



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## HUMAN RESOURCE POLICY

### 1.0 STAFFING

#### 1.04 JOB DESCRIPTIONS

##### **Purpose**

To develop and maintain a clear and efficient structure and description of job responsibilities within the office of the Information and Privacy Commissioner (IPC).

##### **Application**

This policy applies to all employees of the IPC excluding the Commissioner.

##### **Policy**

The IPC will maintain complete and accurate job descriptions for all new and existing positions.

Supervisors shall ensure position descriptions are kept for each position and reflect current work assignments. The job description is an outline of the position's major duties and responsibilities. It is not intended to be a detailed list of every duty an incumbent may be asked to perform.

Positions within the IPC are aligned to the Public Service out-of-Scope Classification plan and the associated pay schedules.

New positions and/or significantly revised job descriptions must be reviewed for classification level (see IPC Policy 4.01 Classification).

The Commissioner may alter the content of a job description at any time. If changes in assigned duties result in a permanent change to an employee's classification, adjustments to rate of pay will be made in accordance with pay administration policy for upward and downward reclassification.

**Authority**

*The Freedom of Information and Protection of Privacy Act, section 43.1*

**Influencing Sources**

*The Public Service Act, 1998*

*The Public Service Regulations, 1999*

Legislative Assembly Service Human Resource Policy 1.4