

Clerical Admin Pay Equity Claim: Comparator Interviews Information Brief for participating employee

Background

What is pay equity? Pay equity means that men and women receive the same pay for doing work that is different but of equal value.

Occupations dominated by men tend to be paid more than occupations dominated by women. A pay equity investigation considers the value of the work done by a female-dominated claimant occupation and by male-dominated comparator occupations. The jobs are assessed in terms of knowledge, skills, responsibility, effort, and working conditions. If the work done by the predominantly female occupation is found to have been undervalued, the pay equity claim results in a negotiation to settle the pay equity claim.

The Public Service Association (PSA) has made a pay equity claim on behalf of clerical admin workers employed in District Health Boards (DHBs), claiming that their work has been historically, and is currently undervalued because women do it. The DHBs have agreed to work together with the PSA to gather the information needed to assess the pay equity claim.

The process is now at the stage of comparing the work done by clerical admin workers and that done in a range of male dominated occupations. Your interview is an important part of the process to enable an effective comparison. Both clerical admin and comparator jobs need to be well understood. There are four stages to the pay equity claim process - comparator interviews will help to inform the second and third stages.



Stage One: Data-gathering for the clerical admin role

During the first stage information about clerical admin work was gathered. Clerical admin workers from a representative range of DHBs were interviewed. DHBs also provided work information on the roles including job descriptions, desk files and associated information.

Stage Two: Data-gathering for comparator roles

We are now interviewing job holders from a range of comparator occupations. The aim of the interviews is to build a comprehensive picture of the skills, responsibilities, conditions of work, and the effort involved in the comparator work.

Stage Three: Assessing the work

The clerical admin and comparator occupation roles will be assessed using a gender-neutral work assessment tool. This will identify the similarities and differences in the skills, responsibilities, conditions and effort.

Stage Four: Settling the claim

To finalise this pay equity claim, the DHBs and the PSA will enter negotiations to address any undervaluation of clerical admin work identified through the pay equity process.

Interview to Gather Data on Comparator Occupations

You are being asked to participate in an interview. The interview will focus on the skills, responsibilities, conditions of work and degree of effort involved in your work. It will last approximately 1.5 hours.

The purpose of the interviews is to gain an understanding of the work you do. The interviews are not part of any appraisal process and there is no individual performance assessment. This is not about competency - it is about understanding what the job is and what skills it requires. Your interview notes are confidential and will not be shown to your team leader / manager or employer.

You are welcome to bring a colleague, friend, whanau member or delegate to the interview.

A link will be provided for access to the questionnaire which is the framework for the interview. This will be accessible for both interviewees and their managers/team leaders prior to the interviews.

Once completed, the interview record will be made anonymous and summarised. The appropriate manager / team leader will be asked to confirm that this is the work carried out in this role.

Once interviews have been through the manager confirmation process, the interviews across the same role will be brought together to create a summary profile for your role.

Pre-Interview

To help ensure we have an accurate picture of your role we have prepared a work log template. This will allow you to note the activities and tasks you perform in the week prior to the interview. The work log is not mandatory but may be used as a memory aid and to help frame responses during the interview.

Work log

- Consists of notes detailing the responsibilities and tasks performed while carrying out the role
- To be used as a memory aid during the interview
- It will not be used to inform the post-interview write up
- It will only be submitted as documentation if you agree

Work Information

Please feel free to bring any relevant work information such as job description or other documentation related to your role to help with creating the full picture of your role at the interview.

Important Information

Interviews will be conducted according to protocols developed collaboratively between DHBs and the PSA. Both organisations retain oversight on the pay equity claim process.

Process	The information from your interview will be anonymous. No personal details will be used in the assessment process.
Protocols	
Confidentiality	Documents based on your interview will only be used to support the assessment of pay equity claims.
	The Pay Equity Project Team will not release the names of, or any other identifying information about people interviewed.
	These confidentiality obligations are subject to any legal requirements to disclose information.
Participation	Female and male employees can participate, even though the workforce is male dominated
Interview Teams	Interview teams will consist of one or more trained representatives from DHBs and the PSA.

Summary of Actions

We thank you for your time in assisting with this process. We have summarised the commitment required by you below:

When	Action	Time estimate
One week pre-interview	• Keep work log	10 minutes
	• Gather any relevant work information	10 minutes
Day of interview, as scheduled	• Participate in interview	1.5 hours
Post interview	• Reviewing, commenting and approving interview record	20 – 30 minutes
	• Responding to any additional questions	20 minutes

Any Questions?

If you have any questions regarding the interview process for the pay equity claim for clerical admin workers, please contact the Pay Equity Project Team at pay.equity@tas.health.

Comparator Employee: Work Log

This work log allows you to note the activities and tasks you perform in your role for the week prior to the interview. It is not mandatory but may be used as a memory aid and to help frame responses during the interview.

	First work period	Second work period
Monday		
Tuesday		
Wednesday		

	First work period	Second work period
Thursday		
Friday		
Saturday		
Sunday		