Centralized Publishing System for Proactive Disclosure  
Template Guide: Position Reclassification

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# Overview

The purpose of this document is to provide supplemental information that is not provided in the *Centralized Publishing System for Position Reclassification: Training Guide*. The functional specifications document will provide information to users that have specific issues or questions regarding specific elements within the contracts template.

# Legend

The following sample table provides a description of each field you will see for all contract elements:

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | This field provides the unique name given to the data field. It should correspond to the field in the template. |
| **Description** | This field provides a brief description of the element |
| **Obligation** | This field indicates whether the element is required to always or sometimes be present (i.e., contain a value). Options are:   * Mandatory * Mandatory, Conditional * Optional |
| **Condition** | This field describes the condition or conditions according to which a value shall be present |
| **Format Type** | This field indicates the required format of the values, if any, at the file level. “Free text” indicates that the value may be input using natural language (i.e., there is no constraint) while “Text” indicates the value comes from a controlled vocabulary specified in the Encoding Scheme attribute |
| **Validation** | This field indicates what the system will accept in this field |
| **Validation Errors** | This section indicates when an error has been made. It will detail the error and provide instruction on how to correct it. |

# Fields

## Reference Number

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Reference Number |
| **Description** | This field is populated by the user. It is a unique reference number given to each line item in the spreadsheet. Having a unique identifier for each item will allow users locate a specific item in the registry should they need to modify or delete. |
| **Obligation** | Mandatory |
| **Format Type** | PR-2015-Q1-00001 – this sequence will continue for each line item (i.e.: PR-2015-Q1-00001, PR-2015-Q1-00002, PR-2015-Q1-00001….) |
| **Validation** | This field must not be empty. |

## Job Number

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Job Number |
| **Description** | The field will be populated with the job number, if applicable. |
| **Obligation** | Optional |
| **Format Type** | Free text |

## Position Number

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Position Number |
| **Description** | This field is for the Position number assigned in an organization’s HR System and reflected in the Position Classification Information System (PCIS). |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty. |

## Date

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Date |
| **Description** | This field will display the date that the position has been reclassified. |
| **Obligation** | Mandatory |
| **Format Type** | Date (Please format date as : YYYY-MM-DD) |
| **Validation** | This field must not be empty. |

## Position Title (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Position Title (English) |
| **Description** | This field will be populated with the current position title, in English. |
| **Obligation** | Mandatory |
| **Condition** | N/A |
| **Format Type** | Free text |
| **Validation** | This field must not be empty. |

## Position Title (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Position Title (French) |
| **Description** | This field will be populated with the current position title, in French. |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty. |

## Previous Position Classification Group

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Previous Position Classification Group |
| **Description** | This field will be populated with the Previous Position Classification Group |
| **Obligation** | Mandatory |
| **Format Type** | Controlled List |
| **Validation** | This field must not be empty. |

## Previous Position Classification Level Number

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Previous Position Classification Level Number |
| **Description** | This field will be populated with the Previous Position Classification level number. |
| **Obligation** | Mandatory |
| **Format Type** | Controlled List |
| **Validation** | This field must not be empty. |

## Reclassified Position Classification Group

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Reclassified Position Classification Group |
| **Description** | This field will be populated with the reclassified position classification group |
| **Obligation** | Mandatory |
| **Format Type** | Controlled List |
| **Validation** | This field must not be empty. |

## Reclassified Position Classification Level Number

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Reclassified Position Classification Level Number |
| **Description** | This field will be populated with the Reclassified Position Classification level number |
| **Obligation** | Mandatory |
| **Format Type** | Controlled List |
| **Validation** | This field must not be empty. |

## Previous Supervisory Differential

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Previous Supervisory Differential |
| **Description** | The field will be populated with the previous Supervisory Differential, if applicable |
| **Obligation** | Optional |
| **Format Type** | Controlled List |

## Reclassified Supervisory Differential

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Reclassified Supervisory Differential |
| **Description** | This field will be populated with the Reclassified Supervisory Differential, if applicable |
| **Obligation** | Optional |
| **Format Type** | Controlled List |

## Reason for Reclassification (English)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Reason for Reclassification (English) |
| **Description** | The field will be populated with the reason for reclassification, in English. |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty. |

## Reason for Reclassification (French)

|  |  |
| --- | --- |
| **Attribute** | **Attribute Description** |
| **Field Name** | Reason for Reclassification (French) |
| **Description** | The field will be populated with the reason for reclassification, in French. |
| **Obligation** | Mandatory |
| **Format Type** | Free text |
| **Validation** | This field must not be empty. |

# Annex A: Controlled Lists (Drop down lists in template):

## Previous Classification Group

## Reclassified Position Classification Group

|  |
| --- |
| English/French |
| AC, AG, AI, AO, AR, AS, AU  BI  CH, CM, CO, CR, CS, CX  DA, DA, DD, DE, DM, DS  EC, ED, EG, EL, EN, EO, EU, EX  FB, FI, FO, FR, FS  GL, GS, GT, GX  HP, HR, HS  IS  LC, LI, LP, LS  MA, MD, MT  ND, NU  OC, OE, OM, OP  PC, PE, PG, PH, PI, PM, PO, PR, PS, PY  RO  SC, SE, SG, SO, SR, ST, SW  TI, TR  UT  VM  WP |

## Previous Position Classification Level Number

## Reclassified Position Classification Level Number

|  |
| --- |
| English/French |
| 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19 |

## Previous Supervisory Differential

## Reclassified Supervisory Differential

|  |
| --- |
| English/French |
| N/A, 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19 |