

In Rīga, November 30, 2010

Regulation No.1075
(Protocol No. 69, § 55)

Job Catalogue of State and Local Government Institutions

With amendments set forth in:

Regulation No.707 of the Cabinet of Ministers of September 20, 2011

Regulation No.94 of the Cabinet of Ministers of February 7, 2012

Regulation No.6 of the Cabinet of Ministers of January 6, 2015

Issued in accordance with
Section 7, Paragraph 3, Clause 1 and 2
and Paragraph 4, Section 7¹, Paragraph 1 of the
"Law on Remuneration of Officials and Employees
of State and Local Government Authorities "
and Section 20, Paragraph 1 of the "State Civil Service Law"

*(In wording of Regulation No. 403
of the Cabinet of Ministers of May 24, 2011)*

I General Provisions

1. The regulations establish a uniform position classification system and procedure for position classification in state and local government institutions (hereinafter – Authority).
2. The regulations do not apply to positions of officials with special service ranks of institutions of the system of the Ministry of the Interior and the Prison Administration.
3. The job families in institutions are summarized and classified, as well as principal functions of respective position are described in the position classification system.
4. The position classification system is designed to develop the work remuneration system, as well as to promote personnel management and development.
5. The position classification system is based on the Job Catalogue of State and Local Government Institutions (hereinafter – Job Catalogue) (Annex 1). The Job Catalogue is a

systematized compilation of positions established in an institution. The Job Catalogue provides description of job families and sub-families, description of levels, as well as description of the principal duties of respective positions.

6. The functions that correspond to the position shall be arranged in functional groups – job families and sub-families. Job family (hereinafter – Family) is a set of positions with similar tasks and basic duties according to principal function. The job sub-family (hereinafter - Sub-family) is a set of positions with narrower, but according to the main function clearly distinguishable specialization.

7. In a Family or Sub-family, the positions shall be grouped into levels (hereinafter – the Level), which characterize the main differences between positions of one Family, taking into account the complexity of duties, responsibility and managerial functions, education and experience required for discharge of official duties.

7¹. The appropriated group of monthly salaries shall be determined based on the Family and Level (Annex 1¹).

[6 January 2015]

II Procedure for Position Classification

8. The Family (Sub-family) and Level corresponding to the position shall be determined by the head of an institution on the recommendation of the head of respective structural unit and human resource professional.

9. If more than 10 positions need to be classified in the Authority, the head of the Authority shall establish a working group for position classification (hereinafter – Working Group) composed of 3-5 members. The human resource professional shall be included in the Working Group.

10. The positions shall be classified into corresponding Families (Sub-families) and Levels, taking into account descriptions of Families (Sub-families) and Levels.

11. Job descriptions of officials and employees, a list of personnel, the by-law of the Authority, rules of the structural units and organizational chart, as well as other documents specifying the official duties shall be used in position classification.

11.¹ The objective of position classification is to ensure equal classification of identical and equivalent positions. The positions shall be compared, using job descriptions where job characteristics are assessed, including work complexity, mental effort, cooperation, managerial function, responsibility for work results, responsibility for decisions, as well as education and professional experience required for discharge of official duties.

11.² The job description of an institution of direct public administration (Annex 1²) shall include the following information:

11.² 1 name of the Authority;

11.² 2 job title and status (civil servant or an employee);

11.² 3 name of the structural unit;

11.² 4 occupational code;

11.² 5 position classification (Family and Level);

11.² 6 place of the position in the organizational structure – subordination (direct, institutional, functional);

11.² 7 replacement for a position, where appropriate;

11.² 8 internal and external cooperation;

11.² 9 objective of the position;

11.² 10 official duties (in order of priority), their significance and standards for discharge, if any;

11.² 11 competencies required for the position;

11.² 12 requirements for professional qualification – education, professional experience, professional skills and knowledge, general skills;

11.² 13 responsibility of the performer of official duties;

11.² 14 rights of the performer of official duties;

11.² 15 other information about the position.

12. In classifying the positions, the Family, (Sub-family) and Level is selected with the description that most precisely complies with the main duties set forth in particular job or work description.

13. If official duties fall within several Families (Sub-families), the position shall be classified in the Family (Sub-family) and level where respective duties form the majority in terms of amount or significance.

14. If the majority of main official duties cannot be found in any description of Family (Sub-family) and Levels, the position shall be classified in the Family that best meets the level of responsibility and managerial capacity.

15. New positions or positions where the main duties of performers substantially change after position classification shall be classified according to general procedure in compliance with conditions of this Chapter.

[6 January 2015]

III Procedure for Coordinating the Positions in Direct State Administration Institutions

16. In direct state administration institution, the Family (Sub-family) and Level corresponding to the position of the official (employee) shall be determined by the head of the Authority (in ministry – by the State Secretary) on the recommendation of the working group, head of respective structural unit and human resource professional. The Family and the Level that corresponds to the position of the State Secretary of the ministry shall be determined by respective member of the Cabinet of Ministers; for the post of the head of subordinate institution – by the head of the higher institution; for the Head of the State Chancellery, Head of the Cross-Sectoral Coordination Centre – by the Prime Minister.

(With amendments to Regulation No. 94 of the Cabinet of Ministers of February 7, 2012)

17. Within two weeks after the creation of a new position, the Authority shall perform position classification. In case of substantial amendments to job descriptions, the Authority shall review the position classification, and shall re-classify positions where appropriate.

17.¹ Subordinate authorities shall summarize the results of position classification and submit to higher authority for approval. Within two weeks after receiving the summary of results of position classification from the subordinate authority, the higher authority shall evaluate them. If the results of classification of certain positions do not meet the criteria of position classification laid down in present regulations, the higher authority shall recommend the subordinate authority to review the classification of respective positions.

17.² The ministry, the Corruption Prevention and Combating Bureau and the Cross-Sectoral Coordination Centre shall submit the summary of position classification results and the approved summaries of position classification results for approval to the State Chancellery in *Microsoft Excel* data form (Annex 2), by annexing the documents, which support the classification (job descriptions, a list of personnel, rules of the structural units and organizational chart). Only those documents, which support position classification and which are not publicly available shall be submitted to the State Chancellery.

17.³ The documents, which shall be submitted to the State Chancellery in line with the present regulations, shall be submitted online, using the Document Flow and Task Management Information System *DAUKS* (hereinafter – *DAUKS* system). They are publicly credible and do not require a digital signature. The flow of the ministries' and the State Chancellery's documents shall be implemented through *DAUKS* system.

18. Within two weeks of receiving the position classification results of the Authority, the State Chancellery shall assess them. If the results of classification of certain positions do not meet the position classification criteria set forth in these regulations, the State Chancellery shall recommend the Authority revision of position classification.

19. The State Chancellery shall, if necessary, equalize (calibrate) the results of position classification, ensuring that the positions with equal or similar value are equally classified in all Authorities, taking into account duties set forth in job description, requirements for education and professional experience, complexity of work, responsibility and managerial functions. In the process of equalization, the State Chancellery shall evaluate all results of position classification and shall recommend the Authority to change the classification of those positions, which are classified differently from other equal or similar positions.

20. If no agreement is reached on the classification of particular positions or the Authority does not agree with the recommendation of the State Chancellery to change the classification of certain positions following the equalization (calibration), the matter shall be considered by the Commission for Remuneration in the Public Sector that shall provide proposals on the classification of concrete positions in concrete Family (Sub-family) and Level according to the Job Catalogue.

[6 January 2015]

IV Procedure for Job Coordination in other State and Local Government Institutions

21. The Family, Sub-family and Level of the position of an official (employee) of state and local government institution shall be determined by the head of the Authority on the recommendation of the working group, head of respective structural unit and human resource professional; for officials (employees) of local governments and the head of local government institution – by the executive director; for the head of subordinate institution – by head of higher institution.

22. Within two weeks of creating new positions or revision of classification of existing positions, the local government authority shall prepare a summary of results of position classification (Annex 3) and shall submit it for approval to the local government or higher institution. Within two weeks of receiving the results of job classification of an institution, the local government or higher institution shall assess them. If the classification results of certain positions do not meet the position classification principles set forth in these regulations, the local government or higher institution shall recommend revision of classification of respective positions.

23. The local government or higher institution shall, if necessary, equalize (calibrate) the results of position classification, ensuring that equal or similar positions are classified equally in all institutions, taking into account duties set forth in job description, requirements for education and professional experience necessary to discharge official duties, responsibility and managerial functions. In the process of equalization, the local government or higher institution shall assess all results of position classification and recommend changing the classification of those positions, which are classified differently from other equal or similar positions.

23.¹ *(deleted in accordance with Regulation No.707 of the Cabinet of Ministers of September 20, 2011).*

V Updating the Job Catalogue

24. The State Chancellery shall bear responsibility for updating the Job Catalogue. If it is necessary to update the Job Catalogue, the Authority shall submit proposals to the State Chancellery for updating the Job Catalogue or shall develop a draft legislative act on the amendments to the Job Catalogue.

25. When submitting proposals for inclusion of new Families, Sub-families or Levels in the Job Catalogue or making substantial amendments to description of existing Families, Sub-families and Levels, the following information shall be specified:

25.1 description of the position to be classified, place of the position in organizational structure, regulations of respective structural unit and other information characterizing the position;

25.2. justification of the need for new Family, Sub-family or Level or making amendments to descriptions of existing Families, Sub-families or Levels;

25.3 estimated place of respective Family, Sub-family or Level in the Job Catalogue.

VI Closing Provisions

26. In order to ensure uniformity of position classification, when positions are classified for the first time in direct state administration institution, its head shall establish a working group including one or more representatives of the State Chancellery and higher institution (if any).

27. In order to ensure uniformity of position classification, when positions are classified for the first time in other state and local government institution (except direct state administration institutions), its head shall establish a working group, which may invite a

representative of the State Chancellery, or consult with a representative of the State Chancellery in the process of position classification.

28. The Ministry of Finance shall use the position classification system to develop the work remuneration system and include the information in the work remuneration tracking system, as well as to plan funding for the implementation of the work remuneration tracking system.

29. The regulations shall be applicable to those officials of the State Border Guard with special service ranks who had been hired by the State Border Guard until September 30, 2006, and continue work under the concluded employment contract.

29.¹ The Authorities shall ensure that the information specified in Clause 11.² of present Regulations is included in job descriptions not later than by January 1, 2007.

29.² The Authorities shall ensure the revision of position classification in accordance with the amendments of 2015 in Annex 1 of present Regulations not later than by December 31, 2015.

29.³ The Instruction of the Cabinet of Ministers No.5 "Procedure for Developing a Civil Servant's Job Description" of December 5, 2000 shall be declared null and void from January 1, 2017 (*Latvijas Vēstnesis*, 2000, No. 446/447; 2009, No.94).

30. The regulations shall be applicable from December 1, 2010.

[6 January 2015]

Prime Minister
Minister for Regional Development
and Local Government Affairs

V.Dombrovskis

Minister for Finance

A.Vilks