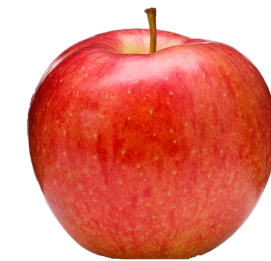


Job Evaluation and Developing Pay Bands June 2023



Since the release of the Raise the Bar Report (2018), significant work has been completed to develop a **coherent and consistent** approach to compensation for all non-union positions across the province that would **align** with the objectives of the Nova Scotia Education system. It was important to design a new compensation framework, considering the following principles:



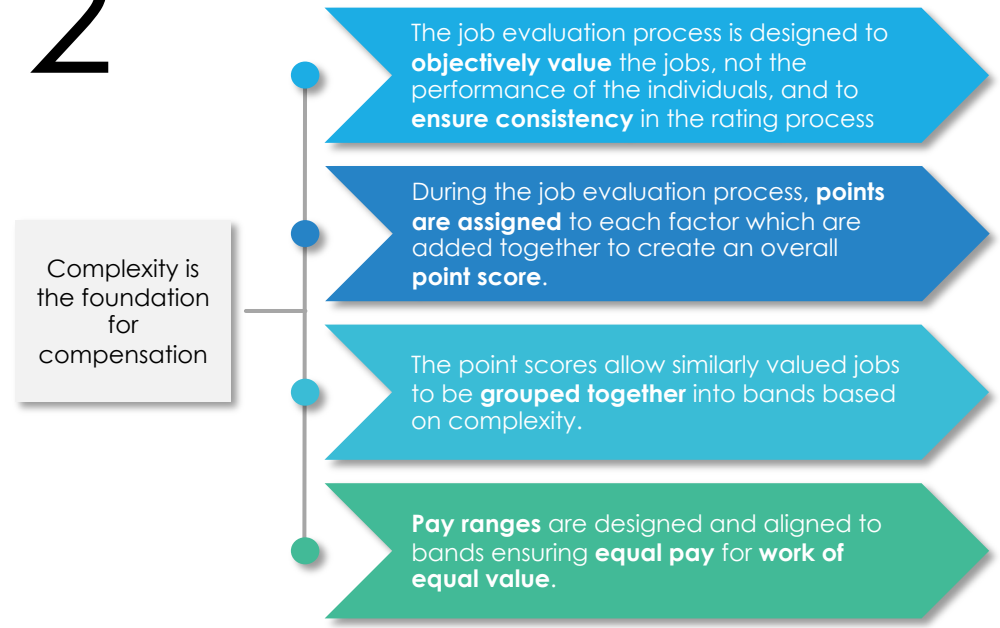
Aligning non-union pay across the education entities, requires an understanding of all jobs and their responsibilities. To achieve this, all jobs (including principals and vice-principals) were evaluated using the Hay Method of job evaluation.

1 Job descriptions and information collected from HR and managers in each region/CSAP were the basis to understand each job. Further information was gathered, and details validated during follow-up interviews.

The Hay Method uses four factors in job evaluation:

Know How	Problem Solving
Accountability	Working Conditions

2 The Process



3 Banding Structure

Complexity goes beyond job titles Jobs with the same title may have different responsibilities and be in different bands. This is an example and may be different in your region/CSAP

Band	Jobs
1	Administrative Assistant
2	Executive Assistant
3	Receptionist
4	Router (Transportation)
5	
6	Accountant
7	HR Generalist
8	Program Manager
9	Transportation Supervisor
10	
11	Manager, Finance/ Accounting
12	Manager, Purchasing
13	
14	Coordinators
15	
16	Directors
17	
18	
19	REDs/ Superintendent
20	

Principals & VPs are positioned between bands 10 and 15. PSAANS is positioned between bands 15 and 16.

*Illustrative example