

# Job Evaluation

At times, due to organisational change or employee request, you may need to review and evaluate a role using the Job Evaluation Management System (JEMS).

## How can the CAA help you?

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Corporate Administration Agency (CAA) can provide expert JEMS evaluators to perform individual job evaluations for new or existing roles, create your Role Descriptions, and if required, undertake complete organisational reviews.

## Our JEMS service

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We can undertake full evaluations, or moderation only if required.

We prepare an evaluation report to accompany the JEMS profile. We have over 15 years of JEMS data to draw on, so can ensure consistency and comparability across the public service, and where possible, the individual agency when providing an outcome.

## What information is required?

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Ideally, we like to have a current role description, a completed JEMS questionnaire (we can provide the template), the supervisory position's role description and existing evaluation profile (if available), and an organisational structure chart.

If a questionnaire isn't possible, we can conduct an interview with the incumbent, the supervisor, or both as another option.

## How long will it take?

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We aim to turn around an individual evaluation in 10 working days, though we pride ourselves in being responsive, so talk to us about your timeframe requirements.

For projects involving multiple evaluations, or organisational review, we will negotiate a delivery date with you.

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## Can I pick and choose the support I want?

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Absolutely! The CAA offers flexibility and will tailor to your needs. We can provide any or all of the services mentioned on a competitive fee-for-service basis. Our fees will reflect the quantity and type of services that you choose.

## How do I find out more?

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If you have any questions regarding the CAA's JEMS services, please contact Managers, Workforce Strategy:

[Leonie.Jones@caa.qld.gov.au](mailto:Leonie.Jones@caa.qld.gov.au) (3003 2328); or

[Tina.Treffiletti@caa.qld.gov.au](mailto:Tina.Treffiletti@caa.qld.gov.au) (3003 2370).