

# Classification and Remuneration of Public Service Positions

## Commissioner's Instruction 31

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### 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](#)