

PSEA e-bulletin, November 28, 2008

### Knowledgebase Expansion – OCR and DTFV Launch

PSEA is pleased to announce the launch of two new registries located in the PSEA Knowledgebase at <http://www.psea.bc.ca/knowledgebase.asp>

#### Occupational Classification Registry (OCR)

The **OCR** provides up to date salary ranges and job descriptions from across the sector which is grouped into functional areas and generic classification codes.

Job descriptions from each institution are grouped with other like positions in the sector by using variables such as title, key duties, salary, credentials and experience required, and other criteria. Each grouped position is assigned a numeric classification code, a generic title, and occupational summary description. A summary report of each position can then be downloaded which will identify each institution's specific title, position reported to, employee group, and salary range/ effective date of salary. In that report, links will be provided to the institution's full job description. Reports are also able to be downloaded via institution.

Currently, **only excluded positions** are coded in the OCR. The OCR will expand in the near future as PSEA will begin coding Support Staff positions in January 2009.

We thank all institutions for their assistance in providing PSEA access to their job descriptions and current salary scales.

#### Difficult to Fill Vacancy Registry (DTFV)

The **DTFV** is for the purpose of gathering data on all difficult to fill vacancies in the post-secondary sector of British Columbia. The data is used to analyze labour market planning and support labour market adjustment initiatives both sectorally and locally. The DTFV Registry has been primarily modeled after the HEABC version that has been in inception since 2001.

Institutions are to report DTFVs four times per year; at the end of

March (Quarter 1), June (Quarter 2), September (Quarter 3), and December (Quarter 4). Each expired quarter will remain open for several weeks into the current quarter to allow for late responses to be entered. Once a quarter has been locked, changes can only be made by contacting PSEA.

A difficult to fill vacancy is a job that remains unfilled after 3 months of active recruitment.

Currently Quarter 4 – 2008 and Quarter 1 – 2009 are open for submissions.

Please refer to the DTFV Instruction Manual, and the OCR Codes & Summary Descriptions for more information on how to use this registry.

Passwords to the Knowledgebase and editor-access to the DTFV can be obtained from Ross Ferguson at [ferguson@psea.bc.ca](mailto:ferguson@psea.bc.ca)