary of the position, briefly referencing each of the 8 WAECM [assessment factors](https://www.wa.gov.au/government/multi-step-guides/classifying-and-remunerating-positions-the-public-service/guide-making-submission-executive-position-classification/western-australian-executive-classification)  Indicate the proposed [Work Stream](https://www.wa.gov.au/government/multi-step-guides/classifying-and-remunerating-positions-the-public-service/guide-making-submission-executive-position-classification/western-australian-executive-classification) for the role  2 or 3 internal or external comparative positions to support indicative classification level, including 1 functional comparator  Agency’s overall operating and capital budget – for positions with financial responsibilities and accountabilities  Potential classification flow on effect to other positions within the agency and ESEL profile, if suggested classification is approved  Redistribution of responsibilities and functions to other positions, including any potential flow on impacts  How many surplus executive officers/positions will be managed (if relevant) |  |
|  | **Temporary Special Allowance requests only** (above level 8 salary)  Summary of additional responsibilities, or finite body of work including source  Expected duration of the TSA and suggested classification  Current and temporary job descriptions mapping changes in functions and responsibilities performed (if applicable) |  |

Email completed submission with this checklist to [SESConnect@psc.wa.gov.au](mailto:SESConnect@psc.wa.gov.au)

The assessment process can only commence once all necessary information is provided.