



MONITOR POLSKI

OFFICIAL GAZETTE OF THE REPUBLIC OF POLAND

Warsaw, 14 August 2015

Item 724

**ORDINANCE NO. 57
OF THE PRIME MINISTER**

of 24 July 2015

amending the ordinance on the rules and regulations on describing and evaluating civil service job positions

Pursuant to Article 84.4 of the Act of 21 November 2008 on Civil Service (Journal of Laws of 2014, items 1111 and 1199; and of 2015, item 211), I hereby order as follows:

Article 1 The following amendments are made to Ordinance No. 1 of the Prime Minister of 7 January 2011 on the rules and regulations on describing and evaluating civil service job positions (Official Gazette of the Republic of Poland "Monitor Polski" No. 5, item 61):

1) in Article 1, after paragraph 2, paragraph 2a shall be inserted as follows:

“2a. If the name and the scope of a job are the same for a few job positions, it is possible to prepare a single job description for several job positions.”;

2) In Article 2, paragraphs 3 and 4 shall be inserted as follows:

“3. If information included in Part I of the job position description (job position specification) is amended, it is not required to update this description.

4. In the case referred to in paragraph 3, the job position description approved earlier shall be complemented by an updated job position specification.”;

3) Article 11 shall read as follows:

“Article 11.1. A representative of the employer shall be responsible for drafting descriptions of job positions which are not higher civil service positions.

2. The job description of the position of representative of the employer shall be drafted by the entity that employed the person at this position, provided that the position of representative of the employer is not a higher civil service position.

3. The provisions of this ordinance shall apply to the process of drafting the description of the position of the employee referred to in paragraph 2.

4. The job position description specified in paragraph 1 shall be approved by a representative of the employer or a person authorised by them.

5. The head of the organisational unit shall present the draft job description for the supervised job position, verified for correctness, for approval by the person referred to in paragraph 4.

6. The organisational unit or the person designated by the representative of the employer shall be responsible for verifying the draft job description for correctness.

7. The representative of the employer shall be responsible for ensuring that the employee becomes acquainted with the approved description of their job position.

8. In the case of updating a job position description referred to in Article 2.2, paragraphs 4-7 shall apply.”;

4) In Article 15, paragraphs 4 and 5 shall be inserted as follows:

“4. Evaluations of higher civil service positions, with the exception of the position of General Director of the office, shall be commenced immediately after the office’s General Director position evaluation is approved.

5. An update of the office’s General Director position evaluation does not entail re-evaluation of higher civil service positions at the office.”;

5) Article 19.3 shall read as follows:

“3. The provisions of Article 11 paragraphs 4-7 shall apply to the process of supplementing or amending the job position description referred to in paragraph 1, clause 1.

6) Article 22.1 shall read as follows:

“1. A member of the internal team shall not participate in the evaluation of job positions at the organisational unit in which that member is employed.”;

7) Article 25 shall read as follows:

“Article 25.1. The result of job position evaluation shall be approved by the representative of the employer.

2. Before presenting the evaluation result for approval by the representative of the employer, the leader of the internal team shall consult:

- 1) the head of the organisational unit – in the case of job positions which are not higher civil service positions and in the case of the position of deputy head of the organisational unit;
- 2) the person responsible for factual supervision of the given job position – in the case of the position of head of the organisational unit.

3. Together with the evaluation results, the internal team leader presents to the representative of the employer the discrepancies in the opinions of persons referred to in paragraph 2.

4. The representative of the employer, after consulting the internal team leader, may amend the evaluation result prior to its approval.

5. In the case referred to in paragraph 4, the representative of the employer shall prepare a written justification for the amendment of the evaluation result, which they shall attach to the report.

6. The job position evaluation result approved by the representative of the employer shall be made available immediately to the person employed at this job position and their supervisors.”;

8) Article 27.2 shall read as follows:

“2. Subsequent job position evaluations shall not necessitate repeating the process of determining the number and scope of the score brackets referred to in paragraph 1.”;

9) In Article 30, paragraph 3 shall be inserted as follows:

“3. If amendments to the job position description are related to tasks that are not dominant, this does not necessitate a renewed update of the job position evaluation result. Persons referred to in paragraph 1 may decide to repeat the evaluation process for this job position.”;

10) Appendices 1 and 2 to the Ordinance shall have the wording specified in Appendices 1 and 2, respectively, to this Ordinance.

Article 2.1. The entry into force of this Ordinance does not necessitate renewed description and evaluation of civil service job positions with reference to which these activities have been completed before the ordinance enters into force.

2. In the case referred to in paragraph 1, the person responsible for Labour Law duties at the office may decide to perform renewed description and evaluation of civil service job positions, except for the position of General Director of the office.

3. In the case referred to paragraph 1, the Head of Civil Service may decide to perform renewed description and evaluation of the position of General Director of the office.

Article 3.1 Current regulations shall be applied to the processes of describing and evaluating civil service job positions that have been commenced and not completed prior to the ordinance's entry into force.

2. The commencement of the processes of describing and evaluating a civil service job position referred to in paragraph 1, except for the position of General Director of the office, shall be understood as presenting by the head of the organisational unit a draft description of this position for approval by the person responsible for Labour Law duties at the office, or a person authorised by them.

3. The commencement of the processes of describing and evaluating the position of General Director of the office referred to in paragraph 1, shall be understood as presenting a draft description of this position for approval by the office manager or the Head of Civil Service.

Article 4 The Ordinance shall enter into force 14 days after the date of publication.

The Prime Minister of the Republic of Poland *E. Kopacz*

Appendices to the Ordinance No. 57 of the Prime Minister
Of 24 July 2015 (item 724)

Appendix 1

*TEMPL
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**JOB POSITION
DESCRIPTION
FOR POSITIONS WHICH ARE NOT HIGHER CIVIL SERVICE
POSITIONS**

PART I

1.1.	OFFICE NAME	
1.2.	OFFICE ORGANISATIONAL UNIT NAME	
1.3.	JOB POSITION NAME	
1.4.	JOB POSITION FOR (optional)	
1.5.	JOB POSITION SYMBOL	

2. JOB POSITION WITHIN THE OFFICE ORGANISATIONAL STRUCTURE

2.1.	Indirect supervisory job position	
2.2.	Direct supervisory job position	

3. FAMILIARISING THE EMPLOYEE WITH THE JOB POSITION DESCRIPTION

JOB POSITION	FIRST NAME AND SURNAME	DATE AND SIGNATURE

PART II**4. JOB POSITION PURPOSE**

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5. NUMBER OF SUBORDINATE EMPLOYEES

- no subordinate employees
- directly manages or coordinates the work of **up to 4 employees**
- directly manages or coordinates the work of **between 5 and 9 employees**
- directly manages or coordinates the work of **more than 9 employees**
- is the direct superior of **persons managing the work of other employees**

6. MAIN TASKS PERFORMED IN THE JOB POSITION

DOMINATING TASKS (performed most often)
Task 1:
Task 2:
Task 3:

OTHER TASKS
Task 4:
Task 5:
Task 6:
Task 7:
Task 8:

7. AUTHORISATIONS AND POWERS OF ATTORNEY

- no authorisations or powers of attorney
- authorisation to issue decisions, orders and other legal documents, as well as undertake activities subject to the supervision of administrative courts
- authorisation to manage public funds
- authorisation to perform control activities
- authorisation to enter into commitments
- power of attorney in court proceedings
- other (please specify)

8. COMPLEXITY AND CREATIVITY

DESC RIPT	EXAMPLES (optional)

9. REQUIRED INDEPENDENCE AND INITIATIVE

DESC RIPT	EXAMPLES (optional)

10. PLANNING TIMELINE

PLANNING	EXAMPLES (optional)
<ul style="list-style-type: none"> <input type="checkbox"/> up to 1 month <input type="checkbox"/> between 1 month and 1 quarter <input type="checkbox"/> between 1 quarter and 1 year <input type="checkbox"/> beyond 1 year 	

11. EXTERNAL CONTACTS

<ul style="list-style-type: none"> <input type="checkbox"/> a few times a day <input type="checkbox"/> a few times a week 	<ul style="list-style-type: none"> <input type="checkbox"/> a few times a month <input type="checkbox"/> a few times a year
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12. FACTORS THAT MOST SERIOUSLY HINDER TASK COMPLETION	
<input type="checkbox"/> none <input type="checkbox"/> physical effort <input type="checkbox"/> field work <input type="checkbox"/> work in exceptionally difficult environments <input type="checkbox"/> non-standard working hours (including duty hours) <input type="checkbox"/> domestic or foreign business trips <input type="checkbox"/> risk of pressure by criminal groups <input type="checkbox"/> risk of corruption <input type="checkbox"/> permanent service of external customers (non-administrative customers, e.g. citizens, businesses) or conducting inspections in other offices <input type="checkbox"/> frequently representing the office before third parties <input type="checkbox"/> others (please specify)	EXAMPLES (optional)

13. REQUIRED COMPETENCE AND WORK EXPERIENCE

COMPETENCE	MANDATORY REQUIREMENTS		ADDITIONAL REQUIREMENTS	
Education				
Training				
Special authorisation				
Foreign language skills	Foreign language: 1.	Level:	Foreign language: 1.	Level:
Other competence, knowledge or skills				
WORK EXPERIENCE	MANDATORY REQUIREMENTS		ADDITIONAL REQUIREMENTS	
Length in months or years				
Type of experience				

PART III

Head of the office's organisational unit		
(first name and surname of the head of the office's organisational unit)	(date)	(signature)
Person approving job position description: I hereby approve the job position description		
(first name and surname of the person approving the job position description)	(date)	(signature)

Notes**to the job position description template for positions which are not higher civil service positions****Re point 1.3. JOB POSITION NAME**

The job position name should be provided in accordance with regulations on office positions, required professional qualifications, civil service employee ranks, multipliers for remuneration calculation and detailed rules for calculation and payment of other benefits to which civil service corps members are entitled.

A change of a job position should involve other changes in the description of the job position, e.g. with regard to required competence and work experience.

Re point 1.4. JOB POSITION FOR

This is an optional point. In the case of positions whose name stated in point 1.3 sufficiently describes the position in terms of functional scope (e.g. "chief accountant"), it is not necessary to complete this point.

Re point 1.5. JOB POSITION SYMBOL

It could be for example the abbreviated name of an organisational unit at the office and the subsequent number of the position.

The number of symbols provided in this point should correspond to the number of job positions for which the job position description is being prepared. For example, if the description is prepared for 4 job positions (whose names and scopes – i.e. performed tasks, required competence and qualifications – are the same) then 4 symbols should be provided (a separate one for each of them)

A multi-person job position is an exception to this rule – in such a case a single symbol is sufficient.

The job position symbol should be assigned to a job position and not to the person who holds this position. It should result from the organisational structure of the office. Consequently, the symbol which is assigned to a job position should not be changed regardless of who currently holds the job position.

Re point 3. FAMILIARISING THE EMPLOYEE WITH THE JOB POSITION DESCRIPTION

The symbol of a job position in the first column of the table presented in this point should be mandatorily stated only when the description of the job position has been prepared for more than 1 job position (i.e. when more than one symbol has been quoted in point 1.5).

The number of rows in this point may be freely expanded.

The number of rows should result primarily from the number of job positions for which a job description has been prepared so that all persons which hold the position could sign a confirmation they have made familiar with the description.

Additionally, if there is a change of the person holding a given position – with no amendments made to the description of the job position itself (the job position description has not been updated) – the employee taking over the job position should sign a confirmation of making familiar with this description in the first available row. In such a case there is no need to prepare another copy of this job position description.

Re point 4. JOB POSITION PURPOSE

Please describe in no more than 3 sentences, without quoting the legal basis.

Re point 5. NUMBER OF SUBORDINATE EMPLOYEES

Mark with an "X" one range in the list provided in this point.

Re point 6. MAIN TASKS PERFORMED IN THE JOB POSITION

Please describe in no more than 8 sentences so as to define the role of the job position.

These tasks should be listed according to the frequency of their performance. The first three most often performed tasks should be considered dominant tasks. The remaining tasks are regarded as secondary tasks.

The description of a task should be brief and should contain:

a verb indicating what has to be done + an expression indicating the object of the performed task + a short description of the task objective, e.g. enters into books + financial operations + to provide up-to-date and precise financial data.

Re point 7. AUTHORISATIONS AND POWERS OF ATTORNEY

This point contains a list of authorisations and powers of attorney. The authorisations and powers of attorney assigned to a given job position should be selected and marked with an "X" here. Please note that the number of authorisations and powers of attorney is not limited. If any other authorisations and powers of attorney have also been assigned to the job position, please select the option "other" and list them accordingly.

If no authorisations or powers of attorney have been assigned to the job position, please mark the "no authorisations or powers of attorney" option.

Re point 8. COMPLEXITY AND CREATIVITY

On the basis of the following additional questions, please briefly describe (by providing appropriate examples if necessary) the level of work complexity and the required level of creativity.

- is the method and mode of task performance specified in detail in rules and regulations, and procedures?
- is there only one procedure for each performed task?
- are the existing procedures/provisions unambiguous, or do they require interpretation skills?
- do the tasks involve making arbitrary decisions?
- are unprecedented situations frequent?
- do the tasks require action despite the lack of appropriate provisions/rules and procedures?
- do the tasks require drafting new procedures or amending existing procedures?

Re point 9. REQUIRED INDEPENDENCE AND INITIATIVE

The level of interference of the direct supervisor in solving problems resulting from performed tasks should be characterised here (optionally, providing appropriate examples).

Re point 10. PLANNING TIMELINE

Please select and mark with an "X" the correct timeline that adequately matches the tasks (primarily the dominating ones) assigned to the described job position. Task descriptions should clearly justify this choice.

Re point 11. EXTERNAL CONTACTS

The frequency of external contacts applicable to the described job position should be marked with an "X".

Examples of such contacts should be provided for each marked selection. Only contacts with persons outside the office should be stated. The personal scope (with whom?) and their aim (what for?) should result from the descriptions of tasks assigned to a job position (primarily the dominating ones).

Re point 12. FACTORS THAT MOST SERIOUSLY HINDER TASK COMPLETION

This point should list the factors that most seriously hinder task completion. Factors assigned to a given job position should be selected and marked with an "X" (optionally, with relevant examples).

If no factors that seriously hinder task completion have been assigned to the job position, the "n/a" option should be marked.

The selection of particular factors should adequately match the tasks (primarily the dominating ones) assigned to the described job position. Task descriptions should clearly justify this choice.

A list of factors that most seriously hinder task completion in a job position includes only factors that differ from factors present in typical clerical jobs. Thus, such factors as working with a monitor or a large number of telephone calls involved are not among those that hinder doing the job.

Re point 13. REQUIRED COMPETENCE AND WORK EXPERIENCE

Necessary requirements are the minimum requirements necessary for commencing work at a given job position and ensuring correct performance of tasks.

Necessary and additional requirements are requirements necessary for the optimal performance of tasks at a given job position.

The employment profile should only be filled in when profile education is necessary for correct performance of tasks at a given job position. It is possible to provide more precise information about the educational profile at a given job position, but it is not allowed to raise the education level – it must be compliant with the level and profile of education indicated for a given job position in regulations on office positions, required professional qualifications, civil service employee ranks, multipliers for remuneration calculation and detailed rules of calculation and payment of other benefits to which civil service corps members are entitled.

For education to be considered profiled, the selected profile must be compliant with the tasks specified in the job position description and be related to a specific and specialist area of knowledge.

Foreign language skill levels can be specified as follows:

- in accordance with the Common European Framework of Reference for Languages (e.g. B1, C2)
- by indicating the skills required for a given job position (e.g. reading literacy and comprehension of literature of the field),
- descriptive (e.g. communicative, very good, fluent).

It is recommended to use a harmonious system of defining foreign language skills in the description of job positions prepared in the office.

Minimum professional experience required for correct task performance at a given job position ought to be specified here.

The type of professional experience required for the job position ought to be provided when specifying experience, e.g.:

- experience in administrative work,
- experience in working in a given area (please specify the area),
- experience in project or team management.

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**JOB POSITION
DESCRIPTION
FOR JOB POSITIONS WHICH ARE HIGHER CIVIL SERVICE POSITIONS**

PART I – JOB POSITION SPECIFICATION

1.	OFFICE NAME	
2.	OFFICE ORGANISATIONAL UNIT NAME	
3.	JOB POSITION NAME	
4.	JOB POSITION SYMBOL	

5.	JOB POSITION WITHIN THE OFFICE ORGANISATIONAL STRUCTURE	
5.1.	SUPERVISORY POSITIONS:	
	INDIRECT	
	DIRECT	

6.	FAMILIARISING THE EMPLOYEE WITH THE JOB POSITION DESCRIPTION	
	FIRST NAME AND SURNAME	DATE AND SIGNATURE

PART II – JOB POSITION PURPOSE

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PART III – FORMALLY SUBORDINATE POSITIONS (NUMBER OF SUBORDINATE TEAMS/EMPLOYEES)

<input type="checkbox"/> lack of permanent employee management – manages employees only when substituting the organisational unit head or during project coordination <input type="checkbox"/> manages – only directly – not more than 12 employees <input type="checkbox"/> manages not more than 3 teams with subordinate lower-rank management employees, or directly manages at least 13 employees <input type="checkbox"/> manages 4-8 teams with subordinate managers <input type="checkbox"/> manages not more than 8 teams with subordinate managers, or manages an office with up to 200 employees <input type="checkbox"/> manages an office with more than 200 but no more than 600 employees <input type="checkbox"/> manages an office with more than 600 but no more than 1,000 employees <input type="checkbox"/> manages an office with more than 1,000 employees
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PART IV – KEY AREAS OF RESPONSIBILITY – SCOPE OF TASKS

1.	HR MANAGEMENT
2.	FINANCE MANAGEMENT
3.	REPRESENTATION / EXTERNAL CONTACTS
4.	
5.	
6.	
7.	
8.	

PART V – REQUIRED COMPETENCE AND WORK EXPERIENCE

		NECESSARY	DESIRED
1.	EDUCATION		
2.	WORK EXPERIENCE		
3.	FORMAL AUTHORISATIONS		
4.	FOREIGN LANGUAGES		
5.	KNOWLEDGE AND SKILLS		
6.	MANAGERIAL COMPETENCES		

PART VI – DESCRIPTION APPROVAL

1. Person approving job position description:		
I hereby approve the job position description		
(first name and surname of the person approving the job position description)	(date)	(signature)
2. Person approving/issuing an opinion¹⁾ on the job position description:		
I hereby approve/issue (a positive/negative¹⁾ opinion on the job position description		
(first name and surname of the person approving/issuing an opinion for the job position description)	(date)	(signature)

**Notes
to the job position description template for higher civil service positions**

Re Part I, point 3. JOB POSITION NAME

The job position name should be provided in accordance with regulations on office positions, required professional qualifications, civil service employee ranks, multipliers for remuneration calculation and detailed rules for calculation and payment of other benefits to which civil service corps members are entitled.

A change of a job position should involve other changes in the description of the job position, e.g. with regard to required competence and work experience.

Re Part I, point 4. JOB POSITION SYMBOL

Each higher civil service position should be assigned with a symbol in compliance with the following formula:

abbreviation of office name / abbreviation of position type (DG, D, ZD, WLW, ZWLW) / abbreviation of organisational unit name (determined by the office) / subsequent item number

where:

- **DG** stands for the position of general director of the office,
- **D** stands for the position of director of the organisational unit at the office,
- **ZD** stands for the position of deputy director of the organisational unit at the office,
- **WLW** stands for the position of provincial veterinary surgeon,
- **ZWLW** stands for the position of deputy provincial veterinary surgeon,

Re Part II – JOB POSITION PURPOSE

When specifying the purpose of a given job position, do not list the areas of responsibility or detailed tasks assigned to the position. Please describe the mission of a given job position in a few sentences (not more than 3), without quoting the legal basis.

Re Part III – FORMALLY SUBORDINATE POSITIONS

Please mark with an “X” one range in the list provided.

All employees, not only civil service corps members, should be taken into account.

¹⁾ Delete as appropriate.

Re Part IV – KEY AREAS OF RESPONSIBILITY – SCOPE OF TASKS

The tasks assigned to the job position within particular areas of responsibility should be described in very general terms.

For each area of responsibility, one should indicate, inter alia, the number and type of authorisations and powers of attorney.

Re Part IV, point 1. HR MANAGEMENT

Please indicate the impact of one's decisions on the type of performed tasks. Both direct management of particular employees and the level of influence on HR decisions are significant here.

You can indicate the number of teams (also from outside the office's organisational unit) that you manage – on the condition that there is some repetitiveness or permanence of such management (supervision), and it is not just a one-off or occasional situation.

Re Part IV, point 2. FINANCE MANAGEMENT

Please specify the authorisations and powers of attorney for entering into commitments and managing public funds, and the approximate budget allocated for disbursement within the year for which the given employee assumes formal responsibility. The following activities, for example, should be taken into account within this area:

- administer public law receivables,
- disburse public funds,
- cancel public law and civil law receivables,
- undertake activity and decisions of the contracting manager in public contract awarding procedures,
- amend the financial plan.

Please specify also the type of responsibility for public funds management assigned to a given job position.

Re Part IV, point 3. REPRESENTATION/EXTERNAL CONTACTS

The frequency and type of contacts should be specified here.

Re Part IV, points 4-8

Apart from the specified three key areas of responsibility, it is also possible to indicate five other areas of responsibility (tasks) at most. Selection and specification of additional areas of responsibility (tasks) should be performed pursuant to the principle of listing the most significant information with regard to a particular job position and taking into account its specificity.

It is recommended to list subsequent tasks in accordance with their order of importance (significance) and labour intensity.

Please provide a title and scope for each of the additionally listed areas of responsibility (tasks). Please do not list activities undertaken in a given area of responsibility (task),

– e.g. signing employment contracts, signing employment certificates, appointing tender committees.

Re Part V – REQUIRED COMPETENCE AND WORK EXPERIENCE

The type of education and professional title required for a given job position ought to be specified here.

**WORK
EXPERIENCE**

The length of work experience and, optionally, the area of responsibility required for a given job position ought to be specified here.

**FORMAL
AUTHORISATIONS**

All formal authorisations required for task performance in the described job position ought to be specified here.

**FOREIGN
LANGUAGES**

Foreign language skill levels can be specified as follows:

- in accordance with the Common European Framework of Reference for Languages (e.g. B1, C2),
- by indicating the language skills required for a given job position (e.g. reading literacy and comprehension of literature of the field),
- descriptive (e.g. communicative, very good, fluent).

**KNOWLEDGE AND
SKILLS**

Knowledge and skills required in a given job position ought to be specified here.

MANAGERIAL COMPETENCES

Managerial competences can be specified by listing particular competences, e.g.:

- decision making,
- planning and strategic thinking,
- creativity.

**Re Part VI, point 1. DESCRIPTION
APPROVAL**

In the case of the position of **general director of the office**, this field should be completed by the representative of the employer for the person employed at this position (office manager).

In the case of the position of **organisational unit manager** and the position of **deputy organisational unit manager**, this field should be completed by the representative of the employer (general director of the office, or office manager in the case of offices without the position of general director).

**Re Part VI, point 2. APPROVING/GIVING AN OPINION ON
THE DESCRIPTION**

In the case of the position of **general director of the office**, this field should be completed by the Head of Civil Service – the words “issuing an opinion” and “issue a positive/negative opinion on” should be deleted.

In the case of the position of **head of organisational unit**, this field should be completed by the person responsible for the factual supervision of a given job position (e.g. office manager, secretary of state, undersecretary of state, deputy province governor, president of the office) – the words “approval” and “approve”, as well as the non-applicable opinion (either “positive” or “negative”) should be deleted. If the person specified in point 1. acts as the factual supervisor, this field should not be completed.

In the case of the position of **deputy head of organisational unit**, this field should be completed by the organisational unit head – the words “approval” and “approve”, as well as the non-applicable opinion (either “positive” or “negative”) should be deleted.