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Room 201, Bram Fischer Building

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The Speaker

Cllr. Mxolisi Siyonzana

Council item

PROGRESS REPORT: IMPLEMENTATION OF T.A.S.K. JOB EVALUATION

1. PURPOSE

To appraise Council about the implementation of the Tuned Assessment of Skills and Knowledge (TASK) Job Evaluation System within Mangaung Metro.

2. BACKGROUND

In terms of the Section 66 (1) (b) of the Municipal Systems Act a municipal manager, within a policy framework determined by the municipal council and subject to any applicable legislation must provide a job description for each post on the staff establishment.

The parties to the South African Local Government Bargaining Council (SALGBC) concluded the TASK Job Evaluation Collective Agreement on 5 November 2003. The Collective Agreement paved the way for TASK System to be implemented in the entire Local Government Sectors as a uniform job evaluation system.

3. OVERVIEW OF A JOB EVALUATION PROCESS

3.1 *Definition of Job Evaluation*

Job evaluation can be defined a systematic process of determining the value and worth of each job in relation to other jobs in an organisation and deals with the relationships between jobs within an organisation. Job evaluation is concerned with the relative worth of jobs and not the worth of the job incumbents. The latter issue is addressed through performance management appraisals.

Furthermore, Job Evaluation concerns itself with the qualitative aspects of the job, not the quantitative aspects. In other words, it is not the amount of work allocated to a post which is primarily measured, but its relative demands, complexity, influence and responsibility, and the competencies required to carry out the job effectively.

3.2 **T.A.S.K System Overview**

The **T.A.S.K.** stands for Tuned **A**ssessment of **S**kills and **K**nowledge and was originally developed in the early 1980's and remains one of the most widely used evaluation systems in Southern Africa. T.A.S.K. as a job evaluation system has been chosen for the local government sphere based mainly on its credibility, applicability, consistency and comparability. **T.A.S.K.** job evaluation system focuses on the following four (4) factors in determining the grade or relative worth of a job:

- Complexity:** This measures the different levels of difficulty within a job;
- Knowledge:** Measures the amount of know-how required in the job;
- Influence:** refers to the extent of influence being exercised inside and outside the organisation;
- Pressure:** refer to stresses (mental and/or physical) inherent in the job.

Each of the four factors is scored on a rating scale. The sum of the scores for the four factors gives a total score which translates into a T.A.S.K. grade. There are twenty six grades in the T.A.S.K. system, 26 being the highest grade (the grade of the most senior executive job) and 1 being the lowest grade (the grade of the lowest skilled job).

Skill levels applicable to the T.A.S.K. job evaluation system and their corresponding job grades are depicted in the table below:

SKILL LEVEL	GRADES
Basic	1 – 3
Discretionary	4 – 8
Specialised	9 – 13
Tactical	14 – 18
Strategic	19 – 26

4. IMPLEMENTATION T.A.S.K. JOB EVALUATION POLICY AS PER SALGA'S POLICY DIRECTIVE

The South African Local Government Association National Executive Committee (SALGA NEC) approved the implementation of the Job Evaluation Policy for Municipalities. In June 2016, Mangaung Council approved the MMM Job Evaluation Policy that was aimed at guiding the internal processes of developing job description and migrating to the Task Job Evaluation System.

4.1 PROGRESS TO DATE

Subsequent to the approval of the Internal Task Job Evaluation Policy by Council, the administration of MMM in partnership with SALGA (Free State) implemented an action plan to ensure that the metro municipality align processes and system to implement the TASK system. To date, the following progress has been registered:

- All job descriptions were reviewed and updated in all directorates according to the TASK format;
- An Inclusive interdepartmental Job Evaluation Committee (JEC) was established and trained by SALGA FS on the TASK System. The JEC also have representative from organised labour, SAMWU and IMATU;
- The JEC commenced with the evaluation of posts in February 2017;
- Unique and generic posts on the staff establishment were graded in terms of the skill levels of the TASK system;
- The grading of posts 600 MMM posts was completed on 30 May 2017;

- The evaluated results were submitted to SALGA (FS) on 09 June 2017 for auditing purposes as prescribed in the approved Job Evaluation Policy of Council;
- The SALGA (FS) Provincial JE Audit Committee audited the results of MMM from the 26th – 29 June 2017;
- Audit findings from the SALGA (FS) Provincial JE Audit Committee were received by MMM on 10 August 2017 and responses returned on 14 August 2017 and were subsequently considered by the JE Audit Committee.
- The Final Outcomes Results were delivered to MMM on 21 August 2017.11.07

4.2 SALGBC WAGE CURVE FOR LOCAL GOVERNMENT

The Executive Committee of the South African Local Government Bargaining Council “SALGBC” at Central Council level appointed 21st Century on 12 November 2015 to investigate an appropriate wage curve dispensation for local government. The SALGBC issued circular no 13/2015, dated 26 November 2015 requesting municipalities to supply data to 21st Century. The working group, over the last 12 months, considered various options and scenarios taking into account the previous but lapsed job evaluation wage curve collective agreement and the COGTA model (2015 and 2016), which regulates the salaries of senior managers. The Executive Committee adopted the 21st Century report at its meeting held on 15 November 2016 and 22 March 2017 respectively.

4.2.1 MUNICIPALITY CATEGORISATION MODEL

In order to construct a fair and equitable categorisation model for Municipalities, a variety of interrelated factors have been considered by the study. Municipalities differ substantially in their size, spending activities and in other socio-economic characteristics. The following metrics have been considered the most appropriate:

- a) Equitable share income
- b) Employee costs
- c) Property rates

There are ten pay scales that are linked to the Municipal Categorisation model. The categorisation model takes into account a weighted combination of the Equitable Value of a Municipality, the Employee Costs of a Municipality and the Revenue from Property Rates of a Municipality. The SALGBC Executive Committee adopted the 21st Century report at its meeting held on 15 November 2016 and 22 March 2017 respectively.

The following was duly noted and resolved by the SALGBC Executive Committee:

- In terms of the Clause 10 of the Main Collective Agreement, **wage curves are the competence of the Central Council only.***
- Local Labour Forums and municipal councils do not have the authority to conclude a **wage curve agreement nor determine its own grading at municipal level.***
- Parties at municipal level **must desist from succumbing to any sort of pressure to deal with the wage curve** matter but engage their respective national offices as the negotiations continue.*

The SALGBC will embark on the process of consultation of stakeholders with the view of developing and agreeing on a new Wage Curve Agreement for the local government sector. This process is at an initial stage and MMM Council will be regularly updated on the progress and the implications thereof.

5. RECOMMENDATIONS:

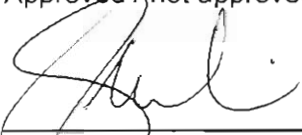
- a) That Council takes of the progress of MMM with regard to the implementation of TASK Job Evaluation System.
- b) Council note the parallel process of the SALGBC (National) of developing wage curve for the entire local government sector.

Submitted by



Adv. Tankiso Mea
City Manager 7/11/2017

Approved / not approved



Cllr. Matawana Mlamleli
Executive Mayor