

# Organizational Charts - Job Cadre and Non-Cadre

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### JOB CADRE

The procedure for Cadre Job Creation is currently under review, and Cadre Jobs are not being created at this moment.

Based on this:

- 1) Make sure that you are requesting the right thing (i.e. that the position and grade really needs to exist and this is validated by the manager and HR Site)
- 2) Use the closest job that has the required grade, without creating a new job.

### OPERATING PROCEDURE FOR SITE HR

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### OPERATING PROCEDURE FOR SERVICE CENTER

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### JOB NON-CADRE

Site HR/Business HR needs to create a new Non-Cadre position with a new Non-Cadre job that does not currently exist in the Job Catalog. As a result, a new Non-Cadre job ID is generated.

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