

Chapter 2

The Position Classification Plan

2.1 The Position Classification Plan

The Position Classification Plan (PCP) consists of occupational services, occupational groups, classes in series, specifications or written descriptions of the classes and the rules and procedures for the administration and maintenance of the Plan.

2.2 Concepts of Position Classification

2.2.1 The position is the basic unit of an organization. It is a set of current duties and responsibilities assigned by competent authority to be performed by an individual either on a full-time or a part-time basis. It may be filled or vacant.

2.2.2 Positions are grouped by class on the basis of similarity of kind and level of difficulty and responsibility of work.

2.2.3 As a general rule, only the duties and responsibilities of the position are considered in position classification and not the incumbent's qualifications, except teaching positions where the incumbent's education, relevant training and experience and other factors are considered.

2.3 Grouping of Classes Under the PCP

A class consists of all those positions having sufficiently similar duties, responsibilities and qualification requirements such that they can be given the same position title, salary grade, and for all administrative and compensation purposes, be treated alike. Example: Public Health Nurse I.

The classes in the PCP are grouped into the following:

2.3.1 Series

A series consists of one or more classes of positions which are similar as to specialized line of work, arranged by level of difficulty and responsibility. Example: Public Health Nurse. This series is composed of Public Health Nurse I, Public Health Nurse II and Public Health Nurse III.

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Table of Contents Csc Manual On Position Classification And Position

1. Understanding the eBook Csc Manual On Position Classification And Position
 - The Rise of Digital Reading Csc Manual On Position Classification And Position
 - Advantages of eBooks Over Traditional Books
2. Identifying Csc Manual On Position Classification And Position
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Csc Manual On Position Classification And Position
 - User-Friendly Interface
4. Exploring eBook Recommendations from Csc Manual On Position Classification And Position
 - Personalized Recommendations
 - Csc Manual On Position Classification And Position User Reviews and Ratings
 - Csc Manual On Position Classification And Position and Bestseller Lists
5. Accessing Csc Manual On Position Classification And Position Free and Paid eBooks
 - Csc Manual On Position Classification And Position Public Domain eBooks
 - Csc Manual On Position Classification And Position eBook Subscription Services
 - Csc Manual On Position Classification And Position Budget-Friendly Options
6. Navigating Csc Manual On Position Classification And Position eBook Formats

- ePub, PDF, MOBI, and More
- Csc Manual On Position Classification And Position Compatibility with Devices
- Csc Manual On Position Classification And Position Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Csc Manual On Position Classification And Position
 - Highlighting and Note-Taking Csc Manual On Position Classification And Position
 - Interactive Elements Csc Manual On Position Classification And Position
- 8. Staying Engaged with Csc Manual On Position Classification And Position
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Csc Manual On Position Classification And Position
- 9. Balancing eBooks and Physical Books Csc Manual On Position Classification And Position
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Csc Manual On Position Classification And Position
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Csc Manual On Position Classification And Position
 - Setting Reading Goals Csc Manual On Position Classification And Position
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Csc Manual On Position Classification And Position
 - Fact-Checking eBook Content of Csc Manual On Position Classification And Position
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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