Classification checklist: Executive positions

The following information is required in an agency submission to determine the classification or reclassification of a position, or payment of a temporary special allowance.

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| Check | Documentation required for submission: | PSC use |
|  | **Summary from the CEO** (2 to 4 pages) |  |
| [ ]  | Background relevant to the agency and proposed position | [ ]  |
| [ ]  | Key responsibilities of the proposed position (and suggested classification) | [ ]  |
| [ ]  | Rationale for recommendation to categorise proposed position as either SES, OME or technical/professional  | [ ]  |
| [ ]  | Rationale for inclusion or exclusion from the Special Division if applicable | [ ]  |
| [ ]  | Confirmation of ESEL capacity or required minor/major ESEL adjustments | [ ]  |
| [ ]  | **Agency executive organisation chart** Baseline and proposed executive structures with applicable changes to reporting relationships | [ ]  |
| [ ] [ ] [ ] [ ]  | **Current job description**Key role focus, duties and responsibilitiesNumber of FTE under direct and indirect managementDirect and indirect financial responsibilities and accountabilities Role specific requirements of the position align with [Leadership Expectations](https://www.wa.gov.au/system/files/2023-05/Mapping%20your%20agency%E2%80%99s%20job%20roles%20to%20the%20contexts.pdf) | [ ] [ ] [ ] [ ]  |
| [ ] [ ] [ ] [ ] [ ] [ ] [ ]  | **Supporting information** (2-4 pages)Summary of the position, briefly referencing each of the 8 WAECM [assessment factors](https://www.wa.gov.au/government/multi-step-guides/classifying-and-remunerating-positions-the-public-service/guide-making-submission-executive-position-classification/western-australian-executive-classification)Indicate the proposed [Work Stream](https://www.wa.gov.au/government/multi-step-guides/classifying-and-remunerating-positions-the-public-service/guide-making-submission-executive-position-classification/western-australian-executive-classification) for the role2 or 3 internal or external comparative positions to support indicative classification level, including 1 functional comparatorAgency’s overall operating and capital budget – for positions with financial responsibilities and accountabilities Potential classification flow on effect to other positions within the agency and ESEL profile, if suggested classification is approvedRedistribution of responsibilities and functions to other positions, including any potential flow on impactsHow many surplus executive officers/positions will be managed (if relevant) | [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
| [ ] [ ] [ ]  | **Temporary Special Allowance requests only** (above level 8 salary)Summary of additional responsibilities, or finite body of work including sourceExpected duration of the TSA and suggested classification Current and temporary job descriptions mapping changes in functions and responsibilities performed (if applicable) | [ ] [ ] [ ]  |

Email completed submission with this checklist to SESConnect@psc.wa.gov.au

The assessment process can only commence once all necessary information is provided.