Centralized Publishing System for Proactive Disclosure

Template Guide: Position Reclassification

DRAFT

Contents

1.0   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.

2.0   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.

3.0   Fields

3.1   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.

3.2   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

3.3   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.

3.4   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.

3.5   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.

3.6   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.

3.7 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.

3.8 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.

3.9 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.

3.10 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.

3.11 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

3.12 Reclassified Supervisory Differential

Attribute	Attribute Description
Field Name	3.13 Reclassified Supervisory Differential
Description	This field will be populated with the Reclassified Supervisory Differential, if applicable
Obligation	Optional
Format Type	Controlled List

3.14 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.

3.15 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.

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

4.1 Previous Classification Group

4.2 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

4.3 Previous Position Classification Level Number

4.4 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

4.5 Previous Supervisory Differential

4.6 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