

# Science Operations Officers (SOO) 004 Classification

## Information Sheet

### Certified Agreement Provisions

The [State Government Entities Certified Agreement 2015](#) includes the following information about the SOO 004 classification:

*Employees identified for Red Circling in accordance with the State Government Departments Certified Agreement 2006 and who were employed as a Scientific Assistant as at 2 May 2005 continue to apply the Red Circling arrangement. This arrangement allows for an 003 paypoint 4 employee, following 12 months service, to receive an equivalent salary to 004 paypoint 1.*

#### Red Circling Arrangement – (Scientific Assistants as at 2 May 2005)

On 2 May 2005 Scientific Assistants were transferred from the Administration stream to the Operational stream of the *Public Service Award State – 2003*. Existing Scientific Assistants were transferred across to SOO 002, SOO 003 or SOO 004 based on an equivalency to their existing increment under the AO2 stream. Access to SOO 004 was available to Scientific Assistants at AO2(8) with a certificate IV or higher qualification.

Scientific Assistants at AO2(8) without a certificate IV qualification as at 2 May 2005 transferred to 003(4) and received a 'red circle payment' to make up the difference to 004(1). The red circle payment ensured that employees transferred to a pay level equivalent to, or higher than their existing pay level in accordance with Ministerial Directive 24/99 "Transfer within and between Classification levels and Systems".

Scientific Assistants at AO2(8) without a certificate IV qualification as at 2 May 2005, would be permanently progressed to SOO 004 when either a relevant certificate IV qualification or recognition of prior learning (RPL) is obtained; provided that the duties being performed were consistent with the Science Operations Officers generic 004 position description.

#### For employees not covered under the Red Circling arrangement –

In accordance with the 2015 Certified Agreement, the following basic criteria applies to employees not covered under the Red Circling Arrangement:

- Certificate IV / Recognition of Prior Learning (RPL) is required to advance to 004 after 12 months service at 003(4)
- Performance of duties at 004 for positions to be made available
- Merit Selection for positions at 004
  - The merit selection can be undertaken either by open or closed merit processes.
  - Regions/Schools should apply a consistent approach for all merit selection processes to ensure no employee is disadvantaged.

### Access to SOO 004 Classifications

Access to the SOO 004 classification (apart from the Red Circling arrangement specified in the Certified Agreement) will be through vacancies or access to the 004 classification using an existing 002/003 position.



For employees who fall outside of the 2005 Red Circling arrangement, a merit selection process is a requirement to progress to a 004 position. The merit selection process may be either open to all applicants, or a closed merit process within the school.

If a 004 classification is funded it will usually be based on upgrading an existing 002/003 position, unless the school has the establishment funding for an additional SOO position.

In circumstances where a school believes a 004 classification should be created (i.e. either a new position or upgrading an existing 002/003 SOO position), a formal business case should be developed and provided to the region for comment and endorsement. The business case should clearly state why the 004 classification is required with particular reference to the 004 role description.

Regional Office will consider the submission/business case to determine if the classification will be funded.

Matters to consider when determining approval may include, but are not limited to:

- necessity of 004 duties to be performed in the school
- the number of SOO positions with a 004 classification at the school
- years of service (RPL)
- eligibility based on qualification
- evidence of work above level to meet operational needs

If the submission is not supported by the region, it will be referred back to the school Principal to reconsider if the 004 duties need to be performed or if the school should fund the 004 classification. The Region must provide advice to schools, in writing, outlining their decision and reasons why the business case for a 004 SOO position is not supported.

Where no 004 position exists, employees can access a qualification allowance after 12 months at 003 (4) if they hold a certificate IV/RPL in accordance with the Agreement criteria for Recognition of Accredited Qualifications.

Further information on Scientific Operations Officer 004 classifications can be directed to:

Workforce Relations - [WorkforceRelations.HUMANRES@det.qld.gov.au](mailto:WorkforceRelations.HUMANRES@det.qld.gov.au)

# Science Operations Officers (SOO) 004 Classification

## 004 Classification Funding Process

