

**Information Circular – Circulaire d'information****ICC/INF/2007/004**

Date: 23 May 2007

Dear Colleagues,

**Job Evaluation Study Concluded in March 2007**

As you know, in February and March of this year the Court conducted a Job Evaluation Study. I am pleased to inform you of the outcome of the Study and the implementation plan.

**1. Purpose and Methodology of the Job Evaluation Study**

The recent study had been recommended by the Committee on Budget and Finance (CBF) (ICC-ASP/5/23 dated 1 November 2006). It may be useful to recall that a job evaluation study provides a rational framework for the administration of salaries using the following principles:

- a) The evaluation is made solely of the nature of work and the responsibilities delegated to a position. It does not take into account any personal characteristics of the incumbent of a position, nor the incumbent's performance;
- b) The evaluation of positions is based on the application of the job evaluation standards for the relevant category; and
- c) It seeks to ensure a fair and consistent application of the job evaluation standards, without bias, so as to ensure equal pay for work of equal value.

Unlike in 2005, this year's exercise included only a limited number of positions, namely:

- a) Positions that had not been classified in the 2005 exercise (including new positions) and
- b) Positions that had undergone a significant change since the last review. The principle of 'significant change,' implied that there had been a change to the role of the position in the Court or changes to the context of the work, e.g., organizational changes. Positions for which no significant change was evident were not reviewed in the context of this exercise.

As in the past, the approach to the study included a number of components. Firstly, work surveys were prepared for each position under review, based on the work assigned and performed. Secondly, the assigned responsibilities of positions were analyzed and evaluated by a job evaluation specialist. Thirdly, the Heads of Organs reviewed the recommendations made by the consultant specialist. Finally, the results of the review were presented by the Court to the CBF at its eighth session, held from 23-27 April 2007 in The Hague.

## **2. Results of the Study**

The Court proposed a total of 13 generic established positions for reclassification (covering 32 individual staff) and 47 established generic positions for first-time classification. Out of the 47 new classifications, seven were at a level that was different from the budgeted level. The Committee on Budget and Finance approved the proposed classifications and reclassifications. The effective date of implementation of the recommendations of the job evaluation study is 1 May 2007.

## **3. Implementation of the Recommendations**

A staff member may be entitled to a change in grade resulting from the reclassification of the post he or she occupies if he or she has the necessary qualifications and his or her performance has been satisfactory. The following sections describe the criteria to be applied for the implementation of upgrades and downgrades, a change of category from G to P, changes in salary due to upgrades and the granting of a Special Post Allowance.

### **(a) Upgrades by one level**

Normally, an incumbent whose current grade is one level below the newly classified level of the position will be eligible for assignment at the higher grade. The assignment at the higher grade will require the confirmation by the supervisor that the functions of the higher graded position are being performed satisfactorily and that the necessary formal requirements for the higher level are met by the incumbent. In cases where the incumbent does not meet the formal requirements for the higher level post (such as the required number of years of work experiences), the incumbent may be granted a Special Post Allowance in accordance with section 3(h) below. S/he may also be granted an extension of the existing contractual status one additional time for a duration in accordance with the current practice of the Court. However, if the incumbent were to attain the formal requirements for the higher graded position during the contractual period granted, s/he will be eligible for the higher assignment upon meeting the formal requirements and confirmation from the supervisor that the functions of the higher graded position continue to be performed satisfactorily by the incumbent.

**(b) Upgrades by more than one level**

Reclassification of a post by more than one level upward shall in all cases result in the advertisement of the position and a selection process in accordance with the ICC recruitment procedures. The current incumbent would have the opportunity to apply for the position.

When a vacancy notice is issued for the reclassified position followed by a competitive selection process and an applicant other than the incumbent is selected, the decision shall be implemented only at the end of the current contract of the incumbent. The incumbent can compete for other vacancies and efforts shall be made to transfer the staff member to a position that is commensurate with her/his personal grade and in accordance with her/his qualifications and experience.

**(c) Upgrades at level of Head of Section or above**

In consideration of the importance of the positions at the Head of Section level and above, these positions will be advertised for competitive recruitment in cases where the incumbent grade is below the classified level of the position. The advertisement will be done at such time that is feasible taking into account the functional needs of the Court as well as the contractual status of the incumbent. Incumbents will maintain their current contractual grade until the end of their existing contractual status and additionally, may be granted a Special Post Allowance as described in section 3(h). Such existing contractual status of the incumbent may be extended one additional time for duration in accordance with the current practice of the Court, after which the position must be advertised. Once the position is advertised, the incumbent may apply and undergo the necessary competitive recruitment procedures in accordance with the requirements for the position.

**(d) Downgrades**

The implementation of a reclassification to a level below that of the current incumbent will not negatively affect the existing contractual status, salary, or other entitlements of the incumbent. The incumbent of a downgraded position will maintain the current contractual grade as a personal grade until the end of his or her existing contractual status and will be allowed the possibility to receive an extension of contract under such terms one additional time for a duration in accordance with the current practice of the Court. After such time, the incumbent may accept to retain the position with a change in grade to the lower level; otherwise the position will be advertised and filled at the lower classified grade.

**(e) Change of Category (General Service to Professional)**

Reclassification of a post from the General Service to the Professional category shall in all cases result in the advertisement of the position and a selection process in accordance with the ICC recruitment procedures. The current incumbent would have the opportunity to apply for the position.

When a vacancy notice is issued for the reclassified position followed by a competitive selection process and an applicant other than the incumbent is selected, the decision shall be implemented only at the end of the current contract of the incumbent. The incumbent can compete for other vacancies and efforts shall be made to transfer the staff member to a position that is commensurate with her/his personal grade and in accordance with her/his qualifications and experience.

**(f) Change in salary owing to upgrade**

Since the performance of an incumbent is not taken into account for the purpose of classification and reclassification, an upgrade due to reclassification job evaluation should not be considered a promotion for the incumbent. Therefore, the upgrade may not result in a significant salary increase. In cases where the incumbent is awarded the higher grade owing to the upgrade of the position, he or she will thus be placed at the existing or closest higher salary rate within the salary range of the newly assigned grade.

**(g) Selection through competitive recruitment**

In cases where an incumbent is selected for a higher level classified position through a competitive recruitment process, as described above, s/he will be granted the appropriate salary rate in accordance with the terms of the regular recruitment procedures.

**(h) Special Post Allowance (SPA)**

In cases where an upgrade cannot be awarded due to required advertisement and competitive recruitment, due to the non-fulfillment of the incumbent of the formal requirements for the position, a Special Post Allowance shall be granted for the period of time that the incumbent carries out the higher level duties, provided that the higher level post exists in the budget and the supervisor confirms that the functions of the higher graded position are being performed satisfactorily by the incumbent. In accordance with our current policy, an SPA will be paid after three months of service at the higher level, retroactively as of 1 May 2007.

#### **4. Notification of classification**

The Human Resources Section shall provide to Section Chiefs/Division Heads the results of the recommendations for classification and reclassification for the relevant positions in their Section/Division. All staff members whose posts have been classified or reclassified will be informed by their Chief of Section or Head of Division as appropriate of the specific evaluation of their position. If required, additional information may be obtained from the Human Resources Section.

I would like to take this opportunity to thank all staff and managers for their diligence and support in completing the necessary documents and for their commitment to the exercise as a whole.

Bruno Cathala  
Registrar

## Annex Definitions

- a) Category: Collection of those occupations that are similar in the nature of their contribution to the Court's work. The two categories are:
- i) Professional: Work is analytical, evaluative, conceptual, interpretative and/or creative and thus requires the application of the basic principles of an organized body of theoretical knowledge, such as a field of science, learning, or specialized discipline.
  - ii) General Service: Work is procedural, operational or technical in nature and supports the execution of the programmes of the Court.
- b) Grade: A collection of positions with a sufficiently similar level of work and responsibility to warrant one salary range, even though subject matter and kind of work may differ.
- c) Job Description: Official document of the Court recording information of the work and responsibilities assigned to a position. It is a permanent record of the management decisions with respect to delegation of duties and responsibilities, and, as an administrative tool, serves many purposes, such as: recruitment, training, performance management, salary administration, organizational analysis, and career development, as well as job evaluation.
- d) Job Evaluation Standards: Criteria established for the measurement of work, including factors, point values, point ranges, benchmark standards, glossaries and guidelines, and any other tools that will ensure the intent of the criteria is fully understood and applied in a consistent manner.
- e) Position: Set of duties and responsibilities created by a unit of funding and requiring the employment of one staff member or equivalent full-time hours. Identified by a position number.
- f) Salary range: Minimum to maximum remuneration fixed for a level of work identified by one grade, exclusive of any other compensation awarded by other entitlements.
- g) Salary rate: Specific remuneration paid to a staff member within a salary range, exclusive of any other compensation awarded by other entitlements.
- h) Work survey: Questionnaire that documents detailed information about work and responsibilities. The information from the work survey is the basis for the preparation of the official job description.