

**RETURN BIDS TO:**  
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## Bid Receiving - PWGSC / Réception des soumissions - TPSGC

**11 Laurier Street / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**

## Gatineau

## Québec

**K1A 0S5**

**Bid Fax: (819) 997-9776**

## Request For a Standing Offer Demande d'offre à commandes

Regional Master Standing Offer (RMSO)

Offre à commandes maître régionale (OCMR)

Canada, as represented by the Minister of Public Works and Government Services Canada, hereby requests a Standing Offer on behalf of the Identified Users herein.

Le Canada, représenté par le ministre des Travaux Publics et Services Gouvernementaux Canada, autorise par la présente, une offre à commandes au nom des utilisateurs identifiés énumérés ci-après.

## Comments - Commentaires

THERE IS A SECURITY REQUIREMENT ASSOCIATED WITH THIS REQUIREMENT

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Procurement Strategies Division / Division des stratégies d'acquisition

11 Laurier St. / 11, rue Laurier

Place du Portage, 11C1

### Phase III, Tower C

Gatineau

Quebec

K1A 0S5

<b>Title - Sujet</b> TEMPORARY HELP SERVICES	
<b>Solicitation No. - N° de l'invitation</b> E60ZN-110002/A	<b>Date</b> 2012-03-26
<b>Client Reference No. - N° de référence du client</b> E60ZN-110002	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$ZN-002-24060
<b>File No. - N° de dossier</b> 002zn.E60ZN-110002	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-05-08</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>Delivery Required - Livraison exigée</b>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Riley, Stephanie	<b>Buyer Id - Id de l'acheteur</b> 002zn
<b>Telephone No. - N° de téléphone</b> (819)956-1678 ( )	<b>FAX No. - N° de FAX</b> (819)997-2229
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> AS SHOWN IN THE RESULTING CALL-UPS	
<b>Security - Sécurité</b> This request for a Standing Offer includes provisions for security. Cette Demande d'offre à commandes comprend des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Vendor/Firm Name and Address</b>	
Raison sociale et adresse du fournisseur/de l'entrepreneur	
<b>Telephone No. - N° de téléphone</b>	
<b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

E60ZN-110002/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

002zn

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

E60ZN-110002

002znE60ZN-110002

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# **REQUEST FOR STANDING OFFER (RFSO)**

## **Temporary Help Services For Public Works and Government Services Canada Identified Users in the National Capital Area**

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## **PART 1 - GENERAL INFORMATION**

### **1. Introduction**

The Request for Standing Offers (RFSO) is divided into seven parts plus attachments and annexes, as follows:

**Part 1:** General Information: provides a general description of the requirement;

**Part 2:** Offeror Instructions: provides the instruction clauses and conditions applicable to the RFSO;

**Part 3:** Offeror Preparation Instructions: provides Offerors with instructions on how to prepare their Offer to address the evaluation criteria specified;

**Part 4:** Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the Offer and the basis of selection;

**Part 5:** Certifications: includes the certifications to be provided;

**Part 6:** Security, Financial and Insurance Requirements: includes specific requirements that must be addressed by Offerors; and

**Part 7:** 7A, Standing Offer, and 7B, Resulting Contract Clauses:

7A, includes the Standing Offer containing the offer from the Offeror and the applicable clauses and conditions;

7B, includes the clauses and conditions which will apply to any contract resulting from a call-up made pursuant to the Standing Offer.

The attachments include:

Attachment 1 to Part 3 - RFSO Technical Response Template

Attachment 1 to Part 4 - Mandatory Evaluation Criteria

The annexes include:

Annex "A" - Requirement

Annex "B" - Basis of Payment

Annex "C" - Generic Security Requirements Check Lists (SRCLs)

Annex "D" - Protocol and Standards for THS Applicable to Identified Users and Suppliers

Annex "E" - Basic Standards for Testing the Office Support Classifications (Stream 1)

Annex "F" - Insurance Requirements

Annex "G" - THS Form-Request for Availability of THS Resources for a resulting Call-up

### **2. Summary**

- (i) Public Works and Government Services Canada (PWGSC) invites interested Offerors to respond to the Request for Standing Offers (RFSO) for the provision of Temporary Help Services (THS) to be provided for the National Capital Area (NCA).

This is a solicitation to request new Standing Offers (SO). This solicitation is intended to replace the Standing Offers issued under RFSO no. EN578-060502/C.

This solicitation is an opportunity for:

- Offerors who have a Standing Offer issued under RFSO no. EN578-060502/C to submit a new offer to qualify to provide services described in the Standing Offer. These

- Offerors will have an opportunity to qualify for classifications, streams and/or sub-streams for which they were not qualified under RFSO EN578-060502/C; and new Offerors for THS in the NCA to submit an offer to qualify to provide the services described in the Standing Offer.

This solicitation will also provide an opportunity for Offerors who are issued a SO under this solicitation (RFSO no. E60ZN-110002/A) to qualify for additional classifications, streams and/or sub-streams to be added to its Standing Offer.

An SO is not a Contract and does not commit PWGSC to procure or contract for any goods, services or both.

Any resulting SO constitutes an Offer made by an Offeror for the provision of certain services to Canada at prearranged prices, under set terms and conditions, that is open for acceptance by one or more Identified User(s) on behalf of Canada during a specified period of time.

A separate contract is formed each time a call-up for the provision of services is made against a SO. When a call-up is made, it constitutes an unconditional acceptance by Canada of the Offeror's Offer for the provision, to the extent specified in such call-up, of the services described in the SO. Canada's liability will be limited to the actual value of the call-ups made in accordance with the SO by the duly authorized Identified User(s) within the period specified in the call-up

THS includes five (5) streams of services;

Stream 1	Office Support
Stream 2	Administrative Services
Stream 3	Operational Services
Stream 4	Technical Services
Stream 5	Professional Services

- (ii) The RFSO is for the provision of THS to any Canadian Government Department, Departmental Corporation or Agency in the National Capital Area, as identified in Schedules I, I.1, II, III, IV or V of the Financial Administration Act (FAA).
- (iii) The requirement is subject to the provisions of the Agreement on Internal Trade (AIT) only; it is excluded from the North American Free Trade Agreement (NAFTA) and is not covered under the World Trade Agreement on Government Procurement (WTO-AGP).
- (iv) There is a security requirement associated with this requirement. For additional information, consult Part 6 - Security, Financial and Insurance Requirements, and Part 7A, Standing Offer.
- (v) The requirement is limited to Canadian goods and/or services.
- (vi) The resulting SOs are not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing.
- (vii) This procurement, in whole or in part, may be designated by one or more Identified Users as set-aside for aboriginal business under the federal government's Set-aside Program for Aboriginal Business (SPAB).

Pursuant to the Agreement on Internal Trade (AIT) Article 1802: Aboriginal Peoples, the AIT does not apply to any measure adopted or maintained with respect to Aboriginal peoples. AIT does not apply to a procurement that is restricted to Aboriginal businesses under PSAB.

- (viii) Any resulting call-up may require that the services be performed in one or the other of Canada's Official Languages.
- (ix) A notice will be posted on the Government Electronic Tendering Service (GETS) for the duration of the Period of the Standing Offer to allow new offerors to become qualified. Existing qualified offerors who have been issued a standing offer as a result of this RFSO no. E60ZN-110002/A, will not be required to submit a new offer but may qualify for requirements for which they are not already qualified.

### **3. Security Requirement**

There is a security requirement associated with the requirement of the Standing Offer. For additional information, see Part 6, Security, Financial and Insurance Requirements, and Part 7, Standing Offer and Resulting Contract Clauses.

### **4. Debriefings**

After issuance of a standing offer, offerors may request a debriefing on the results of the request for standing offers process. Offerors should make the request to the Standing Offer Authority within 15 working days of receipt of the results of the request for standing offers process. The debriefing may be in writing, by telephone or in person.

### **5. Key Terms**

**National Capital Area (NCA):** means the Regional municipality of Ottawa-Carleton boundary in the Province of Ontario and the Outaouais Regional Community in the Province of Quebec.

**Qualified Offerors:** means an Offeror is a Offeror who meets a requirement specific criteria for a call-up under this SO (i.e. the classification, level of expertise, security, language).

**Request for Availability (RFA) -** Recommended template that Canada can use to request the availability of THS resources from Offerors for a specific requirement.



## **PART 2 - OFFEROR INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the Request for Standing Offers (RFSO) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada. The manual is available on the PWGSC website:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Offerors who submit an Offer agree to be bound by the instructions, clauses and conditions of the RFSO and accept the clauses and conditions of the Standing Offer and resulting contract(s).

The 2006 (2011-05-16) Standard Instructions - Request for Standing Offers - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the RFSO.

Subsection 5.4 of 2006, Standard Instructions - Request for Standing Offers - Goods or Services, is amended as follows:

Delete: sixty (60) days

Insert: two hundred and twenty (220) days

#### **1.1 SACC Manual Clauses**

M9033T (2011-05-16) Financial Capability

#### **1.2 Set-aside for Aboriginal Business**

- a) This procurement in whole or in part, may be set aside for Aboriginal business under the federal government's Set-aside Program for Aboriginal Business. In order to be considered as an Aboriginal Business, Offerors must complete and sign the Aboriginal Business Certification in Part 5 - Certifications.
- b) By executing the certification, the Offeror warrants that it is an Aboriginal business as defined in the Set-aside Program for Aboriginal Business.

### **2. Submission of Offers**

Offers must be submitted only to Public Works and Government Services (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Standing Offers.

Due to the nature of the Request for Standing Offers, transmission of offers by facsimile to PWGSC will not be accepted.

### **3. Enquiries - Request for Standing Offers**

All enquiries must be submitted in writing to the Standing Offer Authority no later than fifteen (15) calendar days before the Request for Standing Offers (RFSO) closing date. Enquiries received after that time may not be answered.

Offerors should reference as accurately as possible the numbered item of the RFSO to which the enquiry relates. Care should be taken by offerors to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that offerors do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all offerors. Enquiries not submitted in a form that can be distributed to all offerors may not be answered by Canada.

### **4. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Offerors may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their offer, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the offerors.

### **On-Going Opportunity for Qualification**

A notice will be posted on the GETS for the duration of the Standing Offer Period to allow new offerors to become qualified and to allow existing offerors, who have been issued a standing offer to qualify for classifications, streams and/or sub-streams for which they are not already pre-qualified. No existing Offeror will be removed from the qualified offeror list because of the addition of new Offerors.

### **Cycles for Qualification**

Canada reserves the right to conduct the evaluation of offers in cycles, not less than quarterly. That is, Canada may collect offers received over a calendar year quarter, in order to conduct the evaluation of all those offers concurrently as part of a single cycle of qualification. Offers received before the Initial Closing Date will be considered for evaluation during the first cycle of qualification. Offers received after the Initial Closing Date will not be considered during the first cycle of qualification, but will be considered for evaluation in due course.

### **RFSO Schedule of Cycles for Qualification**

Initial Offer Closing Date:

See Page 1 of this RFSO

Quarterly Evaluation Periods:

<b>Quarter</b>	<b>Closing Date</b>	<b>Time of Closing</b>	<b>Evaluation Period</b>
Q1	June 30	2:00:00 PM Eastern Daylight Time (EDT)	July 1 to September 30
Q2	September 30	2:00:00 PM Eastern Daylight Time (EDT)	October 1 to January 5
Q3	December 5	2:00:00 PM Eastern Daylight Time (EDT)	January 6 to March 31
Q4	March 31	2:00:00 PM Eastern Daylight Time (EDT)	April 1 to June 30

### **Failure to Qualify**

Canada will notify all offerors that fail to qualify and identify the reason their offer has been declared non-responsive. From the time a notice is sent to a offeror, the offeror will have 6 months to modify and re-submit for re-evaluation a complete proposal for the classifications, streams and/or sub-streams for which it wishes to qualify. The re-evaluation will be conducted in accordance with the RFSO Schedule of Cycles for Qualification. After the re-evaluation, if Canada notifies an offeror that it has failed to qualify a second time, Canada will not evaluate further proposals from that offeror or any offeror that includes, or is otherwise comprised of that offeror for a period of six (6) months as of the date the notice is sent.

**Certification Component:** The RFSO On-going Opportunity for Qualification will require both new and Existing Offerors to submit new certifications.

## **PART 3 - OFFER PREPARATION INSTRUCTIONS**

### **1. Offer Preparation Instructions**

Canada requests that offerors provide their offer in separately bound sections as follows:

Section I: Technical Offer - two (2) hard copies and two (2) soft copies on CD or USB

Section II: Financial Offer - to be entered in the THS Online System once Standing Offers are issued

Section III: Certifications - (2 hard copies)

If there is a discrepancy between the wording/data of the soft copy and the hard copy, the wording/data of the hard copy will have priority over the wording/data of the soft copy.

Canada requests that offerors follow the format instructions described below in the preparation of their offer.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Standing Offers.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html)

(<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>).

To assist Canada in reaching its objectives, offerors are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Offer**

In their technical offer, offerors should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Offer**

Offerors must submit their financial offer in accordance with Annex "B" - Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

Offerors must submit their financial offer when they input their first weekly price revision into the THS Online System once the Standing Offers (SO's) are issued.

Offerors must submit into the THS Online System, new firm hourly rates for the classification of personnel and level of expertise for which they were technically compliant in. Offerors submission of new firm hourly rates must be completed by 5 business days after being notified in writing by PWGSC to do so.

## **2. Payment by Credit Card**

Canada requests that Offerors complete one of the following:

- (a)     (    )     Government of Canada Acquisition Cards (credit cards) will be accepted for payment of call-ups against the standing offer.

The following credit card(s) are accepted:

VISA \_\_\_\_\_

Master Card \_\_\_\_\_

- (b)     (    )     Government of Canada Acquisition Cards (credit cards) will not be accepted for payment of call-ups against the standing offer.

The Offeror is not obligated to accept payment by credit card.

Acceptance of credit cards for payment of call-ups will not be considered as an evaluation criterion.

## **Section III:     Certifications**

Offerors must submit the certifications required under Part 5 - Certifications.

## **3. Technical Response Template**

Offerors must provide the information specified in Attachment 1 to Part 4 - Mandatory Evaluation Criteria. Offerors should complete Attachment 1 to Part 3 - RFSO Technical Response Template listed below in the preparation of their offer for both the hard copy and the soft copy.

Electronic File Name:    Technical Response Template.xls

The RFSO Technical Response Template has been posted on the GETS and is available for download.

Offerors must use caution when inputting data into the RFSO Technical Response Template. Offerors should not modify the templates but simply input their data into the required fields in the format that is specified.

## **4. Multiple Offers**

A legal entity can only submit (i) one offer from the legal entity alone, or (ii) one offer from the legal entity and one offer from the legal entity in a joint venture with a legal entity that complies with the Aboriginal Business Certification in Part 5 - Certifications. Each offer must be a physically separate document. Each offer will be evaluated independently, without regard to other offers submitted and therefore, every offer must be complete. If a legal entity participates in more offers than permitted under (i) or (ii), Canada may require the legal entity to inform Canada as to which of its offers it wishes to withdraw.

**Attachment 1 to Part 3**  
**RFSO Technical Response Template**

See attached document.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Offers will be assessed in accordance with the entire requirement of the Request for Standing Offers including the technical evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.

#### **1.1 Technical Evaluation**

Each offer will be reviewed for compliance with the mandatory requirements set out in Attachment 1 to Part 4, *Mandatory Evaluation Criteria*.

### **2. Basis of Selection**

An offer must comply with the requirements of the Request for Standing Offers and meet all mandatory technical evaluation criteria to be declared responsive.

Where an Aboriginal Offeror qualifies for both an Aboriginal and Non-Aboriginal Standing Offer, only one Standing Offer will be issued.

## **Attachment 1 to Part 4**

### **Mandatory Evaluation Criteria**

1. The offeror must provide the information specified below in this Attachment. Offerors should complete Attachment 1 to Part 3 -RFSO Technical Response Template.

2. For M1, M2A, M2B, M2C and M3, if the offeror submits an arrangement in response to Request for Supply Arrangement no. EN578-060502/D, the offeror may include the same information in its offer by incorporating this information by reference. In order for Canada to consider the referenced information, the offeror must clearly identify the information and provide the page number(s) where the information is included in the arrangement.

3. The offeror must identify in its offer the classifications, streams or sub-streams it wishes to offer.

For M1 and M3, the offeror must meet the mandatory requirements set out in this Attachment by demonstrating in its offer that it meets the mandatory requirement.

For M2A, M2B and M2C, the offeror must meet the mandatory requirements set out in this Attachment by either:

- (a) Demonstrating in its offer that it meets the mandatory requirement, or
- (b) Providing a certification in its offer from either its Chief Financial Officer or Chief Executive Officer as identified in Appendix A to Attachment 1 to Part 4.

While an offer may incorporate by reference information already on file in the form permitted by Certification at Appendix A to Attachment 1 to Part 4, all the requirements of this solicitation must be met by each offeror at closing date. It is the offeror's responsibility to identify in its offer that the responsive information is on file with the Standing Offer Authority. Responding to a requirement for a classification, stream or sub-stream without providing either (a) or (b) above will result in the offer being considered non-responsive for that classification, stream or sub-stream.

By submitting an offer, the offeror is indicating that it considers itself to be fully compliant with every mandatory requirement of this Attachment 1 to Part 4 and will agree to the Standing Offer terms and conditions identified in this solicitation if a standing offer is issued to it.

4. For M2A, M2B and M2C, the following information must, as a minimum, be provided for each of the temporary help resources named:

- 1) THS Classification and level as defined in Annex "A" - "Requirement" that closely match the duties the resource provided;
- 2) Name of the Joint Venture member that supplied the resource if it is applicable;
- 3) Start and End Dates of the temporary help placement; and
- 4) Client Contact

5. For the purposes of the mandatory evaluation criteria:

#### **Client Contact**

"Client" means a legal entity that is not an affiliate of the offeror, a member of a joint venture with the offeror or any other entity that does not deal at arm's length with the offeror.

Canada may, at its discretion, contact a client to confirm the start and end dates of the temporary help placement and to confirm that the offeror has previously provided and has been paid for the services for



the applicable classification. The same contact may be used more than once for the 20 temporary help resource names in a stream, however, a minimum of 3 different clients must be demonstrated for each stream.

The following information should, as a minimum, be provided for each Client Contact:

- Name
- Address
- E-mail (if applicable)
- Telephone Number

### **Joint Venture**

Where an offeror is a Joint Venture, temporary help resources provided by any joint venture member will be considered and each joint venture member must have previously provided at least one (1) of the classifications demonstrated in the offer.

### **Temporary Help Resource Placements**

- Permanent placements are acceptable as resource placements;
- Copies of resumés or accreditation with offer submission are not required, but Canada reserves the right to request information;
- Named temporary help resource can still be on assignment.

### **Qualification for Streams/Classifications (Streams 1, 2, 3, 4)**

If the 20 compliant temporary help resource names demonstrate only one or two different classifications within a stream, the offeror is considered compliant for the one (1) or two (2) classifications demonstrated. If the offeror demonstrates three (3) or more different classifications within a stream, the offeror is considered compliant for all the classifications within that stream.

Offerors who have a SO under RFSO no. EN578-060502/C for one (1) classification within a stream and wish to offer for all classifications within that stream for this solicitation (RFSO no. E60ZN-110002/A) must demonstrate two (2) more classifications within that stream and must comply with M1, M2A or M2B, M3 and any other requirements of the solicitation no. E60ZN-110002/A.

Offerors who have a SO under RFSO no. EN578-060502/C for two (2) classifications within a stream and wish to offer for all classifications within that stream for this solicitation (RFSO no. E60ZN-110002/A) must demonstrate one (1) more classification within that stream and must comply with M1, M2A or M2B, M3 and any other requirements of the solicitation no. E60ZN-110002/A.

Example 1. Offeror A is a Offeror that has a SO for the following two (2) classifications in Stream 3 under Solicitation no. EN578-060502/C:

- Building Technician
- Building Superintendents

For this solicitation, Offeror A has demonstrated one more classification in Stream 3 under M2A:

- General Labourer

Offeror A is considered compliant for all classifications in Stream 3 if it has demonstrated compliance with M1, M2A, M3 and other requirements of this solicitation.

Demonstrating different classifications does not include sub-classifications.

Example 2: Offeror B provides the following:

- Paul Murphy - Classification: Clerk, Sub-classification: Data Entry
- Mark Smith - Classification: Clerk, Sub-classification: Accounting

The above scenario is considered to be 2 different named temporary help resources; however, only the “Clerk” classification is being demonstrated.

### Mandatory Evaluation Criteria

Number	Mandatory Criterion	Stream(s)	Reference to Attachment 1 to Part 3 -RFSO Technical Response Template
M1	<p><b><u>Minimum years in business</u></b></p> <p>The offeror must have been in business for a minimum of one (1) year prior to the closing date of the solicitation.</p> <p>In case of a joint venture, each member of the joint venture must be in business for a minimum one (1) year prior to the closing date of the solicitation.</p> <p>In case of the recent amalgamation of two (2) or more legal entities, each legal entity must meet the minimum one-year requirement.</p>	Streams 1, 2, 3, 4, 5	1.1
M2A	<p><b><u>Experience of the Offeror</u></b></p> <p>The offeror may provide up to a maximum of 40 temporary help resource names but must provide a minimum of 20 different temporary help resource names that are compliant.</p> <p><b><u>In order for a resource to be compliant:</u></b></p> <ul style="list-style-type: none"> <li>Each resource must have worked a minimum of 37.5 hours between May 20, 2006 and solicitation closing date inclusively rendering services for which the Offeror received payment.</li> <li>Services of the above 20 compliant temporary help resource names must have been billed to a minimum of 3 different clients located in the National Capital Area.</li> </ul>	Streams 1, 2, 3	1.5 (a), (b), (c)
M2B	<p><b><u>Experience of the Offeror</u></b></p> <p>The offeror may provide up to a maximum of 40 temporary help resource names but must provide a minimum of 20 different temporary help resource names that are compliant.</p> <p><b><u>In order for a resource to be compliant:</u></b></p> <ul style="list-style-type: none"> <li>Each resource must have worked a minimum of 37.5 hours between May 20, 2005 and solicitation closing date</li> </ul>	Stream 4	1.5 (d)

	<p>inclusively rendering services for which the offeror received payment.</p> <ul style="list-style-type: none"> <li>Services of the above 20 compliant temporary help resource names must have been billed to a minimum of 3 different clients located in the National Capital Area.</li> <li>The above 20 compliant temporary help resource names can be the same names as provided for M2A or M2C or both criteria.</li> </ul>		
<b>M2C</b>	<p><b><u>Experience of the Offeror</u></b></p> <p>The offeror may provide up to a maximum of 40 temporary help resource names and may provide up to a maximum of 4 temporary help resource names in each sub-stream. The offeror must provide a minimum of 20 different temporary help resource names and a minimum of 2 different temporary help resource names in the sub-stream that are compliant.</p> <p>The offeror may repeat any of the 20 compliant temporary help resource names in any of the sub-streams to demonstrate the 2 temporary help resource names in each sub-stream.</p> <p><b><u>In order for a resource to be compliant:</u></b></p> <ul style="list-style-type: none"> <li>Each resource must have worked a minimum of 37.5 hours between May 20, 2005 and solicitation closing date inclusively rendering services for which the offeror received payment.</li> <li>Services of the above 20 compliant temporary help resource names and the 2 compliant temporary help resource names for each sub-stream must have been billed to a minimum of 3 different clients located in the National Capital Area.</li> <li>The above 20 compliant temporary help resource names and the 2 compliant temporary help resource names for each sub-stream can be the same names as provided for M2A or M2B or both criteria.</li> </ul>	<b>Stream 5</b>	1.5 (e)

M3	<p><b>Testing</b></p> <p>It is mandatory for the offeror to test their temporary help resources according to:</p> <p>a) the requirements of the classification in which they are being proposed, and</p> <p>b) the specific requirements of the Identified User.</p> <p>The offeror must provide a narrative (no more than 5 pages in total, 8 1/2" x 11" paper). The narrative must provide a description of:</p> <p>(1) its testing protocol;</p> <p>(2) the various tests it uses to comply with the four types of examinations described in Annex "E"- Basic Standards for Testing the Office Support Classifications (Stream 1); and</p> <p>(3) the test(s) it uses to test official languages (oral, written communication and comprehension).</p> <p>The narrative must include a description of the tests indicated in 1), 2) and 3) above but samples of tests are not to be provided.</p> <p><b>Note:</b> With the exception of the minimum four types of examinations (keyboarding, etc.) listed in Annex "E" - Basic Standards for Testing the Office Support Classifications (Stream 1) in the RFSO, the 5 page narrative will not be evaluated but will be used as part of the Assessment Framework for managing the method of supply; an offeror's testing will be compared against the information provided in the offeror's offer in the 5 page narrative. Offerors must be able to demonstrate to the satisfaction of PWGSC that they have appropriately conducted the testing of their THS resources.</p>	Stream 1	
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## Appendix A to Attachment 1 to Part 4

The offeror certifies that, in respect of each of the following mandatory requirement(s) (check all that apply and fill in the applicable classifications and/or sub-streams):

### M2A

#### Stream 1

\_\_\_\_\_ for all classifications in Stream 1 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C, or

\_\_\_\_\_ for the following classification(s) in Stream 1 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C:

\_\_\_\_\_, \_\_\_\_\_

#### Stream 2

\_\_\_\_\_ for all classifications in Stream 2 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C, or

\_\_\_\_\_ for the following classification(s) in Stream 2 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C:

\_\_\_\_\_, \_\_\_\_\_

#### Stream 3

\_\_\_\_\_ for all classifications in Stream 3 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C, or

\_\_\_\_\_ for the following classification(s) in Stream 3 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C:

\_\_\_\_\_, \_\_\_\_\_

### M2B

\_\_\_\_\_ for all classifications in Stream 4 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C, or

\_\_\_\_\_ for the following classification(s) in Stream 4 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C:

\_\_\_\_\_, \_\_\_\_\_

### M2C

\_\_\_\_\_ for the following sub-stream(s) in Stream 5 for which the offeror is qualified under the Standing Offer issued under RFSO no. EN578-060502/C:

\_\_\_\_ sub-stream 5a

\_\_\_\_ sub-stream 5b

\_\_\_\_ sub-stream 5c

\_\_\_\_ sub-stream 5d

\_\_\_\_ sub-stream 5e

\_\_\_\_ sub-stream 5f

\_\_\_\_ sub-stream 5g

- (i) It meets the mandatory requirements as of the closing date;
- (ii) There exists information on file with the Standing Offer Authority demonstrating that the offeror has met the mandatory in the past in response to RFSO no. EN578-060502/C for these services;
- (iii) All such file information remains true, accurate and unchanged, and may be used for the purposes of this solicitation; and
- (iv) Since the date the mandatory was first met (as evidenced by the date of issuance of a standing offer for the services), the offeror has continuously met all the qualification requirements related to the standing offer necessary to remain an offeror of the services in good standing, and its Standing Offer has not been set-aside cancelled, suspended, withdrawn or subject to any other form of discontinuance or abeyance.

## PART 5 - CERTIFICATIONS

Offerors must provide the required certifications to be issued a Standing Offer. Canada will declare an offer non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications offerors provide to Canada is subject to verification by Canada during the offer evaluation period (before issuance of a standing offer) and after issuance of a standing offer. The Standing Offer Authority will have the right to ask for additional information to verify the offerors' compliance with the certifications before issuance of a standing offer. The offer will be declared non-responsive if any certification made by the Offeror is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Standing Offer Authority for additional information will also render the offer non-responsive.

### 1. Certifications Precedent to Issuance of a Standing Offer

The certifications listed below should be completed and submitted with the offer, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

#### 1.1 Federal Contractors Program Certification

1. The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$200,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to the issuance of a standing offer. If the Offeror, or, if the Offeror is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the issuance of a standing offer.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*.

Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any offers from ineligible contractors, including an offer from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Offeror does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Offeror must fax (819-953-8768) a copy of the signed form LAB 1168, Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.  
(<http://www1.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=profile&form=lab1168&dept=sc&lang=e>)



3. The Offeror, or, if the Offeror is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Offeror or the member of the joint venture

- (a) ( ) is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ( ) is not subject to the FCP, being a regulated employer under the *Employment Equity Act*, S.C. 1995, c. 44;
- (c) ( ) is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC(having not bid on requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) ( ) is subject to the FCP, and has a valid certificate number as follows: \_\_\_\_\_ (e.g. has not been declared an ineligible contractor by HRSDC).

Further information on the FCP is available on the HRSDC Web site.  
(<http://www.hrsdc.gc.ca/en/labour/equality/fcp/index.shtml>).

## 1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, offerors must provide the information required below.

### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the

PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

#### **Former Public Servant in Receipt of a Pension**

Is the Offeror a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Offeror must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

#### **Work Force Reduction Program**

Is the Offeror a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Offeror must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

#### **Certification**

By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

### 1.3 Canadian Content Certification

SACC Manual Clause A3050T (2010-01-11) Canadian Content Definition

This procurement is limited to Canadian services.

The Offeror certifies that:

- ( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

### 1.4 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the *Supply Manual*.
2. The Offeror:
  - (i) certifies that it meets, and will continue to meet throughout the duration of the Offer, the requirements described in the above-mentioned annex.
  - (ii) agrees that any subcontractor it engages under the Offer must satisfy the requirements described in the above-mentioned annex.
  - (iii) agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Offeror must check the applicable box below:
  - (i) ( ) The Offeror is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

**OR**

  - (ii) ( ) The Offeror is either a joint venture consisting of two or more Aboriginal Businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Offeror must check the applicable box below:
  - (i) ( ) The Aboriginal business has fewer than six full-time employees.

**OR**

  - (ii) ( ) The Aboriginal business has six or more full-time employees.
5. The Offeror must, upon request by Canada, provide all information and evidence supporting this certification. The Offeror must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Offeror must provide all reasonably required facilities for any audits.
6. By submitting an offer, the Offeror certifies that the information submitted by the Offeror in response to the above requirements is accurate and complete.

### Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Standing Offer Authority, the Offeror must provide the following certification for each owner and employee who is Aboriginal:

- "1. I am \_\_\_\_\_ (**insert "an owner" and/or "a full-time employee"**) of \_\_\_\_\_ (**insert name of business**), and an Aboriginal person, as defined in **Annex 9.4** of the Supply Manual, entitled "Requirements for the Set-aside Program for Aboriginal Business" .
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date"

### 1.5 Testing

The Offeror certifies that:

( ) the testing the Offeror provides to their THS resources for classifications in Stream 1 complies with the four types of examinations described in Annex "E" - Basic Standards for Testing the Office Support Classifications (Stream 1) and the Offeror also provide language testing (oral, written communication and comprehension).

( ) Not applicable for classifications the Offeror is bidding on.

## **PART 6 - SECURITY, FINANCIAL AND INSURANCE REQUIREMENTS**

### **1. Security Requirement**

1. Before issuance of a standing offer, the following conditions must be met:
  - (a) the Offeror must hold a valid organization security clearance as indicated in Part 7A - Standing Offer;
  - (b) the Offeror's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7A - Standing Offer;
  - (c) the Offeror must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
2. Offerors are reminded to obtain the required security clearance promptly. Any delay in the issuance of a standing offer to allow the successful offeror to obtain the required clearance will be at the entire discretion of the Standing Offer Authority.
3. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

#### **Joint Venture (JV):**

Each member of a JV Offeror must satisfy the requirements described in the resulting SO Article entitled "Security Requirement". For any given call-up, the highest level of corporate security attainable by such a JV Offeror through Canadian Industrial Security Directorate (CISD) of PWGSC is the lowest level held by any single member of the JV at the time of issuance of an RFA relating to that particular call-up. For example, a JV with five members is comprised of four members holding a valid Facility Security Clearance (FSC) at the Secret level and one member holding a valid Designated Organizational Screening (DOS) level. The highest corporate security level for which the JV would be considered under this SO framework would be DOS until such time as the member holding a valid DOS clearance has requested sponsorship via the SO Authority and obtained a valid FSC at the Secret level, as issued by CISD.

### **2. Financial Capability**

SACC Manual clause M9033T (2011-05-16) Financial Capability

### **3. Insurance Requirements**

The Offeror must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Offeror, if issued a Standing Offer as a result of the Request For Standing Offer, can be insured in accordance with the Insurance Requirements specified in Annex "F" - Insurance Requirements.

If the information is not provided in the offer, the Standing Offer Authority will so inform the Offeror and provide the Offeror with a time frame within which to meet the requirement. Failure to comply with the request of the Standing Offer Authority and meet the requirement within that time period will render the offer non-responsive.

## 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES

### A. STANDING OFFER

#### 1 Offer

The Offeror offers to fulfill the requirement in accordance with the Requirement at Annex "A" - Requirement.

#### 2 a) Security Requirement

There is a security requirement associated with the requirement.

The Offeror **must** hold as a minimum, a valid Designated Organization Screening (DOS) issued by the Canadian Industrial Security Directorate (CISD), at the time of Standing Offer issuance.

#### **Security requirement for Designated Organization Screening (DOS) Level: PWGSC file # E60ZN-110002/SO1**

1. The Offeror must, at all times during the performance of the Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC.
3. The Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Offeror must ensure that its personnel are made aware of and comply with this restriction.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Offeror/ must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex "C";
  - (b) Industrial Security Manual (Latest Edition).

The requirements to be procured under this Standing Offer may be subject to security requirements. Several generic Security Requirement Check Lists (SRCLs), which PWGSC anticipates will satisfy most security requirements associated with individual requirements, are attached at Annex "C" to this SO. Each call-up will identify which SRCL in Annex "C" to Part A will apply to that call-up.

These generic SRCLs may not meet the needs of some Identified Users for some requirements; in such cases, a unique SRCL fully describing the security requirements will be included in the documentation associated with that individual call-up. For example, if the Royal Canadian Mounted Police (RCMP) is the Identified User, additional checks may be conducted by the RCMP.

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Standing Offer and resulting contract(s) by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **3.1 General Conditions**

2005 (2012-03-02) General Conditions - Standing Offers - Goods or Services, apply to and form part of the Standing Offer.

#### **3.2 Standing Offers Reporting**

The Offeror must compile and maintain records on its provision of goods, services or both to the federal government under call-ups resulting from the Standing Offer. This data must include all purchases paid for by a Government of Canada Acquisition Card.

The Offeror must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Offeror must still provide a NIL report.

The Offeror must provide a Quarterly Usage Report (QUR) to PWGSC on a quarterly basis. These submissions must be made by completing and forwarding an electronic copy of the QUR in Excel format (which will be provided by PWGSC) to the following email address: [dgasat.acqbths@tpsgc-pwgsc.gc.ca](mailto:dgasat.acqbths@tpsgc-pwgsc.gc.ca)

Each QUR should include a list of all call-ups issued to it under each Standing Offer, including stream, classification, level, client department and contact name, call-up number, start and end dates, number of hours billed and dollar value (both including and excluding applicable taxes).

The reports must be submitted according to the following schedule.

Quarterly Report	Covering Period	Due Date	
1st Quarter	April 1 to June 30	On or before July 15	
2nd Quarter	July 1 to September 30	On or before October 15	
3rd Quarter	October 1 to December 31	On or before January 15	
4th Quarter	January 1, to March 31	On or before April 15	

If a Offeror is not issued any call-ups during the quarter, the Offeror must confirm this by submitting a NIL report.

The Offeror understands that failure to comply with this requirement may result in the Standing Offer being set-aside by Canada. Canada reserves the right to set-aside the Standing Offer without notice, if reports are not submitted on time or are inaccurate or incomplete.

#### **4. Term of Standing Offer**

##### **4.1 Period of Standing Offer**

The period for making call-ups against the Standing Offer is from date of award for a period of 3 years.

#### **5. Authorities**

##### **5.1 Standing Offer Authority**

The Standing Offer Authority for the Standing Offer is:

Stephanie Riley  
Public Works and Government Services Canada  
Acquisitions Branch  
Professional Services Business Initiatives Directorate  
Portage III 11C1  
11 Laurier Street  
Gatineau, Quebec  
K1A 0S5

Telephone: (819) 956-1678  
Facsimile: (819) 997-2229  
E-mail address: [dgasat.acqbths@tpsgc-pwgsc.gc.ca](mailto:dgasat.acqbths@tpsgc-pwgsc.gc.ca)

The Standing Offer Authority is responsible for the establishment of the Standing Offer, its administration and its revision, if applicable. Upon the making of a call-up, as Contracting Authority, she is responsible for any contractual issues relating to individual call-ups made against the Standing Offer by any Identified User.



## 5.2 Project Authority

The Project Authority for the Standing Offer is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a call-up under the Standing Offer and is responsible for all the technical content of the Work under the resulting Contract.

## 5.3 Offeror's Representative

The Offeror's Representative is the individual(s) identified by the Offeror in its offer, or if submitted with the offer, the individual identified in the "Offeror Profile" of the RFSO Technical Response Template. This individual(s) is the point of contact with the Offeror for all matters pertaining to the Standing Offer. By submitting its offer, the Offeror confirms that this individual(s) has the authority to bind the Offeror. It is the Offeror's sole responsibility to ensure that information related to the Offeror's Representative is correct and to immediately inform the SO Authority of any change to it. The Offeror's Representative may delegate to another individual to represent the Offeror for administrative and technical purposes under any call-up resulting from this Standing Offer by providing to the Contracting Authority prior written notice containing all contact information requested in the "Offeror Profile" for that individual.

## 6. Identified Users

The Identified Users authorized to make call-ups against the Standing Offer include any government department, agency or Crown corporation listed in Schedules I, I.1, II, III, IV or V of the *Financial Administration Act*, R.S., 1985, c. F-11. Canada may, at any time, withdraw the use of the Standing Offer from any Identified Users.

## 7. Price Revision (PR)

Once a week (the exact day to be determined), the Qualified Offerors will have the opportunity to input two(2) weekly price revision (PR) rates, one unilingual and one bilingual rate directly into the THS On-line System. This will become that given week's Offeror's firm hourly rate, for the given classification and level of expertise. The PR will also be used to establish the ranking of Qualified Offerors, from lowest to highest firm hourly rate, for each classification. Canada reserves the right to change the frequency of the PR. The PR, which is also indicated on the Identified User search result sheet, is valid for up to 10 working days from the date that the search sheet is printed.

Canada reserves the right to request price support from any Offeror and at any time during the Period of the Standing Offer.

Some examples of situations where Canada could request price support:

- Offerors posting unusually low rates;
- Pricing structures not based on incremental; that is, a junior level classification being priced at a higher rate than a senior classification;

- Significant discrepancies in rates from one week to the other.

Should the Offeror be unable to support its rate(s), Canada reserves its right to suspend or set-aside the Standing Offer with the Offeror, or take any other action it deems necessary.

## 8. Call-up Procedures

- 8.1 Multiple Standing Offers:** The Offeror acknowledges that multiple Standing Offers have been issued for this requirement. Call-ups will be allocated among the Offerors in accordance with the selection methodology described below.
- 8.2 Only Authorized Call-ups to be Accepted:** The Offeror agrees only to perform individual call-ups made by an Identified User pursuant to this Standing Offer that do not exceed the applicable Limitation of call-up, outlined in Section 10.0 Limitation of Call-Up.
- 8.3 Call-ups:** The only authorized methods of call-up allocation against this Standing Offer is described as follows:
- A.1) Right of First Refusal - Streams (3,4,5)**  
Identified Users must issue call-ups to the Qualified Offeror with the lowest price, meeting all the mandates outlined in the Request for Availability (RFA), in section 8.4
- A.2) Right of First Refusal - Streams (1,2)**  
Identified Users may issue call-ups to the Qualified Offeror with the lowest price, meeting all the mandates outlined in the Request for Availability (RFA), in section 8.4

The method of allocation is based on the "Right of First Refusal". Issuance of Request for Availability Form (RFA) to more than one Qualified Offeror is permitted under the method of allocation for this Standing Offer. However, Identified Users must issue the call-ups to the Offeror with the lowest price and meeting all the mandatory requirements.

It is recommended that the Identified User send their RFA to more than one Qualified Offeror in order of ranking (lowest to highest rate) as listed in the THS Online search results, with their requirement clearly set out. Qualified Offerors are required to provide a response; a recommended minimum of 48 hours from date of RFA. In exceptional cases only, a four hour response time may be allowed. In these cases Identified Users will be required to support its decision on file. The Identified User must list the classification and level of the resource required. Identified Users should also include the education, experience, language and security clearance required by the proposed resource.

The Qualified Offeror must respond by providing a resource who meets the minimum mandatory qualifications of the classifications set out in "A" - Requirement and all the mandatory criteria set out in the requirement. If the Qualified Offeror cannot respond or has no resource available for that specific requirement, then the Identified User may request a resource from the next Qualified Offeror on the list and so on, until a qualified resource meeting all the mandatory criteria has been identified.

In no circumstances, can the Identified User skip over the lowest Qualified Offeror or randomly selects any other Qualified Offeror during the process (i.e. the Identified User is NOT ALLOWED to simply invite Qualified Offerors listed in price ranking positions 5 to 8, without inviting Qualified Offerors listed in price ranking positions 1 to 4).

The call-up must be issued to the Qualified Offeror (by price) who proposes a resource within the specific time limitation and meeting all the mandatory criteria of the RFA requirement.

**B) *Directed Method (for Streams 1 & 2 Only) and for requirements \$25,000 and below***

For requirements under Streams 1 & 2 valued at \$25,000 and below, the identified user can either use "Right of First Refusal" methodology or they can direct call-ups using the percentile methodology.

**Percentile Methodology:** The Identified User can send their RFA to any Qualified Offeror(s) within the 25th percentile of the lowest bid rate from their search results in the THS On-line System. Each RFA must clearly set out their requirements.

Call-ups can be directed to any Qualified Offeror within the 25th percentile of lowest bid rate proposing a compliant resource, who meets the minimum mandatory qualification in each classification set out in Annex "A" - Requirement and all the mandatory criteria set out in the requirement.

Calculation method:

$$n = \frac{25}{100}$$

Rounding decimal:

Numbers with decimals will be rounded to the nearest whole. If the first decimal is five, the number will be rounded to the superior unit.

**Example 1 (There are no identical rates within the 25th percentile)**

Search criteria:

Classification: Accounting Clerk

Level: Intermediate

Total Offerors: 41 offerors

Calculation method:

$$\frac{41 \times 25}{100} = 10.25$$

Rounding decimal:

= 10

Identified Users can direct the call-up to any of the compliant Offeror within the 25th percentile (any of the **10**)

	Rates	Ranking	Percentile
Offeror 1	\$12.40	1	
Offeror 2	\$12.53	2	
Offeror 3	\$12.74	3	
Offeror 4	\$13.05	4	
Offeror 5	\$13.81	5	
Offeror 6	\$13.90	6	
Offeror 7	\$14.10	7	
Offeror 8	\$14.30	8	
Offeror 9	\$14.50	9	
Offeror 10	\$14.54	10	25%

**Example 2 (There are identical rates within the 25th percentile)**

Search criteria:

Classification: Compensation Clerk

Level: Intermediate

Total Offerors: 45 offerors

Calculation method:

$$\frac{45 \times 25}{100} = 11.25$$

Rounding decimal:

= 11

Identified Users can direct the call-up to any of the compliant Offerors within the 25th percentile (any of the 13 as Offerors 2, 3, 4 have the same rates so they would count as 1 of the ten)

	Rates	Ranking	Percentile
Offeror 1	\$12.40	1	
<b>Offeror 2</b>	<b>\$12.94</b>	<b>2</b>	
<b>Offeror 3</b>	<b>\$12.94</b>	<b>2</b>	
<b>Offeror 4</b>	<b>\$12.94</b>	<b>2</b>	
Offeror 5	\$13.24	3	
Offeror 6	\$13.32	4	
Offeror 7	\$13.34	5	
Offeror 8	\$13.50	6	
Offeror 9	\$14.10	7	
Offeror 10	\$14.50	8	
Offeror 11	\$15.20	9	
Offeror 12	\$15.24	10	
Offeror 13	\$15.25	11	25%

#### **8.4 Request for Availability Form (RFA)**

The Identified User will issue a Request for Availability form attached as Annex "G"-THS Form-Request for Availability of THS Resources for a resulting Call-up, to this Standing Offer to obtain the information necessary to issue a call-up for the required resource to:

1. The lowest priced Qualified Offeror; or
2. To as many lowest priced Offerors, listed on the THS Online search results; or
3. For requirements of \$25, 000.00 and below, Offeror or Offerors within the 25th percentile

Each Request for Availability form will identify the requirements of the Identified User's request including:

- (a) The estimated and/or actual Call-Up Period;
- (b) The number of weeks required;
- (c) The location where the required service(s) will be delivered;
- (d) The hours of work and number of hours per week for the required service(s);
- (e) The travel requirements;
- (f) The overtime requirements;
- (g) The language requirements;
- (h) The level of security clearance required to carry out the required service(s);
- (i) The specific Stream, Sub-stream, Classification (s) and Level of Expertise required;
- (j) Resource qualifications needed such as education, certification and experience;
- (k) The Statement of Duties;
- (l) The number of resource(s) required;
- (m) The maximum number of resume(s) to be evaluated.

#### **8.5 Response Requirements**

The Qualified Offeror must respond, by filling in the appropriate sections of the Request for Availability form, via e-mail or fax as specified by the Identified User.

The Qualified Offeror must propose resource(s) who meets the minimum mandatory requirements of the classification and all the mandates of the requirement. Offerors can propose resources that exceed minimum requirements.

The response must be signed by the Offeror or by an authorized representative of the Offeror. The signature indicates that the Offeror agrees to all the terms and conditions in their entirety as they appear in the Request for Availability Form. Timely receipt and correct direction of responses are the sole responsibility of the Offeror. Failure to provide a response within the specified time frame of the Request for Availability Form will be interpreted as being unable to perform the service(s).

The response must contain the written or electronic consent from the resource being proposed by the Offeror. The written or electronic consent must be attached to each Request for Availability form response at the time of submission to the Identified User contact.

## **8.6 Validation of Proposed Resource(s)**

The qualifications and experience of the proposed resource(s) will be validated against the requirements set out in the Request for Availability Form.

The Identified User may request proof of successful completion of formal training, as well as reference information. Canada reserves the right to request references from an Offeror to conduct a reference check to verify the accuracy of the information provided. Should the reference(s) not confirm the required qualifications of the proposed resource(s) to perform the required services, the Offeror will be found non responsive and Canada reserves the right to go to the next Offeror.

Where the Offeror is requested to provide information regarding qualifications or experience of its proposed resources, the Offeror must provide complete details as to where, when, month and year, and how, through which activities/responsibilities, the stated qualifications/experience were obtained. Experience gained during formal education will not be considered work experience. All requirements for work experience will be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required Services.

Where the Offeror is requested to provide proof of certification of the proposed resource, the resource must submit a copy of the certification received or proof that they have completed the certification program.

## **8.7 Offeror Consent Acknowledgment**

By submitting and signing a response to a Request for Availability Form, the Offeror acknowledges and warrants each of the following:

- (a) The Offeror certifies that all the information provided in the résumés and supporting material submitted with its proposal, particularly the information pertaining to language, education, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual resource proposed by the Offeror for the requirement, meets all the mandatory requirements listed in the Request for Availability form and is capable of performing the Work described in the resulting call-up.
- (b) Canada will not delay the issuance of any call-up to allow Offerors to obtain the required security clearance for the proposed resource(s). It is the responsibility of Offeror to ensure that the information required concerning the security clearance of the resource(s) is provided at Request for Availability response time.

## **8.8 Offeror Certification**

By submitting and signing a response to a Request for Availability Form, the Offeror certifies and warrants each of the following:

- (a) Should the Offeror be authorized to provide services under any Request for Availability Form, the persons proposed will be available to commence performance of the work within a reasonable time from the date the call-up is issued, or within ten working days.
- (b) If the Offeror has proposed any person in fulfilment of the requirement who is not an employee of the Offeror, the Offeror certifies that it has written permission from such person or the employer of such person to propose the services of such

person in relation to the work to be performed in fulfilment of the requirement and to submit such person's résumé to the Contracting Authority. As well, the Offeror certifies that the proposed person is aware that overtime may be required and is willing to comply. During the assessment of the proposed resource, the Offeror must upon the request of the call-up Authority provide a copy of such written permission, in relation to any or all non-employees proposed. If the Offeror fails to comply with such a request, its response will be considered non-responsive.

- (c) If Canada seeks clarification from the Offeror, the Offeror warrants that clarifications will be made available upon request within two working days of a request by Canada or such longer period as is specified in writing. If the Offeror does not provide any required information within the time limit requested, its response will be considered non-responsive and will receive no further consideration.

#### **8.9 Multiple Requirements - Same Classification and Level**

Multiple requirements, involving the requirement for up to 10 resources of the same classification and level, that start and end assignment on the same dates, can be contracted using the Standing Offer method of supply.

Multiple requirements, involving the requirement for up to 10 resources of various classifications and levels, that start and end assignment on different dates, cannot be contracted using the Standing Offer method of supply. The Supply Arrangement must be used.

#### **8.10 Bulk Requirements**

Bulk requirements (those involving the requirement for more than 10 resources of the same classifications and levels, that start and end assignment on the same dates), must be contracted using the Standing Offer or Supply Arrangement method of supply.

Bulk requirements (those involving the requirement for up to 10 resources of various classifications and levels) that start and end assignment on different dates, cannot be contracted using the Standing Offer method of supply. The Supply Arrangement must be used.

Any bulk requirement must first be approved by PWGSC before the solicitation process can be initiated by the Identified User. PWGSC will review the requirement or solicitation; make recommendations on the number of offerors being invited, as well as any other necessary recommendations before providing approval.

#### **8.11 Issuance of a Call-up**

The Contracting Authority will issue the call-up within the applicable call-up Limitations using form PWGSC 8251 Call-up Against a Standing Offer for Temporary Help or PWGSC 942 Call-Up Against a Standing Offer.

### **9. Call-up Instrument**

The work will be authorized or confirmed by the Identified User(s) authorized to use the THS Online System, using form PWGSC 8251 Call-up Against a Standing Offer for Temporary Help or PWGSC 942 Call-Up Against a Standing Offer.



## **10. Limitation of Call-Ups**

Individual call-ups against the Standing Offer **must not exceed \$400,000.00** (Travel expenses, Goods and Services Tax or Harmonized Sales Tax and all amendments included).

The Offeror must not perform any work or services or supply any articles in response to a call-up(s) which would cause the total cost to Canada to exceed the said sum.

### **10.1 Maximum Duration of Call-Ups**

A Call-up made against this Standing Offer must not exceed 48 consecutive weeks, including all absences, and all subsequent amendments. The forty-eight consecutive weeks also applies to part-time temporary help resources, from the start date of the Call-up.

On an exceptional basis only and with prior approval of PWGSC, contracts may be extended beyond the 48 consecutive weeks for up to an additional 24 consecutive weeks..

### **10.2 Termination of Individual Call-up made under this Standing Offer**

If a call-up made under this SO is terminated, such termination does not affect the Standing Offer. The Offeror acknowledges, however, that a default under any contract made under this Standing Offer may result in the set-aside of this Standing Offer, at the discretion of the Standing Offer Authority.

### **10.3 Termination Notification of Call-Up**

When a Identified User intends to terminate a Contract for a temporary resource in advance of the Contract's expiry date and the resource has been on continuous assignment for 3 to 12 months, the Identified User must provide the Supplier with a minimum of 1 week written notification. In the case of a resource who has been on a continuous assignment for over 12 months but less than 72 weeks (the THS maximum limit), the Identified User must provide the Supplier with a minimum of 2 weeks written notice. If the required notification is not provided or provided for a lesser period, the Identified User will pay a fee based on 7.5 hours per day at the rate charged by the Supplier for that resource under the contract for each remaining days of the required notice period set above. No written notification is required if the Contract naturally expires.

## **11. Financial Limitation**

Individual call-ups against the Standing Offer **must not exceed \$400,000.00** (Travel expenses, Goods and Services Tax or Harmonized Sales Tax and all amendments included).

Whichever of the two comes first in (10.1) and (11) shall apply.

## **12. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the call up against the Standing Offer, including any annexes;
- (b) the articles of the Standing Offer;

- (c) the general conditions 2005 (2012-03-02), General Conditions - Standing Offers - Goods or Services;
- (d) the general conditions 2010B (2012-03-02), General Conditions - Professional Services (Medium Complexity)
- (e) Annex "A" - Requirement
- (f) Annex "B" - Basis of Payment
- (g) Annex "C" - Generic Security Requirements Check Lists (SRCLs)
- (h) Annex "D" - Protocol and Standards
- (i) Annex "E" - Basic Standards for Testing the Office Support Classification (Stream 1)
- (j) Annex "F" - Insurance Requirements
- (k) Annex "G" - THS Form-Request for Availability of THS Resources for a resulting Call-up
- (l) the Offeror's offer dated \_\_\_\_\_, (as clarified on \_\_\_\_\_ or as amended \_\_\_\_\_).

### **13. Certifications**

#### **Compliance**

Compliance with the Certifications provided by the Offeror is a condition of authorization of the Standing Offer and subject to verification by Canada during the term of the Standing Offer and of any resulting contract that would continue beyond the period of the Standing Offer. In the event that the Offeror does not comply with any certification or that it is determined that any certification made by the Offeror in its offer is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and set aside the Standing Offer.

### **14. SACC Manual Clauses**

A3000C (2011-05-16) Aboriginal Business Certification  
M3060C (2008-05-12) Canadian Content Certification

### **15. Applicable Laws**

The Standing Offer and any contract resulting from the Standing Offer must be interpreted and governed and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (insert name of the province).

### **16. Official Languages**

- (a) Offerors may respond to individual Request for Availability Form's under this SO in either official language, in accordance with the Official Languages Act and Regulations.
- (b) Request for Availability Form's may require that the services be performed in one or the other of Canada's Official Languages.

### **17. On-Going Qualification Requirements**

- (a) The Offeror must immediately notify the Standing Offer Authority if it no longer meets any of the mandatory qualification requirements of this Standing Offer.
- (b) PWGSC may require an Offeror to confirm its qualifications at any time. PWGSC also reserves the right to perform on-site assessments of Qualified Offerors with or without prior notice to the Offeror. The SO Authority may require Offeror to provide evidence with respect to any element of the SO, such as but not limited to:
  - (i) the insurance it carries continues to meet the requirements of RFSO E60ZN-110002/;

- (ii) it continues to hold the necessary security clearance;
  - (iii) it continues to have the financial capability;
  - (iv) it continues to have the technical ability and experience required to deliver the services for which it is qualified; and
  - (v) the Joint Venture membership remains as stated in the Standing Offer.
- (c) Where the Offeror no longer meets any of the individual requirements for qualification, Canada may, at its option:
- (i) set-aside the Standing Offer in its entirety until the Offeror has demonstrated that it meets the requirements in respect of which it has been found deficient, during which time the Offeror will not be eligible for Call-ups issued under the Standing Offer;
  - (ii) set-aside the Offeror qualification under specific streams of this Standing Offer until the Offeror has demonstrated that it meets the requirements in respect of which it has been found deficient, during which time the Offeror will not be eligible for Call-ups issued under the Standing Offer framework for those streams;
  - (iii) set-aside the Standing Offer in its entirety; or
  - (iv) cancel the Offeror qualification under specific streams of this Standing Offer.

## **18. Suspension or Cancellation of Qualification by Canada**

In addition to section 2(e) of 2005 04 (2010-01-11) Offer:

Canada may, by sending written notice to the Offeror, set-aside the Standing Offer under any of the following circumstances:

- (a) Examples of situations which may result in the suspension or set-aside of a Offeror's Standing offer include:
- (i) Late deliveries;
  - (ii) Price revision;
  - (iii) Distribution or publication of advertising, including information included in company websites, which might be interpreted as suggesting that unauthorized services are available under the Standing Offer;
  - (iv) Failure to submit complete and accurate Quarterly Usage Reports within the required time frames;
  - (v) Violation of any of the specific terms and conditions detailed in the Standing Offer (e.g. failure to meet the minimum RFSO requirements, failure to respect the Call-up limitations, etc.);
  - (vi) Canada has terminated any resulting Call-up issued against the Standing Offer framework for default;
  - (vii) Canada has imposed measures on the Offeror under the PWGSC Vendor Performance Policy (or such similar policy as may be in place from time to time);
  - (viii) Canada has documented at least three instances of poor performance under Call-ups awarded against the SO framework. An instance of poor performance may include, but is not limited to late or failed delivery of reports or services including the required number of skilled resources, lack of timely notification given to the PWGSC Standing Offer Authority of changes in the Offeror's Authorized Representative, insurance coverage or security status, and non-compliance with invoicing procedures.
  - (ix) Canada has documented at least three instances under Call-ups issued against the SO framework where, when called upon to submit resources under a tasking request, and the Offeror did not respond, did not submit the required number of resources, submitted resources that did not meet the requirements of the Call-up,

- or submitted resources at pricing exceeding the amount specified under the Call-up.
  - (x) Canada has documented at least three instances of poor client satisfaction by the same client, or occasions of poor client satisfaction by any Identified User, for services provided by the Offeror under Call-ups.
  - (xi) Providing information on the Offeror website that conflicts with any aspect of the terms and conditions, pricing, or availability of systems currently listed in this Standing offer.
- (b) Suspend or set-aside of a Offeror's Standing Offer does not affect the right of Canada to pursue other remedies or measures that may be available.
  - (c) Suspension or set-aside of the Standing offer will not, on its own, affect any Call-ups entered into prior to the issuance of such notice.
    - (i) A suspension will not exceed 12 months.
    - (ii) The Offeror acknowledges that Canada may publish information regarding the status of the Offeror's offer, including the suspension, set-aside or withdrawal of authority to use the Offeror's Standing Offer

## **19. Protocol and Standards**

Offeror must follow the Annex "D" - Protocol and Standards for THS Applicable to Identified Users and Suppliers. This is part of the commitment of PWGSC to enhance the integrity, transparency and efficiency of the government contracting process, the use of automated procurement tools developed for Identified Users. Failure to follow Protocol and Standards could also lead to sanctions, e.g. Standing Offer may be set-aside.

## **20. Aboriginal Business Certification**

- 1) The Contractor warrants that its certification of compliance is accurate and complete and in accordance with the "Requirements for the Set-aside Program for Aboriginal Business" detailed in Annex 9.4 of the Supply Manual.
- 2) Contractor must keep proper records and documentation relating to the accuracy of the certification provided to Canada. The Contractor must obtain the written consent of the Contracting Authority before disposing of any such records or documentation before the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes, under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all reasonably required facilities for any audits.
- 3) Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

## **21. Joint Venture**

If the Offeror is a joint venture, the Offeror agrees that all members of the joint venture are jointly and severally or solidarily liable for the performance of any contract awarded under the Standing Offer. If the membership of a joint venture changes, the Standing Offer will be cancelled and members who wish to qualify separately or as part of a different joint venture must submit a new offer by following the qualification process established by Canada.

## **22. Delivery Requirements Outside CLCSAs**

The resulting solicitations are not to be used for deliveries within a Comprehensive Land Claims Settlement Area (CLCSA). All requirements for delivery within a CLCSA are to be submitted to the Department of Public Works and Government Services for individual processing.

## **23. Environmental Considerations**

As of April 2006, the Government of Canada issued a policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired. The environmental impact assessment of a product and/or service considers the whole life cycle of the product and/or service. Hence, in the near future, all government procurement will include more demanding environmental criteria to encourage product/service Offerors to improve their operations to reduce their negative impact on the environment.

## **24. Environmental Properties Behaviour Recommended**

Paper consumption:

- Provide and transmit draft reports, final reports and bids in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainable managed forest.
- Recycle unneeded printed documents (in accordance with Security Requirements).

Travel requirements:

- Project Authority is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honour the pricing for contractors:  
<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx>
- Use of public/green transit where feasible.

## **B. RESULTING CONTRACT CLAUSES**

The following clauses and conditions apply to and form part of any contract resulting from a call-up against the Standing Offer.

### **1. Requirement**

The Contractor must perform that Work described in the call-up against the Standing Offer.

### **2. Standard Clauses and Conditions**

#### **2.1 General Conditions**

2010B (2012-03-02), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

Section 15 Interest on Overdue Accounts, of 2010B (2008-12-12) will not apply to payments made by credit cards.

#### **2.2 Supplemental General Conditions**

A7017C (2008-05-12) Replacement of Specific Individual;  
B9028C (2007-05-25) Access to Facilities and Equipment, apply to and form part of the Contract.

### **3. Term of Contract**

#### **3.1 Period of Contract**

The work must be completed in accordance with the call-up against the Standing Offer.

### **4. Payment**

#### **4.1 Basis of Payment**

The Contractor will be paid for Work performed pursuant to each approved call-up, on accordance with Annex "B" - Basis of Payment. Canada's total liability to the Contractor under the call-up must not exceed the Total Price specified in the call-up.

#### **4.2 Method of Payment**

Payment by Canada for the Work will be made following delivery, inspection and acceptance of the Work, and upon presentation of invoices and any other substantiating documentation as Canada requires.

#### **4.3 Payment by Credit Card**

The following credit cards are accepted: \_\_\_\_\_ and \_\_\_\_\_.

### **5. Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the 2010B general conditions.

All terms and conditions stated on the Offeror's timesheets, invoices or other documents shall have no validity or affect for services called up under the Standing Offer. Only the terms and conditions stated herein shall apply.

## **6. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex "F" - Insurance Requirements. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **7. SACC Manual Clauses**

A7017C	(2008-05-12)	Replacement of Specific Individual
B9028C	(2007-05-25)	Access to Facilities and Equipment
A9062C	(2011-05-16)	Canadian Forces Site Regulations
A9068C	(2010-01-11)	Government Site Regulations
C0711C	(2007-11-30)	Time Verification
C0705C	(2010-01-11)	Discretionary Audit

**Annex “A”**  
**Requirement**

See attached document.



## **Annex "B"**

### **Basis of Payment**

For the period of the Standing Offer, the Offeror will be paid in accordance with the Basis of Payment specified in each approved call-up, which will be determined in accordance with the following:

The all inclusive fixed hourly rate of the call-up must not exceed the hourly rate set out in the Weekly Price Revision.

The Contractor will be paid the all inclusive fixed hourly rates as follows, for work performed in accordance with the Contract. Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

Classification	Classification Level	All Inclusive Fixed Hourly Rate
_____	_____	\$ _____ (to be entered in THS Online System by specified date)
_____	_____	\$ _____

### **Pre-Authorized Travel and Living Expenses**

The Contractor will be reimbursed its authorized travel and living expenses, reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and administrative overhead, in accordance with the meal, private vehicle and incidental expenses specified in Appendices B, C and D of the Treasury Board Travel Directive <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

Estimated Cost of Authorized Travel and Living Expenses: \$ (To be determined at time of Call-Up)

All payments are subject to government audit.

All travel must have the prior authorization of the Identified User.

## **Annex “C”**

### **Generic Security Requirements Check Lists (SRCLs)**

See attached document.

## **Annex "D"**

### **Protocols and Standards For THS Applicable to Identified Users and Suppliers**

Lexicon for names; terms and phrases:

Client = Identified User

Federal Department User = Federal Government employee who has access to the THS On-Line System

PWGSC = Standing Offer/Supply Arrangement Authority

Set aside/cancel = Set aside a Standing Offer and/or cancel a Supply Arrangement

System = THS On-Line System

Temporary Help = Temporary Help Services

Failure by the Identified User or by SO Holders/Suppliers to follow these protocol and standards could result in the Identified User being removed authority to use the method of supply or the SO Holder/Supplier being set aside or suspended for a period of time.

#### **Section I: General Information**

##### **1. System Maintenance**

Excluding emergency situations, a notice will be posted on the web site informing users of planned maintenance.

##### **2. Disclosure of Information**

In the event of a resultant Standing Offer/Supply Arrangement, PWGSC will publish information on the Federal Government Intranet or Internet website. The SO Holder/Supplier agrees to the disclosure of the following confidential information contained in its Standing Offer/Supply Arrangement:

- a. the terms and conditions of the Standing Offer/Supply Arrangement;
- b. the SO Holder/Supplier's PBN, SO Holder/Supplier's name, representative's contact name, address, telephone, fax numbers, and e-mail address;
- c. the ceiling hourly rate and the weekly firm hourly rate for each approved classification for which the services can be rendered.

The System will also contain additional general information for the Identified Users.

The information contained in the System is available to all persons who have access to the Federal Government Intranet or Internet Website, including but not limited to: the SO Holder/Supplier, their resources, agents or servants, and to the accepted SO Holder/Supplier identified in the system.

The SO Holder/Supplier acknowledges and agrees that it will have no right to claim against Canada, the Minister, the Identified User, their employees, agents or servants, or any of them, in relation to disclosure of the information contained in the system.

### **3. Closure of Government Offices**

Where resources of the SO Holder/Supplier are providing services on government premises pursuant to a Call-Up/Contract issued by a Identified User and the said premises become non accessible due to evacuation or closure of government offices, the SO Holder/Supplier will be paid for no more than one (1) working week, at the applicable regular rates as shown on the Call-Up/Contract provided that the SO Holder/Supplier submits with its invoice a certification, countersigned by the affected resource(s), stating that:

- the SO Holder/Supplier has not received any other payment from any other client, including the government, during the period of the closure; and
- the affected resource(s) has (or have) been or will be paid at the rates such resource(s) is (or/are) entitled to be paid have the services been provided as required in the Call-Up/Contract.

Note: There is no guarantee that the same temporary help resource will remain available upon re-opening of Government offices.

## **Section II: Information for Identified Users**

### **1. Contract Splitting**

Treasury Board policy on temporary help services strictly prohibits contract splitting. Contract Splitting is the practice of unnecessarily dividing an aggregate requirement into a number of smaller contracts (assignments) in order to circumvent controls on the duration of assignments or contract approval authorities.

### **2. Payrolling**

Treasury Board policy strictly prohibits payrolling.

Payrolling is the practice by which firms are instructed by Federal Government Departments or Agencies to take on strength specified individuals who are then assigned to provide services to that government Department or Agency under contract.

The THS On-Line System must not be used by Federal Government Departments or Agencies for the purposes of casual, term or permanent staffing arrangements. This includes amending a call-up/contract to accommodate any of the foregoing. The THS On-Line System is to be used by Identified Users for the purpose of issuing call-ups/contracts for THS on behalf of Federal Government Departments or Agencies.

### **3. Contract Switching at the Temporary Help Resource's Request**

The temporary help resource is an employee or sub-contractor of the SO Holder/Supplier.

Accordingly, attempts by temporary help resources or SO Holder/Supplier to persuade Temporary Help Authorities to change the SO Holder/Supplier are inappropriate and will be rejected, and brought to the attention of the Standing Offer/Supply Arrangement Authority.

It is also prohibited for Identified Users to direct an individual to a specific SO Holder/Supplier, or negotiate or dictate the pay rates of SO Holder/Supplier temporary help resources.

#### **4. Temporary Help Resource Pay Deductions**

Under the terms of each Call-up/Contract pursuant to the Standing Offer/Supply Arrangement, the SO Holder/Supplier is solely responsible for any and all temporary help resource payments and deductions required to be made respecting Employment Insurance, Worker's Compensation, Income Tax, Canada Pension Plan, or similar government legislated programs, and such other deductions as may be required by applicable provincial or federal legislation. Under no circumstances will a Federal Government Department or Agency assume this responsibility.

#### **5. Cancelling a Call-up (in order to re-issue)**

A Federal Department User shall not at any time, cancel a call-up and re-issue the identical call-up for the reason of obtaining a different rate.

#### **6. Staffing Arrangements**

A transfer fee will be payable to the SO Holder/Supplier by the department of a Federal Department User when the "office" where the THS Resource has been assigned during the call-up/contract period hires the resource (without competition) either on a casual, term or indeterminate basis, prior to the passage of up to 20 calendar weeks measured from the start of services under the call-up against the THS Standing Offer or contract under the Supply Arrangement. Fees will also be payable if the resource is hired to work in the same office, regardless of new duties. 'Office' is interpreted herein as an organization in a department under the supervision of a Director General or equivalent. Where there is no DG or equivalent level, the next highest rank is applicable.

##### **Note:**

- Transfer fees will not be paid at any time following the 20 week period after the start of services under a call-up/or contract.
- Transfer fees do not apply in cases where the resource was staffed using an open and competitive staffing process.

The following schedule applies when determining the calculated transfer fee that must be paid to the SO Holder/Supplier:

- Greater than 18 and up to 20 weeks from the start of services: a transfer fee based on 2% of the annualized salary offered to the THS Resource;
- Greater than 16 and up to 18 weeks from the start of services: a transfer fee based on 4% of the annualized salary offered to the THS Resource;
- Greater than 14 and up to 16 weeks from the start of services: a transfer fee based on 6% of the annualized salary offered to the THS Resource;
- Greater than 12 and up to 14 weeks from the start of services: a transfer fee based on 8% of the annualized salary offered to the temporary help resource;
- Greater than 10 and up to 12 weeks from the start of services: a transfer fee based on 10% of the annualized salary offered to the THS Resource;
- Greater than 8 and up to 10 weeks from the start of services: a transfer fee based on 12% of the annualized salary offered to the THS Resource;
- Greater than 6 and up to 8 weeks from the start of services: a transfer fee based on 14% of the annualized salary offered to the THS Resource;

- Greater than 4 and up to 6 weeks from the start of services: a transfer fee based on 16% of the annualized salary offered to the THS Resource;
- Greater than 2 and up to 4 weeks from the start of services: a transfer fee based on 18% the annualized salary offered to the THS Resource;
- 0 to 2 weeks from the start of services: a transfer fee based on 20% of the annualized salary offered to the THS Resource.

For the purposes of this clause, annualized salary offered to the THS Resource means the starting annual salary of the position offered by the department to the THS Resource in effect at the time of the offer. This does not include any subsequent performance / incentive pay, bilingual bonus, collective agreement increases or other increases that may occur.

For example, a THS resource being offered a casual, term or indeterminate employment starting at level 1 increment-PG 2 salary would have an annualized salary of \$50,502. Where the position is instead based on an hourly rate, then this hourly rate would be annualized, multiplied by 1950 (7.5 hour day), and further multiplied by the appropriate transfer fee percentage. (e.g. \$18.00/hour x 1950 hours = \$35,100 and if hired at the 5 week mark  $\$35,100 \times 16\% = \$5,616$  transfer fee).

## **7. Name Referral**

This is the practice of requesting the temporary help services of a specific individual.

Name Referral is acceptable only under Standing Offer component and only after the supplier has been selected in accordance with the steps for selecting a supplier.

For example, after a search result under the Standing Offer component of the THS On-Line System, if the Supplier with the lowest rate has confirmed availability of a resource or resources that meet the Federal Department User's requirement (i.e. no names have been stated by the Federal Department User) and the Supplier has been selected in accordance with the steps for selecting a Supplier, the Federal Department User can then ask for a specific resource. If the Supplier cannot provide the specific resource, this does not allow the Federal Department User to move forward to the next Supplier, i.e. by-pass a Supplier.

## **8. Classification and Classification Level Switching**

It is prohibited for the SO Holder/Supplier or their resources to upgrade the requirements of a specific call-up/contract. SO Holder/Supplier must provide a resource that meets both the classification and classification level requested by the Identified User.

For example, if an Identified User requests an Intermediate Clerk, the SO Holder/Supplier will not provide a Senior Clerk in place of an Intermediate Clerk. If a SO Holder/Supplier is unable to provide the resource requested by the Identified User, the Identified User will send a request to other SO Holder/Supplier, until a suitable resource is found, that matches the classification and level that was initially requested.

## **9. Employer/Employee Relationships**

Identified Users must ensure that any call up/contract under the SO/SA, and the conduct of the parties during contract performance, does not result in the establishment of an employer-employee relationship between the temporary help resource and Canada. Should there be any uncertainty; the contract should be signed at a level more senior than the individual who would normally approve the initial entry into the contract.

For guidance in assessing an employer-employee relationship, consult the CRA publication RC 4110 Employee or Self-Employed <http://www.cra-arc.gc.ca/E/pub/tg/rc4110/> and seek legal advice.

It is ultimately the responsibility of the Identified User to ensure that Call-ups/Contracts do not create employer-employee relationships.

## **10. Classifications**

The list of classifications contains detailed information for each classification. Identified users must provide information on the duties and tasks to be performed. This will allow the SO Holder/Supplier firms' counselors to match the needs of a specific job/task with the skills and experience of available temporary help employees. Disputes in this area are to be addressed to the Standing Offer/Supply Arrangement Authority named herein.

## **11. Notice**

Despite the stated minimum of two (2) days' notice required, Designated Users should provide as much advance notice as possible; normally five (5) calendar days notice will result in a more thorough review for the "best-qualified" temporary help resources.

## **12. Resumes & Interviews**

For Streams 1 to 3, interviews and resumes may not be required by the Identified User, however, if the Identified User chooses to request interviews for these classifications (under Streams 1 to 3), the Identified User will be charged four (4) hours at the hourly rate of the candidate, for each interview. Identified users are to issue a separate call-up/contract document for these interviews.

NOTE: Telephone interviews are encouraged, as the four (4) hours charge will then not be applicable. To ensure that the chosen resource will remain available to you, please contact the company as soon as possible when a decision is made.

For Streams 4 and 5 (all classifications under Streams 4 and 5), Identified users are entitled to one (1) interview for up to three (3) candidates at no charge, and may request resumes or work samples.

## **13. Quality Control**

All services are to be performed to the complete satisfaction of the Identified User and are subject to his/her acceptance. Identified Users are asked to provide PWGSC with a Client Satisfaction Report as needed. In the report, Identified Users should provide information on both satisfactory SO Holder/Supplier, which provide high quality services, and unsatisfactory SO Holder/Supplier which consistently are unable to supply resources as well as instances was less than satisfactory, including cases where resources were rejected because of unsatisfactory performance.

In addition, Identified users are to report the following situations to PWGSC:

- If the SO Holder/Supplier repeatedly cannot provide a resource that meets the classification requirements requested by the Identified User; or
- If the SO Holder/Supplier provides poor service or unqualified temporary help resources; or
- Any other situation where any SO Holder/Supplier contravenes the terms and conditions of the SO/SA.

Identified Users should report inefficiencies, extensive absenteeism, or inability to perform assigned duties on the part of the temporary help resources immediately to the Temporary Help Authority. If the issue cannot be resolved by the Temporary Help Authority and SO Holder/Supplier, the Identified User should contact the Standing Offer/Supply Arrangement

Authority for assistance. Such notification will provide the Standing Offer/Supply Arrangement Authority with an opportunity to take any further corrective action that may be required under the circumstances.

#### **14. Family Day**

Family Day is observed as a public (or statutory) holiday in the province of Ontario and is held every year on the third Monday of February. This is an Ontario provincial holiday that the Federal Government of Canada has not adopted and, as a result, all Users of THS are reminded that it is the right of the Supplier to decide if their THS resource will or will not work on "Family Day".

If a THS resource reports to work on that day, THS Suppliers will be paid at the regular contract rate, as the THS Standing Offers and Supply Arrangements do not provide for premiums to be paid to Suppliers for work on statutory holidays. Because of this, Supplier agreement is necessary before the resource reports to work on "Family Day".

If a THS resource does not report into work on that day, Suppliers will not be entitled to invoice the Federal Department/Agency for that day as no services were provided.

The THS Federal Department User (FDU) requires agreement from the Suppliers that they will only charge the regular contract rate if they agree to have the resource work. If the Supplier states that the FDU will pay the resource 1.5X the rate in order for that resource to show up at work then FDU should say no and resource won't work.

#### **15. Overtime**

Overtime must be discussed between the Federal Department User and the SO Holder/Supplier and must be pre-approved. Whenever there is overtime work performed, the contractor will be paid using overtime rate indicated by the Supplier to the Federal Department User. Overtime is regulated by provincial legislation and is therefore calculated based on where the work is performed.

- For the province of Ontario, overtime is payable for time worked in excess of 44 hours in a week or in excess of 8 hours/day.
- For the province of Quebec, overtime is payable for time worked in excess of 40 hours in a week or in excess of 8 hours/day.

#### **16 Resource Resumes**

In response to situations of falsified résumés, or portions thereof, an assessment process will be implemented to establish the procedures that PWGSC will use to investigate challenges of falsified information. The punitive measure that will result from a validated situation of a falsified résumé, or portions thereof, will be automatic suspension of the Supplier from the THS On-Line System.



### **Section III: Information for SO Holder/Supplier**

#### **1. Code Of Ethics & Standards of SO Holder/Supplier**

The SO Holder/Supplier must observe the highest principles of integrity, professionalism and fair practice in dealing with Identified Users, candidates, employees and all regulatory authorities; and will respect the confidentiality of records in accordance with law and good business practices.

The SO Holder/Supplier must provide leadership in the adherence to both the spirit and letter of all applicable human rights, employment laws and regulations. The SO Holder/Supplier must treat all candidates and employees without prejudice and must not accept an order from any client that is discriminatory in any way.

The SO Holder/Supplier must take all reasonable steps to provide Identified Users with accurate information on each candidate's employment qualifications and experience; and shall only present those candidates who have given them written authorization to represent their application for employment.

The SO Holder/Supplier must supply candidates and employees with complete and accurate information as provided by the client, regarding terms of employment, job descriptions and workplace conditions.

The SO Holder/Supplier must not recruit, encourage or entice a candidate whom it has previously placed to leave the employ of its client, nor must it encourage or coerce an individual to leave any temporary assignment before the stated completion date.

The SO Holder/Supplier must not restrict the right of a candidate or employee to accept employment of their choice.

The SO Holder/Supplier must maintain the highest standards of integrity in all forms of advertising, communications and solicitations.

The SO Holder/Supplier must ensure that its Identified Users, candidates and employees are aware of its duty to abide by this Code of Ethics & Standards and such supporting policies and guidelines.

#### **2. Services**

The SO Holder/Supplier must provide services in accordance with the terms and conditions of the Standing Offer/Supply Arrangement (no other conditions are applicable).

The SO Holder/Supplier will as a result of a request for call-up or Request for Proposal:

- i. Review its inventory of temporary help resources in the specified area to identify all resources possessing the basic skills (including skill testing).
- ii. Review the experience and previous performance of temporary help resources and match with the job/task description provided by the Identified User.
- iii. Contact the proposed temporary help resource to verify his/her willingness/ability to accept assignment and obtain the written consent of the temporary help resource prior to submitting his/her name in response to a Request for Availability or Request for Services under the THS On-Line System.
- iv. Propose an hourly rate that matches the WPR rate of the given classification and level of expertise in the case of call-up against the Standing Offer or propose an hourly rate that does not exceed the published ceiling hourly rate of the given classification and level of expertise in the case of an Bid solicitation (under the Supply Arrangement).

If a temporary help resource is found to be unsuitable and the SO Holder/Supplier is notified within four (4) hours from the commencement of the start of his/her service, Canada will not be liable for payment to the SO Holder/Supplier for that period.

If the SO Holder/Supplier provides poor service or unqualified temporary help resources, Identified Users will contact the Standing Offer/Supply Arrangement Authority with details and the SO Holder/Supplier will be notified. Three (3) separate complaints may result in the removal of the SO Holder/Supplier from the Temporary Help Services (THS) System.

### **3. Workplace Hazardous Materials Information System (WHMIS)**

Stream 3 SO Holder/Supplier are responsible for basic WHMIS training and for basic protective gear such as steel toe boots and a hard hat, as stipulated in applicable classifications; any training requirements and protective equipment specific to the workplace, shall be responsibility of the client. Stream 3 SO Holder/Supplier must refer to each classification descriptions for a complete list of requirements.

### **4. Time Worked**

The SO Holder/Supplier will only be paid for actual time worked that has been pre-approved by the Identified user.

See below for the nature of information required on time sheets:

- Week starting / ending:
- From / To:
- Classification and Level:
- THS Supplier:
- Name of THS Resource:
- Call up/Contract Number:
- Hourly Rate:
- Over Time (Pre-approved):
- Daily Total Reg. + O.T. =
- Weekly total:
- Sun.
- Sat.
- Fri.
- Thu.
- Wed.
- Tues.
- Mon.

THS resource's Signature: \_\_\_\_\_

Client Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Payment will be made for hours actually worked in accordance with Basis of Payment in the Call-up/Contract. Canada will not accept any charges for statutory holidays or annual leave or sick leave incurred by the SO Holder/Supplier as a consequence of satisfying the terms of the resulting Call-up/contract.

The Identified User will validate the hours actually worked by the temporary help resource by signing this schedule. Electronic communication will be acceptable where authorized by departments.

Temporary Help Services resources must submit this signed Hourly Schedule to its employer, the SO Holder/Supplier.

## **5. Compliance**

It is imperative that the SO Holder/Supplier report to PWGSC within fifteen (15) days, any changes that could affect its compliance with the terms and conditions of the resulting Standing Offer/Supply Arrangement. Failure to do so could result in the Standing Offer being set aside or the Supply Arrangement cancelled.

## **6. Reinstatement Process**

This section entitled "Reinstatement Process" pertains actions related to the contents of the document entitled "Protocol and Standards for the THS On-Line System Applicable to Federal Department Users and Suppliers", e.g. item 2 above addresses the services provided by an SO/SA Holder and the action that could result relating to poor service. The contents of item 6, hereunder, provides further information on actions that may be taken by PWGSC and the approach to be followed for setting aside a Standing Offer or canceling a Supply Arrangement.

Standing Offers/Supply Arrangement will be set aside/cancel and Call-ups/Contracts may be terminated for default if the SO Holder/Supplier does not correct any deficiencies to the satisfaction of PWGSC in the allotted three (3) month period. PWGSC will take the following steps:

- i. a notice will be sent to the SO Holder/Supplier stating the deficiencies and allow a minimum of three (3) months to correct the situation. At the discretion of the SO/SA Authority a longer period may be granted depending on the gravity of the deficiencies;
- ii. after this period, should the situation not be corrected to the Standing Offer/Supply Arrangement Authority's satisfaction, the SO/SA will be set aside/cancel. The SO/SA Authority will notify the Identified Users to stop placing call-ups/contracts with this SO Holder/Supplier until otherwise notified;
- iii. depending on the degree to which the criteria have not been met, PWGSC may require, at its discretion, a detailed list of all call-ups/contracts with the name of the Identified User, the contact person and the telephone number. Depending on the case, the contracting authority may terminate any call-ups/contracts if warranted; and
- iv. when the SO/SA is set aside/cancel, after a one (1) year period and at the SO Holder/Supplier's written demonstration that problems have been corrected, PWGSC may review the situation (and may include a Facility Inspection) with view to SO Holder/Supplier to be able to re-submit a Technical Offer if the period of the Standing Offer/Supply Arrangement has not expired (to Date, Month and Year).

## **7. Commercial Office**

The Offeror/ Supplier must occupy and maintain, at the time of the offer and during the lifetime of any resulting Standing Offer/Supply Arrangement for Temporary Help Services, a fully operational permanent commercial office open during normal business hours (7-1/2 hrs per day, Monday to Friday) with a minimum staff of two (2) full time primary contacts, one of which must be able to offer services in both official languages, dedicated to the supply of THS to Identified users and with four (4) hours response time to Identified user departments. The Offeror/Supplier must provide the address of its commercial office as well as the name of its two full time primary contacts and indicate which employee can offer the services in both official languages.

**Protocol and Standards for THS Applicable to Identified Users and Suppliers, can be updated from time to time and such modification will be posted on the THS website.**

## **Annex "E"**

### **Basic Standards for Testing the Office Support Classifications (Stream 1)**

#### **1. Provision of Examinations**

Standardized examinations must be provided for the assessment of the qualifications in the Classification and as a minimum, Offerors must have available the following four types of examinations for the selection and classification of its resources. Public Service testing will be accepted where appropriate and relevant to the Federal Department Users requirements.

##### **1.1 Keyboarding Examinations**

Keyboarding examinations **must** be available separately in English and French to evaluate the following:

- a) Keyboarding skill in English or French or English and French at a speed of at least 40 words per minute with not more than 5 percent error rate,
- b) Keyboarding skill in English or French or English and French, at a speed of at least 25 words per minute with not more than a 3 percent error rate.

##### **1.2 Grammar, Spelling and Punctuation Proficiency Tests**

A good knowledge of the fundamental rules of grammar, spelling and punctuation is normally required.

##### **1.3 Clerical Ability**

These examinations, generally administered in the candidates' official language, are designed to assess basic abilities required in satisfactorily carrying out office duties. Although the number and types of abilities measured may vary from one examination to another, a clerical test should normally contain a series of sub-tests designed to evaluate:

- a) filing ability,
- b) coding ability,
- c) checking ability,
- d) arithmetic ability.

##### **1.4 Commonly Used Software**

Testing of commonly used software such as Word, WordPerfect, Excel, Powerpoint, depending on the candidate's abilities and desired classification **must** be performed by the Offeror.

#### **2. Identification of Examinations**

Where the Offeror develops their own examinations, either with staff trained or experienced in test development or with assistance from outside consultants, such examinations **must** be consistent with the standards set out herein.

A number of commercial tests also exist which meet the minimal requirements outlined below.

### **3. Administration of Examinations**

The Offeror must ensure that individuals responsible for administering these various examinations possess adequate training and experience to carry out this function. The task of administering an examination to one or more individuals cannot be carried out without preparation; it requires a good knowledge of the examination itself and the conditions of test administration.

The Offeror must ensure that the individual assigned to administer these examinations is completely familiar with the oral and written instructions that are to be given to the candidates. The Offeror must ensure that the test administrator periodically verifies that all test equipment is in good working condition and ensure that general test conditions permit candidates to perform at their best (e.g. that there is adequate lighting, sufficient work space, a quiet environment, and accommodation of any special needs a candidate may have.)

#### **3.1 Time Limits**

The Offeror must rigorously apply and adhere to time limits, if applicable, established for examinations or examination sections.

It is strongly recommended that the test administrator ensure the accurate timing of the various sections of the ability tests.

#### **3.2 Examination Scoring**

The Offeror must score skill examinations according to precise guidelines and procedures outlined in a clear scoring guide or manual.

The Offeror must ensure that test scorers have adequate training and experience in the scoring of skill examinations and are completely familiar with the scoring guidelines provided for each examination.

Scores for each ability must be totalled for each section of the examination and/or for the examination as a whole.

#### **3.3 Security of Examination Material**

All examination material which may include answers, tests and manuals must be securely stored. Only those individuals responsible for administering and/or scoring examinations should have access to examination material.

### **4. Examination Specifications**

#### **4.1 Keyboarding Examinations**

- a) Two equivalent versions in each language must be available for the assessment of the skills listed in section 1. above, that is two parallel forms of the French keyboarding test and two parallel forms of the English keyboarding test.
- b) The equivalency of the two forms of the examination will be determined by an evaluation of the following two factors:

- ♦ stroke intensity
  - ♦ syllabic intensity
- c) Each equivalent form must comprise the following:
- ♦ a page of general instructions preceding the test,
  - ♦ a practice keyboarding text of approximately 150 words (3 to 5 minutes),
  - ♦ a first examination text of 1,350 to 1,550 strokes in narrative format (that is not containing numbers or symbols) with a time limit of 5 minutes,
  - ♦ a second examination text of 1,350 to 1,550 strokes in narrative of 5 minutes duration.
- d) For each keyboarding text the mean number of strokes per dictionary word must fall between 5.90 and 6.10. The average stroke intensity may be calculated by dividing the total number of key-strokes in the keyboarding text by the total number of words.
- e) The syllabic intensity of each keyboarding text must fall between 1.45 and 1.55. The average syllabic intensity can be calculated by dividing the total number of syllables by the total number of words in the text.
- f) At the completion of the examination the candidates will be asked to decide which of the two examination texts typed they wish to be scored. Only the one text designated by them will be scored.
- g) The scoring of the examination must take into account the two criteria below:
- ♦ the speed in number of words typed per minute, determined by dividing the total number of keyboarding strokes by 25,
  - ♦ accuracy by percentage of errors, determined by dividing the number of errors by the total number of words typed.
- h) The pass mark required on the keyboarding examination is either:
- ♦ a speed of 40 words per minute with no more than 5% error
  - ♦ a speed of 25 words per minute with no more than 3% error
- i) To be fully qualified each candidate must be able to meet the criterion for both speed and accuracy. Failure on either one or the other of these criteria will result in a failure on the examination.
- j) In the case of a failure the candidate may be re-tested within a reasonable time. However in this case a different form of the examination must be used and the examination administered under the same conditions as in the first test session.

## 4.2 Grammar, Spelling and Punctuation Tests

- a) An examination of grammar, spelling and punctuation must be available in each official language to evaluate the knowledge qualifications, that is a separate English and a separate French test of grammar, spelling and punctuation.
- b) The examination must be able to provide a reliable measure of fundamental rules of grammar, spelling and punctuation at the tenth grade level.
- c) The examination and related material (i.e. answer sheet, administration and technical manual) must be accompanied by appropriate normative data, based on one or more

properly identified norm groups. Among these may be 10th grade students, applicants to clerical positions or incumbents.

- d) The pass mark on the examination must be established according to appropriate norm group data. When this data is expressed in terms of percentiles, it is recommended that the pass mark be established at the 40th percentile.
- e) A candidate who has failed the examination may be tested again within a reasonable time.
- f) The raw scores obtained on this examination (including scores obtained on each sub-test of the examination) together with data recorded on the candidates must be filed systematically and maintained.

#### **4.3 Clerical Ability Tests**

- a) An examination of clerical abilities must be available in each official language to evaluate the qualifications.
- b) The examination must provide a reliable and valid measure of abilities judged necessary to successful office work:
  - speed and accuracy in activities related to filling, coding and checking of numerical and/or alphabetical material, and
  - arithmetic abilities.
- c) The examination and related material (that is answer sheet, administration and technical manual) must be accompanied by appropriate normative data based on one or more carefully identified reference groups. Among these may be students and incumbents of clerical positions.
- d) The pass mark for the examination must be based on the normative data available. When this data is expressed in terms of percentiles for female and male subjects separately, it is recommended that a pass mark corresponding to the 40th percentile for each normative group be established.
- e) A candidate who has failed the examination may be tested again within a reasonable time.
- f) The raw scores obtained on this examination (including scores obtained on each sub-test of the examination) together with data recorded on the candidates must be filed systematically and maintained.

## **Annex “F”**

### **Insurance Requirements**

1. Commercial General Liability (CGL)
  - 1.1 The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Standing Offer and any resulting Call-up, in an amount usual for a Call-up of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
  - 1.2 For every Call-up resulting from the Standing Offer, the Commercial General Liability policy must include the following:
    - (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Offeror's performance of the Call-up. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
    - (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
    - (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
    - (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
    - (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
    - (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Call-up, extend to assumed liabilities with respect to contractual provisions.
    - (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
    - (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
    - (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
    - (j) Notice of Cancellation: The Insurer will endeavour to provide the Standing Offer Authority and the Contracting Authority thirty (30) days written notice of policy cancellation.
    - (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Call-up.



- (l) Owners' or Contractor's Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- (m) Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- (n) Litigation Rights: Pursuant to subsection 5(d) of the Department of Justice Act, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:  
Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

## 2. Errors and Omissions Endorsements

The following applies to Offerors in Streams 4 and 5.

- 2.1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Call-up, in an amount usual for a call-up of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- 2.2. For every Call-up resulting from the Standing Offer for services in Streams 4 and 5, the Errors and Omissions Liability policy must include the following:
  - a) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Call-up.

- b) Notice of Cancellation: The Insurer will endeavour to provide the Standing Offer Authority and the Contracting Authority thirty (30) days written notice of cancellation.

**Annex “G”**

**Temporary Help Services Form (THS Template)  
For  
Request for Availability of THS resources for a resulting Call-up Against a Standing Offer  
Required by  
My department of the Government of Canada**

See attached. THS Form-Request for Availability of THS resources for a resulting Call-up Against a Standing, can be updated from time to time and such modification will be posted on the THS website.

## **ANNEX "A"**

<b>Requirement</b>
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### **Classifications**

**for**

**Temporary Help Services, National Capital Area**

## Descriptions of Classifications

### Stream 1 ~ Office Support

<b>Classification: Clerk, Sub-Classification - Accounting</b>	
<p>An Accounting Clerk's main task is to process information related to the daily financial operations of the department or agency by manual, written, verbal or electronic means. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, etc.), accounting software, the ability to communicate effectively orally and in writing and abilities in general accounting and mathematics.</p> <p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>◆ Calculating, preparing and issuing documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems</li> <li>◆ Coding, totalling, batching, entering, verifying and reconciling transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices cheque requisitions, and bank statements in a ledger or computer system or both</li> <li>◆ Providing general clerical support including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems, answering the telephone, operating telephone switching systems and taking messages</li> <li>◆ Performing document and file management functions, including e-filing</li> <li>◆ Photocopying, faxing and scanning documents</li> </ul>	
<b>Junior</b>	<p>Duties include the performance of routine, repetitive tasks of low complexity involving a limited number of clearly defined procedures and instructions. Work performed is subject to review while in progress.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Processing accounts payable data</li> <li>◆ Referring client inquiries to the appropriate person</li> <li>◆ Matching invoices to contractual documents (e.g. purchase orders, call-ups, etc.)</li> <li>◆ Assisting in the maintenance of stationery and supply records</li> <li>◆ Filing and retrieving material</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education/Experience:</b></p> <ul style="list-style-type: none"> <li>◆ <i>Secondary school diploma or an acceptable combination of education, training and experience is required</i></li> </ul>
<b>Intermediate</b>	<p>Familiarity with accounting procedures, processing accounts payable and accounts receivable items is required.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Processing payments and invoices</li> <li>◆ Responding to client inquiries</li> <li>◆ Assisting in the compilation of budget data and documents based on estimated revenues, expenses and previous budgets</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Secondary school diploma or an acceptable combination of education, training and experience is required</li> <li>◆ Successful completion of courses in accounting, at the secondary or from a recognized post secondary institution, may be required</li> </ul>

	<b>Experience:</b> <ul style="list-style-type: none"> <li>♦ Minimum of one (1) year of relevant experience is required</li> </ul>	
	<p align="center"><b>Classification: Clerk, Sub-Classification - Accounting</b></p> <p>An Accounting Clerk's main task is to process information related to the daily financial operations of the department or agency by manual, written, verbal or electronic means. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, etc.), accounting software, the ability to communicate effectively orally and in writing and abilities in general accounting and mathematics.</p> <p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>♦ Calculating, preparing and issuing documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems</li> <li>♦ Coding, totalling, batching, entering, verifying and reconciling transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices cheque requisitions, and bank statements in a ledger or computer system or both</li> <li>♦ Providing general clerical support including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems, answering the telephone, operating telephone switching systems and taking messages</li> <li>♦ Performing document and file management functions, including e-filing</li> <li>♦ Photocopying, faxing and scanning documents</li> </ul>	
<b>Senior</b>	<p>Tasks include providing client service related to client accounts in addition to providing administrative support to accounting staff.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Retrieving financial data</li> <li>♦ Coding and auditing invoices</li> <li>♦ Reconciliation of accounts with general ledger</li> <li>♦ Preparing period statements, cost statements and reports</li> <li>♦ Calculating costs of materials, overhead and other expenses based on estimates, quotations, or price lists</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Successful completion of post-secondary program courses in business, accounting or related field from a recognized post secondary institution or an acceptable combination of education, training and experience may be required</li> </ul>	

## Classification: Clerk, Sub-Classification - Accounting

An Accounting Clerk's main task is to process information related to the daily financial operations of the department or agency by manual, written, verbal or electronic means. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, etc.), accounting software, the ability to communicate effectively orally and in writing and abilities in general accounting and mathematics.

### Major Duties:

- ◆ Calculating, preparing and issuing documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems
- ◆ Coding, totalling, batching, entering, verifying and reconciling transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices cheque requisitions, and bank statements in a ledger or computer system or both
- ◆ Providing general clerical support including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems, answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing and scanning documents

### Advanced

Tasks include providing client service related to client accounts, providing administrative support to accounting staff and providing guidance regarding work completed by other clerical support staff.

### Typical duties may include:

- ◆ Retrieving financial data
- ◆ Coding and auditing invoices
- ◆ Reconciliation of accounts with general ledger
- ◆ Preparing period statements, cost statements and reports
- ◆ Calculating costs of materials, overhead and other expenses based on estimates, quotations, or price lists
- ◆ Providing advice and administration support in areas of finance and budgeting
- ◆ Coordinating and preparing all aspects of financial and budget administration
- ◆ Preparing financial statements
- ◆ Verifying and balancing transactions

### Minimum Mandatory Qualifications:

#### Education:

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

#### Experience:

- ◆ Minimum of five (5) years of relevant experience is required

#### Asset Qualifications:

- ◆ Certificate, diploma, or degree in business, accounting or related field from a recognized post secondary institution or an acceptable combination of education, training and experience may be required
- ◆ Experience with Government Financial System (GFS) may be required

**Classification: Clerk, Sub-Classification - Access to Information & Privacy (ATIP)**

ATIP Clerks compile, verify, record and process forms and documents by manual, written, verbal or electronic means, in accordance with established procedures, guidelines and schedules. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, RDIMS, etc.) and the ability to communicate effectively orally and in writing.

**Major Duties:**

- ◆ Providing general clerical support including input, processing and updating of data
- ◆ Routing correspondence and maintaining Bring-Forward (BF) systems
- ◆ Answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents
- ◆ Preparing correspondence, reports, statements and other material

**Junior**

Duties include the performance of routine, repetitive tasks involving a number of clearly defined procedures and instruction. Work performed will be subject to review while in progress and the THS Resource will report to a more senior clerical level.

**Typical duties may include:**

- ◆ Entering of data
- ◆ Filing, e-filing and retrieval of documents
- ◆ Addressing and filling envelopes
- ◆ Photocopying, faxing, and scanning documents
- ◆ Entering data in databases, spreadsheets, and inventories
- ◆ Collating, separating and organizing documents
- ◆ Distributing mail

**Minimum Mandatory Qualifications:****Education:**

- ◆ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required

**Intermediate**

Duties include providing assistance to more senior staff in the completion of various tasks. Work performed is subject to review while in progress.

**Typical duties may include:**

- ◆ Assisting in the preparation of correspondence, reports, statements and other documents
- ◆ Assisting in the processing of applications and forms
- ◆ Assisting in the maintenance of records
- ◆ Processing database, spreadsheet, and inventory information
- ◆ Sending, receiving and distributing internal and external mail
- ◆ Completion of courier forms and the dispatching of couriers

**Minimum Mandatory Qualifications:****Education:**

- ◆ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required

**Experience:**

- ◆ Minimum of one (1) year of relevant experience is required



**Classification: Clerk, Sub-Classification - Access to Information & Privacy (ATIP)**

ATIP Clerks compile, verify, record and process forms and documents by manual, written, verbal or electronic means, in accordance with established procedures, guidelines and schedules. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, RDIMS, etc.) and the ability to communicate effectively orally and in writing.

**Major Duties:**

- ◆ Providing general clerical support including input, processing and updating of data
- ◆ Routing correspondence and maintaining Bring-Forward (BF) systems
- ◆ Answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents
- ◆ Preparing correspondence, reports, statements and other material

**Senior**

The ability to organize tasks and meet deadlines is required. Work performed will be subject to review initially and at completion rather than throughout the process and the THS Resource will report to an Administrative Officer or Clerical Manager.

**Typical duties may include:**

- ◆ Collecting, recording, arranging, transmitting and processing information
- ◆ Processing invoices, expenditures, receipts and other financial information
- ◆ Processing applications and forms
- ◆ Drafting correspondence, reports,
- ◆

**Education:**

- ◆ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required

**Experience:**

- ◆ Minimum of three (3) years of relevant experience is required

**Advanced**

The ability to plan, organize work, prioritize tasks and meet conflicting deadlines is required. Work performed will be subject to review upon completion and the THS Resource will report to an Administrative Officer or Clerical Manager.

**Typical duties may include:**

- ◆ Editing, proofreading, and finalizing correspondence, reports, statements, invoices, forms, presentations and other documents
- ◆ Verifying applications, receipts, expenditures, forms and other documents
- ◆ Maintaining and controlling stationery and office supplies inventory
- ◆ Maintaining office equipment and arranging for service
- ◆ Organizing and co-ordinating the flow of work for general office and data entry clerks

**Minimum Mandatory Qualifications:****Education:**

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

**Experience:**

- ◆ Minimum of five (5) years of relevant experience is required

**Asset Qualifications:**

- ◆ Experience working with confidential and secure information may be required

## Classification: Clerk, Sub-Classification - Compensation

A Compensation Clerk's main tasks are to collect, verify and process payroll and benefit information for employees within a department. Skills and abilities required include familiarity with general office and payroll procedures, the use of standard office equipment and software (Windows XP, Word, Excel, etc.), general accounting and mathematical abilities.

### Major Duties:

- ◆ Routing correspondence and maintaining Bring-Forward (BF) systems
- ◆ Inputting, processing and updating of data
- ◆ Providing information on benefits, such as the Public Service Health Care Plan and the Public Service Superannuation Plan, to employees within the department
- ◆ Answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents
- ◆ Preparing correspondence, reports, statements and other material

### Junior

Ability to use an automated pay and benefits systems, such as an HRMS, with supervision from senior staff is required. In addition, an understanding of the processing of pay and benefit entitlements as well as bookkeeping and payroll administration is required.

### Typical duties may include:

- ◆ Maintaining records of attendance, leave and overtime to calculate pay and benefit entitlements using manual or computerized systems
- ◆ Completing, verifying and processing forms and documentation for administration of benefits such as pension plans, leave entitlements, employment and medical insurance, etc.
- ◆ Preparing T4 statements, Records of Employment, and other related documents
- ◆ Compiling statistical reports, statements, and summaries related to pay and benefits accounts
- ◆ Creating spreadsheets to facilitate data analysis
- ◆ Responding to inquiries on pay and benefits

### Minimum Mandatory Qualifications:

#### Education:

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

#### Asset Qualifications:

- ◆ Successful completion of additional courses in accounting, bookkeeping or payroll administration at the secondary level or from a recognized post secondary institution may be required

## Classification: Clerk, Sub-Classification - Compensation

A Compensation Clerk's main tasks are to collect, verify and process payroll and benefit information for employees within a department. Skills and abilities required include familiarity with general office and payroll procedures, the use of standard office equipment and software (Windows XP, Word, Excel, etc.), general accounting and mathematical abilities.

### Major Duties:

- ◆ Routing correspondence and maintaining Bring-Forward (BF) systems
- ◆ Inputting, processing and updating of data
- ◆ Providing information on benefits, such as the Public Service Health Care Plan and the Public Service Superannuation Plan, to employees within the department
- ◆ Answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents
- ◆ Preparing correspondence, reports, statements and other material

### Intermediate

Ability to use automated pay and benefits systems, such as an HRMS, with little supervision and experience processing pay and benefit entitlements as well as bookkeeping or payroll administration or both is required.

### Typical duties may include:

- ◆ Preparing and verifying statements of earnings indicating gross and net salaries and deductions such as taxes, union dues, garnishments, insurance and pension plans
- ◆ Preparing salary and benefit payments by cheque or electronic transfer
- ◆ Completing, verifying and processing forms and documentation for administration of benefits such as pension plans, leave entitlements, employment and medical insurance, etc.
- ◆ Providing information on payroll matters, benefit plans and collective agreement provisions
- ◆ Providing compensation information regarding allowable salary increases, job offers and salary ranges
- ◆ Compiling statistical reports, statements, and summaries related to pay and benefits accounts
- ◆ Calculating pay increases and making adjustments to salaries

### Minimum Mandatory Qualifications:

#### Education:

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

#### Experience:

- ◆ Minimum of three (3) years experience in a compensation environment is required

#### Asset Qualifications:

- ◆ Certificate, diploma, or degree in bookkeeping, accounting or payroll administration from a recognized post secondary institution or an acceptable combination of education, training and experience may be required
- ◆ Current and valid Payroll Management Certification may be required

## Classification: Clerk, Sub-Classification - Compensation

A Compensation Clerk's main tasks are to collect, verify and process payroll and benefit information for employees within a department. Skills and abilities required include familiarity with general office and payroll procedures, the use of standard office equipment and software (Windows XP, Word, Excel, etc.), general accounting and mathematical abilities.

### Major Duties:

- ◆ Routing correspondence and maintaining Bring-Forward (BF) systems
- ◆ Inputting, processing and updating of data
- ◆ Providing information on benefits, such as the Public Service Health Care Plan and the Public Service Superannuation Plan, to employees within the department
- ◆ Answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents
- ◆ Preparing correspondence, reports, statements and other material

### Senior

Ability to use automated pay and benefits systems, such as an HRMS, and experience processing payroll and benefit information is required. The compensation information being processed will be from employees at the executive (EX classification) level.

### Typical duties may include:

- ◆ Preparing and verifying statements of earnings, indicating gross and net salaries and deductions such as taxes, garnishments, insurance and pension plans
- ◆ Preparing salary and benefit payments by cheque or electronic transfer
- ◆ Completing, verifying and processing forms and documentation for administration of benefits such as pension plans, leave entitlements, employment and medical insurance, etc.
- ◆ Providing information on payroll matters, benefit plans and terms and conditions of employment
- ◆ Compiling statistical reports, statements, and summaries related to pay and benefits accounts
- ◆ Providing compensation information with regards to allowable salary increases, job offers and salary ranges
- ◆ Preparing and balancing period-end reports and reconciling issued payrolls to bank statements
- ◆ Calculating pay increases and making adjustments to salaries
- ◆ Providing information to the Head of the HR Division on pay and benefits issues

### Minimum Mandatory Qualifications:

#### Education:

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

#### Experience:

- ◆ Minimum of five (5) years experience in an compensation environment is required

#### Asset Qualifications:

- ◆ Certificate, diploma, or degree in bookkeeping, accounting or payroll administration from a recognized post secondary institution or an acceptable combination of education, training and experience may be required
- ◆ Payroll Management Certification may be required
- ◆ Experience in providing guidance and training to junior team members may be required

## Classification: Clerk, Sub-Classification - Data Entry

The main task is the entry of data from a material source and the transcription of the information to a computer software program. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, etc.) and an attention to detail when entering data. A minimum number of keystrokes per hour, minimum speed and accuracy may be required.

### Major Duties:

Set up and operate key driven (numeric; alphabetic or alpha-numeric) systems to transcribe coded, statistical and other information from source materials onto tapes, disks, diskettes or other recording media in a form suitable for computer processing.

### Junior

Working under direct supervision, using personal computers or inventory software or both, the tasks will involve the entry of routine, non-complex data.

#### Typical duties may include:

- ♦ Entering alphabetic, numeric, or symbolic data from source documents following a pre-determined format
- ♦ Receiving and registering invoices, forms, records and other documents for data capture
- ♦ Verifying accuracy and completeness of data prior to supervisor's check

#### Minimum Mandatory Qualifications:

##### Education:

- ♦ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required

### Intermediate

Duties will include the performance of routine, repetitive tasks of low to medium complexity involving a limited number of clearly defined tasks is required. In addition, the coding of documents prior to inputting may be required. Work performed will be subject to review while in progress.

#### Typical duties may include:

- ♦ Entering data from various sources and formats into an electronic computer according to pre-described format
- ♦ Verifying data entered by checking printouts for errors and correcting as required
- ♦ Assisting in data collection and compilation
- ♦ Identifying, labelling and storing diskettes, disks and tapes
- ♦ Organizing data according to user requirements
- ♦ Filing or routing source documents after entry

#### Minimum Mandatory Qualifications:

##### Education:

- ♦ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required

##### Experience:

- ♦ Minimum of one (1) year of relevant experience is required
- ♦ Minimum of three (3) months of experience using personal computers and inventory software under direct supervision to record and verify data from a variety of non-complex and complex sources is required

<b>Classification: Clerk, Sub- Classification - Data Entry</b>	
<p>The main task is the entry of data from a material source and the transcription of the information to a computer software program. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, etc.) and an attention to detail when entering data. A minimum number of keystrokes per hour, minimum speed and accuracy may be required.</p> <p><b>Major Duties:</b> Set up and operate key driven (numeric; alphabetic or alpha-numeric) systems to transcribe coded, statistical and other information from source materials onto tapes, disks, diskettes or other recording media in a form suitable for computer processing.</p>	
<b>Senior</b>	<p>Duties will include the performance of routine, repetitive task of medium to high complexity involving a number of defined tasks. In addition, tasks may include the control of the quality of data entry. Work performed will be subject to review after completion.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Correcting and editing the content and format of recorded data as required</li> <li>♦ Preparing source documents for entry</li> <li>♦ Maintaining libraries of diskettes, disks and tapes</li> <li>♦ Inputting or exporting data or both into computerized databases, spreadsheets or other templates using an optical scanner, speech recognition software or other data entry tools</li> <li>♦ Ensuring the integrity of data</li> <li>♦ Performing data searches; recording and analyzing the results</li> <li>♦ Training inexperienced operators and prioritizing assignments</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b>  <b>Education:</b> <ul style="list-style-type: none"> <li>♦ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <b>Experience:</b> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul> </p>
<b>Advanced</b>	<p>Duties include the monitoring of the data entry process of other operators, the assignment of work and schedules, the resolution of data integrity issues and coordination with other areas or departments. Tasks are typically of medium to high complexity and the work performed will be subject to little or no review upon completion.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Coordinating the collection of data from point of origin</li> <li>♦ Participating in the pre-processing of data to locate missing information and to make corrections as necessary</li> <li>♦ Performing statistical reporting and data analysis to ascertain accuracy of data entered</li> <li>♦ Designing and maintaining procedures to ensure that information and files are managed in accordance with department and government standards and directives</li> <li>♦ Taking minutes at staff meetings</li> <li>♦ Monitoring the system for malfunctions</li> <li>♦ Designing spreadsheet or database layouts</li> <li>♦ Modifying existing documents, tables and reports</li> <li>♦ Creating new forms as needed</li> <li>♦ Proofreading departmental documents</li> <li>♦ Coordinating and monitoring the activities of other operators</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b>  <b>Education:</b> <ul style="list-style-type: none"> <li>♦ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <b>Experience:</b></p>

- ♦ Minimum of five (5) years of relevant experience is required

### **Classification: Clerk, Sub-Classification - Finance**

The Financial Clerk's main task is to process financial information by manual, written, verbal or electronic means. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, etc.), accounting software, the ability to communicate effectively orally and in writing, and the possession of general accounting and mathematical abilities.

#### **Major Duties:**

- ♦ Coding, totalling, batching, entering, verifying and reconciling transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices cheque requisitions, and bank statements in a ledger or computer system or both
- ♦ Providing general clerical support including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems, answering the telephone, operating telephone switching systems and taking messages
- ♦ Performing document and file management functions, including e-filing
- ♦ Photocopying, faxing, and scanning documents

#### **Junior**

Experience in the provision of financial support services including processing claims and invoices for payment along with an understanding of generally accepted accounting principles is required.

#### **Typical duties may include:**

- ♦ Inputting information into a financial management system
- ♦ Selecting, validating and inputting information in system
- ♦ Providing administrative and financial support services
- ♦ Processing accounts payable and accounts receivable
- ♦ Tracking documents and maintaining filing system

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ♦ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required

#### **Intermediate**

Tasks include the application of financial management policies and procedures and the reconciliation of financial accounts.

#### **Typical duties may include:**

- ♦ Providing financial support services
- ♦ Processing accounts payable and accounts receivable
- ♦ Tracking documents and maintaining filing system
- ♦ Maintaining and updating a financial management system
- ♦ Selecting, validating and inputting information in system
- ♦ Preparing a variety of financial tables and reports

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ♦ Secondary school diploma or an acceptable combination of education, training and experience is required

##### **Experience:**

- ♦ Minimum of three (3) years of relevant experience is required

##### **Asset Qualifications:**

- |  |                                                                                                                                                                                                                                                                                                                                        |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>♦ Certificate, diploma, or degree in business, accounting or related field from a recognized post secondary institution or an acceptable combination of education, training and experience may be required</li><li>♦ Experience with Government Financial System (GFS) may be required</li></ul> |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



## Classification: Clerk, Sub-Classification - Finance

The Financial Clerk's main task is to process financial information by manual, written, verbal or electronic means. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, etc.), accounting software, the ability to communicate effectively orally and in writing, and the possession of general accounting and mathematical abilities.

### Major Duties:

- ◆ Coding, totalling, batching, entering, verifying and reconciling transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices cheque requisitions, and bank statements in a ledger or computer system or both
- ◆ Providing general clerical support including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems, answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents

### Senior

Experience in the application of generally accepted accounting principles and familiarity with the relevance and application to government financing is required.

#### Typical duties may include:

- ◆ Providing financial support services
- ◆ Auditing and processing accounts payable and accounts receivable
- ◆ Tracking documents and maintaining filing system
- ◆ Researching and analyzing financial data
- ◆ Maintaining and updating a financial management system
- ◆ Conducting inquiries or research to resolve financial issues
- ◆ Analyzing budgets and prepare reports
- ◆ Assisting in the preparation of financial statements
- ◆ Preparing a variety of financial tables and reports

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

##### **Experience:**

- ◆ Minimum of five (5) years of relevant experience is required
- ◆ Experience with Government Financial System (GFS) is required

##### **Asset Qualifications:**

- ◆ Certificate, diploma, or degree in business, accounting or related field from a recognized post secondary institution or an acceptable combination of education, training and experience may be required

## Classification: Clerk, Sub-Classification - General Office

A General Office Clerk's main task is to process information related to the daily internal operations of the department or agency by manual, written, verbal or electronic means. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, RDIMS, etc.) and the ability to communicate effectively orally and in writing. The possession of general accounting and mathematical abilities may be required.

### Major Duties:

- ◆ Providing general clerical support including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents
- ◆ Preparing correspondence, reports, statements and other material

### Junior

Duties include the performance of routine, repetitive tasks of low complexity according to established procedures and instructions. Work performed will be subject to review while in progress and the THS Resource will report to a senior Administrative Officer or Clerical Manager.

#### Typical duties may include:

- ◆ Entering and processing of data
- ◆ Performing a variety of functions related to the receiving and distribution of mail including collating, addressing and filling envelopes
- ◆ Photocopying, faxing, and scanning documents
- ◆ Maintaining Bring-Forward (BF) systems
- ◆ Performing document and file management functions, including e-filing

#### Minimum Mandatory Qualifications:

##### Education:

- ◆ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required

### Intermediate

The THS Resource will assist senior staff in the completion of several tasks. Work performed will be subject to review while in progress and the THS Resource will report to a senior Administrative Officer or Clerical Manager.

#### Typical duties may include:

- ◆ Assisting in the preparation of correspondence, reports, statements and other documents
- ◆ Assisting in the processing of applications and forms
- ◆ Assisting in the maintenance of records
- ◆ Processing database, spreadsheet, and inventory information
- ◆ Sending, receiving and distributing internal and external mail
- ◆ Completing courier forms and dispatching couriers
- ◆ Processing and tracking correspondence (internal and external)

#### Minimum Mandatory Qualifications:

##### Education:

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

##### Experience:

- ◆ Minimum of one (1) year of relevant experience is required.



## Classification: Clerk, Sub-Classification - General Office

A General Office Clerk's main task is to process information related to the daily internal operations of the department or agency by manual, written, verbal or electronic means. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, RDIMS, etc.) and the ability to communicate effectively orally and in writing. The possession of general accounting and mathematical abilities may be required.

### Major Duties:

- ◆ Providing general clerical support including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents
- ◆ Preparing correspondence, reports, statements and other material

### Senior

The THS Resource will possess the ability to organize tasks and meet deadlines. Work performed will be subject to review while in progress and the THS Resource will report to a senior Administrative Officer or Clerical Manager.

#### Typical duties may include:

- ◆ Drafting correspondence, reports, statements and other documents
- ◆ Updating, adding and retrieving documents using the Intranet system
- ◆ Collecting, recording, arranging, transmitting and processing information
- ◆ Processing invoices, expenditures, receipts and other financial information
- ◆ Processing applications and forms
- ◆ Maintaining inventories, databases and records
- ◆ Sending, receiving and distributing internal and external mail
- ◆ Updating, adding and retrieving documents using the Intranet system
- ◆ Assisting in the control of stationery and office supplies inventory
- ◆ Assisting in the maintenance of office equipment

#### Minimum Mandatory Qualifications:

##### Education:

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

##### Experience:

- ◆ Minimum of three (3) years of relevant experience is required

### Advanced

Ability to plan, organize work, prioritize tasks and meet conflicting deadlines and experience providing administrative or clerical support in a public or private sector environment is required. Work performed will be subject to little or no review and the THS Resource will report to a senior Administrative Officer or Clerical Manager.

#### Typical duties may include:

- ◆ Editing, proofreading, and finalizing correspondence, reports, statements, invoices, forms, presentations and other documents
- ◆ Verifying applications, receipts, expenditures, forms and other documents
- ◆ Maintaining stationery and office supplies inventory
- ◆ Maintaining office equipment, arranging for service

#### Minimum Mandatory Qualifications:

##### Education:

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

##### Experience:

- ◆ Minimum of five (5) years of relevant experience is required

	<p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>◆ Certificate, diploma, or degree in Office Administration, or related field, from a recognized post secondary institution or an acceptable combination of education, training and experience may be required</li> </ul>
<p align="center"><b>Classification: Clerk, Sub-Classification - Human Resources</b></p>	
	<p>An HR Clerk's main task is to provide support services for human resource activities as carried out by managers and Human Resources Officers. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, etc.) along with strong communication skills, and the ability to organize and prioritize their own workload.</p> <p>The position may also require specialization in one discipline (classification, compensation, employment equity, labour relations, planning, staffing or training and development) or it may involve generalist duties.</p> <p><b>Major Duties</b></p> <ul style="list-style-type: none"> <li>◆ Processing, verifying and registering documentation related to human resources activities</li> <li>◆ Filing, e-filing and retrieving documents</li> <li>◆ Providing general clerical support including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems</li> <li>◆ Answering the telephone, operating telephone switching systems and taking messages</li> <li>◆ Performing document and file management functions, including e-filing</li> <li>◆ Photocopying, faxing, and scanning documents</li> </ul>
<p><b>Junior</b></p>	<p>Duties include the performance of routine, repetitive tasks of medium complexity involving a limited number of clearly defined procedures and instructions.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Responding to inquiries from employees or the general public or both concerning employment opportunities, status of staffing processes, basic compensation and benefits information, etc.</li> <li>◆ Obtaining and verifying information for employee records</li> <li>◆ Providing forms and documents upon request, such as benefits manuals or claim forms, employment applications, leave requests, training applications, etc.</li> <li>◆ Assisting in the preparation of documents such as job postings and descriptions, letters of offer, letters of acknowledgement, organizational charts, and training materials</li> <li>◆ Participating in the screening of candidates by obtaining further information or verifying credentials, when directed</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul>

## **Classification: Clerk, Sub-Classification - Human Resources**

An HR Clerk's main task is to provide support services for human resource activities as carried out by managers and Human Resources Officers. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, etc.) along with strong communication skills, and the ability to organize and prioritize their own workload.

The position may also require specialization in one discipline (classification, compensation, employment equity, labour relations, planning, staffing or training and development) or it may involve generalist duties.

### **Major Duties**

- ◆ Processing, verifying and registering documentation related to human resources activities
- ◆ Filing, e-filing and retrieving documents
- ◆ Providing general clerical support including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems
- ◆ Answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents

### **Intermediate**

Experience within the position's specialized area of human resources may be required. Knowledge of, or experience with, SAP and a Human Resource Management System (HRMS) may be required.

#### **Typical duties may include:**

- ◆ Preparing documents such as job postings and descriptions, letters of offer, letters of acknowledgement, organizational charts, and training materials
- ◆ Assisting Managers and HR Officers in completing rating guides after conducting interviews
- ◆ Assisting in the creation of Statements of Merit Criteria, rating guides, etc.
- ◆ Arranging and administering Public Service Commission tests
- ◆ Maintaining confidential documents, such as compensation records, employment histories, training records, performance evaluations and grievances
- ◆ Coordinating on-site job analysis and interviews with managers, employees and external consultants for classification purposes
- ◆ Arranging for job postings on the Internet through the Public Service Commission
- ◆ Assisting in screening and rating of job applicants, conducting reference checks
- ◆ Assisting in the administration of priorities through the Public Service Commission

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ◆ Secondary school diploma is required
- ◆ Successful completion of post-secondary courses in Human Resources, Industrial Relations, Labour Relations, Staff Relations, Business Administration or related discipline; or training, workshops or experience in a field related to the position is required

##### **Experience:**

- ◆ Minimum of three (3) years of relevant experience is required

## Classification: Clerk, Sub-Classification - Human Resources

An HR Clerk's main task is to provide support services for human resource activities as carried out by managers and Human Resources Officers. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, etc.) along with strong communication skills, and the ability to organize and prioritize their own workload.

The position may also require specialization in one discipline (classification, compensation, employment equity, labour relations, planning, staffing or training and development) or it may involve generalist duties.

### Major Duties

- ◆ Processing, verifying and registering documentation related to human resources activities
- ◆ Filing, e-filing and retrieving documents
- ◆ Providing general clerical support including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems
- ◆ Answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents

### Senior

Experience relating to the specialized area of human resources as well as advanced knowledge of, or experience with, SAP and a Human Resource Management System (HRMS) may be required.

#### Typical duties may include:

- ◆ Verifying documents such as job postings and job descriptions prior to submission to translation services or the Public Service Commission (PSC) for web posting
- ◆ Preparing and distributing documents, including letters of offer, letters of acknowledgement, organizational charts, and training materials
- ◆ Assisting Managers and HR Officers in conducting reference checks, verifying information in resumes and identifying discrepancies in the information collected
- ◆ Compiling and tabulating statistics to support compensation and benefits practices, such as leave records and administration of salary increases
- ◆ Starting and maintaining confidential records, such as compensation records, employment histories, training records, performance evaluations and grievances
- ◆ Participating in the screening of employment candidates by conducting and evaluating reference checks, obtaining further information or verifying information in resumes, and identifying discrepancies in the information collected
- ◆ Assisting Managers and HR Officers in conducting employee orientation and information sessions

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ◆ Secondary school diploma is required
- ◆ Certificate, diploma, or degree in Human Resources, Industrial Relations, Labour Relations, Staff Relations, Business Administration or related discipline from a recognized post secondary institution or an acceptable combination of education, training and experience is required

##### **Experience:**

- ◆ Minimum of five (5) years of relevant experience is required

##### **Asset Qualifications:**

- ◆ Demonstration of continuous advancement towards obtaining certification as a Human Resources Professional (CHRP) may be required.

## Classification: Clerk, Sub-Classification - Legal

Legal clerks are employed in a variety of legal practice areas within the federal government including civil litigation, criminal prosecutions, tax law, property law, advisory services, and legislative drafting. Legal clerks assist in preparing for and attending hearings, legal research, interviewing witnesses, managing evidence and drafting legal documents. The THS Resource will work as part of a multi-disciplinary team that may include counsel, information technology specialists and other experts. The demonstration of applied and current knowledge of military and criminal jurisprudence and practice, as well as law and practice under other federal statutes, in order to apply precedents and legal principles to particular case situations is required. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, RDIMS, etc.).

### Major Duties:

- ◆ Providing general legal support of a clerical nature, including data inputting, processing and updating, and routing correspondence
- ◆ Maintaining a Bring-Forward (BF) system encompassing various stages of litigation
- ◆ Answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents
- ◆ Assembling documentary evidence, preparing trial briefs, and arranging for trials
- ◆ Assisting lawyers by interviewing clients, witnesses and other related parties
- ◆ Researching records, court files and other legal documents
- ◆ Preparing correspondence, reports, statements and other material

### Junior

In order to provide a consistent level of service while adhering to time limitation deadlines imposed by statutes and court rules, familiarity with the theories, principles and procedures of the Canadian Parliamentary and Canadian court systems is required.

#### Typical duties may include:

- ◆ Conducting legal and factual research upon request
- ◆ Preparing a variety of legal documents (e.g. Orders, Motions, Affidavits, and applications for the prosecutors, etc.)
- ◆ Assisting in the formatting documents in the proper format for the regions and legal services in prosecution matters
- ◆ Registering and assigning dockets to appropriate lawyer
- ◆ Compiling and coordinating trials and appeal reports
- ◆ Ensuring that the information contained in each file is complete and accurate at each stage of criminal litigation process before forwarding it for further action
- ◆ Reporting to and answering queries from investigators, defence counsel, crown and senior counsels, support staff, and the general public in relation to case files

#### Minimum Mandatory Qualifications:

##### Education:

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

##### Asset Qualifications:

- ◆ Successful completion of courses, from a recognized post secondary institution related to administration in a legal environment or an acceptable combination of education, training, and experience may be required



## Classification: Clerk, Sub-Classification - Legal

Legal clerks are employed in a variety of legal practice areas within the federal government including civil litigation, criminal prosecutions, tax law, property law, advisory services, and legislative drafting. Legal clerks assist in preparing for and attending hearings, legal research, interviewing witnesses, managing evidence and drafting legal documents. The THS Resource will work as part of a multi-disciplinary team that may include counsel, information technology specialists and other experts. The demonstration of applied and current knowledge of military and criminal jurisprudence and practice, as well as law and practice under other federal statutes, in order to apply precedents and legal principles to particular case situations is required. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, RDIMS, etc.).

### Major Duties:

- ◆ Providing general legal support of a clerical nature, including data inputting, processing and updating, and routing correspondence
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- ◆ Photocopying, faxing, and scanning documents
- ◆ Assembling documentary evidence, preparing trial briefs, and arranging for trials
- ◆ Assisting lawyers by interviewing clients, witnesses and other related parties
- ◆ Researching records, court files and other legal documents
- ◆ Preparing correspondence, reports, statements and other material

### Intermediate

Familiarity with the Canadian legal process is required to facilitate the analysis of and response to various requests for assistance. The work performed will be subject to little or no review.

#### Typical duties may include:

- ◆ Managing ad hoc file assignments of daily events in relation to court and counsel
- ◆ Requesting additional files or information where required
- ◆ Ensuring that all files have been properly screened prior to counsel's receipt of documentation

#### Minimum Mandatory Qualifications:

##### Education:

- ◆ Secondary school diploma is required

##### Experience:

- ◆ Minimum of three (3) years of experience as a law clerk is required

##### Asset Qualifications:

- ◆ Certificate, diploma, or degree related to administration in a legal environment from a recognized post secondary institution or an acceptable combination of education, training and experience may be required
- ◆ Experience as a law clerk within the federal government may be required

## Classification: Clerk, Sub-Classification - Legal

Legal clerks are employed in a variety of legal practice areas within the federal government including civil litigation, criminal prosecutions, tax law, property law, advisory services, and legislative drafting. Legal clerks assist in preparing for and attending hearings, legal research, interviewing witnesses, managing evidence and drafting legal documents. The THS Resource will work as part of a multi-disciplinary team that may include counsel, information technology specialists and other experts. The demonstration of applied and current knowledge of military and criminal jurisprudence and practice, as well as law and practice under other federal statutes, in order to apply precedents and legal principles to particular case situations is required. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, RDIMS, etc.).

### Major Duties:

- ◆ Providing general legal support of a clerical nature, including data inputting, processing and updating, and routing correspondence
- ◆ Maintaining a Bring-Forward (BF) system encompassing various stages of litigation
- ◆ Answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents
- ◆ Assembling documentary evidence, preparing trial briefs, and arranging for trials
- ◆ Assisting lawyers by interviewing clients, witnesses and other related parties
- ◆ Researching records, court files and other legal documents
- ◆ Preparing correspondence, reports, statements and other material

### Senior

Knowledge of the theories, principles and procedures of the Canadian Parliamentary and Canadian court systems, as well as the methods, techniques and practices of advocacy, legal document drafting, legal analysis, reasoning, critical thinking and research necessary to speak to matters in arraignment Court or other administrative tribunals is required. Familiarity with the specific department or agency's mandate, structure, culture and policies and the procedures and role of the Crown in the conduct of prosecutions at trials court martial and appeals is also required. Duties include facilitating information storage, easy retrieval and proper retention period of records as well as ensuring the secure handling and storage of classified and sensitive material.

### Typical duties may include:

- ◆ Organizing, co-ordinating the completion of a weekly report and distributing the report to counsel
- ◆ Participating in the assignment of cases to prosecutors
- ◆ Attending and speaking to matters at Court
- ◆ Training new articling or summer students in the procedures of the Federal Court
- ◆ Assisting the Deputy Director to identify cases which raise important questions or are of a complex nature so as to ensure that cases are properly profiled for assignment to prosecutors and staff lawyers
- ◆ Participating with the Director in the allocation and distribution of cases by maintaining an inventory of upcoming unallocated prosecutions via a weekly report
- ◆ Developing new office procedures and keeping current staff informed of changes in this regard
- ◆ Training new staff on office procedures
- ◆ Providing advice and guidance to support staff
- ◆ Responding to enquiries from staff counsel and outside agencies, which include defence counsel, trial co-ordinators, clerks of the court or registrars, police officers, police or other investigative agencies, and officials of the department and other departments, with respect to policies, procedures and statutes
- ◆ Preparing and drafting court documents for prosecutions and appeals

### Minimum Mandatory Qualifications:

#### Education:

- ◆ Secondary school diploma is required

#### Experience:

- ◆ Minimum of five (5) years of experience as a law clerk is required

#### Asset Qualifications:

	<ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree related to administration in a legal environment from a recognized post secondary institution or an acceptable combination of education, training and experience may be required</li> <li>♦ Experience as a law clerk within the federal government may be required</li> </ul>
<b>Classification: Clerk, Sub-Classification - Library</b>	
<p>Library Clerks will be responsible for the basic operational functions related to the daily internal operations of a library or document centre and will possess knowledge of administrative practices as well as the general rules and regulations. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, RDIMS, etc.).</p> <p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>♦ Issuing and receiving library materials</li> <li>♦ Performing circulation desk duties</li> <li>♦ Sorting and shelving books and related materials</li> <li>♦ Providing general library information to users</li> </ul>	
<b>Junior</b>	<p>Duties include the performance of routine, repetitive tasks involving a limited number of clearly defined procedures and instruction under direct supervision. The THS Resource will report to a Librarian or to relevant senior staff.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Shelving material</li> <li>♦ Performing loose-leaf maintenance</li> <li>♦ Labelling and repairing resources</li> <li>♦ Filing and e-filing documents</li> <li>♦ Performing word processing tasks</li> <li>♦ Answering basic reference questions</li> </ul> <p><b>Minimum Mandatory Qualifications:</b>  <b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> </ul>
<b>Intermediate</b>	<p>Duties include the performance of routine, repetitive tasks involving a number of clearly defined procedures and instructions. Basic knowledge of administrative practices affecting library services is required. Work will be subject to review while in progress and the THS Resource will report to a Librarian or relevant professional staff.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Maintaining journal subscriptions</li> <li>♦ Maintaining databases and inventories</li> <li>♦ Performing shelving material and loose-leaf maintenance functions</li> <li>♦ Labelling and repairing resources</li> <li>♦ Filing and e-filing documents, occasional word processing tasks</li> </ul> <p><b>Minimum Mandatory Qualifications:</b>  <b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of one (1) year of relevant experience is required</li> </ul>



## Classification: Clerk, Sub-Classification - Library

Library Clerks will be responsible for the basic operational functions related to the daily internal operations of a library or document centre and will possess knowledge of administrative practices as well as the general rules and regulations. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, RDIMS, etc.).

### Major Duties:

- ◆ Issuing and receiving library materials
- ◆ Performing circulation desk duties
- ◆ Sorting and shelving books and related materials
- ◆ Providing general library information to users

### Senior

The ability to organize tasks and meet deadlines is required. Work performed will be subject to review initially and at completion rather than throughout the process and the THS Resource will report to a Librarian or relevant professional staff.

#### Typical duties may include:

- ◆ Performing circulation and stack management functions
- ◆ Assisting the Librarian in providing basic reference services
- ◆ Processing invoices, expenditures, receipts and other financial information
- ◆ Drafting correspondence, reports, statements and other documents
- ◆ Assisting in the control of stationery and office supplies inventory
- ◆ Assisting in the maintenance of office equipment
- ◆ Maintaining journal subscriptions
- ◆ Maintaining databases and inventories
- ◆ Performing shelving material and loose-leaf maintenance functions
- ◆ Labelling and repairing resources

#### Minimum Mandatory Qualifications:

##### Education:

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

##### Experience:

- ◆ Minimum of three (3) years of relevant experience is required

### Advanced

Ability to plan, organize work, prioritize tasks and meet conflicting deadlines is required. Work performed will be subject to review upon completion and the THS Resource will report to a Senior Librarian or senior professional staff.

#### Typical duties may include:

- ◆ Editing, proofreading, and finalizing correspondence, reports, statements, invoices, forms, presentations and other documents
- ◆ Verifying receipts, expenditures, forms and other documents
- ◆ Maintaining and controlling stationery and office supplies inventory
- ◆ Maintaining office equipment and arranging for service
- ◆ Performing circulation and stack management functions
- ◆ Overseeing the maintenance of journal subscriptions, databases and inventories
- ◆ Assisting the Librarian in providing basic reference services

#### Minimum Mandatory Qualifications:

##### Education:

	<ul style="list-style-type: none"> <li>♦ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>

## Classification: Clerk, Sub-Classification - Mail Room

A Mail Room Clerk's main tasks require familiarity with general mailroom procedures, the use of standard office equipment and office software (Windows XP, Word, Excel, Access, etc.) and strong organization skills.

### Major Duties:

- ◆ Receiving, processing, sorting and distributing incoming and outgoing mail, faxes, messages, and courier packages both manually and electronically
- ◆ Maintaining address databases and producing personalized mailing
- ◆ Printing and photocopying material
- ◆ Addressing and stuffing envelopes
- ◆ Weighing, calculating, affixing proper postage
- ◆ Bundling letters, parcels, registered mail and courier envelopes by postal code or method of mailing or both
- ◆ Operating and maintaining print shop and mailing house equipment
- ◆ Routing mail to the proper delivery stream
- ◆ Sorting mail according to destination
- ◆ Signing or obtaining signatures from recipients for registered or special delivery mail and keeping records
- ◆ Searching directories to find the correct address for redirected mail

### Junior

Duties include the performance of routine, repetitive tasks of low complexity involving a limited number of clearly defined procedures and instructions. Work performed will be reviewed while in progress.

#### Typical duties may include:

- ◆ Collating, stuffing envelopes, adhering labels
- ◆ Completing courier forms and dispatching couriers
- ◆ Photocopying, filing, e-filing and retrieving material
- ◆ Lifting and carrying boxes up to 40lbs.

#### Minimum Mandatory Qualifications:

##### Education:

- ◆ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required

##### Asset Qualifications:

- ◆ Additional training or experience with specific computer software applications may be required

### Intermediate

Tasks will be performed based on the selection from among several established procedures or, occasionally, deviating from the established procedures. The main duties will be updating and maintaining records, posting routine work and preparing correspondence for review.

#### Typical duties may include:

- ◆ Verifying envelopes, and documents for correct names, addresses and descriptions
- ◆ Proofreading for typing errors
- ◆ Gathering statistics and other types of records and preparing routine reports
- ◆ Coding and processing invoices
- ◆ Maintaining filing system(s)
- ◆ Assisting in the maintenance of stationery and supply records

#### Minimum Mandatory Qualifications:

##### Education:

- ◆ Successful completion of two years of secondary school or an acceptable combination of education , training and experience is required

	<b>Experience:</b>
	<ul style="list-style-type: none"><li>♦ Minimum of one (1) year of relevant experience is required</li></ul>



<b>Senior</b>	<p>Duties include providing working support to a specific management position. Skills required include the possession of strong organization and communications skills, the exhibition of good judgement in work methods, prioritization, tact, diplomacy and the ability to maintain confidentiality. The THS Resource will be able to work with minimal supervision.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Assisting in report preparation and projects requiring analytical skills</li> <li>◆ Reviewing documents for conformance with regulations and procedures</li> <li>◆ Maintaining complex filing systems</li> <li>◆ Composing routine correspondence</li> <li>◆ Screening and handling telephone calls as appropriate</li> <li>◆ Communicating with senior management</li> <li>◆ Monitoring condition of all equipment</li> <li>◆ Coordinating mail pick-up and delivery</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Secondary school diploma or acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>◆ Minimum of three (3) years of relevant experience is required</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>◆ Extensive knowledge of Canada Post regulations is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>◆ Additional training or experience with specific computer software applications may be required</li> </ul>
<b>Advanced</b>	<p>A high level of understanding of federal government policies and procedures as they relate to a specific area of specialty in addition to strong organizational and communication skills, and demonstrated leadership or management talents in former roles, is required.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Overseeing all activities of the mailroom including receiving, sorting, and distributing incoming mail and preparing of outgoing mail</li> <li>◆ Preparing reports and projects requiring analytical skills</li> <li>◆ Managing, training and evaluating workers to ensure procedures are followed and production is maintained</li> <li>◆ Establishing work schedules</li> <li>◆ Requesting new or maintaining existing equipment and supplies</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Secondary school diploma is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>◆ Minimum of five (5) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>◆ Certificate, diploma, or degree in a relevant field from a recognized post secondary institution or an acceptable combination of education, training and experience may be required</li> </ul>

## Classification: Clerk, Sub-Classification - Records Management

A Records Management Clerk's main tasks are to execute file plan management and to assist staff with administrative functions relating to records classification, retention scheduling, maintenance of records inventory, vital records, storage systems/migration, accession, disposition (archival or destruction), electronic discovery and other relevant records processes and procedures under the guidance of a supervisor. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, RDIMS, etc.) and the ability to communicate effectively orally and in writing.

### Major Duties

- ◆ Classifying documents and filing appropriately
- ◆ Writing summaries for electronic searches
- ◆ Responding to clients' requests for file creation
- ◆ Creating new files and folders and revising when necessary
- ◆ Assisting in the provision of information retrieval and research services
- ◆ Sorting and putting away documents
- ◆ Providing clerical support including data inputting, processing and updating, routing correspondence, and maintaining Bring-Forward (BF) systems

### Junior

Duties include the assisting of other staff in the effective maintenance of records management systems and in support of best practices. The work performed will be reviewed while in progress.

#### Typical duties may include:

- ◆ Assisting with projects related to new or improved records or documentation procedures
- ◆ Sorting material that is to be filed according to particular filing systems
- ◆ Classifying, coding, cross-referencing and storing records
- ◆ Maintaining indices for classification systems
- ◆ Operating information retrieval systems and responding to requests for records
- ◆ Facilitating appropriate access to records and information
- ◆ Reporting any records management issues to the supervisor
- ◆ Labelling of files according to retention and disposal schedules
- ◆ Answering the telephone, operating telephone switching systems and taking messages
- ◆ Photocopying, faxing, and scanning documents
- ◆ Preparing correspondence, reports, statements and other material

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ◆ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required

<b>Intermediate</b>	<p>Duties include the assisting of senior staff in the completion of several tasks. Work performed will be subject to review while in progress and the THS Resource typically reports to senior clerical staff.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Maintaining ongoing communication with departments regarding procedures for the creation, revision, review, approval, retrieval and archival of records, regardless of format</li> <li>◆ Ensuring the adherence to policies and strategies using records management systems</li> <li>◆ Verifying documents for accuracy</li> <li>◆ Gathering statistics and data to prepare routine reports</li> <li>◆ Maintaining access lists for security classified records</li> <li>◆ Compiling statistics and reports on activities within records services</li> <li>◆ Assisting in the periodic review of files to ensure correct classification and completion</li> <li>◆ Labelling files according to retention and disposal schedules</li> <li>◆ Assisting in the preparation of files for disposal</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of one (1) year of experience providing records management services is required</li> </ul>
<p align="center"><b>Classification: Clerk, Sub-Classification - Records Management</b></p> <p>A Records Management Clerk's main tasks are to execute file plan management and to assist staff with administrative functions relating to records classification, retention scheduling, maintenance of records inventory, vital records, storage systems/migration, accession, disposition (archival or destruction), electronic discovery and other relevant records processes and procedures under the guidance of a supervisor. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, RDIMS, etc.) and the ability to communicate effectively orally and in writing.</p> <p><b>Major Duties</b></p> <ul style="list-style-type: none"> <li>◆ Classifying documents and filing appropriately</li> <li>◆ Writing summaries for electronic searches</li> <li>◆ Responding to clients' requests for file creation</li> <li>◆ Creating new files and folders and revising when necessary</li> <li>◆ Assisting in the provision of information retrieval and research services</li> <li>◆ Sorting and putting away documents</li> <li>◆ Providing clerical support including data inputting, processing and updating, routing correspondence, and maintaining Bring-Forward (BF) systems</li> </ul>	
<b>Senior</b>	<p>Ability to organize tasks and meet deadlines is required. Work performed will be subject to review upon completion and the THS Resource will report to an Administrative Officer or Clerical Manager.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Arranging and coordinating sources of information</li> <li>◆ Counselling clients regarding options, products, guidelines</li> <li>◆ Using electronic support systems</li> <li>◆ Executing processes for records management techniques</li> <li>◆ Researching internal and external sources or service providers to resolve difficult problems in processing or conformance</li> <li>◆ Applying quality control guidelines to verify compliance</li> <li>◆ Maintaining database integrity</li> <li>◆ Developing and implementing internal service delivery methods, tracking or reporting tools</li> <li>◆ Assisting in report preparation and projects requiring analytical skills</li> </ul>

**Minimum Mandatory Qualifications:**

**Education:**

- ♦ Secondary school diploma or an acceptable combination of education, training and experience is required

**Experience:**

- ♦ Minimum of three (3) years of experience providing records management services is required

<b>Classification: Clerk, Sub-Classification - Records Management</b>	
<p>A Records Management Clerk's main tasks are to execute file plan management and to assist staff with administrative functions relating to records classification, retention scheduling, maintenance of records inventory, vital records, storage systems/migration, accession, disposition (archival or destruction), electronic discovery and other relevant records processes and procedures under the guidance of a supervisor. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, RDIMS, etc.) and the ability to communicate effectively orally and in writing.</p> <p><b>Major Duties</b></p> <ul style="list-style-type: none"> <li>◆ Classifying documents and filing appropriately</li> <li>◆ Writing summaries for electronic searches</li> <li>◆ Responding to clients' requests for file creation</li> <li>◆ Creating new files and folders and revising when necessary</li> <li>◆ Assisting in the provision of information retrieval and research services</li> <li>◆ Sorting and putting away documents</li> <li>◆ Providing clerical support including data inputting, processing and updating, routing correspondence, and maintaining Bring-Forward (BF) systems</li> </ul>	
<p><b>Advanced</b></p>	<p>Ability to plan, organize work, prioritize tasks, meet conflicting deadlines, and familiarity with internal and external guidelines and procedures is required. Contribution of suggestions regarding changes to functional processes and guidelines is expected. Work will be subject to little or no review and the THS Resource will report to a senior Administrative Officer.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Providing guidance and training to staff in the delivery of records management functions</li> <li>◆ Assigning tasks</li> <li>◆ Recommending and participating in developmental and training opportunities</li> <li>◆ Organizing work and resolving problems</li> <li>◆ Executing the processes for efficient records management</li> <li>◆ Researching internal and external sources to resolve complex problems</li> <li>◆ Applying sampling and quality control guidelines to monitor work performance</li> <li>◆ Verifying guideline compliance and maintaining data base integrity</li> <li>◆ Developing internal service delivery methods, tracking or reporting tools and monitoring their implementation for consistency and maintaining data base integrity</li> <li>◆ Administering policies and procedures related to the release of records in processing requests under government access to information and privacy legislation</li> <li>◆ Assisting in the preparation of operational budgets and budget forecasts</li> <li>◆ Monitoring administrative programs</li> <li>◆ Developing, maintaining and updating systems and procedures</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>◆ Minimum of five (5) years of experience providing records management services is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>◆ Certificate, diploma, or degree in a relevant field from a recognized post secondary institution or an acceptable combination of education, training and experience may be required</li> </ul>

<b>Classification: Clerk, Sub-Classification - Research</b>	
<p>A Research Clerk's main task is researching and organizing information by manual, written, verbal or electronic means. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, etc.) and attention to detail.</p> <p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>♦ Researching using various means including Internet, hard copy files, electronic files</li> <li>♦ Inputting and processing the data</li> <li>♦ Collecting and entering data to produce reports</li> </ul>	
<b>Junior</b>	<p>Duties include the performance of routine, repetitive tasks of medium complexity involving clearly defined procedures and instructions. Work performed will be reviewed while in progress.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing a variety of functions related to the organization of data</li> <li>♦ Performing internet searches and navigation</li> <li>♦ Filing, e-filing and retrieving material</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Software application experience on the desired programs is required</li> </ul>
<b>Intermediate</b>	<p>Work will be done independently and with little supervision.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Developing reports based on research and information gathering</li> <li>♦ Participating in gap or quantitative analysis</li> <li>♦ Assisting in the analysis of case studies or surveys or both</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> <li>♦ Experience in researching, designing, developing content for written and electronic media is required</li> </ul>
<b>Senior</b>	<p>Duties include assisting in the analysis of policies or projects, and the development and evaluation of reports.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Researching and preparing analysis reports</li> <li>♦ Providing support and analysis on programs or policies</li> <li>♦ Assisting with the development and evaluation of reports</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of five (5) years of relevant experience is required</li> <li>♦ Demonstrated research skills, techniques and methodologies is required</li> </ul>

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|  | <ul style="list-style-type: none"><li>♦ Strong communication and interpersonal skills to establish effective contacts with partners and stakeholders is required</li></ul> |
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### **Classification: Desktop Publishing/Graphics**

Sound knowledge of word processing and desktop publishing software, as well as the ability to size and scale pictures and graphics, set up tables, headers and footers, generate tables of contents and indices is required. Duties will require knowledge of several connected areas, ranging from creation of graphics, and the ergonomics of information presentation, up to the final implementation of a project. The THS Resource will analyze user interface requirements and develop flow and activity diagrams.

Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, etc.). In addition, knowledge of and experience using specific software applications such as MS Project, HTML, Adobe Acrobat, XML, XHTML, CorelDraw, Photoshop, Photo-Paint, FrontPage, Dreamweaver, Homesite, WebExpert, etc may be required.

#### **Major Duties:**

- ♦ Producing documents by entering, editing, storing and printing text using graphics application software, word processing applications and microcomputers
- ♦ Converting documents to Acrobat PDF, HTML, Word, etc. in order to proofread and verify content
- ♦ Merging documents together to form a Master document
- ♦ Creating interactive Table of Contents
- ♦ Creating the Master along with logo design and layouts for the master cover

#### **Junior**

Duties include the performance of routine, repetitive Desktop Publishing tasks involving a limited number of clearly defined procedures and instructions. The THS Resource will be supervised by a more senior level to ensure projects are completed on time and accurate to the initial requirements.

#### **Typical duties may include:**

- ♦ Creating page layout for publication
- ♦ Formatting documents using cascading style sheets
- ♦ Converting documents to HTML for Internet posting
- ♦ Preparing and editing text for desktop publishing
- ♦ Formatting and manipulating texts within the desktop publishing program
- ♦ Inserting footnotes and headers
- ♦ Preparing slideshows for presentations
- ♦ Creating tables, charts, or other graphical displays and legends to depict information

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ♦ Secondary school diploma or an acceptable combination of education, training and experience is required

##### **Asset Qualifications:**

- ♦ Successful completion of additional courses or basic experience involving Desktop Publishing or Graphics principles and applications, or both, may be required



<b>Intermediate</b>	<p>The THS Resource will be supervised by a senior level to ensure projects are completed on time and accurate to the initial requirements.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Entering, editing, storing and printing documents</li> <li>◆ Providing desktop services including design and format for the development of camera-ready publications and promotional material</li> <li>◆ Formatting and manipulating texts within the desktop publishing program</li> <li>◆ Assisting in the production of final drafts for publication</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Secondary school diploma or an acceptable combination of education, training and experience is required</li> <li>◆ Successful completion of additional courses or experience involving Desktop Publishing or Graphics principles and applications, or both, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>◆ Minimum of one (1) year of experience in Desktop Publishing or Graphics or both is required</li> </ul>
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<b>Classification: Driver</b>	
	<p>To drive a vehicle over a scheduled route to transport individuals to desired locations, to provide reliable and courteous transportation service with safety a top priority; to operate and maintain assigned vehicle(s) and to maintain vehicle and customer records.</p> <p>Duties may include operating and maintaining transportation vehicles with a focus on safety and client courtesy; performing daily pre-trip and post-trip vehicle inspections; performing minor maintenance tasks on the vehicles when necessary; fueling the vehicles; documenting client usage; preparing trip reports accident and incident reports as necessary; assisting passengers and disabled clients in and out of the vehicle; providing safety briefing to clients and providing other services (ie: administrative tasks) as requested by Identified User Department when not engaged in transportation service.</p>
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Operating assigned vehicle in a safe and courteous manner</li> <li>◆ Assisting passengers, including handicapped, in and out of the vehicle</li> <li>◆ Providing basic administrative support</li> <li>◆ Fueling the assigned vehicle</li> <li>◆ Maintaining accurate, up-to-date records on trips, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that as requested</li> <li>◆ Handling and/or lifting materials up to 40kg</li> <li>◆ Willing to work long hours with unpredictable and frequent overtime on short notice</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• A secondary school diploma or a combination of education, training and/or experience relevant to the position.</li> <li>• Must possess a valid vehicle license, provincial driving record abstract and required liability insurance (if applicable)</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of 5 years of relevant experience providing relevant administrative support and driver/chauffeur services</li> </ul> <p><b>Asset Qualifications:</b></p>

	Recent experience in providing transportation services to a Senior Executive and other officials on a daily basis.
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## **Classification: Project Administrator**

Project Administrators are responsible for project planning, execution and control, as well as providing administrative expertise in strategic analysis, project development and research. Skills required include strong communication skills, the ability to liaise and support multiple clients internally and externally, and familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, etc.), and project management software.

### **Major Duties:**

- ◆ Providing administrative support for the project team including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems
- ◆ Answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents
- ◆ Creation staff schedules to ensure coverage for forecasted workload(s)
- ◆ Preparing and presenting staff briefings and information/training sessions

### **Junior**

Duties include the performance of routine, repetitive tasks of low complexity according to established procedures and instructions. Work performed will be reviewed while in progress.

#### **Typical duties may include:**

- ◆ Assisting in setting up and maintaining project management tools
- ◆ Providing administrative support in the management of projects
- ◆ Assisting in the preparation of project orientation information

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ◆ Secondary school diploma is required

##### **Asset Qualifications:**

- ◆ Successful completion of additional courses in business, administration, or other fields related to the position, or an acceptable combination of education, training and experience may be required

### **Intermediate**

Duties include assisting senior staff in the completion of several tasks.

#### **Typical duties may include:**

- ◆ Acting as the central information source by maintaining and distributing project details (e.g. contact details, organization charts and contractual details)
- ◆ Assisting in the development of plans and projects
- ◆ Monitoring progress of plans and projects
- ◆ Setting-up and maintaining project management tools
- ◆ Performing data entry and analysis
- ◆ Drafting briefing notes, reports, and presentations
- ◆ Assisting the project leader in finding solutions to critical issues
- ◆ Preparing project orientation information
- ◆ Coordinating training activities for the project team

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ◆ Secondary school diploma is required
- ◆ Successful completion of additional courses in business, administration, or other fields related to the position, or an acceptable combination of education, training and experience is required

##### **Experience:**

- ◆ Minimum of one (1) year of experience in project administration is required

<b>Classification: Project Administrator</b>	
<p>Project Administrators are responsible for project planning, execution and control, as well as providing administrative expertise in strategic analysis, project development and research. Skills required include strong communication skills, the ability to liaise and support multiple clients internally and externally, and familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, etc.), and project management software.</p> <p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>◆ Providing administrative support for the project team including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems</li> <li>◆ Answering the telephone, operating telephone switching systems and taking messages</li> <li>◆ Performing document and file management functions, including e-filing</li> <li>◆ Photocopying, faxing, and scanning documents</li> </ul>	
<b>Senior</b>	<p>Ability to organize tasks and meet deadlines is required.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Developing and monitoring plans and projects</li> <li>◆ Providing administrative expertise in the management of projects, including strategic planning and analysis</li> <li>◆ Overseeing the set-up and monitoring of project management tools as required</li> <li>◆ Performing project evaluation</li> <li>◆ Conducting research and analysis to ensure projects are delivered on time and on budget</li> <li>◆ Revising and editing briefing notes and reports</li> <li>◆ Liaising with senior officials and management on matters of mutual interest</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Secondary school diploma is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>◆ Minimum of three (3) years of project administration is required</li> <li>◆ Minimum of one (1) year of project administration experience with the federal government may be required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>◆ Certificate, diploma, or degree in Project Administration or a related field from a recognized post secondary institution or an acceptable combination of education, training and experience may be required</li> </ul>

<b>Classification: Project Administrator</b>	
<p>Project Administrators are responsible for project planning, execution and control, as well as providing administrative expertise in strategic analysis, project development and research. Skills required include strong communication skills, the ability to liaise and support multiple clients internally and externally, and familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, etc.), and project management software.</p> <p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>♦ Providing administrative support for the project team including data inputting, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems</li> <li>♦ Answering the telephone, operating telephone switching systems and taking messages</li> <li>♦ Performing document and file management functions, including e-filing</li> <li>♦ Photocopying, faxing, and scanning documents</li> </ul>	
<b>Advanced</b>	<p>Ability to plan, organize work, prioritize tasks and meet conflicting deadlines is required. Work performed will be subject to little or no review.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Setting up projects, execution and control</li> <li>♦ Assisting in the negotiating project details (e.g. contact details, organization charts and contractual details)</li> <li>♦ Providing administrative expertise in the management of projects, including strategic planning and analysis</li> <li>♦ Overseeing the set-up and maintenance of project management tools as required</li> <li>♦ Overseeing the preparation of briefing notes, reports and presentations</li> <li>♦ Performing project evaluation</li> <li>♦ Conducting research and analysis with stakeholders to ensure projects are delivered on time and on budget</li> <li>♦ Liaising with management on matters of mutual interest</li> <li>♦ Providing input to management in support of particular projects</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of five (5) years of project administration experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of two (2) years of project administration experience with the federal government may be required</li> <li>♦ Certificate, diploma, or degree in Project Administration from a recognized post secondary institution or an acceptable combination of education, training and experience may be required</li> </ul>

<b>Classification: Receptionist or Switchboard Operator</b>	
<p>A Receptionist-Switchboard Operator greets visitors entering an establishment and operates a telephone switchboard. Excellent people skills are required that centre on courtesy and customer service, as well as strong communication skills. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, RDIMS, etc.).</p> <p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>◆ Directing visitors to appropriate persons or service</li> <li>◆ Answering and forwarding telephone calls, taking messages</li> <li>◆ Scheduling appointments</li> </ul>	
<b>Junior</b>	<p>Duties include the handling of one or two phone lines and less than 50 calls per day.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Receiving clients and other visitors</li> <li>◆ Receiving incoming, outgoing and inter-office calls</li> <li>◆ Recording and distributing messages</li> <li>◆ Performing other clerical duties such as collating, typing address labels, stuffing envelopes, adhering labels, photocopying</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> </ul>
<b>Intermediate</b>	<p>Duties include greeting clients coming into offices and establishments, ascertaining their needs and directing them to appropriate persons or locations. Additional duties include handling three to five lines and approximately 50-80 calls per day.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Scheduling appointments</li> <li>◆ Filing, e-filing and retrieving material</li> <li>◆ Receiving and recording courier deliveries</li> <li>◆ Receiving clients and other visitors</li> <li>◆ Receiving incoming, outgoing and inter-office calls</li> <li>◆ Recording and distributing messages</li> <li>◆ Performing other clerical duties such as collating, typing address labels, stuffing envelopes, adhering labels, photocopying</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>◆ Minimum of one (1) year experience in operating multi-line telephones and dealing with the public is required</li> <li>◆ Strong language skills is required</li> </ul>

## Classification: Receptionist or Switchboard Operator

A Receptionist-Switchboard Operator greets visitors entering an establishment and operates a telephone switchboard. Excellent people skills are required that centre on courtesy and customer service, as well as strong communication skills. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, RDIMS, etc.).

### Major Duties:

- ◆ Directing visitors to appropriate persons or service
- ◆ Answering and forwarding telephone calls, taking messages
- ◆ Scheduling appointments

### Senior

Strong communications skills, personnel presentation suited to the organization, and the necessary tact and judgement to deal with all levels of visitors is required. In addition, skills required will include working with computer word processing and email software; ability to schedule appointments and the capability to handle six lines or more and 80-150 calls per day.

#### Typical duties may include:

- ◆ Determining the nature and purpose of calls and subsequently transferring them to the appropriate person
- ◆ Scheduling appointments
- ◆ Receiving clients and other visitors, including officials from the department
- ◆ Maintaining records of incoming and outgoing calls
- ◆ Maintaining client recall system

#### Minimum Mandatory Qualifications:

##### Education:

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

##### Experience:

- ◆ Minimum of three (3) years in operating multi-line telephones and performing receptionist duties is required
- ◆ Strong language skills is required

### Advanced

Working in a high profile environment, an advanced receptionist-switchboard operator will use manual or computerized planning, recording and messaging systems.

The operator will generally be dealing with executive and other senior level contacts and will receive between 150 and 200 calls per day.

#### Typical duties may include:

- ◆ Overseeing junior receptionists
- ◆ Receiving clients and other visitors, including dignitaries and officials
- ◆ Answering inquiries and providing information, by telephone and in person

#### Minimum Mandatory Qualifications:

##### Education:

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

##### Experience:

- ◆ Minimum of five (5) years experience in operating manual and computer-controlled telephone switchboards or multi-line telephones or both is required
- ◆ Strong language skills is required
- ◆ Excellent people skills that centre on courtesy and customer service is required

- |  |                                                                                                                                 |
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|  | <ul style="list-style-type: none"><li>◆ Significant knowledge of the business of the Department or Agency is required</li></ul> |
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## **Classification: Secretary**

The Secretary's main task is to provide secretarial assistance to one or more individuals by performing a variety of administrative support functions. Strong knowledge of spelling, grammar, and punctuation in order to produce reports and correspondence and the ability to communicate effectively both orally and in writing are required. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, RDIMS, etc.).

### **Major Duties:**

- ◆ Reviewing, sorting and prioritizing incoming documents/correspondence
- ◆ Scheduling and time management support
- ◆ Preparing correspondence
- ◆ Maintaining a Bring-Forward (BF) system either electronically or manually
- ◆ Maintaining files, records and reference material
- ◆ Performing simple research or analyzing basic data that does not require subject-matter expertise

### **Junior**

Tasks include providing administrative assistance to one or a small number of Managers.

#### **Typical duties may include:**

- ◆ Word processing or typing with attention to format and presentation of material
- ◆ Composing routine correspondence, memos and e-mails
- ◆ Scheduling and arranging appointments, meetings and conferences
- ◆ Photocopying, filing, e-filing and retrieval of documents
- ◆ Organizing board and meeting room bookings
- ◆ Making appointments and simple domestic travel arrangements

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ◆ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required
- ◆ Keyboarding skills of at least 40 words per minute with a maximum 10% error rate is required

### **Intermediate**

Tasks include providing administrative support to one or a small number of middle to senior staff including the management and maintenance of their schedules.

#### **Typical duties may include:**

- ◆ Assisting in report preparation and projects requiring analytical skills
- ◆ Making more complex travel arrangements (local, national or international) and completing associated accounting records
- ◆ Maintaining inventory of office supplies and order when required
- ◆ Composing routine correspondence, reports and replies
- ◆ Arranging, inputting and updating changes to schedule of meetings and appointments
- ◆ Ensuring timely information sharing
- ◆ Performing document and file management functions, including e-filing
- ◆ Arranging for telephones, e-mail accounts and furniture for new personnel
- ◆ Photocopying, filing, e-filing and retrieval of documents
- ◆ Typing and proofreading documents

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

**Experience:**

- ♦ Minimum of three (3) years of secretarial experience is required

**Asset Qualifications:**

- ♦ Successful completion of software-related courses, workshops or equivalent work experience may be required

## Classification: Secretary

The Secretary's main task is to provide secretarial assistance to one or more individuals by performing a variety of administrative support functions. Strong knowledge of spelling, grammar, and punctuation in order to produce reports and correspondence and the ability to communicate effectively both orally and in writing are required. Skills and abilities required include familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, RDIMS, etc.).

The requirement to take minutes, have speedwriting skills, or the ability to type from transcription (using dictating equipment or digital voice files) should be requested specifically if required, as these requirements have become less standard.

### Major Duties:

- ◆ Reviewing, sorting and prioritizing incoming documents/correspondence
- ◆ Scheduling and time management support
- ◆ Preparing correspondence
- ◆ Maintaining a Bring-Forward (BF) system either electronically or manually
- ◆ Maintaining files, records and reference material
- ◆ Performing simple research or analyzing basic data that does not require subject-matter expertise

### Senior

Duties include providing full administrative support and performs the full range of secretarial duties to a specific management position.

#### Typical duties may include:

- ◆ Providing guidance and training to support staff including other secretaries
- ◆ Taking general, not verbatim, minutes at meetings
- ◆ Providing editorial and quality assurance service for outgoing correspondence
- ◆ Preparing reports, summaries, evaluations, and recommendations
- ◆ Making travel reservations, developing itinerary and preparing travel expense claims
- ◆ Coordinating meetings, conferences, workshops, and seminars and arranging for facilities, equipment and services
- ◆ Tracking correspondence or requests for information or both
- ◆ Reading incoming correspondence and flagging items of importance or preparing summaries
- ◆ Relaying instructions between supervisor and subordinates
- ◆ Searching for, extracting, collating, and summarizing data
- ◆ Composing and signing replies to general inquiries and drafting more difficult correspondence for signature

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

##### **Experience:**

- ◆ Minimum of five (5) years of secretarial experience is required

##### **Asset Qualifications:**

- ◆ Experience performing office functions s described above may be required
- ◆ Certificate, diploma, or degree in a relevant field from a recognized post secondary institution or an acceptable combination of education, training and experience may be required

## Classification: Secretary, Legal

The Legal Secretary is responsible for managing client and file information, client contact, drafting and filing various documents, billing, etc. The Legal Secretary also provides assistance to a legal team by performing a variety of administrative support functions. The THS Resource will be able to work in a fast-paced environment, work well under pressure, and be able to effectively prioritize tasks.

Skills and abilities required include familiarity with the use of standard office equipment and software (Windows XP, Word, etc.). Knowledge of, or experience working in, a legal office environment, legal terminology and the handling confidential legal matters discretely is required. A strong knowledge of spelling, grammar, and punctuation to ensure quality control of reports and correspondence and the ability to communicate effectively both orally and in writing is required.

### Major Duties:

- ◆ Reviewing, sorting and prioritizing incoming documents and correspondence
- ◆ Maintaining a Bring-Forward (BF) system encompassing various stages of litigation
- ◆ Maintaining files, records and reference material
- ◆ Performing simple legal research or analyzing basic data

<b>Junior</b>	<p>Duties include the performance of routine, repetitive tasks involving a number of clearly defined procedures and instruction. Work will be reviewed while in progress.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Organizing and keeping litigation files current</li> <li>◆ Reviewing, sorting and prioritizing incoming documents and correspondence</li> <li>◆ Locating and retrieving case laws from legal libraries, courts or tribunals</li> <li>◆ Inputting and updating changes to the legal staff's daily agendas regarding the schedule of meetings, including their purpose and the clients involved</li> <li>◆ Handling routine accounting procedures such as billing</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>◆ Successful completion of courses related to a Legal Secretary from a recognized post secondary institution, or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p>Ability to organize tasks and meet deadlines, familiarity with the decision-making process and practices at the Counsel level to manage the flow of information to and from Counsel and other interested parties is required. In addition, familiarity with legal research methods, both electronic and traditional, to prepare research notes, reports, and correspondence is required.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Processing legal documents which may include serving of documents on opposing counsel or party or filing legal documents with the Court</li> <li>◆ Organizing and keeping litigation files current</li> <li>◆ Organizing and managing Counsel's meeting agenda</li> <li>◆ Organizing and participating in client meetings and mediation</li> <li>◆ Gathering documents to create and maintain Counsel's Brief</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>◆ Minimum of three (3) years of experience as a legal secretary is required</li> </ul> <p><b>Asset Qualifications:</b></p>

- |  |                                                                                                                                                                                                                                        |
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|  | <ul style="list-style-type: none"><li>- Certificate, diploma, or degree as a Legal Secretary from a recognized post secondary institution or an acceptable combination of education, training and experience may be required</li></ul> |
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## Classification: Secretary, Legal

The Legal Secretary is responsible for managing client and file information, client contact, drafting and filing various documents, billing, etc. The Legal Secretary also provides assistance to a legal team by performing a variety of administrative support functions. The THS Resource will be able to work in a fast-paced environment, work well under pressure, and be able to effectively prioritize tasks.

Skills and abilities required include familiarity with the use of standard office equipment and software (Windows XP, Word, etc.). Knowledge of, or experience working in, a legal office environment, legal terminology and the handling confidential legal matters discretely is required. A strong knowledge of spelling, grammar, and punctuation to ensure quality control of reports and correspondence and the ability to communicate effectively both orally and in writing is required.

### Major Duties:

- ♦ Reviewing, sorting and prioritizing incoming documents and correspondence
- ♦ Maintaining a Bring-Forward (BF) system encompassing various stages of litigation
- ♦ Maintaining files, records and reference material
- ♦ Performing simple legal research or analyzing basic data

### Senior

Duties include responsibility for complex legal secretarial duties, the coordination of administrative support functions of a legal division that are highly confidential and sensitive and acting as a liaison to the court system, staff, and higher levels of staff and management.

#### Typical duties may include:

- ♦ Ensuring the timely preparation and assembly of documents
- ♦ Establishing and revising forms, procedures, formats, and standards for office correspondence
- ♦ Liaising with senior managers of the Department to coordinate requests dealing with legal issues and to exchange information on a wide range of issues
- ♦ Proofreading and verifying documents
- ♦ Analyzing and assessing services and operations for effectiveness and making recommendations when needed
- ♦ Training and overseeing Legal Services support staff

#### Minimum Mandatory Qualifications:

##### Education:

- ♦ Secondary school diploma or an acceptable combination of education, training and experience is required

##### Experience:

- ♦ Minimum of five (5) years of experience as a legal secretary is required

##### Asset Qualifications:

- ♦ Certificate, diploma, or degree as a Legal Secretary from a recognized post secondary institution or an acceptable combination of education, training and experience may be required

## Descriptions of Classifications

### **Stream 2 ~ Administrative Services**

<b>Classification: Administrative Services</b>	
<p>Skills and abilities required include the ability to multi-task; work under pressure; meet tight deadlines and familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, RDIMS, etc.). In addition the THS Resource is required to have strong interpersonal skills, ability to communicate and interact with all levels within an organization and must demonstrate a strong commitment to quality, people, processes, policies and confidentiality.</p>	
<p><b>Major Duties:</b></p> <ul style="list-style-type: none"><li>♦ Inputting, processing and updating data</li><li>♦ Routing correspondence and maintaining Bring-Forward (BF) systems</li><li>♦ Managing the daily office operations and coordinating the agenda</li><li>♦ Organizing meetings, teleconferences and/or events, and preparing background materials</li><li>♦ Answering the telephone, operating telephone switchboard systems and taking messages</li><li>♦ Performing document and file management functions, including e-filing</li><li>♦ Photocopying, faxing, and scanning documents</li><li>♦ Preparing correspondence, reports, statements and other material</li><li>♦ Scheduling and organizing national and international travel arrangements</li></ul>	
<b>Junior</b>	<p>Familiarity with office management practices and a basic understanding of the Treasury Board's administrative practices, policies and directives including financial management (i.e. travel, hospitality, etc.) will be required. Work performed will be reviewed.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"><li>♦ Assembling and disseminating correspondence and briefing materials</li><li>♦ Preparing, reviewing and editing documents</li><li>♦ Preparing contracts and financial coding of invoices</li><li>♦ Maintaining inventory of office supplies and ordering when required</li><li>♦ Maintaining office equipment</li></ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"><li>♦ Successful completion of two years of secondary school, or an acceptable combination of education, training and experience is required</li></ul>

<b>Intermediate</b>	<p>Tasks include ensuring that information is shared between departments in a timely fashion. Experience using or knowledge of document management software will be required. The work will be subject to review.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Composing correspondence</li> <li>◆ Preparing reports and replies to requests for information</li> <li>◆ Planning, administering and tracking projects</li> <li>◆ Developing and implementing procedures, processes and policies</li> <li>◆ Inputting and updating changes to meeting and appointment schedules</li> <li>◆ Arranging for telephones, e-mail accounts and furniture for new personnel</li> <li>◆ Answering queries from the general public</li> <li>◆ Using electronic reference tools for the purposes of researching and resolving client inquiries</li> <li>◆ Capturing information using an electronic tracking system</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Successful completion of two years of secondary school is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>◆ Minimum of one (1) year of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>◆ Successful completion of courses in administration (business, office, public, etc), financial management, business or related field, at the secondary school level or from a recognized post secondary institution, or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Senior</b>	<p>A high level of understanding of the federal government and strong organizational and communication skills will be required.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Administering operational budgets and programs, analyzing expenditures</li> <li>◆ Providing solutions on issues related to procurement, contracting, telecommunications, accommodation, training and administration</li> <li>◆ Developing and administering contracts for goods and services</li> <li>◆ Liaising with specialists in various areas to solve issues</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Secondary school diploma is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>◆ Minimum of three (3) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>◆ Certificate, diploma, or degree in administration (business, office, public, etc), financial management, business or related field from a recognized post secondary institution or an acceptable combination of education, training and experience may be required</li> <li>◆ Minimum of one (1) year of relevant experience with the federal government may be required</li> </ul>



### **Classification: Administrative Services**

Skills and abilities required include the ability to multi-task; work under pressure; meet tight deadlines and familiarity with general office procedures, the use of standard office equipment and software (Windows XP, Word, Excel, Access, RDIMS, etc.). In addition the THS Resource is required to have strong interpersonal skills, ability to communicate and interact with all levels within an organization and must demonstrate a strong commitment to quality, people, processes, policies and confidentiality.

#### **Major Duties:**

- ◆ Inputting, processing and updating data
- ◆ Routing correspondence and maintaining Bring-Forward (BF) systems
- ◆ Managing the daily office operations and coordinating the agenda
- ◆ Organizing meetings, teleconferences and/or events, and preparing background materials
- ◆ Answering the telephone, operating telephone switchboard systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents
- ◆ Preparing correspondence, reports, statements and other material
- ◆ Scheduling and organizing national and international travel arrangements

#### **Advanced**

Tasks include the planning, coordinating, management and monitoring of various administrative services. The THS Resource will be capable of providing functional advice, consultation and guidance to branch management on various policies, procedures, and directives and may work with high-level staff (Managers, Senior Managers, Directors or Deputy Ministers, etc.).

#### **Typical duties may include:**

- ◆ Developing, maintaining, monitoring and updating administrative programs and procedures
- ◆ Preparing budget forecasts
- ◆ Participating in management meetings
- ◆ Planning and organizing project teams for special projects or studies or both and providing recommendations
- ◆ Monitoring work in progress
- ◆ Monitoring supply agreements
- ◆ Reviewing the effectiveness of operations
- ◆ Analyzing and interpreting data and preparing reports
- ◆ Offering guidance and training to junior team members

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- Secondary school diploma is required

##### **Experience:**

- A minimum of five (5) years of relevant experience is required

##### **Asset Qualifications:**

- Certificate, diploma, or degree in administration (business, office, public, etc.), financial management, business or related field from a recognized post secondary institution or an acceptable combination of education, training and experience may be required
- Minimum of one (1) year of relevant experience with the federal government may be required

### **Classification: Executive Assistant**

The Executive Assistant provides administrative support to senior level staff and will work with CCM Mercury, RDIMS or other electronic correspondence tracking system, as well as standard office equipment and software (Windows XP, Word, Excel, Access, etc.) and office equipment. Familiarity with office management practices, relevant Department or Agency administrative practices, policies and directives as well as excellent writing, analytical, organizational and communication skills is required. The Executive Assistant will have the ability to prioritize workload, as there may be multiple projects or assignments with conflicting deadlines and ongoing responsibilities.

**Major Duties:**

- ◆ Inputting data, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems
- ◆ Managing the daily office operations and coordinating agendas
- ◆ Organizing meetings, teleconferences and events
- ◆ Preparing background materials
- ◆ Answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents
- ◆ Preparing correspondence, reports, statements and other material
- ◆ Scheduling and organizing national and international travel arrangements
- ◆ Assembling and disseminating correspondence and briefing materials for senior management

**Intermediate**

Tasks include acting as a liaison between senior staff and branch directors, the deputy minister, members of the minister's office, other departments, external groups, etc.

**Typical duties may include:**

- ◆ Managing calendars for senior staff and managers
- ◆ Preparing background materials
- ◆ Organizing meetings and teleconferences
- ◆ Maintaining a system for routing and tracking critical, confidential paper and electronic correspondence and ministerial requests
- ◆ Maintaining an electronic and hard copy filing system
- ◆ Assisting in communications
- ◆ Coordinating and providing editorial assistance
- ◆ Composing memos, correspondence, and presentations
- ◆ Assembling and disseminating correspondence and briefing
- ◆ Monitoring traditional and non-traditional publications
- ◆ Processing travel claims and invoices
- ◆

**Minimum Mandatory Qualifications:**

**Education:**

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

**Experience:**

- ◆ Minimum of one (1) year of relevant experience is required

### **Classification: Executive Assistant**

The Executive Assistant provides administrative support to senior level staff and will work with CCM Mercury, RDIMS or other electronic correspondence tracking system, as well as standard office equipment and software (Windows XP, Word, Excel, Access, etc.) and office equipment. Familiarity with office management practices, relevant Department or Agency administrative practices, policies and directives as well as excellent writing, analytical, organizational and communication skills is required. The Executive Assistant will have the ability to prioritize workload, as there may be multiple projects or assignments with conflicting deadlines and ongoing responsibilities.

**Major Duties:**

- ◆ Inputting data, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems
- ◆ Managing the daily office operations and coordinating agendas
- ◆ Organizing meetings, teleconferences and events
- ◆ Preparing background materials
- ◆ Answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents
- ◆ Preparing correspondence, reports, statements and other material
- ◆ Scheduling and organizing national and international travel arrangements
- ◆ Assembling and disseminating correspondence and briefing materials for senior management

**Senior**

Tasks include ensuring that the office functions in accordance with established financial policies and practices. Experience processing various financial materials in accordance with government policies and procedures and familiarity with the policies and procedures of the specific department or agency where the work will be performed will be required.

**Typical duties may include:**

- ◆ Proofreading and editing materials to ensure quality of language, proper format, accuracy of content, senior staff's preferences are reflected, etc
- ◆ Ensuring proper attention is given to the wider government issues and their relationship to departmental issues and events
- ◆ Tracking issues or projects referred by senior staff
- ◆ Routing and tracking items for review or signature, to and from the office
- ◆ Scrutinizing and querying sources as required
- ◆ Creating and presenting a variety of weekly and monthly reports

**Minimum Mandatory Qualifications:**

**Education:**

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

**Experience:**

- ◆ Minimum of three (3) years experience as an Executive Assistant is required

**Asset Qualifications:**

- ◆ Minimum of one (1) year of experience with the federal government, as an Executive Assistant, may be required

### **Classification: Executive Assistant**

The Executive Assistant provides administrative support to senior level staff and will work with CCM Mercury, RDIMS or other electronic correspondence tracking system, as well as standard office equipment and software (Windows XP, Word, Excel, Access, etc.) and office equipment. Familiarity with office management practices, relevant Department or Agency administrative practices, policies and directives as well as excellent writing, analytical, organizational and communication skills is required. The Executive Assistant will have the ability to prioritize workload, as there may be multiple projects or assignments with conflicting deadlines and ongoing responsibilities.

#### **Major Duties:**

- ◆ Inputting data, processing and updating, routing correspondence, maintaining Bring-Forward (BF) systems
- ◆ Managing the daily office operations and coordinating agendas
- ◆ Organizing meetings, teleconferences and events
- ◆ Preparing background materials
- ◆ Answering the telephone, operating telephone switching systems and taking messages
- ◆ Performing document and file management functions, including e-filing
- ◆ Photocopying, faxing, and scanning documents
- ◆ Preparing correspondence, reports, statements and other material
- ◆ Scheduling and organizing national and international travel arrangements
- ◆ Assembling and disseminating correspondence and briefing materials for senior management

#### **Advanced**

Experience making domestic and foreign travel arrangements and preparing travel expense claims in addition to familiarity with the specific department or agency where the work will be performed will be required.

#### **Typical duties may include:**

- ◆ Planning meetings, making hotel and travel reservations and contracting interpreters and technicians
- ◆ Preparing reports, documentation and recording meeting minutes
- ◆ Making recommendations for improvements in communication procedures between offices
- ◆ Composing, editing and verifying a wide range of materials to reflect senior staff's preferences and awareness of audience reaction
- ◆ Offering guidance and training to junior team members

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ◆ Secondary school diploma or an acceptable combination of education, training and experience is required

##### **Experience:**

- ◆ Minimum of five (5) years experience as an Executive Assistant is required

##### **Asset Qualifications:**

- ◆ Certificate, diploma, or degree in a relevant field from a recognized post secondary institution or an acceptable combination of education, training and experience may be required
- ◆ Minimum of one (1) year of experience with the federal government, as an Executive Assistant, may be required

## Stream 3 ~ Operational Services

<b>Classification: Building Technician</b>	
A building technician's main duties involve performing routine maintenance jobs such as general landscaping, painting, and various types of minor repairs.	
<b>Intermediate</b>	<p>Duties include the performance of routine, repetitive tasks of low complexity involving a limited number of clearly defined procedures and instructions. Tasks include the cleaning and maintenance of the interior and exterior of commercial, institutional and residential buildings and their surrounding grounds.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Washing windows, interior walls and ceilings</li> <li>♦ Clearing snow and ice from walkways and parking areas</li> <li>♦ Performing landscaping tasks</li> <li>♦ Cleaning and disinfecting washrooms and fixtures</li> <li>♦ Performing minor repairs of HVAC, plumbing, electrical systems, etc.</li> <li>♦ Moving furniture, equipment or supplies</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of one (1) year of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Safety training or current certification in any or all of the following may be required - WHIMS, fall protection, manual material handling, personal protective equipment, rights of the workers, confined spaces, first-aid at the emergency level</li> <li>♦ Training in heating, ventilation and air conditioning (HAC) may be required</li> </ul>
<b>Senior</b>	<p>Duties include the performance of more complex, repetitive tasks including the coordination of duties performed by junior building techs. Work performed does not require supervision.</p> <p><b>Typical Duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing cleaning tasks</li> <li>♦ Performing landscaping tasks</li> <li>♦ Monitoring and performing more complex repairs and maintenance of HVAC and plumbing systems</li> <li>♦ Moving furniture, equipment, supplies, etc.</li> <li>♦ Ensuring that the appropriate security and safety measures are in place</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Successful completion of training in HVAC (Heating, Ventilation and Air Conditioning) from a recognized post secondary institution, is required</li> <li>♦ Current and valid Health and Safety Certification - Part One (Health and Safety Representative) is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Safety training or current certification in any or all of the following may be required - WHMIS, fall protection, manual material handling, personal protective equipment, rights of the workers, powered elevated work platforms, confined spaces, first-aid (standard level), custodial training</li> </ul>



<b>Classification: Building Superintendents</b>	
A building superintendent's duties include overseeing routine maintenance and repair jobs.	
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Ensuring security and safety measures are in place and are followed</li> <li>◆ Making adjustments and minor repairs to heating, cooling, ventilating, plumbing and electrical systems</li> <li>◆ Contacting appropriate service provider for major repairs</li> <li>◆ Assisting in the coordination of repair activities with those of other departments</li> <li>◆ Assisting in the adherence to a budget and keeping financial records</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>◆ Minimum of three (3) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>◆ Safety training or current certification in any or all of the following may be required - WHMIS, fall protection, manual material handling, personal protective equipment, rights of the workers, confined spaces, first-aid at the emergency level</li> <li>◆ Successful completion of training in HVAC (Heating, Ventilation and Air Conditioning) from a recognized post secondary institution may be required</li> <li>◆ Current Building Operator Certification to level I or II may be required</li> <li>◆ Certificate, diploma, or degree in Occupational Health &amp; Safety from a recognized post secondary institution may be required</li> </ul>
<b>Advanced</b>	<p>Duties will include involvement in planning, organizing, co-ordinating activities within a maintenance department.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Co-ordinating the activities of external workers engaged in bricklaying, roofing, cement finishing, tile setting, plastering, drywall installation, glazing, insulating, painting, etc.</li> <li>◆ Requisitioning materials and supplies</li> <li>◆ Providing or arranging appropriate safety training for staff</li> <li>◆ Ensuring safety legislation and regulations are followed</li> <li>◆ Inspecting sites or facilities to ensure established safety and cleanliness standards are met</li> <li>◆ Recommending or arranging additional services required such as painting, repair work, renovations, replacement of furnishings and equipment, etc.</li> <li>◆ Coordinating the work of light duty, industrial or specialized cleaners, janitors, apprentices and labourers</li> <li>◆ Preparing work schedule and coordinating activities with those of other departments</li> <li>◆ Preparing budgets and keeping financial records</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>◆ Minimum of five (5) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>◆ Safety training or current certification in any or all of the following may be required - WHMIS, fall protection, manual material handling, personal protective equipment, rights of the workers, confined spaces, first-aid at the emergency level</li> <li>◆ Successful completion of training in HVAC (Heating, Ventilation and Air Conditioning) from a recognized post secondary institution may be required</li> <li>◆ Current Building Operator Certification to level I or II may be required</li> </ul>

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|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"><li>◆ Certificate, diploma, or degree in Occupational Health &amp; Safety from a recognized post secondary institution may be required</li></ul> |
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<b>Classification: Construction Site Coordinator</b>	
A construction site coordinator's main duties involve reading blue prints, setting priorities, managing contractors and troubleshooting. Skills include the ability to succeed in stressful situations and the ability to manage conflicts. Awareness of current trends in construction methods, concepts and technological advances in the industry is required.	
<b>Intermediate</b>	<p>Duties involve coordinating and managing specific activities performed by external construction trades, specific phases of construction or sub-projects.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Interpretation of blue prints and setting of priorities</li> <li>♦ Managing external contractors related to specific activities, phase or sub-project</li> <li>♦ Reporting of any problems (technical or safety related) to the senior Construction Site Administrator</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Safety training or current certification in any or all of the following may be required - WHMIS, fall protection, manual material handling, housekeeping, personal protective equipment, traffic control for road and pedestrians, elevated work platforms, scaffold erection, confined spaces, fire extinguisher and first-aid at the emergency level</li> <li>♦ Certificate, diploma, or degree in Occupational Health &amp; Safety from a recognized post secondary institution may be required</li> </ul>
<b>Advanced</b>	<p>Duties involve complex coordinating and management activities, pertinent to a complete project, performed by external construction trades.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Interpreting blue prints and setting of priorities</li> <li>♦ Managing contractors and troubleshooting</li> <li>♦ Supervising different external trades on site</li> <li>♦ Attending meetings as required by PWGSC</li> <li>♦ Providing solutions for minor disputes with or between contractors</li> <li>♦ Identifying problems and providing viable solutions</li> <li>♦ Performing inspections of work performed</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of ten (10) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Safety training or current certification in any or all of the following may be required - for WHMIS, fall protection, manual material handling, housekeeping, personal protective equipment, traffic control for road and pedestrians, powered elevated work platforms, scaffold erection, confined spaces, fire extinguisher and first-aid at the emergency level</li> <li>♦ Certificate, diploma, or degree in Occupational Health &amp; Safety from a recognized post secondary institution may be required</li> </ul>

<b>Classification: General Labourer</b>	
A general labourer's include construction work, scaffolding, demolition, heavy labour, shovelling, chipping, and assisting trade workers in the performance of daily duties.	
<b>Junior</b>	<p>Duties include the performance of routine, repetitive tasks of low complexity involving a limited number of clearly defined procedures and instructions. Limited knowledge or experience relating to the work to be performed is required as the work will be closely supervised and directed. Tools are provided to the THS Resource.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing basic demolition, site clean-up and other basic construction work</li> <li>♦ Handling material</li> <li>♦ Snow removal, landscaping, grounds keeping</li> <li>♦ Assisting trade workers</li> </ul> <p>The THS Resource will <b>not</b> be:</p> <ul style="list-style-type: none"> <li>♦ Required to work at heights above 4 feet</li> <li>♦ Required to use electrical or motorized equipment</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Safety training or current certification in any or all of the following may be required - WHMIS, fall protection, manual material handling, personal protective equipment, rights of the workers and first-aid at the emergency level</li> </ul>
<b>Intermediate</b>	<p>Duties include the performance of routine, repetitive tasks of higher complexity involving a limited number of clearly defined procedures and instructions. Decent knowledge and experience relating to the work to be performed is required, as the work will be performed with minimal supervision. The THS Resource is required to supply their own basic tools such as a hammer, pouch, measuring tape, cutting tools, etc.</p> <p><b>Typical Duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing construction work involving scaffolding, demolition, heavy labor, shoveling, chipping etc.</li> <li>♦ Working at heights above 10 feet</li> <li>♦ Using basic electrical tools</li> <li>♦ Using basic motorized equipment (if certified in the use of the equipment in question)</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of one (1) year of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Safety training or current certification in any or all of the following may be required: WHMIS, fall protection, manual material handling, personal protective equipment, rights of the workers, traffic control for road and pedestrians, powered elevated work platforms, scaffold erection, confined spaces, first-aid (emergency level)</li> <li>♦ Current forklift certification level I or II may be required</li> </ul>

### **Classification: General Labourer**

A general labourer's include construction work, scaffolding, demolition, heavy labour, shovelling, chipping, and assisting trade workers in the performance of daily duties.

#### **Senior**

Duties include the performance of routine, repetitive tasks of higher complexity involving a limited number of clearly defined procedures and instructions. Significant knowledge and experience relating to the work to be performed is required, as the work will be performed with minimal or no supervision. The THS Resource is required to supply their own basic tools such as a hammer, pouch, measuring tape, cutting tools, etc.

#### **Typical Duties may include:**

- ♦ Performing construction work involving scaffolding, taping, using cutting tools (including torches), etc.
- ♦ Working at heights above 10 feet, rooftops, etc.
- ♦ Using basic electrical tools
- ♦ Using basic motorized equipment (if certified in the use of the equipment in question)
- ♦ Performing material handing tasks

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ♦ Secondary school diploma or an acceptable combination of education, training and experience is required

##### **Experience:**

- ♦ Minimum of three (3) years of relevant experience is required

##### **Asset Qualifications:**

- ♦ Safety training or current certification in any or all of the following may be required: WHMIS, fall protection, manual material handling, personal protective equipment, rights of the workers, traffic control for road and pedestrians, powered elevated work platforms, scaffold erection confined spaces training, and first-aid (standard level)

## Classification: Trade Helper

A trade helper's main duties involve assisting certified trades people in the performance of their duties.

<b>Intermediate</b>	<p>Duties include the performance of routine, repetitive tasks of higher complexity involving a limited number of clearly defined procedures and instructions. Work will be performed with less direction but with some supervision. The THS Resource is required to supply their own basic tools such as a hammer, measuring tape, and cutting tools.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting journeyman or master trades in the performance of their duties</li> <li>♦ Working at heights above 10 feet</li> <li>♦ Using basic electrical or motorized equipment</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Successful completion of two years of secondary school, or; an acceptable combination of education, training and experience is required</li> <li>♦ Registration as an apprentice, in a recognized program, is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Safety training or current certification in any or all of the following may be required - for WHMIS, fall protection, manual material handling, personal protective equipment, rights of the workers, powered elevated work platforms, scaffold erection, confined spaces and first-aid at the emergency level</li> <li>♦ Current forklift certification level I or II may be required</li> </ul>
<b>Senior</b>	<p>Duties include the performance of routine, repetitive tasks of higher complexity involving a limited number of clearly defined procedures and instructions. Work will be performed with minimal supervision. The THS Resource is required to supply their own basic tools such as a hammer, pouch, measuring tape, and cutting tools.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting journeyman or master trades in the performance of their duties</li> <li>♦ Working at heights above 10 feet</li> <li>♦ Using basic electrical or motorized equipment</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma or an acceptable combination of education, training and experience is required</li> <li>♦ Successful completion of the first three (3) years of a four (4) year apprenticeship, in a recognized program, is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Safety training or current certification in any or all of the following may be required - for WHMIS, fall protection, manual material handling, personal protective equipment, rights of the workers, traffic control for road and pedestrians, powered elevated work platforms, scaffold erection, confined spaces and first-aid at the emergency level</li> <li>♦ Current forklift certification level I or II may be required</li> </ul>

<b>Classification: Stores Services Personnel</b>	
A stores services person's main duties may involve commercial moving, packaging, shipping and receiving, inventory and order control, material handling, printing, mailroom, forklift operations, office installation, quality control, and other industrial duties.	
<b>Junior</b>	<p>Duties include the performance of routine, repetitive tasks of low complexity involving a limited number of clearly defined procedures and instructions. Limited knowledge or experience relating to the work to be performed will be required. Work will be closely supervised and directed.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Moving commercial or government materials</li> <li>♦ Packaging, shipping and receiving, inventory and order picking</li> <li>♦ Performing warehouse duties</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Safety training or current certification in any or all of the following may be required - WHMIS, manual material handling, counter balance equipment personal protective equipment, rights of workers, laceration protection, housekeeping and first-aid at the emergency level</li> </ul>
<b>Intermediate</b>	<p>Duties include the performance of routine, repetitive tasks of higher complexity involving a limited number of clearly defined procedures and instructions.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing material handling, printing, mailroom, forklift, office installation, office clerk and other industrial duties</li> <li>♦ Performing warehouse duties</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of one (1) year of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Safety training or current certification in any or all of the following may be required - WHMIS, manual material handling, counter balance equipment, personal protective equipment, rights of workers, laceration protection, housekeeping, fall protection and first-aid at the emergency level</li> <li>♦ Current forklift certification level I or II may be required</li> </ul>

## Classification: Stores Services Personnel

A stores services person's main duties may involve commercial moving, packaging, shipping and receiving, inventory and order control, material handling, printing, mailroom, forklift operations, office installation, quality control, and other industrial duties.

<b>Senior</b>	<p>Duties include the performance of routine, repetitive tasks of higher complexity involving a limited number of clearly defined procedures and instructions. Work will require minimal or no supervision.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing warehouse work involving shipping and receiving, order picking, wrapping, mailroom, moving material, restacking</li> <li>♦ Operating computers</li> <li>♦ Operating basic tools, hand tools, wrapping equipment, electric pallet lifts, manual pallet lifts, cherry pickers, forklifts</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma or an acceptable combination of education, training and/or experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Safety training or current certification in any or all of the following may be required - WHMIS, manual material handling, counter balance equipment (forklift and pallet truck), personal protective equipment, rights of workers, laceration protection, housekeeping, fall protection, propane handling and first-aid at the emergency level</li> <li>♦ Current forklift certification level I or II may be required</li> </ul>
<b>Advanced</b>	<p>Duties include the performance of routine, repetitive tasks of higher complexity involving a limited number of clearly defined procedures and instructions and the providing of direction or guidance when necessary. Familiarity with the <i>Occupational Health and Safety Act</i> and the regulations for industrial establishments will be required.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing of warehouse work including shipping and receiving, order picking, wrapping, mailroom, moving material, restacking, quality control, administration, and inventory control</li> <li>♦ Operating computers, basic tools, hand tools, wrapping equipment, electric pallet lifts, manual pallet lifts, cherry pickers and forklifts</li> <li>♦ Providing guidance or overseeing other workers</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma or an acceptable combination of education, training and/or experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of five (5) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Safety training or current certification in any or all of the following may be required - WHMIS, manual material handling, counter balance equipment (forklift and pallet truck), personal protective equipment, rights of workers, laceration protection, housekeeping, fall protection and propane handling and first-aid at the emergency level</li> <li>♦ Certificate, diploma, or degree in Occupational Health &amp; Safety from a recognized post secondary institution may be required</li> <li>♦ Current forklift certification level I or II may be required</li> </ul>

## Stream 4 ~Technical Services

<b>Classification: Assembler and Fabricator, Electronics</b>	
Electronics assemblers and fabricators assemble and fabricate electronic equipment, parts, and components.	
<b>Junior</b>	<p>Duties include the performance of routine, repetitive assembly or fabrication tasks of low complexity involving a limited number of clearly defined procedures and instructions. Work is generally reviewed while in progress.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assembling, manually, various electronic components</li> <li>♦ Installing, mounting, fastening, aligning and adjusting parts, components, wiring and harnesses to subassemblies and assemblies using hand and small power tools</li> <li>♦ Operating automatic and semi-automatic machines to position, solder and clean prescribed components on printed circuit boards</li> <li>♦ Setting up, operating and monitoring process equipment including automatic and semi-automatic machines to fabricate electronic components, solder, clean, seal and stamp components and perform other process operations as specified</li> <li>♦ Replacing defective components</li> <li>♦ Repairing and overhauling older devices</li> <li>♦ Using microscopes</li> <li>♦ Adhering to clean room procedures</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> </ul>
<b>Intermediate</b>	<p>Duties include the performance of more complex assembly and fabrication tasks.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assembling, manually, various electronic components</li> <li>♦ Assembling microcircuits requiring fine hand assembly</li> <li>♦ Installing, mounting, fastening, aligning and adjusting parts, components, wiring and harnesses to subassemblies and assemblies using hand and small power tools</li> <li>♦ Operating automatic and semi-automatic machines to position, solder and clean prescribed components on printed circuit boards</li> <li>♦ Setting up, operating and monitoring process equipment including automatic and semi-automatic machines to fabricate electronic components, solder, clean, seal and stamp components and perform other process operations as specified</li> <li>♦ Replacing defective components</li> <li>♦ Repairing and overhauling older devices</li> <li>♦ Using microscopes</li> <li>♦ Adhering to clean room procedures</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of one (1) year of experience as an electronics assembler or fabricator is required</li> </ul>

<b>Classification: Assembler, Mechanical</b>	
Assemblers assemble a wide variety of mechanical products such as trucks, buses, snowmobiles, garden tractors, automotive engines, transmissions, outboard motors, gearboxes, hydraulic pumps and sewing machines.	
<b>Junior</b>	<p>Duties include the performance of routine, repetitive assembly tasks of low complexity involving a limited number of clearly defined procedures and instructions. Work will be reviewed while in progress.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assembling, fitting and installing prefabricated parts to form subassemblies or finishing products using hand or power tools</li> <li>♦ Positioning, aligning and adjusting parts for proper fit and assembly and connecting cables, tubes and wires</li> <li>♦ Fastening parts together using bolting and riveting equipment or other fastening and joining techniques or equipment</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> </ul>
<b>Intermediate</b>	<p>Duties include the performance of more complex assembly.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assembling, fitting and installing prefabricated parts to form subassemblies or finishing products using hand or power tools</li> <li>♦ Positioning, aligning and adjusting parts for proper fit and assembly and connect cables, tubes and wires</li> <li>♦ Fastening parts together using bolting and riveting equipment or other fastening and joining techniques</li> <li>♦ Operating or tending automated assembling equipment such as robotics and fixed automation equipment</li> <li>♦ Operating small cranes to transport or position larger parts</li> <li>♦ Reading assembly, schematic or scale (e.g., blueprints) drawings</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of one (1) year of relevant experience is required</li> </ul>



<b>Classification: Computer, Application Support</b>	
The Computer Application Support Specialist provides basic technical or web-related support to users. The main tasks are responding to calls and providing accurate responses and installing, maintaining and troubleshooting hardware, software or peripherals at the desktop, network or server level.	
<b>Junior</b>	<p>The Computer Application Support Specialist duties include providing new staff with system orientation as well as contributing to processing and procedural documentation, developing Frequently Asked Questions (FAQ's) to assist users, the installation of applications on new desktops and following asset management practices to track inventory of hardware and software.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Adding new functionality, documenting functionality and changes</li> <li>♦ Responding to 1<sup>st</sup> level support calls and providing accurate responses</li> <li>♦ Opening and closing of trouble tickets</li> <li>♦ Participating in the maintenance of a knowledge base of problems and solutions</li> <li>♦ Interfacing with end users on support issues in a professional manner and respond to user demands in a specified time period</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Successful completion of additional courses in computer science or related field, or an acceptable combination of education, training and experience is required</li> </ul>
<b>Intermediate</b>	<p>Duties include the installation, maintenance and troubleshooting of desktop computers, laptops and printer hardware and associated software as well as providing remote support for external desktop computer and laptop connections, wireless, and broadband.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Providing problem recognition, isolation, research, resolution and follow-up</li> <li>♦ Providing 2<sup>nd</sup> level technical support</li> <li>♦ Providing systems administration duties such as creating and maintaining network accounts, performing basic security back-ups.</li> <li>♦ Escalating more complex problems to senior support personnel to expedite resolution</li> <li>♦ Assisting with the automation of desktop computer build processes and packaging applications</li> <li>♦ Troubleshooting and resolving network problems</li> <li>♦ Creating problem and resolution logs for help desk activities</li> <li>♦ Ensuring technical support issues are resolved in a prompt and efficient manner</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in computer science or other relevant field from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of one (1) year experience providing desktop computer support services specifically for PC or Macintosh computers is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Current and valid certification in A+, MCP, or MCSE may be required</li> </ul>

<b>Classification: Computer, Application Support</b>	
The Computer Application Support Specialist provides basic technical or web-related support to users. The main tasks are responding to calls and providing accurate responses and installing, maintaining and troubleshooting hardware, software or peripherals at the desktop, network or server level.	
<b>Senior</b>	<p>Duties include the planning or participating in the implementation of a department wide system upgrades, occasional project work, asset management, technical documentation and making recommendations on technology. Extensive experience with analysis phase of the SDLC (System Development Life Cycle), as well as a balanced mix of business and technical knowledge, interviewing and analytical skills is required.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>◆ Resolving advanced application support issues</li> <li>◆ Coordinating emerging technology application specifications</li> <li>◆ Solving complex end-user technical problems that more junior levels cannot resolve</li> <li>◆ Serving as a user support liaison between vendors, information systems technicians, and end-user departments</li> <li>◆ Providing training expertise and direction in the area of emerging technology and special application support</li> <li>◆ Emulating or reproducing technical problems encountered by users</li> <li>◆ Providing advice and training to users in response to identified difficulties</li> <li>◆ Recommending and implementing complex security requirements</li> <li>◆ Providing business systems, network and Internet support to users in response to identified difficulties</li> <li>◆ Collecting, organizing and maintaining a problems and solutions log for use by others</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>◆ Secondary school diploma is required</li> <li>◆ Certificate, diploma, or degree in computer science or other relevant field from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>◆ Minimum of three (3) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>◆ Current and valid certification in A+, MCP, or MCSE may be required</li> </ul>

<b>Classification: Computer, Application Support</b>	
The Computer Application Support Specialist provides basic technical or web-related support to users. The main tasks are responding to calls and providing accurate responses and installing, maintaining and troubleshooting hardware, software or peripherals at the desktop, network or server level.	
<b>Advanced</b>	<p>Broad technical experience, the ability to handle multiple tasks in a fast-paced environment and proven success working with a great deal of autonomy and providing leadership to the other team members is required. The THS Resource must be able to adjust priorities as needed and work in an "interrupt-driven" work environment and have a natural talent for analyzing problems, developing and simplifying procedures, explaining complex tasks and ideas in an easy to understand manner, and finding innovative, cost-effective solutions.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Verifying accuracy and completeness of work performed</li> <li>♦ Designing, configuring and deploying server-based file systems and applications</li> <li>♦ Identifying subtle or overlooked problems and implementing solutions</li> <li>♦ Diagnosing root cause of software or hardware problems</li> <li>♦ Identifying, researching, and resolving complex technical problems</li> <li>♦ Documenting technical changes, upgrades, etc.</li> <li>♦ Recommending new products or processes which support and enhance the user groups business activities</li> <li>♦ Responding to client inquiries concerning systems operations and diagnosing system hardware and software issues</li> <li>♦ Training and mentoring more junior Computer Application Support personnel</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in computer science or other relevant field from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of five (5) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Current and valid certification in A+, MCP, or MCSE may be required</li> </ul>

<b>Classification: Computer, Website Support</b>	
Computer Website Support includes web maintenance, changing and enhancing websites or providing services such as the development of interfaces to connect web pages to departmental databases.	
<b>Junior</b>	<p>Duties may include the responsibility for Web content conversions; converting complex tables, spreadsheets, charts and images to HTML; following Common Look and Feel and Accessibility standards adhered to in the federal government's day-to-day works.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing HTML, DHTML, XML conversions</li> <li>♦ Performing basic web design</li> <li>♦ Preparing Word, WordPerfect, PDF, Excel or Quattro Pro Spreadsheets, tables, charts and other documents required for web publishing using applications such as Homesite, Dreamweaver, Adobe Acrobat, Snag it, etc.</li> <li>♦ Performing changes updates and uploads and maintenance of the departmental web sites</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education;</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Successful completion of additional courses in computer science, web design, or other relevant field, or an acceptable combination of education, training and experience is required</li> </ul>
<b>Intermediate</b>	<p>Duties require a strong knowledge of Treasury Board Common Look and Feel guidelines and W3 standards.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing HTML, DHTML, XML conversions</li> <li>♦ Performing more complex web design</li> <li>♦ Preparing Word, WordPerfect, PDF, Excel or Quattro Pro Spreadsheets, tables, charts and other documents required for web publishing using applications such as Homesite, Dreamweaver, Adobe Acrobat, Snag it, etc.</li> <li>♦ Performing changes updates and uploads and maintenance of the departmental web sites</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in computer science, web design or other relevant field from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of one (1) year of relevant experience is required</li> </ul>

<b>Classification: Computer, Website Support</b>	
Computer Website Support includes web maintenance, changing and enhancing websites or providing services such as the development of interfaces to connect web pages to departmental databases.	
<b>Senior</b>	<p>Proficiency in HTML as well as one or more scripting and interface languages such as JavaScript and Perl (Cold Fusion) is required.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Gathering user requirements</li> <li>♦ Creating functional specifications</li> <li>♦ Developing new websites</li> <li>♦ Conducting research on websites for information on best practices</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in computer science, web design or other relevant field from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Advanced</b>	<p>The ability to handle multiple tasks in a fast-paced environment and proven success working with a great deal of autonomy and providing leadership to the other team members is required. The THS Resource must be able to adjust priorities as needed and be able to analyze problems, explaining complex tasks and ideas in an easy to understand manner, and finding innovative, cost-effective solutions.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Verifying accuracy and completeness of work performed</li> <li>♦ Providing technical advices to clients regarding web site needs</li> <li>♦ Coordinating web site development in specialized fields (communication, scientific, etc.)</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in computer science, web design or other relevant field from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>

<b>Classification: Electrician</b>	
Electricians work in commercial, industrial and residential settings, installing, testing and maintaining the electrical wiring infrastructures that supply light, power, air-conditioning and refrigeration. The main tasks are to install wiring systems into new buildings including homes, businesses and factories, and to rewire or upgrade existing electrical systems so that they conform to building codes and other regulations. The electrician must be able to work with wiring schematics and blueprints (which indicate the locations of circuits, outlets, load centers, panel boards, and other equipment) when installing electrical systems. Finally, the electrician will use test equipment to verify proper installation and operation and to confirm that new or repaired installations meet fire and safety code standards.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the installation, repair and maintenance of electrical systems</li> <li>♦ Assisting in the testing and troubleshooting of circuits to ensure that systems operate safely</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Registration as an electrical apprentice is required</li> <li>♦ Entry into a recognized apprenticeship program is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Installing, repairing and maintaining electrical systems</li> <li>♦ Reading and interpreting blueprints, schematics and drawings</li> <li>♦ Interpreting electrical code specifications</li> <li>♦ Testing and troubleshooting circuits to ensure that systems operate safely</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate of Qualification as a journeyperson electrician is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of one (1) year experience as a journeyperson electrician is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Installing, repairing and maintaining electrical systems</li> <li>♦ Reading and interpreting blueprints, schematics and drawings</li> <li>♦ Interpreting electrical code specifications</li> <li>♦ Testing and troubleshooting circuits to ensure that systems operate safely</li> <li>♦ Preparing cost estimates and documentation for clients</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate of Qualification as a journeyperson electrician is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years experience as a master electrician is required</li> </ul>

### **Classification: Engineer**

Engineers apply established principles drawn from mathematics and science in order to develop economical solutions to technical problems. The work of engineers is the link between perceived social needs and commercial applications. Engineers consider many factors when developing a new product. For example, in developing an industrial robot, engineers precisely specify the functional requirements; design and test the robot's components; integrate the components to produce the final design; and evaluate the design's overall effectiveness, cost, reliability, and safety. This process applies to the development of many different products, such as chemicals, computers, engines, aircraft, and toys.

In addition to design and development, many engineers work in testing, production, or maintenance. These engineers supervise production in factories, determine the causes of component failure, and test manufactured products to maintain quality. They also estimate the time and cost to complete projects.

Engineers use computers extensively to produce and analyze designs; to simulate and test how a machine, structure, or system operates; and to generate specifications for parts. Many engineers also use computers to monitor product quality and control process efficiency.

<b>Classification: Engineer, Sub-Classification - Aerospace</b>	
Aerospace engineers design, develop, test, and supervise production of aircraft, spacecraft, and missiles. Engineers in this classification may also develop new technologies for use in aviation, defence systems, and space exploration, often specializing in areas such as structural design, guidance, navigation and control, instrumentation and communication, or production methods. This type of engineer may also specialize in a particular type of aerospace product, such as commercial aircraft, military fighter jets, helicopters, spacecraft, missiles or rockets. They also may become experts in aerodynamics, thermodynamics, celestial mechanics, propulsion, acoustics, or guidance and control systems.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the design and development of components used in aerospace vehicles (such as aircraft, spacecraft, missiles and satellites) or systems (such as space-based communication systems)</li> <li>♦ Assisting in the development of computer simulations of aerospace vehicles, systems and components using advanced mathematical modeling</li> <li>♦ Assisting in the preparation of specifications for materials and processes to be used in aerospace manufacturing, maintenance, repair or modification</li> <li>♦ Assisting in the development of operational specifications, maintenance schedules and manuals for operators</li> <li>♦ Assisting in the development of the technical phases of logistical and operational support for aerospace vehicles and systems</li> <li>♦ Assisting in the investigation of structural, component or system failures</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent {as determined by one of the agencies referred by the Canadian Information Centre for International Credentials (CICIC)} from a foreign institution, is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Designing and developing components used in aerospace vehicles (such as aircraft, spacecraft, missiles and satellites) or systems (such as space-based communication systems)</li> <li>♦ Developing and conducting computer simulations on components used in aerospace vehicles and systems using advanced mathematical modeling</li> <li>♦ Preparing specifications for materials and processes to be used in aerospace manufacturing, maintenance, repair or modification</li> <li>♦ Developing operational specifications, maintenance schedules and manuals for operators</li> <li>♦ Investigating structural or other component or system failures</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC) is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>



## **Classification: Engineer, Sub-Classification - Aerospace**

Aerospace engineers design, develop, test, and supervise production of aircraft, spacecraft, and missiles. Engineers in this classification may also develop new technologies for use in aviation, defence systems, and space exploration, often specializing in areas such as structural design, guidance, navigation and control, instrumentation and communication, or production methods. This type of engineer may also specialize in a particular type of aerospace product, such as commercial aircraft, military fighter jets, helicopters, spacecraft, missiles or rockets. They also may become experts in aerodynamics, thermodynamics, celestial mechanics, propulsion, acoustics, or guidance and control systems.

### **Senior**

#### **Typical duties may include:**

- ♦ Designing and developing aerospace vehicles (such as aircraft, spacecraft, missiles and satellites) or systems (such as space-based communication systems)
- ♦ Developing and conducting computer simulations of complete aerospace vehicles and systems using advanced mathematical modeling
- ♦ Preparing specifications for materials and processes to be used in aerospace manufacturing, maintenance, repair or modification
- ♦ Co-ordinating the manufacturing, assembly modification, repair and overhaul of aerospace vehicles or systems
- ♦ Co-ordinating the ground and flight tests of aerospace vehicles
- ♦ Developing the technical phases of logistical and operational support for aerospace vehicles and systems
- ♦ Investigating and reporting on structural or other component or system failures
- ♦ Providing input into the preparation of tender documents, evaluation of tenders and preparation of contractual documents
- ♦ Coordinating and administering a wide range of technical endeavors including the planning and scheduling of work

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- ♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC)

##### **Experience:**

- ♦ Minimum of ten (10) years of relevant experience is required

##### **Asset Qualifications:**

- ♦ Licensing as a Professional Engineer from a Provincial or territorial association of professional engineers may be considered desirable

<b>Classification: Engineer, Sub-Classification - Architectural</b>	
<p>An Architectural Engineer applies scientific and engineering principles to the design and construction of buildings and building systems. This type of engineer has an interdisciplinary background, encompassing the areas of structural, building mechanical, electrical, lighting, fire protection and construction.</p>	
<b>Junior</b>	<p><b>Typical duties include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the design of buildings or building sections, preparation of specifications</li> <li>♦ Assisting in the development of models of buildings and building systems</li> <li>♦ Assisting in the resolution of problems</li> <li>♦ Assisting in the execution of studies</li> <li>♦ Writing reports</li> <li>♦ Performing design drafting</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent {as determined by one of the agencies referred by the Canadian Information Centre for International Credentials (CICIC)} from a foreign institution, is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties include:</b></p> <ul style="list-style-type: none"> <li>♦ Designing of buildings or building sections, preparation of specifications</li> <li>♦ Developing of models of buildings and building systems</li> <li>♦ Performing studies</li> <li>♦ Performing design drafting</li> <li>♦ Preparing specifications</li> <li>♦ Assisting in the operation of pilot projects</li> <li>♦ Performing quality control functions</li> <li>♦ Interpreting and evaluating situations and data</li> <li>♦ Researching problems and developing solutions</li> <li>♦ Assisting in the planning, scheduling and co-ordination of work</li> <li>♦ Assisting in the preparation of detailed estimates</li> <li>♦ Writing reports</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC) is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>

<b>Classification: Engineer, Sub-Classification - Architectural</b>	
An Architectural Engineer applies scientific and engineering principles to the design and construction of buildings and building systems. This type of engineer has an interdisciplinary background, encompassing the areas of structural, building mechanical, electrical, lighting, fire protection and construction.	
<b>Senior</b>	<p><b>Typical duties include:</b></p> <ul style="list-style-type: none"> <li>♦ Designing of buildings or building sections, preparation of specifications</li> <li>♦ Developing of models of buildings and building systems</li> <li>♦ Performing studies</li> <li>♦ Coordinating the operation of pilot projects</li> <li>♦ Coordinating quality control functions</li> <li>♦ Interpreting and evaluating situations and data</li> <li>♦ Resolving problems</li> <li>♦ Preparing detailed estimates</li> <li>♦ Providing input into the preparation of tender documents, evaluation of tenders and preparation of contractual documents</li> <li>♦ Coordinating and administering a wide range of technical endeavors including the planning and scheduling of work</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC)</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of ten (10) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Licensing as a Professional Engineer from a Provincial or territorial association of professional engineers may be considered desirable</li> </ul>

<b>Classification: Engineer, Sub-Classification - Biological</b>	
The Biological Engineer is concerned with the study of living organisms and is often involved in product design, mimicking biological systems in order to create new products and modifying and controlling biological systems in order to replace, augment or sustain chemical and mechanical processes.	
<b>Junior</b>	<p><b>Typical duties include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the design of equipment or processes, prototypes</li> <li>♦ Assisting in the resolution of problems</li> <li>♦ Assisting in the troubleshooting of complex equipment</li> <li>♦ Assisting in the execution of studies</li> <li>♦ Writing reports</li> <li>♦ Performing design drafting</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent {as determined by one of the agencies referred by the Canadian Information Centre for International Credentials (CICIC)} from a foreign institution, is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties include:</b></p> <ul style="list-style-type: none"> <li>♦ Designing of equipment or processes and specifications</li> <li>♦ Performing studies</li> <li>♦ Assisting the development of prototypes</li> <li>♦ Preparing specifications</li> <li>♦ Assisting in the operation of pilot projects or plants</li> <li>♦ Performing quality control functions</li> <li>♦ Interpreting and evaluating situations and data</li> <li>♦ Researching problems and developing solutions</li> <li>♦ Troubleshooting complex equipment</li> <li>♦ Assisting in the planning, scheduling and co-ordination of work</li> <li>♦ Assisting in the preparation of detailed estimates</li> <li>♦ Performing design drafting</li> <li>♦ Writing reports</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC) is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>

<b>Classification: Engineer, Sub-Classification - Biological</b>	
The Biological Engineer is concerned with the study of living organisms and is often involved in product design, mimicking biological systems in order to create new products and modifying and controlling biological systems in order to replace, augment or sustain chemical and mechanical processes.	
<b>Senior</b>	<p><b>Typical duties include:</b></p> <ul style="list-style-type: none"> <li>♦ Designing of equipment or processes</li> <li>♦ Coordinating the preparation of specifications</li> <li>♦ Performing studies</li> <li>♦ Coordinating the development of prototypes and the operation of pilot projects or plants</li> <li>♦ Coordinating the troubleshooting of complex equipment</li> <li>♦ Coordinating quality control functions</li> <li>♦ Interpreting and evaluating situations and data</li> <li>♦ Resolving problems</li> <li>♦ Preparing detailed estimates</li> <li>♦ Providing input into the preparation of tender documents, evaluation of tenders and preparation of contractual documents</li> <li>♦ Coordinating and administering a wide range of technical endeavors including the planning and scheduling of work</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC)</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of ten (10) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Licensing as a Professional Engineer from a Provincial or territorial association of professional engineers may be considered desirable</li> </ul>

<b>Classification: Engineer, Sub-Classification -Chemical</b>	
<p>Chemical Engineers apply and use principles primarily with respect to the study of the design, manufacture, and operation of plant and machinery in chemical, pharmaceutical, petroleum, pulp and paper, food and other processing industries. In addition they perform duties related to chemical quality control, environmental protection and biochemical or biotechnical engineering.</p>	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the conducting of economic and technical feasibility studies</li> <li>♦ Assisting in the research in the development or improvement of chemical engineering processes, reactions and materials</li> <li>♦ Assisting in the evaluation of chemical processes, technology and equipment</li> <li>♦ Assisting in the determination of production specifications</li> <li>♦ Assisting in the design and testing of chemical processes, plants and equipment</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent {as determined by one of the agencies referred by the Canadian Information Centre for International Credentials (CICIC)} from a foreign institution, is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Conducting economic and technical feasibility studies</li> <li>♦ Conducting research into the development or improvement of chemical engineering processes, reactions and materials</li> <li>♦ Evaluating chemical process, technology and equipment</li> <li>♦ Determining production specifications</li> <li>♦ Designing and testing of chemical processes and equipment</li> <li>♦ Assisting in the design and testing of chemical plants</li> <li>♦ Assisting in the co-ordination of the construction, modification, operation and maintenance of pilot plants, processing units or processing plants</li> <li>♦ Assisting in the planning, scheduling and co-ordination of work</li> <li>♦ Assisting in the establishment operating procedures and quality control strategies and the operation of quality control programs, to ensure consistency and adherence to standards for raw materials, products and waste products or emissions</li> <li>♦ Assisting in the development of guidelines and specifications for the handling of dangerous chemicals, environmental protection</li> <li>♦ Assisting in the development of standards for foods, materials or consumer goods</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC) is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>

**Classification: Engineer, Sub-Classification - Chemical**

Chemical Engineers apply and use principles primarily with respect to the study of the design, manufacture, and operation of plant and machinery in chemical, pharmaceutical, petroleum, pulp and paper, food and other processing industries. In addition they perform duties related to chemical quality control, environmental protection and biochemical or biotechnical engineering.

**Senior****Typical duties may include:**

- ♦ Conducting economic and technical feasibility studies
- ♦ Coordinating the research into the development or improvement of chemical engineering processes, reactions and materials
- ♦ Coordinating the evaluating chemical process, technology and equipment
- ♦ Coordinating the designing and testing of chemical processes, equipment and plants
- ♦ Coordinating the construction, modification, operation and maintenance of pilot plants, processing units or processing plants
- ♦ Coordinating the establishment operating procedures and quality control strategies and the operation of quality control programs, to ensure consistency and adherence to standards for raw materials, products and waste products or emissions
- ♦ Developing guidelines and specifications for the handling of dangerous chemicals, environmental protection
- ♦ Developing standards for foods, materials or consumer goods
- ♦ Providing input into the preparation of tender documents, evaluation of tenders and preparation of contractual documents
- ♦ Coordinating and administering a wide range of technical endeavors including the planning and scheduling of work

**Minimum Mandatory Qualifications:****Education:**

- ♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC)

**Experience**

- ♦ Minimum of ten (10) years of relevant experience is required

**Asset Qualifications:**

- ♦ Licensing as a Professional Engineer from a Provincial or territorial association of professional engineers may be considered desirable

<b>Classification: Engineer, Sub-Classification - Electrical</b>	
The Electrical Engineer's work is based on the behaviour and effects of electrons (as in electron tubes and transistors) and electronic devices, systems, or equipment.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the research of design, operation and performance of electrical generation and distribution networks, equipment and components; electrical machinery, components and circuits; and electronic equipment, components and circuits used in communication, instrumentation and control systems</li> <li>♦ Assisting in the investigation of electrical or electronic failures</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent {as determined by one of the agencies referred by the Canadian Information Centre for International Credentials (CICIC)} from a foreign institution, is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Carrying out research into the design, operation and performance of electrical generation and distribution equipment and components; electrical machinery, components and circuits; and electronic equipment, components and circuits used in communication, instrumentation and control systems</li> <li>♦ Assisting in the research of design, operation and performance of electrical generation and distribution networks</li> <li>♦ Assisting in the preparation of material cost and timing estimates, reports and design specifications for electrical and electronic systems and equipment</li> <li>♦ Assist in the coordination and inspection of the installation, modification, testing and operation of electrical and electronic systems and equipment</li> <li>♦ Assisting in the development of maintenance and operating standards for electrical and electronic systems and equipment</li> <li>♦ Assisting in the planning, scheduling and co-ordination of work</li> <li>♦ Investigating electrical or electronic failures</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred- by the CICIC) is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>



<b>Classification: Engineer, Sub-Classification - Electrical</b>	
The Electrical Engineer's work is based on the behaviour and effects of electrons (as in electron tubes and transistors) and electronic devices, systems, or equipment.	
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Coordinating out research into the design, operation and performance of electrical generation and distribution networks, equipment and components; electrical machinery, components and circuits; and electronic equipment, components and circuits used in communication, instrumentation and control systems</li> <li>♦ Coordinating the preparation of material cost and timing estimates, reports and design specifications for electrical and electronic systems and equipment</li> <li>♦ Coordinating the inspection of the installation, modification, testing and operation of electrical and electronic systems and equipment</li> <li>♦ Developing maintenance and operating standards for electrical and electronic systems and equipment</li> <li>♦ Coordinating the investigation into electrical or electronic failures</li> <li>♦ Providing input into the preparation of tender documents, evaluation of tenders and preparation of contractual documents</li> <li>♦ Coordinating and administering a wide range of technical endeavors including the planning and scheduling of work</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC)</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of ten (10) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Licensing as a Professional Engineer from a Provincial or territorial association of professional engineers may be considered desirable</li> </ul>

<b>Classification: Engineer, Sub-Classification - Mechanical</b>	
Mechanical engineers research, design and develop machinery and systems for heating, ventilation, air conditioning, power generation, transportation, processing and manufacturing. They also perform duties related to the evaluation, installation, operation and maintenance of mechanical systems.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the research of design, operation and performance of power plants, systems, machines, components, and equipment</li> <li>♦ Assisting in the investigation of electrical or electronic failures</li> <li>♦ Assisting in the analysis of dynamics and vibrations of mechanical systems and structures</li> <li>♦ Assisting in the investigation of mechanical failures or unexpected maintenance problems</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent {as determined by one of the agencies referred by the Canadian Information Centre for International Credentials (CICIC)} from a foreign institution, is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Conducting research into the design, operation and performance of power systems, machines, components, and equipment</li> <li>♦ Assisting in the research of the design, operation and performance of power plants</li> <li>♦ Assisting in the planning of projects including the preparation of material, cost and timing estimates</li> <li>♦ Analyzing dynamics and vibrations of mechanical systems and structures</li> <li>♦ Assisting in the inspection of the installation, modification and commissioning of mechanical systems at construction sites or industrial facilities</li> <li>♦ Assisting in the planning, scheduling and co-ordination of work</li> <li>♦ Assisting in the development of maintenance standards, schedules and programs</li> <li>♦ Investigating mechanical failures or unexpected maintenance problems</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC) is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>

<b>Classification: Engineer, Sub-Classification - Mechanical</b>	
Mechanical engineers research, design and develop machinery and systems for heating, ventilation, air conditioning, power generation, transportation, processing and manufacturing. They also perform duties related to the evaluation, installation, operation and maintenance of mechanical systems.	
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Coordinating the research into the design, operation and performance of power plants, systems, machines, components, and equipment</li> <li>♦ Coordinating the planning of projects including the preparation of material, cost and timing estimates</li> <li>♦ Analyzing dynamics and vibrations of mechanical systems and structures</li> <li>♦ Coordinating the inspection of the installation, modification and commissioning of mechanical systems at construction sites or in industrial facilities</li> <li>♦ Developing maintenance standards, schedules and programs</li> <li>♦ Providing guidance to industrial maintenance crews</li> <li>♦ Coordinating the investigation into mechanical failures or unexpected maintenance problems</li> <li>♦ Providing input into the preparation of tender documents, evaluation of tenders and preparation of contractual documents for industrial construction or maintenance</li> <li>♦ Providing input into the preparation of tender documents, evaluation of tenders and preparation of contractual documents</li> <li>♦ Coordinating and administering a wide range of technical endeavors including the planning and scheduling of work</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Undergraduate degree in an engineering program, specializing in a specific relevant field, from a recognized Canadian University or an acceptable equivalent from a foreign institution (as determined by one of the agencies referred by the CICIC)</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of ten (10) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Licensing as a Professional Engineer from a Provincial or territorial association of professional engineers may be considered desirable</li> </ul>

<b>Classification: Inspector, Electronics</b>	
Electronic inspectors scrutinize electronic and electromechanical assemblies, subassemblies, parts and components to ensure conformance to prescribed standards.	
<b>Senior</b>	<p>Ensure that products conform to standards and specifications.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Inspecting electronic components and assemblies to specified requirements are met while products are being assembled or fabricated</li> <li>♦ Checking final assembly for finish, labelling and packaging methods</li> <li>♦ Checking mechanical dimensions and performing "go-no-go" electrical tests</li> <li>♦ Identifying and marking assemblies as being either acceptable or defective</li> <li>♦ Returning faulty assemblies to production for repair</li> <li>♦ Collecting, recording and summarizing inspection results</li> <li>♦ Investigating equipment malfunction and instructing proper operation</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Successful completion of relevant courses (e.g. basic electronic theory, testing techniques and testing equipment) from a recognized post secondary institution may be required</li> <li>♦ Experience as an electronics assembler or fabricator may be required</li> </ul>

<b>Classification: Inspector, Mechanical</b>	
Inspectors check and inspect subassemblies and finished products to ensure proper quality and product specifications.	
<b>Senior</b>	<p>Ensure that products conform to standards or specifications.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Inspecting mechanical subassemblies, assemblies and finished products to specified requirements are met while products are being assembled or fabricated</li> <li>♦ Checking final assembly for finish, labelling and packaging methods</li> <li>♦ Checking mechanical dimensions</li> <li>♦ Identifying and marking subassemblies, assemblies or finished products as being either acceptable or defective</li> <li>♦ Returning faulty assemblies to production for repair</li> <li>♦ Collecting, recording and summarizing inspection results</li> <li>♦ Investigating equipment malfunction and instructing proper operation</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma or an acceptable combination of education, training and experience is required</li> </ul> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Experience as a mechanical assembler may be required</li> </ul>

<b>Classification: Interior Designer</b>	
Interior Designers design the interior space of buildings and are trained to identify, research and creatively solve problems relating to the function and aesthetic quality of interior space. They are concerned with building systems and structure, furnishings, three-dimensional space planning, colour ,materials and all aspects of environmental design.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the planning two-dimensional space</li> <li>♦ Assisting in the development of three-dimensional designs</li> <li>♦ Assisting in the recording of movements (churn) within the space</li> <li>♦ Assisting senior interior design or architecture staff</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in Interior Design from a Association of Registered Interior Designers of Ontario (ARIDO) or National Council for Interior Design Qualification (NCIDQ) recognized program is required</li> <li>♦ Current intern membership or registration in the ARIDO</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of 6 months up to one (1) year of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Planning two-dimensional space</li> <li>♦ Developing three-dimensional designs</li> <li>♦ Assisting in the selection and application of colour, light, materials, and electrical and mechanical elements</li> <li>♦ Recording movements (churn) within the space</li> <li>♦ Designing space and layout in a building and performing the necessary calculations</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in Interior Design from an ARIDO or NCIDQ recognized programs required or an acceptable combination of education ,training and experience is required</li> <li>♦ Current and valid registration or membership as a Professional Interior Designer with ARIDO is required for Ontario Interior Designers</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of one (1) year of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Reviewing data ref movements (churn) within the space</li> <li>♦ Selecting and applying colour, light, materials, and electrical and mechanical elements</li> <li>♦ Coordinating the design and layouts of buildings</li> <li>♦ Coordinating work performed by various trades</li> <li>♦ Applying relevant laws, codes, standards and regulations</li> <li>♦ Client Engagement</li> <li>♦ Dealing directly with client requirements</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in Interior Design from an ARIDO or NCIDQ recognized program is required or an acceptable combination of education, training and experience is required</li> <li>♦ Current and valid registration or membership as a Professional Interior Designer with ARIDO for Ontario Interior Designers</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>

<b>Classification: Designing Services</b>	
Designing Services include the planning and execution of the layout, decoration, and furnishing of an architectural interior.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in planning dimensional space designs</li> <li>- Assisting in developing and presenting design recommendations</li> <li>- Assisting in the construction of two and three dimensional design models using CAD (computer-assisted design)</li> <li>- Assisting in analyzing usage and function of the space</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required or an acceptable combination of education, training and experience in a relative field is required</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>- Minimum of 6 months up to one (1) year of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Planning and developing dimensional space designs</li> <li>- Assisting in the preparation and designs of CAD (computer -assisted design) drawings and specifications</li> <li>- Assisting in the selection and application of colour, light, materials, and electrical and mechanical elements</li> <li>- Recording movements (churn) within the space</li> <li>- Designing space and layout in a building and performing the necessary calculations</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma or degree in a relevant discipline from a recognized institution or a combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of one (1) year of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Reviewing data ref movements (churn) within the space</li> <li>- Selecting and applying colour, light, materials, and electrical and mechanical elements</li> <li>- Coordinating the design and layouts of buildings</li> <li>- Coordinating work performed by various trades</li> <li>- Preparing cost estimates from drawings and specifications</li> <li>- Applying relevant laws, codes, standards and regulations</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a relevant discipline from a recognized institution or a combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>

<b>Classification: Machinist</b>	
Machinists set up and operate equipment such as lathes, milling machines, saws, grinding machines, drilling and boring machines, shapers, planers, precision measuring tools, hand and power tools, and related attachments and accessories. These cutting tools are used to manufacture and repair parts and products made from metals, plastics, rubber textiles, fiberglass and space age alloys.	
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Studying specifications, drawings or sample parts to determine the machining operation needed</li> <li>♦ Calculating dimensions and tolerances and preparing working sketches if necessary</li> <li>♦ Setting up and operating tools, including lathes, drills and milling machines - both manual and computer numerical control (CNC), to perform precision machining operations</li> <li>♦ Performing precision machining operations such as sawing, turning, milling, boring, etc.</li> <li>♦ Fitting and assembling machined metal parts and subassemblies</li> <li>♦ Verifying dimensions of products for accuracy and conformance to specifications using precision measuring instruments</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Current and valid trade certification is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of one (1) year of experience as a certified machinist is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Studying specifications, drawings or sample parts to determine the machining operation needed</li> <li>♦ Calculating dimensions and tolerances and preparing working sketches if necessary</li> <li>♦ Setting up and operating tools, including lathes, drills and milling machines - both manual and computer numerical control (CNC), to perform precision machining operations</li> <li>♦ Performing precision machining operations such as sawing, turning, milling, boring, etc.</li> <li>♦ Fitting and assembling machined metal parts and subassemblies</li> <li>♦ Verifying dimensions of products for accuracy and conformance to specifications using precision measuring instruments</li> <li>♦ Coordinating activities of other machinists</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Current and valid trade certification is required</li> </ul> <p><b>Experience;</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years as a certified machinist is required</li> </ul>



<b>Classification: Millwright</b>	
Millwrights install stationary industrial machinery and mechanical equipment.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the installation, alignment and moving stationary industrial machinery and mechanical equipment</li> <li>♦ Assisting in the inspection and examination machinery and equipment to detect and investigate irregularities and malfunctions</li> <li>♦ Assisting in the assembling of machinery and equipment prior to installation</li> <li>♦ Operating machine tools required during set up of machinery</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Current and valid apprenticeship as a millwright is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Reading diagrams and schematic drawings to determine work procedures</li> <li>♦ Installing, aligning and moving stationary industrial machinery and mechanical equipment according to layout plans</li> <li>♦ Operating hoisting and lifting devices as necessary to position machinery and parts during installation</li> <li>♦ Inspecting and examining machinery and equipment to detect and investigate irregularities and malfunctions</li> <li>♦ Assembling machinery and equipment prior to installation</li> <li>♦ Operating machine tools required during set up of machinery</li> <li>♦ Constructing foundations for machinery</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Current and valid trade certification is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of one (1) year of as a certified millwright is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Reading diagrams and schematic drawings to determine work procedures</li> <li>♦ Installing, aligning and moving stationary industrial machinery and mechanical equipment according to layout plans</li> <li>♦ Operating hoisting and lifting devices as necessary to position machinery and parts during installation</li> <li>♦ Inspecting and examining machinery and equipment to detect and investigate irregularities and malfunctions</li> <li>♦ Assembling machinery and equipment prior to installation</li> <li>♦ Operating machine tools required during set up of machinery</li> <li>♦ Constructing foundations for machinery</li> <li>♦ Coordinating the work of junior and intermediate millwrights</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Successful completion of two years of secondary school or an acceptable combination of education, training and experience is required</li> <li>♦ Current and valid Millwright Journeyman Certificate is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years relevant experience is required</li> </ul>

**Classification: Stationary Engineer and Auxiliary Equipment Operator**

A Stationary Engineer and Auxiliary Equipment Operator's main duties involve operating automated or computerized control systems, stationary engines and auxiliary equipment for buildings, industrial plants and other work sites.

The main duties may include:

- ♦ Operating automated or computerized control systems, stationary engines and auxiliary equipment such as boilers, turbines, generators, pumps, compressors, pollution control devices and other equipment to provide heat, ventilation, refrigeration, light and power
- ♦ Monitoring and inspecting plant equipment, computer terminals, switches, valves, gauges, alarms, meters and other instruments to measure temperature, pressure and fuel flow, to detect leaks or other equipment malfunctions and to ensure plant equipment is operating at maximum efficiency
- ♦ Analyzing and recording instrument readings and equipment malfunctions
- ♦ Troubleshooting and performing corrective action and minor repairs to prevent equipment or system failure
- ♦ Cleaning and lubricating generators, turbines, pumps and compressors and performing other routine equipment maintenance duties using appropriate lubricants and hand, power and precision tools
- ♦ Maintaining a daily log of operation, maintenance and safety activities
- ♦ Assisting in the development of operation, maintenance and safety procedures

<b>Junior</b>	<b><u>Minimum Mandatory Qualifications:</u></b> <b><u>Education:</u></b> <ul style="list-style-type: none"><li>♦ Current and valid provincial or territorial certification or licensing as a 4<sup>th</sup> Class Stationary (Operating) Engineer is required</li></ul> <b><u>Asset Qualifications:</u></b> <ul style="list-style-type: none"><li>♦ Current and valid provincial or territorial certification or licensing as a Class B Refrigeration Operator may be required</li><li>♦ Successful completion of a Technical Standards &amp; Safety Authority (TSSA) approved training program may be required</li></ul>
<b>Intermediate</b>	<b><u>Minimum Mandatory Qualifications:</u></b> <b><u>Education:</u></b> <ul style="list-style-type: none"><li>- Current and valid provincial or territorial certification or licensing as a 3rd Class Stationary (Operating) Engineer is required</li></ul> <b><u>Experience:</u></b> <ul style="list-style-type: none"><li>- Minimum of one (1) year of relevant experience is required</li></ul> <b><u>Asset Qualifications:</u></b> <ul style="list-style-type: none"><li>- Current and valid provincial or territorial certification or licensing as a Class A or B Refrigeration Operator may be required</li><li>- Successful completion of a Technical Standards &amp; Safety Authority (TSSA) approved training program may be required</li></ul>
<b>Senior</b>	<b><u>Minimum Mandatory Qualifications:</u></b> <b><u>Education:</u></b> <ul style="list-style-type: none"><li>♦ Current and valid provincial or territorial certification or licensing as a 2<sup>nd</sup> Class Stationary (Operating) Engineer is required</li></ul> <b><u>Experience:</u></b> <ul style="list-style-type: none"><li>♦ Minimum of three (3) years of relevant experience is required</li></ul> <b><u>Asset Qualifications:</u></b> <ul style="list-style-type: none"><li>♦ Current and valid provincial or territorial certification or licensing as a Class A or B Refrigeration Operator may be required</li><li>♦ Successful completion of a Technical Standards &amp; Safety Authority (TSSA) approved training program may be required</li></ul>

Advanced	<p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Current and valid provincial or territorial certification or licensing as a 1<sup>st</sup> Class Stationary (Operating) Engineer is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of five (5) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Current and valid provincial or territorial certification or licensing as a Class A or B Refrigeration Operator may be required</li> <li>♦ Successful completion of a Technical Standards &amp; Safety Authority (TSSA) approved training program may be required</li> </ul>
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<b>Classification: Technician</b>
Technicians are individuals who, through academic training and experience in the application of mathematics and engineering or scientific principles, are capable of assuming responsibility and exercising independent judgement in the specialized portion of the field of field of engineering or applied science technology in which training has been received.

<b>Classification: Technician, Sub-Classification - Architectural</b>	
The Architectural Technologist supports the efforts of professional architects and civil design engineers by conducting research, preparing drawings, architectural models, and specifications.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Preparing basic manual and CAD (computer-assisted design) drawings and specifications</li> <li>♦ Assisting in the construction of architectural and display models, and three dimensional virtual models of architectural designs</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary institution accredited by the Canadian Council of Technicians and Technologists (CCTT) or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Preparing more complex manual and CAD (computer-assisted design) drawings and specifications</li> <li>♦ Constructing basic architectural and display models, and three dimensional virtual models of architectural designs</li> <li>♦ Assisting in the development of architectural designs</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the development of architectural designs</li> <li>♦ Preparing of manual and CAD (computer-assisted design) drawings and specifications</li> <li>♦ Constructing architectural and display models, and three dimensional virtual models of architectural designs</li> <li>♦ Coordinating and inspecting the activities of drafters and more junior technicians</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of five (5) years relevant experience is required</li> </ul>

<b>Classification: Technician, Sub-Classification - Biological</b>	
The Biological Technologist supports the efforts of scientists, engineers and other professionals by conducting biological, microbiological and biochemical tests and laboratory analyses, performing field research, conducting experimental procedures and preparing reports to detail findings.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing basic biological, microbiological and biochemical tests</li> <li>♦ Collecting data and samples of water, soil, plant and animal populations</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary institution accredited by the Canadian Council of Technicians and Technologists (CCTT) or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing more complex biological, microbiological and biochemical tests</li> <li>♦ Collecting data and samples of water, soil, plant and animal populations</li> <li>♦ Assisting in the operation of programs (e.g. fish hatchery, greenhouse and livestock production programs)</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing complex biological, microbiological and biochemical tests</li> <li>♦ Collecting data and samples of water, soil, plant and animal populations</li> <li>♦ Conducting environmental monitoring and compliance activities for the protection of natural resources</li> <li>♦ Conducting operational programs (e.g. fish hatchery, greenhouse and livestock production programs)</li> <li>♦ Coordinating the activities of more junior technicians</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of five (5) years of relevant experience is required</li> </ul>

<b>Classification: Technician, Sub-Classification - Chemical</b>	
The Chemical Technologist supports the efforts of scientists, engineers and other professionals by conducting chemical testing, conducting experiments, assisting in studies, etc.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Conducting simple chemical tests</li> <li>♦ Operating laboratory equipment and apparatus</li> <li>♦ Preparing solutions of gas, liquid, or reagents</li> <li>♦ Compiling records of test results</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary institution accredited by the Canadian Council of Technicians and Technologists (CCTT) or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Setting up and conducting more complex chemical tests</li> <li>♦ Operating laboratory equipment and apparatus</li> <li>♦ Preparing solutions of gas, liquid, or reagents</li> <li>♦ Conducting sampling and testing of raw materials, chemical intermediates and products</li> <li>♦ Conducting air and water quality testing</li> <li>♦ Compiling records of test results</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Setting up and conducting chemical experiments and tests</li> <li>♦ Operating and maintaining laboratory equipment and apparatus</li> <li>♦ Preparing solutions of gas, liquid, or reagents</li> <li>♦ Compiling records of experimental or analytical results</li> <li>♦ Coordinating programs of sampling and testing of raw materials, chemical intermediates and products</li> <li>♦ Coordinating air and water quality testing, chemical tests, etc.</li> <li>♦ Fabricating experimental apparatus</li> <li>♦ Coordinating the work of more junior technicians</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of five (5) years of relevant experience is required</li> </ul>

<b>Classification: Technician, Sub-Classification - Civil Engineering</b>	
The Civil Engineering Technologist supports the efforts of scientists, engineers and other professionals by conducting testing, preparing drawings, conducting field surveys, inspections or technical investigations.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the performance of field surveys</li> <li>♦ Assisting in the performance of inspections</li> <li>♦ Conducting basic testing of construction materials</li> <li>♦ Assisting in the inspection of construction materials</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary institution accredited by the Canadian Council of Technicians and Technologists (CCTT) or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing field surveys</li> <li>♦ Performing basic inspections</li> <li>♦ Conducting more complex testing of construction materials</li> <li>♦ Inspecting construction materials</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Coordinating field surveys</li> <li>♦ Assisting in inspections or technical investigations that provide data for engineering projects</li> <li>♦ Coordinating the inspection and testing of construction materials</li> <li>♦ Coordinating the work of more junior technicians</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in the related discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>



<b>Classification: Technician, Sub-Classification - Drafting</b>	
Drafting technicians prepare engineering designs, drawings and related technical information, while working in multi-disciplinary engineering teams or in support of engineers, architects or industrial designers, or independently.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the development and preparation of engineering drawings, plans, diagrams or layouts</li> <li>♦ Operating computer-assisted design (CAD) and drafting workstations</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary institution accredited by the Canadian Council of Technicians and Technologists (CCTT) or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Developing, preparing and editing engineering drawings, plans, diagrams or layouts from design sketches</li> <li>♦ Operating computer-assisted design (CAD) and drafting workstations</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education;</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Developing, preparing and editing more complex engineering drawings, plans, diagrams or layouts from design sketches</li> <li>♦ Operating computer-assisted design (CAD) and drafting workstations</li> <li>♦ Coordinating the work of more junior technicians</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience;</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of five (5) years of relevant experience is required</li> </ul>

## Classification: Technician, Sub-Classification - Electrical and Electronics Engineering

The Electrical and Electronics Engineering Technologist supports the efforts of scientists, engineers and other professionals in support of the design, development, testing, production and operation of electrical and electronic equipment and systems.

<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Testing of basic equipment and systems, industrial process-control systems, micro-electronic systems, etc.</li> <li>♦ Assisting in the installation and operation of electrical and electronic equipment and systems (other than aircraft electronics or instruments)</li> <li>♦ Setting-up standard test equipment to diagnose, test and analyze the performance of electrical and electronic components, assemblies and systems</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>- Certificate, diploma, or degree in the related disciplines from a post secondary institution accredited by the Canadian Council of Technicians and Technologists (CCTT) or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Testing of more complex power equipment and systems, industrial process-control systems, micro-electronic systems, etc.</li> <li>♦ Assisting in the building and testing of prototypes according to general instructions and established standards</li> <li>♦ Installing and operating basic electrical and electronic equipment and systems (other than aircraft electronics or instruments)</li> <li>♦ Operating standard test equipment to diagnose, test and analyze the performance of electrical and electronic components, assemblies and systems</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Coordinating and conducting the testing of power equipment and systems, industrial process-control systems, micro-electronic systems, etc.</li> <li>♦ Building and testing of prototypes according to general instructions and established standards</li> <li>♦ Performing the installation and operation of complex electrical and electronic equipment and systems (other than aircraft electronics or instruments)</li> <li>♦ Setting-up and operation of specialized test equipment to diagnose, test and analyze the performance of electrical and electronic components, assemblies and systems</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of five (5) years of relevant experience is required</li> </ul>



<b>Classification: Technician, Sub-Classification - Geomatics</b>	
Geomatics technologist gather, analyze, interpret and use geospatial information for applications in natural resources, geology, environment, and land use planning.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Compile data from aerial photographs, survey notes, records, reports and other maps</li> <li>♦ Assisting in the operation of digitized stereoscopic plotting and computer graphics equipment to provide three-dimensional optical models of terrain, to trace maps, and to prepare charts and tables</li> <li>♦ Monitoring recording quality</li> <li>♦ Performing data entry and editing activities</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary institution accredited by the Canadian Council of Technicians and Technologists (CCTT) or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Compile data from aerial photographs, survey notes, records, reports and other maps</li> <li>♦ Generating maps and related graphs and charts using digital mapping techniques, computer interactive graphics, etc.</li> <li>♦ Preparing topographic maps, aerial-photograph mosaics and related charts</li> <li>♦ Operating digitized stereoscopic plotting and computer graphics equipment to provide three-dimensional optical models of terrain, to trace maps, and to prepare charts and tables</li> <li>♦ Adjusting monitoring recording quality</li> <li>♦ Operating analog or computer-based remote sensing, interpretive equipment to prepare images, graphic and alphanumeric reports, maps and charts from airborne or satellite data</li> <li>♦ Performing maintenance operations to systems following pre-determined calibration procedures</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>

**Classification: Technician, Sub-Classification - Geomatics**

Geomatics technologist gather, analyze, interpret and use geospatial information for applications in natural resources, geology, environment, and land use planning.

**Senior****Typical duties may include:**

- ♦ Compile data from aerial photographs, survey notes, records, reports and other maps
- ♦ Coordinating the generation of maps and related graphs and charts using digital mapping techniques, computer interactive graphics, etc.
- ♦ Inspecting final compositions for accuracy and completeness
- ♦ Preparing topographic maps, aerial-photograph mosaics and related charts
- ♦ Operating digitized stereoscopic plotting and computer graphics equipment to provide three-dimensional optical models of terrain, to trace maps, and to prepare charts and tables
- ♦ Operating airborne remote sensing equipment which produce images of large areas of the earth, coastline or of the atmosphere
- ♦ Monitoring recording quality and adjusting equipment as required
- ♦ Operating analog or computer-based remote sensing, interpretive equipment to prepare images, graphic and alphanumeric reports, maps and charts from airborne or satellite data
- ♦ Operating specialized computer hardware and software and peripheral equipment to model, manage, analyze and display geospatial data
- ♦ Coordinating data entry and editing activities
- ♦ Coordinating maintenance operations to systems following pre-determined calibration procedures
- ♦ Coordinating the activities of more junior technicians

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in the related discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required

**Experience;**

- Minimum of five (5) years of relevant experience is required

<b>Classification: Technician, Sub-Classification - Industrial Instrument</b>	
The Industrial Instrument Technologist repairs, maintains, calibrates, adjusts and installs industrial measuring and controlling instrumentation by consulting manufacturer's manuals, circuit diagrams and blueprints.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Inspecting and testing the operation of basic instruments and systems to diagnose faults</li> <li>♦ Repairing and adjusting basic system components</li> <li>♦ Removing and replacing defective parts</li> <li>♦ Performing the calibration of basic components and instruments according to manufacturers specifications</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary institution accredited by the Canadian Council of Technicians and Technologists (CCTT) or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Inspecting and testing the operation of more complex instruments and systems to diagnose faults</li> <li>♦ Repairing and adjusting more complex system components</li> <li>♦ Removing and replacing defective parts</li> <li>♦ Performing the calibration of more complex components and instruments according to manufacturers specifications</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Inspecting and testing the operation of complex instruments and systems to diagnose faults</li> <li>♦ Repairing and adjusting complex system components</li> <li>♦ Removing and replacing defective parts</li> <li>♦ Performing the calibration of complex components and instruments according to manufacturers specifications</li> <li>♦ Coordinating the activities of more junior technicians</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of five (5) years of relevant experience is required</li> </ul>

<b>Classification: Technician, Sub-Classification - Mechanical Engineering</b>	
The Mechanical Engineering Technologist supports the efforts of scientists, engineers and other professionals in the design, development, maintenance and testing of machines, components, tools, heating and ventilation systems, power generation and power conversion plants, manufacturing plants and equipment.	
<b>Junior</b>	<ul style="list-style-type: none"> <li>♦ <b>Typical duties may include:</b></li> <li>♦ Assisting in the preparation of conventional and computer-assisted design (CAD) engineering designs, drawings and specifications for machines and components, power transmission systems, process piping, heating, ventilating and air-conditioning systems</li> <li>♦ Assisting in the testing of machines, components and materials to determine performance, strength, response to stress, etc.</li> <li>♦ Assisting in the design of moulds, tools dies, jigs and fixtures</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Preparing conventional and computer-assisted design (CAD) engineering designs, drawings and specifications for machines and components, power transmission systems, process piping, heating, ventilating and air-conditioning systems</li> <li>♦ Conducting tests of machines, components and materials to determine performance, strength, response to stress, etc.</li> <li>♦ Designing basic moulds, tools dies, jigs and fixtures</li> <li>♦ Preparing schedules for mechanical maintenance programs</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Preparing conventional and computer-assisted design (CAD) engineering designs, drawings and specifications for more complex machines and components, power transmission systems, process piping, heating, ventilating and air-conditioning systems</li> <li>♦ Conducting more complex tests of machines, components and materials to determine performance, strength, response to stress, etc.</li> <li>♦ Designing more complex moulds, tools dies, jigs and fixtures</li> <li>♦ Preparing standards for mechanical maintenance programs and the operations of mechanical plants</li> <li>♦ Co-ordinating schedules for mechanical maintenance programs</li> <li>♦ Co-ordinating activities of more junior technicians</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of five (5) years of relevant experience is required</li> </ul>

<b>Classification: Technician, Sub-Classification - Military Vehicle</b>	
The Military Vehicle Technician works as a member of a team responsible for a comprehensive range of servicing, maintenance, repair and overhaul of all land vehicle and related equipment used by the Canadian Forces.	
<b>Junior</b>	<p><b>Typical duties include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing routine repairs and maintenance</li> <li>♦ Performing routine installation of equipment, components, etc.</li> <li>♦ Conducting routine testing of basic parts or components</li> <li>♦ Processing work orders</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing more complex repairs and maintenance</li> <li>♦ Performing installation of more complex equipment, components, etc.</li> <li>♦ Conducting more complex testing of basic parts or components</li> <li>♦ Processing work orders</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing inspections of land equipment and related equipment</li> <li>♦ Co-ordinating the performance of repairs and maintenance</li> <li>♦ Co-ordinating the installation of equipment, components, etc.</li> <li>♦ Co-ordinating the testing of parts, components, equipment or systems</li> <li>♦ Preparing work orders, part request forms, etc.</li> <li>♦ Preparing reports</li> <li>♦ Preparing estimates of maintenance, and repair and overhaul requirements</li> <li>♦ Co-ordinating activities of more junior technicians</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of five (5) years of relevant experience is required</li> </ul>



<b>Classification: Technologist</b>
Technologists are professionals who, through academic training and experience in the application of mathematics and engineering or scientific principles, are capable of assuming responsibility and exercising independent judgement in the specialized portion in the field of engineering or applied science technology in which training has been received.

<b>Classification: Technologist, Sub-Classification - Architectural</b>	
The Architectural Technologist supports the efforts of professional architects and civil design engineers by conducting research, preparing drawings, architectural models, and specifications.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the development of basic architectural designs</li> <li>♦ Assisting in the analysis of building codes, by-laws, space requirements, site requirements and other technical documents and reports</li> <li>♦ Assisting in the preparation of manual and CAD (computer-assisted design) drawings and specifications</li> <li>♦ Assisting in the construction of basic architectural and display models, and three dimensional virtual models of architectural designs</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in the related discipline from a post secondary institution accredited by the Canadian Council of Technicians and Technologists (CCTT) or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the development of more complex architectural designs</li> <li>♦ Analyzing building codes, by-laws, space requirements, site requirements and other technical documents and reports</li> <li>♦ Preparing manual and CAD (computer-assisted design) drawings and specifications</li> <li>♦ Assisting in the preparation of cost estimates and listings from conceptual drawings and instructions</li> <li>♦ Constructing more complex architectural and display models, and three dimensional virtual models of architectural designs</li> <li>♦ Overseeing specific phases of construction projects</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the development of architectural designs</li> <li>- Reviewing the analysis of building codes, by-laws, space requirements, site requirements and other technical documents and reports</li> <li>- Preparing cost estimates and listings from conceptual drawings and instructions</li> <li>- Constructing architectural and display models, and three dimensional virtual models of architectural designs</li> <li>- Co-ordinating and inspecting the activities of drafters, technicians and more junior technologists</li> <li>- Overseeing construction projects</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul>

	<b>Experience:</b> <ul style="list-style-type: none"> <li>- Minimum of five (5) years relevant experience is required</li> </ul>
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<b>Classification: Technologist, Sub-Classification - Biological</b>	
The Biological Technologist supports the efforts of scientists, engineers and other professionals by conducting biological, microbiological and biochemical tests and laboratory analyses, performing field research, conducting experimental procedures and preparing reports to detail findings.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing biological, microbiological and biochemical tests in support of quality control in various fields</li> <li>- Assisting in field research and surveys</li> <li>- Assisting in the conducting of operational programs (e.g. fish hatchery, greenhouse and livestock production programs)</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>♦ Certificate, diploma or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing biological, microbiological and biochemical laboratory testing and analyses in support of quality control in various fields</li> <li>- Assisting in the performance of experimental procedures required as part of research projects in areas such as agriculture, plant breeding, animal husbandry, biology, etc.</li> <li>- Performing field research and surveys</li> <li>- Assisting in the environmental monitoring and compliance activities for the protection of natural resources</li> <li>- Conducting operational programs (e.g. fish hatchery, greenhouse and livestock production programs)</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Conducting more complex biological, microbiological and biochemical laboratory tests and analyses in support of quality control in various fields</li> <li>- Performing experimental procedures required as part of research projects in areas such as agriculture, plant breeding, animal husbandry, biology, etc.</li> <li>- Co-ordinating field research and surveys required to collect data and samples</li> <li>- Conducting environmental monitoring and compliance activities for the protection of natural resources</li> <li>- Co-ordinating operational programs (e.g. fish hatchery, greenhouse and livestock production programs)</li> <li>- Analyzing data and preparing reports</li> <li>- Co-ordinating the activities of technicians and more junior technologists</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p>

- Minimum of five (5) years relevant experience is required
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<b>Classification: Technologist, Sub-Classification - Chemical</b>	
The Chemical Technologist supports the efforts of scientists, engineers and other professionals by conducting chemical testing and analysis, conducting experiments, assist in studies, perform environmental monitoring, etc.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the analysis of results from chemical tests</li> <li>- Compiling records of experimental or analytical results</li> <li>- Assisting in the conducting programs of sampling of raw materials, chemical intermediates and products</li> <li>- Assisting in the analysis of samplings of raw materials, chemical intermediates and products</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing the analysis of results from chemical experiments and tests</li> <li>- Interpreting compiled records of experimental or analytical results</li> <li>- Conducting programs of sampling of raw materials, chemical intermediates and products</li> <li>- Performing the analysis of samplings of raw materials, chemical intermediates and products</li> <li>- Assisting in the operation of experimental chemical or petrochemical pilot plants</li> <li>- Assisting in air and water quality assessments</li> <li>- Assisting in environmental monitoring and protection activities</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing the analysis of results from more complex chemical experiments and tests</li> <li>- Interpreting compiled records of experimental or analytical results</li> <li>- Developing and coordinating programs of sampling and analysis to maintain quality standards of raw materials, chemical intermediates and products</li> <li>- Assisting in the development of chemical engineering processes</li> <li>- Assisting in studies of chemical engineering construction, inspection, and maintenance</li> <li>- Operating experimental chemical or petrochemical pilot plants</li> <li>- Co-ordinating air and water quality testing and assessments, environmental monitoring and protection activities</li> <li>- Assisting in the development of standards</li> <li>- Assisting in the design and fabrication of experimental apparatus</li> <li>- Co-ordinating the activities of technicians and more junior technologists</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years relevant experience is required</li> </ul>

<b>Classification: Technologist, Sub-Classification - Civil Engineering</b>	
The Civil Engineering Technologist supports the efforts of scientists, engineers and other professionals by conducting testing, preparing drawings, conducting field surveys, inspections or technical investigations.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the development of engineering designs and drawings from preliminary concepts and sketches</li> <li>- Assisting in inspections that provide data for engineering projects</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Developing engineering designs and drawings from preliminary concepts and sketches</li> <li>- Assisting in the preparation of construction specifications, cost and material estimates, project schedules and reports</li> <li>- Performing inspections or technical investigations that provide data for engineering projects</li> <li>- Performing analysis of results from the inspection and testing of construction materials</li> <li>- Assisting in the monitoring and inspection of construction projects</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Developing engineering designs and drawings from preliminary concepts and sketches</li> <li>- Preparing construction specifications, cost and material estimates, project schedules and reports</li> <li>- Coordinating field surveys, inspections or technical investigations that provide data for engineering projects</li> <li>- Coordinating the inspection and testing of construction materials and performing the required analysis</li> <li>- Coordinating, monitoring and inspecting construction projects</li> <li>- Coordinating the activities of technicians and more junior technologists</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years relevant experience is required</li> </ul>

<b>Classification: Technologist, Sub-Classification - Drafting</b>	
Drafting technologists prepare engineering designs, drawings and related technical information, while working in multidisciplinary engineering teams or in support of engineers, architects or industrial designers, or independently.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Preparing engineering designs and drawings from data supplied by various sources</li> <li>- Operating computer-assisted design (CAD) and drafting workstations</li> <li>- Producing drawing sets</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Developing, preparing and editing engineering designs and drawings from data supplied by various sources</li> <li>- Operating computer-assisted design (CAD) and drafting workstations</li> <li>- Producing drawing sets</li> <li>-</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> <li>-</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Developing, preparing and editing engineering designs and drawings from data supplied by various sources</li> <li>- Operating computer-assisted design (CAD) and drafting workstations</li> <li>- Producing design sketches, drawing sets and document packages</li> <li>- Verifying design drawings to ensure conformance to specifications and drawing sets</li> <li>- Writing technical reports</li> <li>- Assisting in the preparation of construction specifications, costs and material estimates</li> <li>- Producing 3D solid models</li> <li>- Coordinating the work of technicians and junior technologists</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years relevant experience is required</li> </ul>

## **Classification: Technologist, Sub-Classification - Electrical and Electronics Engineering**

The Electrical and Electronics Engineering Technologist supports the efforts of scientists, engineers and other professionals in support of the design, development, testing, production and operation of electrical and electronic equipment and systems.

<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the design and development of power equipment and systems, industrial process-control systems, micro-electronic systems, etc.</li> <li>- Assisting in the commissioning and operation of electrical and electronic equipment and systems (other than aircraft electronics or instruments)</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the design and development of power equipment and systems, industrial process-control systems, micro-electronic systems, etc.</li> <li>- Assisting in the commissioning and operation of electrical and electronic equipment and systems (other than aircraft electronics or instruments)</li> <li>- Assisting in applied research in fields of electrical and electronic engineering and physics</li> <li>- Assisting in the writing of specifications, schedules and technical reports</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Coordinating the design, development and testing of power equipment and systems, industrial process-control systems, micro-electronic systems, etc.</li> <li>- Coordinating the building and testing of prototypes according to general instructions and established standards</li> <li>- Coordinating the installation, commissioning and operation of electrical and electronic equipment and systems (other than aircraft electronics or instruments)</li> <li>- Conducting applied research in fields of electrical and electronic engineering and physics</li> <li>- Coordinating the set-up and operation of specialized test equipment to diagnose, test and analyze the performance of electrical and electronic components, assemblies and systems</li> <li>- Writing specifications, schedules and technical reports</li> <li>- Coordinating the work of technicians and junior technologists</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years relevant experience is required</li> </ul>



<b>Classification: Technologist, Sub-Classification - Geomatics</b>	
Geomatics technologist gather, analyze, interpret and use geospatial information for applications in natural resources, geology, environment, and land use planning.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in the examination and interpretation of topographic maps, aerial-photograph mosaics and related charts</li> <li>♦ Assisting in the inspection of recorded images</li> <li>♦ Assisting in the verification of the integrity and accuracy of data contained in remote sensing image analysis systems</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education</b></p> <ul style="list-style-type: none"> <li>♦ Secondary school diploma is required</li> <li>♦ Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the planning of map content, format and design</li> <li>- Examining and interpreting of topographic maps, aerial-photograph mosaics and related charts</li> <li>- Inspecting the quality of recorded images</li> <li>- Assisting in the development of specialized analog and computer software specific routines to customize and integrate image analysis</li> <li>- Assisting in the verification of the integrity and accuracy of data contained in remote sensing image analysis systems</li> <li>- Assisting in the development of specialized computer software routines, Internet based GIS, database, and business applications to customize geographic information</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years relevant experience is required</li> </ul>

<p><b>Senior</b></p>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Planning map content, format and design</li> <li>- Coordinating the generation of maps and related graphs and charts using digital mapping techniques, computer interactive graphics, etc</li> <li>- Inspecting final compositions for accuracy and completeness</li> <li>- Examining and interpreting topographic maps, aerial-photograph mosaics and related charts</li> <li>- Coordinating the inspection of the quality of recorded images</li> <li>- Developing specialized analog and computer software specific routines to customize and integrate image analysis</li> <li>- Verifying the integrity and accuracy of data contained in remote sensing image analysis systems</li> <li>- Developing specialized computer software routines, internet based GIS, database, and business applications to customize geographic information</li> <li>- Working with external organizations on data transfer and system compatibility issues</li> <li>- Coordinating the work of technicians and junior technologists</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years relevant experience is required</li> </ul>
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<b>Classification: Technologist, Sub-Classification - Industrial Instrument</b>	
The Industrial Instrument Technologist repairs, maintains, calibrates, adjusts and installs industrial measuring and controlling instrumentation by consulting manufacturer's manuals, circuit diagrams and blueprints.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the inspection and test operations of instruments and systems</li> <li>- Assisting in the calibration of components and instruments</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the determination of tests and maintenance procedures for instruments used in the measuring and control of different variables in manufacturing and processing</li> <li>- Performing inspection and test operations of instruments and systems</li> <li>- Performing in the calibration of components and instruments</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Determining test and maintenance procedures for instruments used in the measuring and control of different variables in manufacturing and processing</li> <li>- Coordinating of inspection and test operations of instruments and systems</li> <li>- Coordinating the calibration of components and instruments</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years relevant experience is required</li> </ul>

<b>Classification: Technologist, Sub-Classification - Mechanical Engineering</b>	
The Mechanical Engineering Technologist supports the efforts of scientists, engineers and other professionals in the design, development, maintenance and testing of machines, components, tools, heating and ventilation systems, power generation and power conversion plants, manufacturing plants and equipment.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the interpretation of conventional and computer-assisted design (CAD) engineering designs, drawings and specifications for machines and components, power transmission systems, process piping, heating, ventilating and air-conditioning systems</li> <li>- Assisting in the analysis of results from the testing of machines, components and materials to determine performance, strength, response to stress, etc.</li> <li>- Assisting in the inspection of mechanical installations and construction projects</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Interpreting conventional and computer-assisted design (CAD) engineering designs, drawings and specifications for machines and components, power transmission systems, process piping, heating, ventilating and air-conditioning systems</li> <li>- Assisting in the preparation of cost and material estimates, project schedules and reports</li> <li>- Performing the analysis of results from the testing of machines, components and materials to determine performance, strength, response to stress, etc.</li> <li>- Inspecting mechanical installations and construction projects</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Coordinating the preparation of and interpreting conventional and computer-assisted design (CAD) engineering designs, drawings and specifications for machines and components, power transmission systems, process piping, heating, ventilating and air-conditioning systems</li> <li>- Preparing cost and material estimates, project schedules and reports</li> <li>- Coordinating the testing of and conducting the analysis of the results from the testing of machines, components and materials to determine performance, strength, response to stress, etc.</li> <li>- Inspecting mechanical installations and construction projects</li> <li>- Coordinating the inspecting mechanical installations and construction projects</li> <li>- Coordinating the preparation of standards for mechanical maintenance programs and the operations of mechanical plants</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a specific relevant discipline from a post secondary Canadian institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years relevant experience is required</li> </ul>

**Classification: Telecommunications Analyst (TCA)**

The Telecommunications Analyst is responsible for the design, support and maintenance of telecommunications systems (computer, video systems or telephone). These responsibilities include maintaining and enhancing hardware, software and other components of a telecommunications system and analysis of user requirements including the identification of administrative, operational, economic and technical merits of information technology alternative solutions. In addition, the incumbent is also responsible for the development of formal recommendations and the preparation of specifications.

**Junior****Typical duties may include:**

- Monitoring the design, implementation and operations start-up of proposed telecommunication systems in accordance with instructions
- Assisting in the maintenance and monitoring of existing telecommunication, audiovisual and information control systems to ensure ongoing connectivity and functionality
- Assisting in the evaluation of the robustness of telecommunication systems at the server level or higher
- Assisting in the evaluation system compatibility of technical requirements for content streaming, audio and video conferencing, Web conferencing, etc
- Assisting in the analysis of user requirements
- Participating in researching of alternative solutions
- Assisting in the preparation of specifications related to the functional requirements
- Assisting in the development of recommendations
- Assisting in the writing of technical specifications, schedules and technical reports

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Successful completion of additional courses in telecommunications, information technology or computer science from a recognized post secondary institution is required
- Certificate, diploma, or degree in telecommunications, information technology or computer science or other relevant field from a recognized post secondary institution or an acceptable combination of education, training and experience may be required

**Classification: Telecommunications Analyst (TCA)**

The Telecommunications Analyst is responsible for the design, support and maintenance of telecommunications systems (computer, video systems or telephone). These responsibilities include maintaining and enhancing hardware, software and other components of a telecommunications system and analysis of user requirements including the identification of administrative, operational, economic and technical merits of information technology alternative solutions. In addition, the incumbent is also responsible for the development of formal recommendations and the preparation of specifications.

**Intermediate****Typical duties may include:**

- Maintaining and monitoring existing telecommunication systems to ensure ongoing connectivity and functionality
- Evaluating and ensuring robustness of systems at the server level or higher
- Analyzing system compatibility for technical requirements such as WAN or wireless systems compatibility for content streaming, audio and video conferencing, Web conferencing, etc.
- Analyzing user requirements
- Reviewing general specifications for telecommunication systems
- Developing broad system alternatives
- Identifying the administrative, operational, economic and technical feasibility of alternative solutions
- Assisting in the preparation of technical specifications, schedules and technical reports related to the functional requirements of the client department's application
- Assisting in the development and presentation of recommendations
- Assisting in the development of current, long range and strategic information technology and information management plans
- Setting up and operation of standard test equipment to diagnose, test and analyze the performance of basic electrical components, assemblies and systems
- Analyzing electrical specifications, network architecture and engineering changes
- Assisting in maintaining audio visual, information technology control systems and network inter connectivity

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in telecommunications, information technology or computer science or other relevant field from a recognized post secondary institution may be required

**Experience:**

- Minimum of three (3) years of telecommunications, informatics experience, computer science or other relevant experience is required

**Classification: Telecommunications Analyst (TCA)**

The Telecommunications Analyst is responsible for the design, support and maintenance of telecommunications systems (computer, video systems or telephone). These responsibilities include maintaining and enhancing hardware, software and other components of a telecommunications system and analysis of user requirements including the identification of administrative, operational, economic and technical merits of information technology alternative solutions. In addition, the incumbent is also responsible for the development of formal recommendations and the preparation of specifications.

**Senior****Typical duties may include:**

- Analyzing user requirements
- Reviewing general specifications for telecommunication systems
- Developing comprehensive telecommunication system alternatives
- Coordinating the development of alternative solutions and determining associated policy and organizational change requirements
- Analyzing, evaluating and determining implementation costs of telecommunication alternatives based on impact and cost/benefit considerations
- Developing and presenting formal recommendations
- Coordinating the preparation of specifications related to the functional requirements of the client department's application
- Monitoring the design, implementation and operation start-up of the proposed system to ensure compliance with established goals, objectives and milestones
- Assisting in the development of current, long range and strategic information technology and information management plans
- Setting up and operating standard test equipment to diagnose, test and analyze the performance of more complex electrical components, assemblies and systems

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in telecommunications, information technology or computer science or other relevant field from a recognized post secondary institution is required

**Experience:**

- Minimum of five (5) years of telecommunications, informatics experience, computer science or other relevant experience is required

**Advanced****Typical duties may include:**

- Coordinating the analysis of telecommunications alternatives
- Coordinating the development of comprehensive telecommunication system alternatives
- Developing and presenting formal recommendations to senior levels
- Coordinating the preparation of specifications related to the functional requirements of the client department's application
- Coordinating the development of information and implementation programs and materials for telecommunications systems and services
- Developing current, long range and strategic information technology and information management plans
- Coordinating and monitoring telecommunication projects
- Conducting cost-benefit analysis of telecommunications alternatives

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in telecommunications, information technology or computer science or other relevant field from a recognized post secondary institution is required

**Experience:**

- Minimum of ten (10) years of telecommunications, informatics experience, computer science or other relevant experience is required

## Stream 5 ~ Professional Services

### Sub-Stream 5a. Finance

#### **Classification: Auditor**

Auditors maintain a wide variety of capabilities complimented by varying degrees of education and experience, related directly to financial, program or IM/IT governance audit tasks. The auditor must be able to work under tight timelines and with sensitive data, possesses appropriate accounting skills and be able to communicate and interact with all levels within an organization. A strong commitment to quality, people, processes, policies and confidentiality is also required.

Audit tasks relate to the daily internal operations of the government's departments and agencies. These tasks require experience using audit tools and methodologies, strong accounting acumen, and may require experience with government audit practices and procedures.

#### **Junior**

Duties include the performance of routine audit tasks of relatively low complexity involving a limited number of clearly defined procedures and instructions. Assignments may involve the use of standard methodologies or procedures.

#### **Typical duties may include:**

- Providing support to senior auditing staff
- Performing data retrieval and compilation functions
- Reviewing financial management and accounting transactions
- Performing financial systems information extraction
- Providing audit process analysis
- Assisting with preparations and requirements for program review and program audit related tasks and functions

#### **Minimum Mandatory Qualifications:**

##### **Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in accounting, finance, commerce or other relevant field from a recognized post secondary institution is required
- Successful completion of post secondary courses in financial auditing may be required
- Demonstration of continuous advancement towards obtaining certification as a Chartered Accountant (CA), Certified General Accountant (CGA), or Certified Management Accountant (CMA) is required

##### **Experience:**

- Minimum of six (6) months of experience performing financial audits is required



<b>Intermediate</b>	<p>Duties include the performance of repetitive tasks of moderate complexity involving a number of clearly defined procedures and instructions.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Providing substantive support and analysis of auditing functions</li> <li>- Performing data retrieval and compilation including integrity checks</li> <li>- Providing, reporting, provisioning and analysis functions</li> <li>- Delivering preliminary audit plans</li> <li>- Performing financial audits</li> <li>- Performing financial systems interaction and data manipulation and analysis</li> <li>- Performing research and collecting input to contribute to program review and program audit related tasks and functions</li> <li>- Providing strategic audit process analysis and restructuring advice</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in accounting, finance, commerce or other relevant field from a recognized post secondary institution is required</li> <li>- Current and valid certification as a CA, CGA or CMA is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years experience performing financial audits is required</li> </ul>
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**Classification: Auditor**

Auditors maintain a wide variety of capabilities complimented by varying degrees of education and experience, related directly to financial audit tasks. The auditor must be able to work under tight timelines and with sensitive data, possesses appropriate accounting skills and be able to communicate and interact with all levels within an organization. A strong commitment to quality, people, processes, policies and confidentiality is also required.

Audit tasks relate to the daily internal operations of the government's departments and agencies. These tasks require experience using audit tools and methodologies, strong accounting acumen, and may require experience with government audit practices and procedures.

**Senior****Typical duties may include:**

- Providing advice and guidance to clients concerning audit initiatives (including audit principles, objectives and scope), and relevant audit policies
- Conducting research and consultations with other stakeholders to identify expectations
- Preparing and reviewing working papers as evidence for observations
- Developing processes to manage audit committee business, briefings, and materials
- Providing advice concerning accountability for projects within an audit context or framework
- Providing advice regarding effective audit and management practices
- Performing complex financial audits or coordinating financial audit activities
- Evaluating and reporting on the adequacy of departmental financial control practices
- Performing program review and program audit related tasks and functions
- Performing Information Management/Information Technology (IM/IT) governance audit tasks

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in accounting, finance, commerce or other relevant field from a recognized post secondary institution is required
- Certificate, diploma, or degree in accounting, finance, commerce or other relevant field, at the graduate level, from a recognized post secondary institution may be required
- Current and valid certification as a CA, CGA or CMA is required
- Current and valid certification as a Certified Internal Auditor (CIA) may be required

**Experience:**

- Minimum of five (5) years experience performing financial audits is required
- Experience in auditing within the federal government may be required

Advanced	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Providing advice and guidance to clients concerning audit initiatives (including audit principles, objectives and scope), and relevant audit policies</li> <li>- Conducting research and consultations with other stakeholders to identify expectations</li> <li>- Preparing and reviewing working papers as evidence for observations</li> <li>- Developing processes to manage audit committee business, briefings, and materials</li> <li>- Providing advice concerning accountability for projects within an audit context or framework</li> <li>- Providing advice regarding effective audit and management practices</li> <li>- Performing complex financial audits or coordinating financial audit activities</li> <li>- Evaluating and reporting on the adequacy of departmental financial control practices</li> <li>- Performing program review and program audit related tasks and functions, advising and contributing to other reporting capabilities (MAF, RPP, DPR, etc)</li> <li>- Performing Information Management/Information Technology (IM/IT) governance audit tasks</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in accounting, finance, commerce or other relevant field from a recognized post secondary institution is required</li> <li>- Certificate, diploma, or degree in accounting, finance, commerce or other relevant field, at the graduate level, from a recognized post secondary institution may be required</li> <li>- Current and valid certification as a CA, CGA or CMA is required</li> <li>- Current and valid certification as a Certified Internal Auditor (CIA) may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years experience performing financial audits is required</li> <li>- Experience in auditing within the federal government may be required</li> </ul>
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**Classification: Evaluation Analyst**

Evaluation Analysts applies a systematic approach to conducting evaluations of federal programs and services (formative, summative, and others). This may include the development of evaluation plans and evaluation approaches, the planning of individual evaluations and the coordination of, or support to, current evaluations.

**Junior**

Duties include assisting in the conduct of an evaluation within an organization by performing a diverse range of supporting tasks. Assisting in developing evaluation plans and evaluation approaches, performing information reviews, drafting of templates and other preparatory tasks within departmental evaluation groups.

**Typical duties may include:**

- Assisting in the assessment of a program's evaluation readiness
- Researching, collection and analysis of data
- Preparing drafts of related documents
- Participating in team discussions

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required or -an acceptable combination of education, training and/or experience
- Certificate, diploma or undergraduate field degree (economics, sociology or statistics) from a recognized post secondary institution is required
- University degree or equivalent

**Experience:**

- Minimum of six (6) months to 2 years of relevant experience in program evaluation is required

<b>Intermediate</b>	<p>Resource can assist in the conduct of an evaluation within an organization, involving tasks such as documentation review, interviews and focus groups. May also assist in the development of evaluation plans and evaluation approaches within an evaluation group (information review and analysis, interviews with program, service representatives).</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>• Data collection (literature reviews, document reviews)</li> <li>• Applying appropriate data gathering and analysis techniques</li> <li>• Synthesizing data collection and prepares analysis of data</li> <li>• Preparing drafts of related documents</li> <li>• Identifying, assembles, and effectively uses information from multiple sources</li> <li>• Analyzing information and extracts critical elements</li> <li>• Participates in team discussions</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Certificate or diploma from a recognized post secondary institution is required</li> <li>• University degree or equivalent</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 3 to 5 years of relevant experience in program evaluation is required.</li> </ul>
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<b>Senior</b>	<p>Has in-depth knowledge and understanding of all the steps in an evaluation and can undertake most duties with minimal direction. Understands limitations and external contextual issues affecting an evaluation.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>• Data collection obtained from conducting literature reviews, document reviews and interviews</li> <li>• Analyzing evaluation results, extracts key elements and formulates appropriate findings</li> <li>• Participating in meetings, team, program and contractor</li> <li>• Initiating evaluation design (questions and methods) for the evaluation framework</li> <li>• Assessing a program's evaluation readiness</li> <li>• Developing performance measures and indicators</li> <li>• Providing direction on risk management, identifying risk, assessing, rating and developing risk mitigation strategies</li> <li>• Providing advice on performance measurement strategies</li> <li>• Identifying and applying sound methodologies to effectively evaluate program and policy effectiveness</li> <li>• Recognizing strategic use of evaluation methods, anticipates problems and makes appropriate adjustments</li> <li>• Preparing related documents</li> <li>• Utilizing statistical software</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Graduation with a degree from a recognized university with acceptable specialization in Economics, Sociology, Behavioural Sciences or Statistics or</li> <li>• Masters or PhD degree from a recognized university with acceptable specialization in Social Sciences</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5-8 years, significant experience developing and conducting program evaluations and/or performance measurement frameworks</li> </ul>
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<b>Advanced</b>	<p>Has in-depth knowledge of and understanding of all steps in an evaluation in order to plan, design and adjust with minimal direction.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>• Providing guidance in the evaluation study</li> <li>• Monitoring the evaluation study throughout evaluation and contract lifecycle</li> <li>• Conducting development of logic model, evaluation plan and framework, performance measurement strategies</li> <li>• Developing related documents</li> <li>• Critically assesses the quality of evaluation studies and provide strategic advice based on this assessment</li> <li>• Presenting evaluation findings</li> <li>• Proposing strategic recommendations</li> <li>• Providing advice on risk management, identifying risk, assessing, rating and developing risk mitigation strategies</li> <li>• Participating in conducting and assessing research, evaluation or performance management activities</li> <li>• Analyzing research and evaluation studies using quantitative and qualitative research methods</li> <li>• Providing advice to management to support departmental evaluation, performance measurement, monitoring accountability and reporting</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• Graduation with a degree from a recognized university with acceptable specialization in Economics, Sociology, Behavioural Sciences, or Statistics</li> <li>• Post-secondary degree or professional designation in evaluation or performance measurement from a recognized institution</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 8+ years significant experience developing and conducting program evaluations and/or performance measurement frameworks.</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Masters or post-graduate degree from a recognized university in a field relevant to the position such as program evaluation, public administration or another related discipline</li> <li>• Professional Certification in (from) any of the following:</li> <li>• Canadian Evaluation Society</li> <li>• Canadian Association of Management Consultants</li> <li>• Project Management Professional</li> <li>• Canadian Risk Management</li> </ul>
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**Classification: Financial Management**

Financial Management Personnel comprise positions that are primarily involved in the planning, development, analysis, delivery or management of internal financial policies, programs, services or other related activities.

**Junior****Typical duties may include:**

- Conducting assigned projects in the accounting operations of a program, branch, region or department
- Collecting cost data and preparing regular and special reports concerning cost recovery and product pricing
- Implementing and maintaining Branch or department cost accounting systems
- Assisting in the design, development and implementation of new or revised financial policies, systems and procedures
- Assisting in the conducting of studies to improve the financial reporting systems for client departments and agencies
- Performing research to correct errors in data systems reported by client departments and agencies
- Writing reports and preparing statistics on budget commitments, expenditures, revenues and forecasts
- Identifying and analyzing supporting information for Main and Supplementary Estimates
- Compiling proposals received from various branches for the Spring and Fall Review of the Operating Plans and Estimates submissions
- Maintaining the financial accounting systems and procedures for departmental headquarters or regions
- Providing information to departmental management concerning financial and accounting matters
- Preparing departmental financial reports for Treasury Board and other central agencies including those required for Public Accounts

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in accounting, finance, commerce or other relevant field from a recognized post secondary institution is required

**Experience:**

- Minimum of six (6) months of relevant experience is required



**Classification: Financial Management**

Financial Management Personnel comprise positions that are primarily involved in the planning, development, analysis, delivery or management of internal financial policies, programs, services or other related activities.

**Intermediate**

Duties performed include providing financial planning, analysis and control services.

**Typical duties may include:**

- Designing and developing cost accounting systems
- Providing analysis of costing for use in negotiations with third parties and to resolve problems
- Planning expenditures and resource utilization
- Preparing variance analysis, expenditure forecasts and special reports on project costs
- Undertaking financial analysis of the institution input to such items as Multi-year Operational Plans, Main Estimates and Public Accounts
- Coordinating reconciliation of balances in reciprocal accounts in Central and departmental systems
- Recommending approval of credit notes to clients and recommending release of payments to creditors
- Administering the departmental revenue and refund control accounting policies, systems and procedures
- Implementing departmental procedures and policies for the preparation of estimates, budget forecasting, financial planning, control and accounting
- Evaluating effectiveness of the implementation of financial reporting systems
- Developing reporting systems to meet the needs of managers for budgetary operating and capital expenditures, person-year information and other requirements
- Conducting studies relating to the development of financial policies, systems and procedures
- Preparing year end financial statements
- Operating and maintaining financial, material and person-year information systems

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in accounting, finance, commerce or other relevant field from a recognized post secondary institution is required
- Current and valid certification as a Chartered Accountant (CA), Certified General Accountant (CGA) or Certified Management Accountant (CMA) is required

**Experience:**

- Minimum of three (3) years of relevant experience is required

**Classification: Financial Management**

Financial Management Personnel comprise positions that are primarily involved in the planning, development, analysis, delivery or management of internal financial policies, programs, services or other related activities.

**Senior****Typical duties may include:**

- Providing advice regarding the financial implication of changes in programs and operations
- Providing advice and guidance to management on all matters pertaining to accounting, financial reporting and financial control
- Providing advisory services to ensure understanding, acceptance, uniform implementation and effectiveness of new or revised financial and operational management policies
- Promoting acceptance of accounting practices, systems and procedures
- Formulating proposals for new government regulations, policies and guidelines pertaining to financial and operational management practices and systems
- Developing revisions to existing government regulations, policies and guidelines pertaining to financial and operational management practices and systems
- Coordinating the implementation, maintenance, evaluation and operation of departmental accounting, financial reporting and financial control policies, systems and procedures
- Coordinating departmental responses to the reports of the Auditor General and to other reports
- Monitoring Grants and Contributions agreements to ensure that all terms and conditions are met and make recommendations for payment
- Coordinating the design, development and control of a comprehensive (computer-oriented) system of account classification
- Coordinating the reconciliation of balances in reciprocal accounts in Central and departmental systems
- Directing the preparation of financial management and accounting reports

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in accounting, finance, commerce or other relevant field from a recognized post secondary institution is required
- Certificate, diploma, or degree in accounting, finance, commerce or other relevant field, at the graduate level, from a recognized post secondary institution may be required
- Current and valid certification as a CA, CGA or CMA is required

**Experience:**

- Minimum of five (5) years of relevant experience is required
- Experience in finance or financial management within the federal government may be required

**Classification: Financial Management**

Financial Management Personnel comprise positions that are primarily involved in the planning, development, analysis, delivery or management of internal financial policies, programs, services or other related activities.

**Advanced****Typical duties may include:**

- Providing advice regarding the financial implication of changes in programs and operations
- Providing advice and guidance to management on all matters pertaining to accounting, financial reporting and financial control
- Providing advisory services to ensure understanding, acceptance, uniform implementation and effectiveness of new or revised financial and operational management policies
- Promoting acceptance of accounting practices, systems and procedures
- Formulating proposals for new government regulations, policies and guidelines pertaining to financial and operational management practices and systems
- Developing revisions to existing government regulations, policies and guidelines pertaining to financial and operational management practices and systems
- Coordinating the implementation, maintenance, evaluation and operation of departmental accounting, financial reporting and financial control policies, systems and procedures
- Coordinating departmental responses to the reports of the Auditor General and to other reports
- Monitoring Grants and Contributions agreements to ensure that all terms and conditions are met and make recommendations for payment
- Coordinating the design, development and control of a comprehensive (computer-oriented) system of account classification
- Coordinating the reconciliation of balances in reciprocal accounts in Central and departmental systems
- Directing the preparation of financial management and accounting reports

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in accounting, finance, commerce or other relevant field from a recognized post secondary institution is required
- Certificate, diploma, or degree in accounting, finance, commerce or other relevant field, at the graduate level, from a recognized post secondary institution may be required
- Current and valid certification as a CA, CGA or CMA is required

**Experience:**

- Minimum of ten (10) years of relevant experience is required
- Experience in finance or financial management within the federal government may be required

## Sub-Stream 5b - Procurement

<b>Classification: Materiel Management</b>	
Materiel management involves the life cycle management of moveable assets, in areas such as supply chain management (inventory control, acquisition, warehousing and distribution), materiel support (maintenance, repair and overhaul) and disposal of surplus moveable assets.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the development of Statements of Work (SOW)</li> <li>- Monitoring inventory levels of assets</li> <li>- Initiating requests to replenish current inventories of basic items</li> <li>- Assisting in the distribution of assets</li> <li>- Assisting in the disposal of surplus assets</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree from a recognized post secondary institution, in a relevant field or an acceptable combination of education, training and experience is required</li> <li>- Demonstration of continuous advancement towards obtaining certification as a Certified Professional Purchaser may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of experience in the materiel management field is required</li> <li>- Experience in materiel management within the federal government may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Preparing Statements of Work (SOW)</li> <li>- Developing or managing the development of technical requirements of goods to be purchased</li> <li>- Monitoring inventory levels of assets</li> <li>- Initiating requests to replenish current inventories of more complex items</li> <li>- Communicating with procurement personnel regarding issues at all stages of the procurement process including post contractual stages</li> <li>- Managing the distribution of assets</li> <li>- Managing the disposal of surplus assets</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree from a recognized post secondary institution, in a relevant field or an acceptable combination of education, training and experience is required</li> <li>- Demonstration of continuous advancement towards obtaining certification as a Certified Professional Purchaser is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of experience in the materiel management field is required</li> <li>- Minimum of two (2) years of experience in the materiel management field within the federal government may be required</li> </ul>

<b>Classification: Materiel Management</b>	
Materiel management involves the life cycle management of moveable assets, in areas such as supply chain management (inventory control, acquisition, warehousing and distribution), materiel support (maintenance, repair and overhaul) and disposal of surplus moveable assets.	
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Coordinating the development of specifications for material, equipment or products</li> <li>- Preparing complex Statements of Work (SOW)</li> <li>- Coordinating the monitoring of inventory levels of assets</li> <li>- Coordinating requests to replenish current inventories of more complex items</li> <li>- Communicating with procurement personnel regarding issues at all stages of the procurement process including post contractual stages</li> <li>- Coordinating or managing the distribution of complex assets</li> <li>- Coordinating or managing the disposal of surplus complex assets</li> <li>- Providing guidance to materiel management personnel regarding life cycle strategies, asset disposal, etc.</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree from a recognized post secondary institution, in a relevant field or an acceptable combination of education, training and experience is required</li> <li>- Demonstration of continuous advancement towards obtaining certification as a Certified Professional Purchaser is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of experience in the materiel management field is required</li> <li>- Minimum of three (3) years of experience in the materiel management field within the federal government may be required</li> </ul>
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Coordinating the development of specifications for material, equipment or products</li> <li>- Preparing complex Statements of Work (SOW)</li> <li>- Coordinating the monitoring of inventory levels of assets</li> <li>- Coordinating requests to replenish current inventories of more complex items</li> <li>- Communicating with procurement personnel regarding issues at all stages of the procurement process including post contractual stages</li> <li>- Coordinating or managing the distribution of complex assets</li> <li>- Coordinating or managing the disposal of surplus complex assets</li> <li>- Providing guidance to materiel management personnel regarding life cycle strategies, asset disposal, etc.</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree from a recognized post secondary institution, in a relevant field or an acceptable combination of education, training and experience is required</li> <li>- Demonstration of continuous advancement towards obtaining certification as a Certified Professional Purchaser is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of experience in the materiel management field is required</li> <li>- Minimum of five (5) years of experience in the materiel management field within the federal government may be required</li> </ul>

<b>Classification: Procurement</b>	
Procurement officers purchase general and specialized equipment, materials and services for use or for further processing.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the preparation of complex bid documents including Supply Arrangements (SA), Request for Standing Offers (RFSO), Request for Proposals (RFP), etc</li> <li>- Preparing basic bid documents including Invitation to Tenders (ITT), Request for Quotations (RFQ's), etc</li> <li>- Purchasing with SAP (Systems, Applications and Products) procurement program</li> <li>- Negotiating pricing and delivery</li> <li>- Advising more senior personnel of performance issues</li> <li>- Assisting in the negotiation of solutions with contractors to obtain compliance</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree from a recognized post secondary institution, in a relevant field or an acceptable combination of education, training and experience is required</li> <li>- Demonstration of continuous advancement towards obtaining certification as a Certified Professional Purchaser may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of experience in the procurement field is required</li> <li>- Experience in procurement management within the federal government may be required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Preparing more complex types of bid documents including Supply Arrangements (SA), Request for Standing Offers, Request for Proposals (RFP), etc</li> <li>- Evaluating Statements of Work (SOW) for completeness and adherence to procurement regulations</li> <li>- Developing bid evaluation criteria</li> <li>- Evaluating bids against mandatory requirements</li> <li>- Negotiating pricing, delivery, etc. prior to award</li> <li>- Recommending award or issuance of contracts or standing offers or supply arrangements</li> <li>- Performing contract follow-up including taking appropriate legal action such as termination of contracts</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree from a recognized post secondary institution, in a relevant field or an acceptable combination of education, training and experience is required</li> <li>- Demonstration of continuous advancement towards obtaining certification as a Certified Professional Purchaser is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of experience in the procurement field is required</li> <li>- Minimum of two (2) years of experience in the procurement field within the federal government may be required</li> </ul>

<b>Classification: Procurement</b>	
Procurement officers purchase general and specialized equipment, materials and services for use or for further processing.	
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Preparing complex types of bid documents including Supply Arrangements (SA), Request for Standing Offers, Request for Proposals (RFP), etc</li> <li>- Evaluating Statements of Work (SOW) for completeness and adherence to procurement regulations</li> <li>- Developing bid evaluation criteria Evaluating bids against mandatory requirements</li> <li>- Negotiating pricing, delivery, etc. prior to award</li> <li>- Recommending award or issuance of contracts or standing offers or supply arrangements</li> <li>- Performing contract follow-up including taking appropriate legal action such as termination of contracts</li> <li>- Assisting in the development of procurement policies and procedures</li> <li>- Providing guidance to procurement personnel regarding potential procurement strategies and post contractual issues</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree from a recognized post secondary institution, in a relevant field or an acceptable combination of education, training and experience is required</li> <li>- Demonstration of continuous advancement towards obtaining certification as a Certified Professional Purchaser is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of experience in the procurement field is required</li> <li>- Minimum of three (3) years of experience in the procurement field within the federal government may be required</li> </ul>
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Preparing complex types of bid documents including Supply Arrangements (SA), Request for Standing Offers, Request for Proposals (RFP), etc</li> <li>- Evaluating Statements of Work (SOW) for completeness and adherence to procurement regulations</li> <li>- Developing bid evaluation criteria</li> <li>- Evaluating bids against mandatory requirements</li> <li>- Negotiating pricing, delivery, etc. prior to award</li> <li>- Recommending award or issuance of contracts or standing offers or supply arrangements</li> <li>- Performing contract follow-up including taking appropriate legal action such as termination of contracts</li> <li>- Assisting in the development of procurement policies and procedures</li> <li>- Providing guidance to procurement personnel regarding potential procurement strategies and post contractual issues</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree from a recognized post secondary institution, in a relevant field or an acceptable combination of education, training and experience is required</li> <li>- Demonstration of continuous advancement towards obtaining certification as a Certified Professional Purchaser is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of experience in the procurement field is required</li> <li>- Minimum of five (5) years of experience in the procurement field within the federal government may be required</li> </ul>





## Sub-Stream 5c - Communication Services

<b>Classification: Communications</b>	
Communication officers analyze, develop, recommend, delivery and evaluate communications plans and activities dealing with the explanation, promotion and publication of federal government programs, policies and services.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing research required to draft content for various communication vehicles</li> <li>- Assisting in the maintenance of Internet and Intranet page content</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree from a recognized post secondary institution, in a relevant field or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing research required to draft content for various communication vehicles</li> <li>- Drafting content for internal and external audiences including brochures, speeches, reports, presentations, press releases, Internet and Intranet sites, etc.</li> <li>- Assisting in the preparation and presentation of educational or publicity programs</li> <li>- Assisting in the maintenance of Internet and Intranet page content</li> <li>- Arranging interviews</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree from a recognized post secondary institution, in a relevant field or an acceptable combination of education, training and experience may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Editing content of brochures, speeches, reports, presentations, press releases, Internet and Intranet sites, etc. for accuracy, consistency, etc</li> <li>- Developing and editing the content and style of Internet and Intranet sites</li> <li>- Coordinating the organization of meetings, ceremonies and other events for internal and external audiences</li> <li>- Assisting in the planning and implementation of strategic communication plans</li> <li>- Preparing and delivering educational and publicity programs</li> <li>- Arranging interviews and news conferences</li> <li>- Acting as spokesperson and answering written and oral inquiries</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree from a recognized post secondary institution, in a relevant field, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>

<b>Classification: Communications</b>	
Communication officers analyze, develop, recommend, delivery and evaluate communications plans and activities dealing with the explanation, promotion and publication of federal government programs, policies and services.	
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Coordinating the planning and implementation of strategic communication plans</li> <li>- Coordinating communication functions</li> <li>- Coordinating the efforts of a communications team</li> <li>- Coordinating the preparation and presentation of educational and publicity programs</li> <li>- Coordinating the development and editing of content and style of Internet and Intranet sites</li> <li>- Co-ordinating special publicity events and promotions for internal and external audiences</li> <li>- Coordinating interviews and news conferences</li> <li>- Acting as spokesperson and answering written and oral inquiries</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree from a recognized post secondary institution, in a relevant field, is required</li> <li>- Completion of a graduate degree in a relevant field, from a recognized post secondary institution may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of relevant experience is required</li> </ul>

<b>Classification: Editor</b>	
Editors review, evaluate and edit manuscripts, articles, reports, handbooks, Web sites and other material for publication, broadcast or use as interactive media.	
<b>Junior</b>	<p>Duties to be performed, under close supervision, include compiling material, proof-reading for grammatical, spelling and punctuation errors as well as accuracy.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assigning correct project code or other document control information</li> <li>- Reading and editing simple materials prior to publishing or broadcasting to detect and correct errors in spelling, grammar and syntax</li> <li>- Assisting in the planning and preparing of page layouts, and article, photograph or illustration positioning</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in a English, writing, journalism or other related field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p>Duties to be performed include writing correspondence, proof-reading material for accuracy, compiling material for publication, etc.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Planning and preparing page layouts and positioning articles and photographs or other illustrative materials</li> <li>- Reading and editing more complex materials prior to publishing or broadcasting to detect and correct errors in spelling, grammar and syntax</li> <li>- Shortening or lengthening material as space or time requires</li> <li>- Conferring with authors, writers and others regarding revisions to materials</li> <li>- Verifying facts, dates and statistics, using standard reference sources</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in a English, writing, journalism or other related field, from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>

<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Reading and editing complex or sensitive materials prior to publishing or broadcasting to detect and correct errors in spelling, grammar and syntax</li> <li>- Shortening or lengthening material as space or time requires or based on significance</li> <li>- Conferring with authors, staff writers, reporters and others regarding revisions to materials</li> <li>- Verifying facts, dates and statistics, using standard reference sources</li> <li>- Applying and verifying the application of federal government standards to materials</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in a English, writing, journalism or other related field, from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>
<b>Classification: Editor</b>	
Editors review, evaluate and edit manuscripts, articles, reports, handbooks, Web sites and other material for publication, broadcast or use as interactive media.	
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Reading and evaluating manuscripts or other materials submitted for publication and conferring with more junior editors regarding changes</li> <li>- Planning and maintaining production schedules for publications</li> <li>- Reviewing and approving proofs submitted by composing room</li> <li>- Initiating or approving editing of articles, handbooks, manuals, and Web site content productions</li> <li>- Coordinating activities of other editors</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in a English, writing, journalism or other related field, from a recognized post secondary institution is required</li> <li>- Completion of a graduate degree in English, writing, journalism or other related field, from a recognized post secondary institution may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of relevant experience is required</li> </ul>

<b>Classification: Marketing</b> Marketing Professionals plan, organize, represent, direct, control, and evaluate the products and activities of departments and agencies involved in commercial, industrial, professional, wholesale and "business conducted electronically" programs.	
<b>Junior</b>	<p>Duties include the performance of routine, repetitive tasks involving a number of clearly defined procedures and instruction. Work is generally reviewed while in progress.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the directing of a media campaign</li> <li>- Assisting in product presentations</li> <li>- Participating in trade shows</li> <li>- Providing client support</li> <li>- Performing basic market assessment, cold calling, and client follow-up</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma or an acceptable combination of education, training and experience is required</li> <li>- Certificate, diploma, or degree, in marketing, business administration or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Directing an organized media campaign</li> <li>- Participating in trade shows</li> <li>- Providing product presentation to clients either alone or as part of a team</li> <li>- Providing client orientation or training sessions</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma or an acceptable combination of education, training and experience is required</li> <li>- Certificate, diploma, or degree, in marketing, business administration or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the coordinating of corporate sales</li> <li>- Coordinating a team of marketing resources</li> <li>- Creating public relations campaigns</li> <li>- Providing cost estimates for marketing strategies</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required or an acceptable combination of education, training and experience</li> <li>- Certificate, diploma, or degree, in marketing, business administration or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>

<b>Classification: Marketing</b>	
Marketing Professionals plan, organize, represent, direct, control, and evaluate the products and activities of departments and agencies involved in commercial, industrial, professional, wholesale and "business conducted electronically" programs.	
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Coordinating corporate sales</li> <li>- Coordinating public relations campaigns</li> <li>- Coordinating marketing strategies</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in marketing, business administration or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of relevant experience is required</li> </ul>

<b>Classification: Media Monitor</b>	
A Media Monitor's main task is to monitor, filter and summarize media information.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Gathering newspaper and magazine clippings from local, regional and national publications on a variety of issues</li> <li>- Researching stories and information</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in communication, journalism or other related field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Summarizing information gathered from newspaper and magazine clippings on local, regional and national events</li> <li>- Monitoring and summarizing media coverage of local, regional and national events from news broadcasts, news web sites, discussion groups, Usenet postings, Internet sites, etc.</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in communication, journalism or other related field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>

<b>Senior</b>	<p>At this level, the incumbent oversees the processes and procedures of the media monitoring team and produce summaries and reports for Senior Management. This position may involve interpretation of more complex media broadcast subject matter and the ability to summarize media stories. Experience in summarizing correspondence or reports and the distribution of information intended for internal or external recipients</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Summarizing information gathered from newspaper and magazine clippings on local, regional and national events of a complex or sensitive nature</li> <li>- Monitoring and summarizing media coverage of local, regional and national events from news broadcasts, news web sites, discussion groups, Usenet postings, Internet sites, etc. of a complex or sensitive nature</li> <li>- Producing summaries and reports that single out key trends</li> <li>- Interpreting information from various media sources as it relates to current policies, initiatives, etc.</li> <li>- Preparing notes and responses for spokespersons prior to media interviews</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in communication, journalism or other related field, from a recognized post secondary institution, is required</li> <li>- Completion of a graduate degree in communication, journalism or other related field, from a recognized post secondary institution may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>
<p><b>Classification: Media Monitor</b></p> <p>A Media Monitor's main task is to monitor, filter and summarize media information.</p>	
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Analyzing publication summaries from more junior media monitors</li> <li>- Providing media summaries that highlight key trends and noteworthy reports to senior officials</li> <li>- Coordinating with senior officials or management to ensure quick and effective responses to all media requests</li> <li>- Coordinating the preparation of notes and responses used to prepare spokespersons prior to media interviews</li> <li>- Coordinating activities of more junior media monitors</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in communication, journalism or other related field, from a recognized post secondary institution, is required</li> <li>- Completion of a graduate degree in communication, journalism or other related field, from a recognized post secondary institution may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of relevant experience is required</li> </ul>



<b>Classification: Writer</b>	
Writers plan, research and write speeches, manuals, newsletters, brochures, web content, reports, other non-technical publications and other non-journalistic articles for publication or presentation.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing background research</li> <li>- Using established writing methods, create rough drafts of departmental newsletters, memos and other correspondence</li> <li>- Making changes to documents as marked after review by editors or more senior writers</li> <li>- Checking citations and references</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in English or French or both, writing, literature, journalism or other related field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing more in-depth background research</li> <li>- Using established writing methods to create first drafts of more complex publications</li> <li>- Making changes to documents as marked after review by editors or more senior writers</li> <li>- Checking citations and references</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in English or French or both, writing, literature, journalism or other related field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p>Full working level or specialist level. The incumbent plans, organizes and conducts a complete writing project. He or she may write high-level press releases, speeches, memorandum to Cabinet, and Treasury Board Submissions, for all audiences.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Planning, organizing and conducting a complete writing project, including the selection of information sources</li> <li>- Creating complex publications such as press releases, speeches, memorandum to Cabinet, etc.</li> <li>- Making changes to documents as marked after review by editors</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in English or French or both, writing, literature, journalism or other related field, from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul> <p><b><u>Asset Qualifications:</u></b></p> <ul style="list-style-type: none"> <li>- Relevant experience in writing for the federal government may be required</li> </ul>

<b>Classification: Writer</b>	
Writers plan, research and write speeches, manuals, newsletters, brochures, web content, reports, other non-technical publications and other non-journalistic articles for publication or presentation.	
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Coordinating writing projects including defining project scope, developing plans and strategies</li> <li>- Identifying potential issues, sensitive information, nature of information to be disclosed, etc.</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in English or French or both, writing, literature, journalism or other related field, from a recognized post secondary institution is required</li> <li>- Completion of a graduate degree in English or French or both, writing, literature, journalism, or other related field, from a recognized post secondary institution may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>- Relevant experience in writing for the federal government may be required</li> </ul>

<b>Classification: Writer, Technical</b>	
A Technical Writer's main tasks include analyzing material, such as specifications, notes and drawings, and writing manuals, user guides and other documents in order to clearly and concisely explain the installation, operation and maintenance of software and electronic, mechanical and other equipment.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Reviewing specifications, notes and drawings</li> <li>- Performing additional research</li> <li>- Participating in interviews with stakeholders</li> <li>- Creating rough drafts of basic manuals, user guides or other documents</li> <li>- Making changes to documents as marked after review by editors or more senior technical writers</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in the area of specialization, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Interviewing and meeting with stakeholders to gather further information or for clarification purposes</li> <li>- Reviewing and analyzing specifications, notes, drawings and other technical resources</li> <li>- Creating drafts of more complex manuals, user guides or other documents</li> <li>- Making changes to documents as marked after review by editors or more senior technical writers</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in the area of specialization, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Interviewing and meeting with stakeholders to gather further information or for clarification purposes</li> <li>- Reviewing and analyzing specifications, notes, drawings and other technical resources</li> <li>- Creating complex manuals, user guides or other documents</li> <li>- Making changes to documents as marked after review by editors</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in the area of specialization, from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>- Relevant experience in writing for the federal government may be required</li> </ul>

**Classification: Writer, Technical**

A Technical Writer's main tasks include analyzing material, such as specifications, notes and drawings, and writing manuals, user guides and other documents in order to clearly and concisely explain the installation, operation and maintenance of software and electronic, mechanical and other equipment.

**Advanced****Typical duties may include:**

- Coordinating writing projects including defining project scope, developing plans and strategies
- Identifying potential issues, sensitive information, nature of information to be disclosed, etc.
- Providing guidance to more junior technical writers

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree, in the area of specialization, from a recognized post secondary institution is required
- Completion of a graduate degree in the area of specialization, or other related field, from a recognized post secondary institution may be required

**Experience:**

- Minimum of ten (10) years of relevant experience is required

**Asset Qualifications:**

- Relevant experience in writing for the federal government may be required

## Sub-Stream 5d - Library Services

<b>Classification: Librarian/Archivist</b>	
Librarians select, acquire, organize and maintain library collections and provide advisory services to users.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the planning and performance of studies related to library services, operations, equipment and programs</li> <li>- Assisting in the development of library policy, procedures, collections and library applications</li> <li>- Providing information on archival standards using specialized reference tools and automated retrieval systems</li> <li>- Arranging, describing and cataloguing documentary heritage fonds and collections</li> <li>- Assisting in the development of systems to access library collections</li> <li>- Providing reference services</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, archival studies, library science or other relevant field, from a recognized post secondary institution is required</li> <li>- Completion of a graduate degree in an American Library Association (ALA) accredited Library and Information Science or Library Sciences program may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the planning and performance of studies related to library services, operations, equipment and programs</li> <li>- Assisting in the development of library policy, procedures, collections and library applications</li> <li>- Providing information on archival standards using specialized reference tools and automated retrieval systems</li> <li>- Arranging, describing and cataloguing documentary heritage fonds and collections</li> <li>- Preparing bibliographies, indexes, reading lists, guides and other finding aids</li> <li>- Assisting in the development of systems to access library collections</li> <li>- Providing reference services</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, archival studies, library science or other relevant field, from a recognized post secondary institution is required</li> <li>- Completion of a graduate degree in an American Library Association (ALA) accredited Library and Information Science or Library Sciences program may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>

<b>Classification: Librarian/Archivist</b>	
Librarians select, acquire, organize and maintain library collections and provide advisory services to users.	
<b>Senior</b>	<p>The incumbent will possess knowledge of various automated bibliographic reference files as well as basic knowledge of circulation and stack management procedures. The incumbent's work is subject to review and he or she will report to a Librarian, the Manager of Technical Services and/or relevant professional staff.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Planning and performing studies related to library services, operations, equipment and programs</li> <li>- Developing library applications</li> <li>- Developing systems to access library collections</li> <li>- Performing system analysis of computerized library systems</li> <li>- Developing online resources</li> <li>- Assisting in the development and maintenance of the library collection</li> <li>- Recommending publications for acquisition</li> <li>- Obtaining translations of foreign language material</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, archival studies, library science or other relevant field, from a recognized post secondary institution is required</li> <li>- Completion of a graduate degree in an American Library Association (ALA) accredited Library and Information Science or Library Sciences program may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Coordinating studies related to library services, operations, equipment and programs</li> <li>- Coordinating the development and utilization of library applications</li> <li>- Coordinating the development and maintenance of the library collection</li> <li>- Coordinating the development and maintenance of a circulation system</li> <li>- Developing and maintaining communication with libraries and information service providers</li> <li>- Providing advice in cataloguing and cataloguing systems matters</li> <li>- Coordinating the design, implementation and expansion of library services</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, archival studies, library science or other relevant field, from a recognized post secondary institution is required</li> <li>- Completion of a graduate degree in an American Library Association (ALA) accredited Library and Information Science or Library Sciences program is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of relevant experience is required</li> </ul>

## **Classification: Library Technician**

Library Technicians main duties involve assisting in the acquisition, preparation and organization of material and assisting users find information.

<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"><li>- Providing support services to users of library systems</li><li>- Assisting clients in locating and using resources</li><li>- Providing information using specialized reference tools and automated retrieval systems</li><li>- Cataloguing material</li><li>- Verifying bibliographic information</li><li>- Putting archival materials on microfilm</li><li>- Applying standards and policies for storage of archival materials</li><li>- Applying Library of Congress Classification or Dewey Decimal systems</li><li>- Participating in the maintenance of specific library systems</li></ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"><li>- Secondary school diploma is required</li><li>- Certificate, diploma, or degree, archival studies, library science or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>- Minimum of six (6) months of relevant experience is required</li></ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"><li>- Providing support services to users of library systems</li><li>- Assisting clients in locating and using resources</li><li>- Providing information using specialized reference tools and automated retrieval systems</li><li>- Cataloguing material</li><li>- Verifying bibliographic information</li><li>- Putting archival materials on microfilm</li><li>- Applying standards and policies for storage of archival materials</li><li>- Researching and retrieving archival materials</li><li>- Applying Library of Congress Classification or Dewey Decimal systems</li><li>- Participating in the maintenance of specific library systems</li></ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"><li>- Secondary school diploma is required</li><li>- Certificate, diploma, or degree, archival studies, library science or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>- Minimum of three (3) years of relevant experience is required</li></ul>

<b>Classification: Library Technician</b>	
Library Technicians main duties involve assisting in the acquisition, preparation and organization of material and assisting users find information.	
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Removing material that is no longer relevant</li> <li>- Codifying and classifying archival materials</li> <li>- Implementing and updating disposal plans</li> <li>- Transfer materials from current to semi-current status or put into permanent storage</li> <li>- Requesting interlibrary loans</li> <li>- Assigning subjects and keywords to materials</li> <li>- Analyzing and indexing materials</li> <li>- Cataloguing, classifying material and assigning subject headings</li> <li>- Implementing and updating classifications</li> <li>- Processing material acquisitions</li> <li>- Assist in developing inventories, forms and finding aids</li> <li>- Assisting library users to access books, films, photographs, maps, documents, electronic materials and other library materials</li> <li>- Perform manual and online reference searches and make interlibrary loans for users</li> <li>- Participating in the implementation and maintenance of specific library systems</li> <li>- Providing specialized services in library systems to the departmental libraries</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, archival studies, library science or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Researching information and electronic data processing systems in support of the planning, design, development and maintenance of library systems and services</li> <li>- Assisting in systems analysis of computerized library systems</li> <li>- Conducting research on telecommunications and information technology which is relevant for the provision of library services</li> <li>- Assisting in the development of the library collection</li> <li>- Assisting in the development of online resources</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, archival studies, library science or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of relevant experience is required</li> </ul>



## Sub-Stream 5e - Human Resources Management

<b>Classification: Human Resources, Classification</b>	
A Classification Officer's main duty is to evaluate the tasks, duties and responsibilities associated with a specific position in order to properly categorize and place it the resulting job description for pay and benefits purposes. Familiarity with benchmark rating systems, classification categories, competency appraisal measures, and various classification systems such as the Hay Method, Universal Classification System (UCS), etc are required.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing background research related to current and previous descriptions and classifications</li> <li>- Scheduling interviews with employees, supervisors, etc.</li> <li>- Preparing organizational charts for relativity purposes</li> <li>- Entering data in spreadsheets, databases, and HRMS</li> <li>- Assisting in the creation, distribution, and collection of sample questionnaires</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing background research related to current and previous descriptions and classifications</li> <li>- Answering or referring questions from employees with regard to classification issues</li> <li>- Scheduling interviews with employees, supervisors, etc.</li> <li>- Preparing organizational charts for relativity purposes</li> <li>- Entering and manipulating data in spreadsheets, databases, and HRMS</li> <li>- Assisting in the creation, distribution, and collection of sample questionnaires</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>

## **Classification: Human Resources, Classification**

A Classification Officer's main duty is to evaluate the tasks, duties and responsibilities associated with a specific position in order to properly categorize and place it the resulting job description for pay and benefits purposes. Familiarity with benchmark rating systems, classification categories, competency appraisal measures, and various classification systems such as the Hay Method, Universal Classification System (UCS), etc are required.

<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"><li>- Participating in the coordination of classification committees</li><li>- Consulting with supervisors of the position being reclassified to determine accuracy of purported job description</li><li>- Assisting in the review of benchmark decisions</li><li>- Advising or debriefing employees of the status with regard to classification action</li><li>- Recomposing benchmark descriptions to reflect updates in organizational activities</li><li>- Providing training in classification policies and priorities</li></ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"><li>- Secondary school diploma is required</li><li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, is required</li><li>- Demonstration of continuous advancement towards obtaining designation as a Certified Human Resources Professional or Public Service Commission (PSC) certification may be required</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>- Minimum of five (5) years of relevant experience is required</li></ul>
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"><li>- Reviewing benchmark decisions and advising senior staff of their resulting impact on classification decisions</li><li>- Advising or debriefing employees of the status with regard to sensitive classification actions</li><li>- Coordinating departmental classification strategies</li><li>- Coordinating classification committees</li><li>- Advising senior official regarding classification activities</li><li>- Coordinating training in classification policies and priorities</li></ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"><li>- Secondary school diploma is required</li><li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, is required</li><li>- Designation as a Certified Human Resources Professional or Public Service Commission (PSC) certification may be required</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>- Minimum of ten (10) years of relevant experience is required</li></ul>

**Classification: Human Resources, Compensation**

A Compensation Officer's main duties include application and management of financial and non-financial compensation, including various benefits, pensions and other interdepartmental compensations and reimbursements.

<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"><li>- Assisting in the conducting of analysis, research and preliminary investigations</li><li>- Providing research and documentation services</li><li>- Updating and maintaining personnel files</li></ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"><li>- Secondary school diploma is required</li><li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>- Minimum of six (6) months of relevant experience is required</li></ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"><li>- Assisting to conduct analysis, research and preliminary investigations and prepares reports and relevant documentation</li><li>- Providing research and documentation services</li><li>- Creating, updating and maintaining personnel files</li><li>- Conducting research or preliminary investigations into compensation agreements and benefit programs</li></ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"><li>- Secondary school diploma is required</li><li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>- Minimum of three (3) years of relevant experience is required</li></ul>

Senior	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Providing research advice on compensation issues, trends and strategic directions to clients, unions, central agencies and other stakeholders</li> <li>- Conducting research and analysis or preliminary investigations into compensation agreements or benefit programs or collective agreements</li> <li>- Preparing reports summarizing findings from research or investigations</li> <li>- Investigating issues raised by employees and managers</li> <li>- Reviewing employee benefit programs</li> <li>- Explaining compensation packages to new and promoted employees</li> <li>- Evaluating and modifying benefits policies to ensure that programs are current, competitive and in compliance with legal requirements</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, is required</li> <li>- Demonstration of continuous advancement towards obtaining designation as a Certified Human Resources Professional, Certified Compensation Professional, Certified Benefits Professional or Public Service Commission (PSC) certification may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>
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**Classification: Human Resources, Compensation**

A Compensation Officer's main duties include application and management of financial and non-financial compensation, including various benefits, pensions and other interdepartmental compensations and reimbursements.

**Advanced****Typical duties may include:**

- Providing advice on compensation issues, trends and strategic directions to clients, unions, central agencies and other stakeholders
- Coordinating the processing of issues raised by employees and managers
- Administering and reviewing employee benefit programs
- Recommending modification to existing or developing new policies, systems or procedures
- Explaining compensation packages to terminated employees
- Designing and coordinating the evaluating and modifying benefits policies to ensure that programs are current, competitive and in compliance with legal requirements
- Promoting strategic HR compensation visions

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, is required
- Designation as a Certified Human Resources Professional, Certified Compensation Professional, Certified Benefits Professional or Public Service Commission (PSC) certification may be required

**Experience:**

- Minimum of ten (10) years of relevant experience is required

**Classification: Human Resources, Employment Equity**

The main task facing the Employment Equity (EE) Human Resources Officers is to provide administrative and human resources support services to clients in matters related to *The Employment Equity Act*. The support services include reviewing employment systems to identify and suppress barriers to the equal participation of designated group members in individual employers' workforces, and for monitoring progress towards equal representation. The four groups designated by *The Employment Equity Act* are aboriginal persons, persons with disabilities, members of visible minority groups, and women.

**Junior****Typical duties may include:**

- Maintaining and updating a human resources management system
- Selecting, validating and inputting information
- Assisting in the research of employee equity matters

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required

**Experience:**

- Minimum of six (6) months of relevant experience is required

**Intermediate****Typical duties may include:**

- Researching employee equity matters
- Maintaining and updating a human resources management system
- Selecting, validating and inputting information
- Preparing variety of statistical tables and reports with respect to employment equity programs
- Assisting in the research of employee equity matters
- Assisting in the organizing of employment equity awareness sessions

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required

**Experience:**

- Minimum of three (3) years of relevant experience is required

Senior	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Conducting the research of employee equity matters</li> <li>- Contributing to the development and delivery of formal training in employment equity</li> <li>- Participating in <i>Canadian Human Rights Act</i> Employment Equity audits</li> <li>- Leading short-term project teams on employment equity plans and activities</li> <li>- Researching and developing options on employment issues and complaints</li> <li>- Participating in the investigation of employment equity complaints</li> <li>- Updating medium and long-term employment equity plans and monitoring progress</li> <li>- Organizing employment equity awareness sessions</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, is required</li> <li>- Demonstration of continuous advancement towards obtaining designation as a Certified Human Resources Professional or Public Service Commission (PSC) certification may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>
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**Classification: Human Resources, Employment Equity**

The main task facing the Employment Equity (EE) Human Resources Officers is to provide administrative and human resources support services to clients in matters related to *The Employment Equity Act*. The support services include reviewing employment systems to identify and suppress barriers to the equal participation of designated group members in individual employers' workforces, and for monitoring progress towards equal representation. The four groups designated by *The Employment Equity Act* are aboriginal persons, persons with disabilities, members of visible minority groups, and women.

**Advanced****Typical duties may include:**

- Providing interpretation to managers on policies, guidelines, directives and standards
- Coordinating the development and delivery of formal training in employment equity
- Participating and facilitating *Canadian Human Rights Act* Employment Equity audits
- Ensuring policies are in place, effective, functional and up-to-date
- Coordinating the investigation of employment equity complaints
- Monitoring the progress of medium and long-term employment equity plans
- Setting the direction for policies and procedures related to employment equity goals
- Anticipating employment equity issues, trends, strategies and directions
- Providing advice and interpretation to managers on related policies, guidelines, directives and standards

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, is required
- Designation as a Certified Human Resources Professional or Public Service Commission (PSC) certification may be required

**Experience:**

- Minimum of ten (10) years of relevant experience is required



<b>Classification: Human Resources, General</b>	
The main task facing the Human Resource General Officers is the planning, execution and control of general personnel functions in government departments and central agencies.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Updating and maintaining personnel files</li> <li>- Assisting in the development of solutions to issues</li> <li>- Conducting research into various human resource issues</li> <li>- Assisting in the development and presentation of training programs</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Successful completion of additional courses in human resources, public or business administration, or other relevant field or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Creating, updating and maintaining personnel files</li> <li>- Identifying issues and developing solutions</li> <li>- Assisting in the analysis and formulation of organization development strategies</li> <li>- Providing basic or general advice and guidance to managers and employees on Human Resource issues, policy application, processes and requirements</li> <li>- Analyzing requirements and developing strategies and options to meet objectives</li> <li>- Delivering personnel training programs</li> <li>- Conducting research into various human resource issues</li> <li>- Assisting in the development, coordination and implementation of HR policies, procedures, guidelines and information management systems</li> <li>-</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Providing functional advice on Human Resource issues, trends, etc to clients, unions, central agencies and other stakeholders</li> <li>- Developing, coordinating and implementing Human Resource policies, procedures, guidelines and information management systems</li> <li>- Promoting Human Resource strategies and service delivery with clients</li> <li>- Consulting with clients to develop and recommend Human Resource strategies</li> <li>- Recommending the modification of existing or the development of new policies, systems and procedures</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> <li>- Demonstration of continuous advancement towards obtaining designation as a Certified Human Resources Professional or Public Service Commission (PSC) certification may be required</li> </ul>

	<b>Experience:</b>
	- Minimum of five (5) years of relevant experience is required

- Minimum of five (5) years of relevant experience is required

**Classification: Human Resources, General**

The main task facing the Human Resource General Officers is the planning, execution and control of general personnel functions in government departments and central agencies.

**Advanced****Typical duties may include:**

- Delivering presentations on strategic human resources issues
- Coordinating the planning, development and implementation of Human Resource service delivery and monitoring frameworks
- Consulting with clients to identify strategic Human Resource issues
- Negotiating service levels requirements
- Coordinating project teams and working groups involved in the analysis and development of corporate human resources strategies, plans and policies
- Leading the development and implementation of human resources policies and programs
- Monitoring and evaluating human resources program, service and initiative effectiveness,
- Contributing to the development of departmental HR policies and strategic human resources directions

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution is required
- Designation as a Certified Human Resources Professional or Public Service Commission (PSC) certification may be required

**Experience:**

- Minimum of ten (10) years of relevant experience is required

<b>Classification: Human Resources, Staff and Labour Relations</b>	
The main task facing the Staff and Labour Relations Officer is to provide administrative and human resources support services to clients including managers, senior staff, and employees, in matters related to labour relations. This includes planning, developing, implementing and evaluating staff and labour relations strategies, the interpretation of policies and collective agreements and participating in or arranging the negotiation of collective agreements, alternative dispute resolution methods, arbitration and administration of grievances.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Researching labour relations matters</li> <li>- Collecting forms and processing documents in a timely and effective manner to ensure speedy resolution of grievances, discipline, complaints, etc.</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Researching labour relations matters</li> <li>- Collecting forms and processing documents in a timely and effective manner to ensure speedy resolution of grievances, discipline, complaints, etc.</li> <li>- Arranging and scheduling meetings with union and management representatives</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the management of grievance procedures</li> <li>- Consulting with local or national union and management representatives on matters relating to employees (e.g. working conditions, disciplinary issues, and problem resolution)</li> <li>- Assisting in the preparation of reports for policy development and labour negotiations</li> <li>- Providing advice on the interpretation of policies and collective agreements for basic issues</li> <li>- Participating in labour relations training</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, is required</li> <li>- Demonstration of continuous advancement towards obtaining designation as a Certified Human Resources Professional or Public Service Commission (PSC) certification may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>

**Classification: Human Resources, Staff and Labour Relations**

The main task facing the Staff and Labour Relations Officer is to provide administrative and human resources support services to clients including managers, senior staff, and employees, in matters related to labour relations. This includes planning, developing, implementing and evaluating staff and labour relations strategies, the interpretation of policies and collective agreements and participating in or arranging the negotiation of collective agreements, alternative dispute resolution methods, arbitration and administration of grievances.

**Advanced****Typical duties may include:**

- Providing input into policy development and labour negotiations
- Coordinating the implementation of collective agreements, national policies and directives in a manner consistent with organizational objectives
- Coordinating consultations with union and management representatives on matters relating to employees (e.g. working conditions, disciplinary issues, dispute resolution)
- Providing advice with respect to grievances, conciliation or arbitration cases
- Providing advice on the interpretation of policies and collective agreements for complex issues
- Participating in and preparation for arbitration hearings
- Coordinating labour relations training

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, is required
- Designation as a Certified Human Resources Professional or Public Service Commission (PSC) certification may be required

**Experience:**

- Minimum of ten (10) years of relevant experience is required

<b>Classification: Human Resources, Staffing</b>	
The main task for a Staffing Officer is to locate, evaluate and place candidates for employment.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Preparing documents such as job postings and job descriptions</li> <li>- Attending job fairs, conferences and networking events</li> <li>- Notifying applicants of results and presenting option of Informal Discussion (ID)</li> <li>- Participating in the screening of employment candidates by conducting reference checks, obtaining further information or verifying information in resumes, identifying discrepancies in the information collected</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour, or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Preparing documents such as job postings and job descriptions and verifying them prior to submission to translation services or the PSC for web posting</li> <li>- Attending job fairs, conferences and networking events</li> <li>- Participating in candidate interviews, using rating guides</li> <li>- Notifying applicants of results and presenting option of Informal Discussion (ID)</li> <li>- Participating in the screening of employment candidates by conducting reference checks, obtaining further information or verifying information in resumes, identifying discrepancies in the information collected</li> <li>- Assisting in the identification of current and prospective staffing requirements</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour, or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>

Senior	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Consulting with clients to identify current and prospective staffing requirements</li> <li>- Conducting interviews using behavioural and skill assessment techniques</li> <li>- Coordinating placement of ads and coordinate activities with ad agencies</li> <li>- Assisting in the administration of Priorities through the Public Service Commission</li> <li>- Performing and evaluating reference checks, obtaining further information or verifying information in resumes, identifying discrepancies in the information collected</li> <li>- Assisting in the enforcement of Human Resource policies</li> <li>- Taking part in integrating new employees</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour, or other relevant field, from a recognized post secondary institution, is required</li> <li>- Demonstration of continuous advancement towards obtaining designation as a Certified Human Resources Professional or Public Service Commission (PSC) certification may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>
<p><b>Classification: Human Resources, Staffing</b></p> <p>The main task for a Staffing Officer is to locate, evaluate and place candidates for employment.</p>	
Advanced	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Making recommendations to the screening, recruiting, hiring and termination policies</li> <li>- Addressing areas of concern such as retention, under-representation and shortages</li> <li>- Leading and supporting recruiting initiatives to creatively source for candidates</li> <li>- Advising employees and management personnel regarding Human Resource policies</li> <li>- Developing or revising screening, recruiting, and hiring policies</li> <li>- Coordinating recruitment campaigns</li> <li>- Implementing creative sourcing strategies as needed for difficult-to-fill positions</li> <li>- Educating managers on legal implications in hiring</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour or other relevant field, from a recognized post secondary institution, is required</li> <li>- Designation as a Certified Human Resources Professional or Public Service Commission (PSC) certification may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of relevant experience is required</li> </ul>

<b>Classification: Human Resources, Succession Planning</b>	
<p>A Succession Planner's main task is the planning, execution and control of personnel functions as they relate to succession within government departments and central agencies. Succession planning and management involves an integrated, systematic approach to identify, develop, and retain talent for key positions and areas in line with current and projected departmental objectives.</p>	
<b>Junior</b>	<p>The incumbent operates within an organizational context of small or limited scope. He or she will complete assigned tasks and seek guidance from senior/advanced personnel.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Identifying and monitoring employees' length of employment</li> <li>- Maintaining a skills inventory database</li> <li>- Generating basic database reports</li> <li>- Sending and receiving employee performance and related documentation from managers and supervisors</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p>The incumbent operates within an organizational context of small or limited scope. He or she will complete assigned tasks and seek guidance from senior/advanced personnel.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Identifying and monitoring employees' length of employment and possible retirement plans</li> <li>- Maintaining a skills inventory database</li> <li>- Generating basic database reports</li> <li>- Researching training and development opportunities</li> <li>- Sending and receiving employee performance and related documentation from managers and supervisors</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>



**Classification: Human Resources, Succession Planning**

A Succession Planner's main task is the planning, execution and control of personnel functions as they relate to succession within government departments and central agencies. Succession planning and management involves an integrated, systematic approach to identify, develop, and retain talent for key positions and areas in line with current and projected departmental objectives.

**Senior****Typical duties may include:**

- Assisting in the preparation of alternate career tracks for suitable employees
- Identifying areas with and without strong potential candidates for succession
- Providing training managers regarding succession plans and skills inventories
- Making changes to succession programs
- Creating and maintaining a skills inventory database
- Developing profiles and skills inventories for comparison to possible candidates
- Coordinating with training, development and career path personnel to provide training to high potential employees in identified areas to be improved
- Assisting in the arranging and coordination of training and development opportunities

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, is required
- Demonstration of continuous advancement towards obtaining designation as a Certified Human Resources Professional or Public Service Commission (PSC) certification may be required

**Experience:**

- Minimum of five (5) years of relevant experience is required

**Advanced****Typical duties may include:**

- Conducting meetings and discussions concerning succession plans and skills inventories with managers
- Recommending the modification of existing or the development of new policies, systems and procedures
- Coordinating the development of profile and skill inventory databases
- Consulting with clients to identify strategic succession issues
- Monitoring and evaluating succession program effectiveness and coordinating changes

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree, human resources, organizational behaviour, social sciences or other relevant field, from a recognized post secondary institution, is required
- Designation as a Certified Human Resources Professional or Public Service Commission (PSC) certification may be required

**Experience:**

- Minimum of ten (10) years of relevant experience is required

<b>Classification: Organizational Design</b>	
Organizational Design involves implementing organizational changes, planning, developing and organizing the policies and procedures of organizations, identifying required modifications to automated processes, and facilitating documentation of workflow.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Documenting workflow</li> <li>- Assisting in the review of existing work processes and organizational structures</li> <li>- Assisting in the implementation of organizational changes</li> <li>-</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, organizational behaviour, organizational design or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Documenting workflow</li> <li>- Performing basic analysis of business functional requirements to identify information, procedures and decision flows</li> <li>- Assisting in the review of existing work processes and organizational structures</li> <li>- Assisting in the implementation of organizational changes</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, organizational behaviour, organizational design or other relevant field, from a recognized post secondary institution, or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Compiling, assessing and disseminating organizational design analysis</li> <li>- Reviewing existing work processes and organizational structures and providing assessment as to their efficiency and effectiveness</li> <li>- Disseminating information on organizational policies and procedures</li> <li>- Assisting in prototyping of potential solutions</li> <li>- Assisting in implementing organizational changes</li> <li>- Assisting in the development policies and procedures for organizational design</li> <li>- Identifying the required modifications to processes</li> <li>- Prototyping potential solutions, analyzing costs, associated risks and potential options</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in organizational behaviour or design or other relevant field, from a recognized post secondary institution, is required</li> <li>- Completion of a graduate degree in organizational behaviour or design or other relevant field, from a recognized post secondary institution may be required</li> </ul>

	<b>Experience:</b>
	<ul style="list-style-type: none"><li>- Minimum of five (5) years of relevant experience is required</li></ul>

<b>Classification: Organizational Design</b>	
Organizational Design involves implementing organizational changes, planning, developing and organizing the policies and procedures of organizations, identifying required modifications to automated processes, and facilitating documentation of workflow.	
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Providing advice and guidance to senior officials in developing and integrating new organizational models or modifying current models</li> <li>- Coordinating the implementation of organizational changes</li> <li>- Developing policies and procedures for organizational design</li> <li>- Analyzing costs, associated risks and potential options</li> <li>- Coordinating the prototyping of potential solutions</li> <li>- Coordinating the development of and the organization of policies and procedures for organizational design purposes</li> <li>-</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree, in organizational behaviour or design or other relevant field, from a recognized post secondary institution, is required</li> <li>- Completion of a graduate or doctoral degree in organizational behaviour or design or other relevant field, from a recognized post secondary institution may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of relevant experience is required</li> </ul>

## Sub-Stream 5f - Policy and Advisory Services

<b>Classification: Access to Information and Privacy (ATIP)</b>	
Access to Information and Privacy Officers administer policies and procedures related to the release of records in response to requests under federal government access to information and privacy legislation.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the analysis, review and response to straightforward requests under the <i>Access to Information Act</i></li> <li>- Assisting in the analysis, review and response to straightforward requests under the <i>Privacy Act</i></li> <li>- Assisting in the processing of complaints under the <i>Access to Information Act or Privacy Act</i></li> <li>- Preparing of reports requiring compilation of data</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree from a recognized post secondary institution is required or an acceptable combination of education, training and experience in a relative field is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing the analysis, review and preparing the response to straightforward requests under the <i>Access to Information Act</i></li> <li>- Performing the analysis, review and preparing the response to straightforward requests under the <i>Privacy Act</i></li> <li>- Processing of complaints under the <i>Access to Information Act or Privacy Act</i></li> <li>- Assisting in the preparation of Privacy Act Assessments</li> <li>- Assisting in the provision of advice for privacy and ATI management and oversight functions, including liaison with Office of Primary Interests (OPIs).</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree from a recognized post secondary institution is required or an acceptable combination of education, training and experience in a relative field is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of experience is required</li> </ul>

<b>Senior</b>	<p>A thorough understanding <i>of the</i> interpretation and application of related legislation, policies and regulations are required.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Preparing Privacy Impact Assessments</li> <li>- Analyzing, processing, researching and preparing responses to sensitive ATIP requests</li> <li>- Providing recommendations regarding the exemption or exclusion of information to be released</li> <li>- Reviewing sensitive/complex files including personnel harassment complaints and discipline files</li> <li>- Assisting in the defence of decisions on complaints submitted to the Information or Privacy Commissioner</li> <li>- Updating departmental contributions to Info Source</li> <li>- Assisting in the review of sensitive or complex files</li> <li>- Conducting training sessions for employees</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in from a recognized post secondary institution is required or an acceptable combination of education, training and experience in a relative field</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of experience is required</li> </ul>
<b>Advanced</b>	<p>Extensive understanding, interpretation and application of related legislation, policies and regulations are required.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Coordinating activities of ATIP team members</li> <li>- Coordinating the preparation of sensitive or complex Privacy Impact Assessments</li> <li>- Coordinating the updating of departmental contributions to Info Source</li> <li>- Providing recommendations regarding the exemption or exclusion of sensitive information</li> <li>- Conducting, coordinating and managing consultations with various Federal Departments and Agencies</li> <li>- Coordinating the defence of decisions on complaints submitted to the Information or Privacy Commissioner</li> <li>- Providing advice and guidance to senior management, departments and agencies</li> <li>- Performing detailed quality control on a wide variety of documents produced by ATIP teams, including requests, information disclosures, guidelines and workplace tools</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in accounting, finance, commerce or other relevant field from a recognized post secondary institution is required or an acceptable combination of education, training and experience in a relative field</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of experience is required</li> </ul>

<b>Classification: Economics</b>	
Economists conduct research, monitor data, analyze information, and prepare plans and reports to resolve economic and business problems and develop models to analyze, explain and forecast economic behaviour and patterns.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing basic research to explain and forecast economic behaviour and patterns</li> <li>- Assisting in the preparation of forecasts of income and expenditures, interest rates, exchange rates, production, consumption, etc.</li> <li>- Assisting in the preparation of reports</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in economics or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing basic research to explain and forecast economic behaviour and patterns</li> <li>- Performing basic analysis of factors that determine economic growth, employment, wages, etc.</li> <li>- Assisting in the preparation of forecasts of income and expenditures, interest rates, exchange rates, production, consumption, etc.</li> <li>- Assisting in the preparation of reports</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in economics or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing more complex research to explain and forecast economic behaviour and patterns</li> <li>- Performing analysis of factors that determine economic growth, employment, wages, etc.</li> <li>- Assisting in the preparation of forecasts of income and expenditures, interest rates, exchange rates, production, consumption, etc.</li> <li>- Assisting in the development of models to analyze, explain and forecast economic behaviour and patterns</li> <li>- Monitoring economic data to assess effectiveness of monetary and fiscal policy</li> <li>- Preparing reports</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in economics or other relevant field, from a recognized post secondary institution, is required</li> <li>- Completion of a graduate degree in economics or other relevant field, from a recognized post secondary institution may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum five (5) years of relevant experience is required</li> </ul>





**Classification: Economics**

Economists conduct research, monitor data, analyze information, and prepare plans and reports to resolve economic and business problems and develop models to analyze, explain and forecast economic behaviour and patterns.

**Advanced****Typical duties may include:**

- Preparing forecasts of income and expenditures, interest rates, exchange rates, production, consumption, etc
- Developing models to analyze, explain and forecast economic behaviour and patterns
- Advising senior officials on policies to increase economic activities
- Advising senior officials on effectiveness of fiscal and monetary policies
- Advising senior officials on the exchange of goods and services among nations
- Forecasting production and consumption of renewable resources
- Forecasting supply, consumption and depletion of non-renewable resources
- Providing guidance to managers and information on the development and preparation of the Results-based Management and Accountability Framework (RMAF), Risk-Based Audit Framework (RBAF), Departmental Performance Reports (DPP) and Reports on Plans and Priorities (RPP)

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in economics or other relevant field, from a recognized post secondary institution, is required
- Completion of a graduate degree in economics or other relevant field, from a recognized post secondary institution is required
- Completion of doctoral degree in economics or other relevant field, from a recognized post secondary institution may be required

**Experience:**

- Minimum ten (10) years of relevant experience is required

<b>Classification: Official Languages</b>	
The Official Languages Officer administers policies and procedures related to requests and complaints under federal government official language legislation and policies.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Compiling data</li> <li>- Processing Official Language requests and complaints</li> <li>- Assisting in the presentation of Official Language Act training sessions</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in French, English, Policy or other relevant field, from a recognized post secondary institution, may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Processing and assisting in the review and response to Official Language requests and complaints</li> <li>- Preparing documents responding to requests and complaints for review and approval prior to release</li> <li>- Assisting in the presentation of Official Language Act training sessions</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in French, English, Policy or other relevant field, from a recognized post secondary institution, may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Analyzing, reviewing and responding to Official Language requests and complaints</li> <li>- Defending decisions on complaints</li> <li>- Conducting Official Language Act training sessions for employees</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in French, English, Policy or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>
<b>Advanced</b>	<p>This level requires an extensive understanding, interpretation and application of related legislation, policies and regulations.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Providing guidance and recommendations to senior officials</li> <li>- Participating and advising planning committees on Official Language issues</li> <li>- Conducting, coordinating and managing consultations with various Federal Departments and Agencies</li> <li>- Coordinating Official Language Act training sessions for employees</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in French, English, Policy or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p>

	<ul style="list-style-type: none"> <li>- Minimum of ten (10) years of relevant experience is required</li> </ul>
<b>Classification: Policy</b>	
Policy Officers plan, develop, analyze and manage government policies and other similar activities directed to the public or to the Public Service.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing research and gathering documents to assist in the preparation of policy content</li> <li>- Preparing notes based on research</li> <li>- Assisting in the tracking, monitoring and documentation of issues related to specific policies</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a relevant field, from a recognized post secondary institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the preparation of documents on current and emerging issues, including briefing materials, position papers, speaking points, policy research, etc</li> <li>- Tracking, monitoring and documenting issues related to specific policies</li> <li>- Analyzing ongoing policy initiatives and data</li> <li>- Assisting in policy review</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a relevant field, from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Preparing documents on current and emerging issues, including briefing materials, position papers, speaking points, policy research, etc</li> <li>- Tracking and monitoring issues related to a specific policies</li> <li>- Identifying data and information requirements to determine the implications of policy proposals and developments on a specific Department or Agency</li> <li>- Analyzing the effect of policy strategies and positions on initiatives</li> <li>- Assisting in the development of policy positions and strategy options or advice</li> <li>- Participating in interdepartmental briefings and consultations on policy</li> <li>- Participating in long-term policy tracking and analysis</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a relevant field, from a recognized post secondary institution is required</li> <li>- Completion of a graduate degree in a relevant field, from a recognized post secondary institution may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>

**Classification: Policy**

Policy Officers plan, develop, analyze and manage government policies and other similar activities directed to the public or to the Public Service.

Advanced

**Typical duties may include:**

- Providing strategic policy planning and implementation advice to senior officials
- Reviewing documents on current and emerging issues, including briefing materials, position papers, speaking points, policy research, etc. for consistency with departmental positions
- Providing analysis and interpretation of policy options
- Overseeing or participating in the development of policy positions
- Representing the senior officials in interdepartmental briefings or consultations
- Coordinating the actions of policy team members

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in a relevant field, from a recognized post secondary institution is required
- Completion of a graduate degree in a relevant field, from a recognized post secondary institution is required
- Completion of a doctoral degree in a relevant field, from a recognized post secondary institution may be required

**Experience:**

- Minimum of ten (10) years of relevant experience is required

<b>Classification: Program Administration</b>	
A Program Administrator's main task is to plan, execute and control federal programs directed toward the public.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Conducting background research and information collection</li> <li>- Assisting in the preparation of briefings, reports, and presentations</li> <li>- Participating in teams or working groups, involved in analyzing, developing and coordinating program-related strategies and initiatives</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a relevant field, from a recognized post secondary institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Conducting background research and information collection</li> <li>- Assisting in the preparation of briefings, reports, and presentations</li> <li>- Participating in teams or working groups, involved in analyzing, developing and coordinating program-related strategies and initiatives</li> <li>- Monitoring components of programs</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a relevant field, from a recognized post secondary institution or an acceptable combination of education, training and experience is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Planning, developing, managing and delivering specific well-defined public-directed program, projects and services</li> <li>- Initiating and maintaining contacts with representatives of other departments, other levels of government, industry, public sector organizations and associations, special interest groups, and the public</li> <li>- Analyzing trends and developments in major high profile projects</li> <li>- Monitoring program activities against legislative and policy requirements to ensure compliance</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in a relevant field, from a recognized post secondary institution is required</li> <li>- Completion of a graduate degree in a relevant field, from a recognized post secondary institution may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>

**Classification: Program Administration**

A Program Administrator's main task is to plan, execute and control federal programs directed toward the public.

**Advanced****Typical duties may include:**

- Developing strategic, business and operational plans with senior officials
- Coordinating the development and implementation of programs and services
- Assisting in the formulation of strategic and corporate priorities and objectives
- Consulting with internal and external clients on a regular basis to discuss strategic issues
- Anticipating trends and developments in major high profile projects
- Providing advice on program-related issues, trends and strategic directions to internal and external clients

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in a relevant field, from a recognized post secondary institution is required
- Completion of a graduate degree in a relevant field, from a recognized post secondary institution may be required

**Experience:**

- Minimum of ten (10) years of relevant experience is required

<b>Classification: Risk Management</b>	
Risk Management Personnel apply a systematic approach to choosing the best course of action in uncertain conditions by identifying risk, assessing risk, understanding risk, developing risk management and mitigation strategies along with communicating issues regarding risk.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the assessment of the current status of risk management within an organization</li> <li>- Assisting in the assessment of the current challenges, opportunities, capacity, practices and culture within an organization</li> <li>- Assisting in the development of department-wide risk management strategies</li> <li>- Assisting in the identification of a department's risk profile including key risk areas, risk tolerance, ability and capacity to mitigate risks, learning needs, etc</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in the relevant undergraduate field from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience in risk management is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Identifying threats and opportunities through ongoing internal and external environmental scans, analysis and adjustments</li> <li>- Providing assessment of the current status of risk management within an organization</li> <li>- Providing assessment of the current challenges, opportunities, capacity, practices and culture within an organization</li> <li>- Assisting in the development of and providing support for department-wide risk management strategies</li> <li>- Assisting in the identification of a department's risk profile including key risk areas, risk tolerance, ability and capacity to mitigate risks, learning needs, etc</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in the relevant undergraduate field from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience in risk management is required</li> </ul>

<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Analyzing and interpreting data on threats and opportunities identified through internal and external environmental scans, analysis and adjustments</li> <li>- Analyzing risks and performing gap analyses</li> <li>- Providing advice concerning development and implementation of cost-effective risk prevention, reduction or avoidance measures</li> <li>- Performing research and analysis on risk management activities such as the development of improved risk methodologies</li> <li>- Providing advice to senior management regarding reducing the potential for damage to or loss of government property and the risk of incurring second or third-party liability to non-government entities</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in the relevant undergraduate field from a recognized post secondary institution is required</li> <li>- Graduate or doctoral degree in the relevant field, from a recognized post secondary institution, may be required</li> <li>- Current and valid certification as an Operational Risk Management Professional may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience in risk management is required</li> </ul>
<p><b>Classification: Risk Management</b></p> <p>Risk Management Personnel apply a systematic approach to choosing the best course of action in uncertain conditions by identifying risk, assessing risk, understanding risk, developing risk management and mitigation strategies along with communicating issues regarding risk.</p>	
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Providing strategic advice and assistance to senior officials related to risk management</li> <li>- Analyzing risks and performing gap analyses</li> <li>- Reporting on risk management and risk profile</li> <li>- Preparing and doing presentations on these subjects</li> <li>- Providing direction as to the implementation of risk management strategies to assist departmental managers to effectively integrate risk mitigation methodologies into the design and implementation of programs, policies, and initiatives</li> <li>- Preparing briefings on highly sensitive and high profile government, corporate, and portfolio risk issues</li> <li>- Providing advice concerning dormant risks</li> <li>- Conceptualizing, planning, and managing multiple, complex, concurrent risk management initiatives</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in the relevant undergraduate field from a recognized post secondary institution is required</li> <li>- Graduate or doctoral degree in the relevant field, from a recognized post secondary institution, may be required</li> <li>- Current and valid certification as an Operational Risk Management Professional may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of relevant experience in risk management is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>- Relevant experience in risk management with the federal government may be required</li> </ul>





<b>Classification: Socioeconomics</b>	
<p>Socioeconomics pertains to the analysis of both social impacts on economic activity and economic impacts upon social activity, but commonly focus on the social impact of some sort of economic change. Such changes might include a closing factory, market manipulation, the signing of international trade treaties, new natural gas regulation, etc. Such social effects can be wide ranging in size, anywhere from local effects on a small community to changes to an entire society.</p>	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in basic research to explain and forecast impact on social behaviour resulting from changing economic factors</li> <li>- Assisting in basic research to explain and forecast economic impact of changes in social behaviour</li> <li>- Assisting in the preparation of reports</li> <li>- Assisting in the analysis of data</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in socioeconomics, sociology, economics or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing basic research to explain and forecast impact on social behaviour resulting from changing economic factors</li> <li>- Performing basic research to explain and forecast economic impact of changes in social behaviour</li> <li>- Assisting in the preparation of reports</li> <li>- Assisting in the analysis of data</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in socioeconomics, sociology, economics or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing research to evaluate the impact of departmental and interdepartmental programs, policies, initiatives and services</li> <li>- Performing research into the potential impact of new programs, policies or initiatives</li> <li>- Researching the potential impact of new or revised substantive agreements</li> <li>- Conducting socioeconomic studies relevant to the client program area</li> <li>- Analyzing data generated from research</li> <li>- Preparing reports on the findings of research</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in socioeconomics, sociology, economics or other relevant field, from a recognized post secondary institution, is required</li> <li>- Completion of a graduate degree in socioeconomics, from a recognized post secondary institution, may be required</li> </ul>

	<b>Experience:</b>
	<ul style="list-style-type: none"><li>- Minimum five (5) years of relevant experience is required</li></ul>

**Classification: Socioeconomics**

Socioeconomics pertains to the analysis of both social impacts on economic activity and economic impacts upon social activity, but commonly focus on the social impact of some sort of economic change. Such changes might include a closing factory, market manipulation, the signing of international trade treaties, new natural gas regulation, etc. Such social effects can be wide ranging in size, anywhere from local effects on a small community to changes to an entire society.

**Advanced****Typical duties may include:**

- Analyzing research conducted to evaluate the relevance, success and cost-effectiveness of departmental and interdepartmental programs, policies, initiatives and services to senior officials
- Performing and analyzing the results of research into the potential impact of new programs, policies or initiatives
- Performing and analyzing the results of research into the potential impact of new or revised trade agreements
- Preparing reports on the findings of research
- Evaluating the results of complex studies
- Presenting to senior officials the results of research conducted
- Providing advice to senior officials on potential impact, from a socioeconomic perspective, of new programs, policies, initiatives, trade agreements, etc.

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in socioeconomics, sociology, economics or other relevant field, from a recognized post secondary institution, is required
- Completion of a graduate degree in socioeconomics, from a recognized post secondary institution, is required
- Completion of doctoral degree in socioeconomics, from a recognized post secondary institution may be required

**Experience:**

- Minimum ten (10) years of relevant experience is required

<b>Classification: Sociology</b> Sociologists study the development, structure, social patterns and interrelationships of human society.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing basic research including compiling of information</li> <li>- Assisting in the performance of interviews aimed at producing data</li> <li>- Assisting in the preparation of reports</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in sociology or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing basic research including compiling of information</li> <li>- Assisting in the performance of interviews aimed at producing data</li> <li>- Assisting in the preparation of reports</li> <li>- Assisting in the analysis of data</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in sociology or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing research to evaluate the relevance, success and cost-effectiveness of departmental and interdepartmental programs, policies, initiatives and services</li> <li>- Performing research into potential impact of new programs, policies or initiatives</li> <li>- Performing interviews as part of research initiative</li> <li>- Analyzing data generated from interviews and other research</li> <li>- Preparing reports on the findings of research</li> <li>- Conducting sociological studies relevant to the client program area</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in sociology or other relevant field, from a recognized post secondary institution, is required</li> <li>- Completion of a graduate degree in sociology or other relevant field, from a recognized post secondary institution may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>

**Classification: Sociology**

Sociologists study the development, structure, social patterns and interrelationships of human society.

Advanced

**Typical duties may include:**

- Presenting the results of research conducted to evaluate the relevance, success and cost-effectiveness of departmental and interdepartmental programs, policies, initiatives and services to senior officials
- Evaluating the results of complex studies
- Providing advice to senior officials on potential impact, from a sociological perspective, of new programs, policies and initiatives

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in economics or other relevant field, from a recognized post secondary institution, is required
- Completion of a graduate degree in economics or other relevant field, from a recognized post secondary institution is required
- Completion of doctoral degree in economics or other relevant field, from a recognized post secondary institution may be required

**Experience:**

- Minimum of ten (10) years of relevant experience is required

<b>Classification: Special Advisor</b>	
<p>The Special Advisor's main task is to provide subject-matter expertise in a designated area, including providing advice and guidance on initiatives of both strategic and operational importance to senior officials. Broadly speaking, the Special Advisor will support the senior official's ability to promote the effective delivery of the department's mandate and responsibilities.</p>	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the identification and research of policies and procedures that will serve to strengthen the department's operations</li> <li>- Monitoring, evaluating and providing hands-on assistance in long-term strategic areas as well as the daily operations of the department</li> <li>- Reviewing documents on current and emerging issues, including briefing materials, position papers, speaking points, policy research, corporate reporting, protocols, media information and presentations for consistency with departmental and other government department positions</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in the relevant undergraduate field from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Identifying, researching, developing and suggesting implementation of policies and procedures that will serve to strengthen the department's operations</li> <li>- Assisting in the monitoring and evaluation in long-term strategic areas as well as the daily operations of the department</li> <li>- Reviewing documents on current and emerging issues, including briefing materials, position papers, speaking points, policy research, corporate reporting, protocols, media information and presentations for consistency with departmental and other government department positions</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in the relevant undergraduate field from a recognized post secondary institution is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> <li>- Minimum of two (2) years experience with the federal government may be required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>- Significant and demonstrated knowledge of the governance structures and Treasury Board (TB) policies and issues concerning a specific program area may be required</li> </ul>

<b>Classification: Special Advisor</b>	
<p>The Special Advisor's main task is to provide subject-matter expertise in a designated area, including providing advice and guidance on initiatives of both strategic and operational importance to senior officials. Broadly speaking, the Special Advisor will support the senior official's ability to promote the effective delivery of the department's mandate and responsibilities.</p>	
<b>Senior</b>	<p>The duties to be performed will require superior communication skills, especially the ability to effectively communicate with people at all levels of education, experience and skill. The THS Resource may assume the responsibility of a coordinator or facilitator for consultations.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Identifying, researching, developing and suggesting implementation of policies and procedures that will serve to strengthen the department's operations</li> <li>- Monitoring, evaluating and providing hands-on assistance in long-term strategic areas as well as the daily operations of the department</li> <li>- Reviewing and proposing amendments to legislation, guidelines concerning governance, performance reporting and risk management</li> <li>- Reviewing and providing advice regarding public agency direction, planning, and performance</li> <li>- Reviewing documents on current and emerging issues, including briefing materials, position papers, speaking points, policy research, corporate reporting, protocols, media information and presentations for consistency with departmental and other government department positions</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in the relevant undergraduate field from a recognized post secondary institution is required</li> <li>- Graduate or doctoral degree in the relevant field, from a recognized post secondary institution, may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience, in the applicable program area, is required</li> <li>- Minimum of three (3) years experience with the federal government is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>- Significant and demonstrated knowledge of the governance structures and Treasury Board (TB) policies and issues concerning the program area is required</li> </ul>



<b>Classification: Special Advisor</b>	
<p>The Special Advisor's main task is to provide subject-matter expertise in a designated area, including providing advice and guidance on initiatives of both strategic and operational importance to senior officials. Broadly speaking, the Special Advisor will support the senior official's ability to promote the effective delivery of the department's mandate and responsibilities.</p>	
<b>Advanced</b>	<p>The duties to be performed will require superior communication skills, especially the ability to effectively communicate with people at all levels of education, experience and skill. The THS Resource may assume the responsibility of a coordinator or facilitator for consultations.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Identifying, researching, developing and suggesting implementation of policies and procedures that will serve to strengthen the department's operations</li> <li>- Monitoring, evaluating and providing hands-on assistance in long-term strategic areas as well as the daily operations of the department</li> <li>- Reviewing and proposing amendments to legislation, guidelines concerning governance, performance reporting and risk management</li> <li>- Reviewing and providing advice regarding public agency direction, planning, and performance</li> <li>- Reviewing documents on current and emerging issues, including briefing materials, position papers, speaking points, policy research, corporate reporting, protocols, media information and presentations for consistency with departmental and other government department positions</li> <li>- Providing guidance to managers and information on the development and preparation of the Results-based Management and Accountability Framework (RMAF), Risk-Based Audit Framework (RBAF), Departmental Performance Reports (DPP) and Reports on Plans and Priorities (RPP)</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in the relevant undergraduate field from a recognized post secondary institution is required</li> <li>- Graduate or doctoral degree in the relevant field, from a recognized post secondary institution, may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of relevant experience, in the applicable program area, is required</li> <li>- Minimum of five (5) years experience with the federal government is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>- Significant and demonstrated knowledge of the governance structures and Treasury Board (TB) policies and issues concerning the program area is required</li> </ul>

<b>Classification: Statistics</b>	
Statisticians research statistical theories and develop and apply statistical techniques to solve problems.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing basic research</li> <li>- Applying basic statistical theories to data</li> <li>- Preparing summaries</li> <li>- Assisting in the development of statistical models</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in statistics or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing basic research</li> <li>- Applying basic statistical theories to data</li> <li>- Preparing summaries</li> <li>- Assisting in the development of statistical models</li> <li>-</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in statistics or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing complex research</li> <li>- Applying complex statistical theories to data</li> <li>- Preparing reports</li> <li>- Developing of statistical models to explain specific behaviours</li> <li>- Applying statistical theory and methods</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in statistics or other relevant field, from a recognized post secondary institution, is required</li> <li>- Completion of a graduate degree in statistics, from a recognized post secondary institution may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum five (5) years of relevant experience is required</li> </ul>

<b>Classification: Statistics</b>	
Statisticians research statistical theories and develop and apply statistical techniques to solve problems.	
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Developing complex statistical models</li> <li>- Conducting research using complex statistical models</li> <li>- Applying complex statistical theories and methods to data</li> <li>- Advising senior officials on the impact of statistical research and models on programs and policies</li> <li>- Advising senior officials on the practical applications of statistics</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in statistics or other relevant field, from a recognized post secondary institution, is required</li> <li>- Completion of a graduate degree in statistics, from a recognized post secondary institution may be required</li> <li>- Completion of doctoral degree in statistics or other relevant field, from a recognized post secondary institution, may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum ten (10) years of relevant experience is required</li> </ul>

<b>Classification: Strategist</b> The Strategist's main task is to provide counsel for senior officials and other decision-makers in the formulation, implementation and evaluation of decisions.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing research and gathering documents</li> <li>- Monitoring media coverage and public environment on issues and initiatives</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in business administration, commerce, sociology, political science, communications, or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing research, gathering documents and preparing reports based on research</li> <li>- Monitoring media coverage and public environment on issues and initiatives</li> <li>- Assisting in the strategic planning process, its development, coordination and communication</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in business administration, commerce, sociology, political science, communications, or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Researching and preparing reports and assessments providing advice to senior officials</li> <li>- Monitoring and analyzing media coverage and public environment on issues and initiatives</li> <li>- Reviewing relevant documents and reports, conducts interviews and consultations with decision-makers on issues and initiatives</li> <li>- Developing strategies in support of sensitive issues and initiatives</li> <li>- Assisting in the development of strategies in support of sensitive issues and initiatives</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Certificate, diploma, or degree in business administration, commerce, sociology, political science, communications, or other relevant field, from a recognized post secondary institution, is required</li> <li>- Completion of a graduate degree in statistics, from a recognized post secondary institution may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>

**Classification: Strategist**

The Strategist's main task is to provide counsel for senior officials and other decision-makers in the formulation, implementation and evaluation of decisions.

**Advanced****Typical duties may include:**

- Presenting reports and assessments that provide advice to senior officials
- Analyzing, interpreting and analyzing strategic intelligence
- Coordinating the development of strategies in support of sensitive issues and initiatives
- Developing strategies in support of sensitive issues and initiatives
- Communicating advice and coordinating the establishments, dissemination and implementation of strategic planning processes

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree in business administration, commerce, sociology, political science, communications, or other relevant field, from a recognized post secondary institution, is required
- Completion of a graduate degree in statistics, from a recognized post secondary institution is required

**Experience:**

- Minimum of ten (10) years of relevant experience is required

## Sub-Stream 5g - Health and Scientific

<b>Classification: Health Sciences, Epidemiologist</b>	
<p>Epidemiology involves the study of the factors affecting health and illness of populations including the identification of risk factors for disease and determining optimal treatment approaches to clinical practice. Their work ranges from outbreak investigation, to study design, data collection and analysis including the development of statistical models to test hypotheses and the submitting research results to peer reviewed journals.</p>	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Reviewing data on current research projects</li> <li>- Conducting research to update current research projects</li> <li>- Conducting basic research on specific research topics or projects</li> <li>- Conducting basic tests in support of research projects</li> <li>- Tabulating data from studies, research projects, etc</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Undergraduate degree in epidemiology, biology, chemistry, biochemistry, or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing statistical analysis of data generated from studies, research projects, etc</li> <li>- Assisting in the conducting of studies, research projects, etc</li> <li>- Assisting in the evaluation of the design of surveillance programs for human diseases</li> <li>- Assisting in the evaluation of the design of screening or sampling programs for health products and food</li> <li>- Assisting in the evaluation of design, scope and scale of studies</li> <li>- Assisting in the investigation of disease outbreaks</li> <li>- Assisting in the development of statistical models to test hypotheses</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Undergraduate degree in epidemiology, biology, chemistry, biochemistry, or other relevant field, from a recognized post secondary institution, is required</li> <li>- Graduate degree in epidemiology, from a recognized post secondary institution, may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>

<b>Classification: Health Sciences, Epidemiologist</b>	
<p>Epidemiology involves the study of the factors affecting health and illness of populations including the identification of risk factors for disease and determining optimal treatment approaches to clinical practice. Their work ranges from outbreak investigation, to study design, data collection and analysis including the development of statistical models to test hypotheses and the submitting research results to peer reviewed journals.</p>	
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Evaluating the design of surveillance programs for human diseases</li> <li>- Evaluating the design of screening or sampling programs for health products and food</li> <li>- Evaluating the design, scope and scale of studies</li> <li>- Conducting the evaluation of quantitative and qualitative data and providing statistical relevance to that data</li> <li>- Coordinating the activities of a single research project, study, etc</li> <li>- Investigating disease outbreaks</li> <li>- Developing statistical models to test specific hypotheses</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Undergraduate degree in epidemiology, biology, chemistry, biochemistry, or other relevant field, from a recognized post secondary institution, is required</li> <li>- Degree in medicine, from a recognized post secondary institution, may be required</li> <li>- Graduate degree in epidemiology, public health, or science, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Coordinating the activities being conducted in various research projects, studies, etc</li> <li>- Performing strategic planning and development of research projects, studies, etc.</li> <li>- Advising senior officials on the potential impact of research project, studies, etc. on current and proposed programs and policies</li> <li>- Advising senior officials on the results of investigations into disease outbreaks and the potential impact of such an outbreak</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Undergraduate degree in epidemiology, biology, chemistry, biochemistry, or other relevant field, from a recognized post secondary institution, is required</li> <li>- Degree in medicine, from a recognized post secondary institution, may be required</li> <li>- Graduate degree in epidemiology, public health, or science is required</li> <li>- Doctoral degree in epidemiology, public health, or science may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of relevant experience is required</li> </ul>

<b>Classification: Scientific, Biologist</b> Biologists examine the structure, function, growth, origin, evolution, and distribution of living things both past and present. Biologists classify and describe various organisms, how they function, how species come into existence and the interactions they have with each other and the natural environment.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing basic tests in support of studies, experiments or research projects</li> <li>- Assisting in the conducting of field studies</li> <li>- Performing basic research</li> <li>- Compiling data resulting from studies, experiments or research projects</li> <li>- Assisting in the classification of plant and animal specimens</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Undergraduate degree in biology, microbiology, botany, zoology, or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing more complex tests in support of studies, experiments or research projects</li> <li>- Performing more complex research</li> <li>- Conducting of field studies</li> <li>- Assisting in the planning and conducting of studies, experiments or research projects</li> <li>- Assisting in the analysis of data resulting from studies, experiments or research projects, including the preparation of reports</li> <li>- Classifying plant and animal specimens</li> <li>-</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Undergraduate degree in biology, microbiology, botany, zoology, or other relevant field, from a recognized post secondary institution, is required</li> <li>- Graduate degree in biology, microbiology, botany, zoology, or other relevant field, from a recognized post secondary institution, may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing complex tests required by studies, experiments or research projects</li> <li>- Performing complex research</li> <li>- Conducting field studies</li> <li>- Planning and conducting a specific study, experiment or research projects</li> <li>- Analyzing the data resulting from a specific study, experiment or research project</li> <li>- Studying and classifying plant and animal specimens</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Undergraduate degree in biology, microbiology, botany, zoology, or other relevant field, from a recognized post secondary institution, is required</li> <li>- Graduate degree in biology, microbiology, botany, zoology, or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>





**Classification: Scientific, Biologist**

Biologists examine the structure, function, growth, origin, evolution, and distribution of living things both past and present. Biologists classify and describe various organisms, how they function, how species come into existence and the interactions they have with each other and the natural environment.

**Advanced****Typical duties may include:**

- Planning and conducting a specific study, experiment or research projects
- Coordinating the performance of specific studies, experiments and research projects required as part of a broader project
- Coordinating field studies
- Coordinating the activities being conducted in various studies, experiments or research projects
- Performing strategic planning and development of studies, experiments or research projects
- Advising senior officials on the potential impact of studies, experiments or research projects on current and proposed programs and policies

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Undergraduate degree in biology, microbiology, botany, zoology, or other relevant field, from a recognized post secondary institution, is required
- Graduate degree in biology, microbiology, botany, zoology, or other relevant field, from a recognized post secondary institution, is required
- Doctoral degree in biology, microbiology, botany, zoology, or other relevant field may be required

**Experience:**

- Minimum of ten (10) years of relevant experience is required

<b>Classification: Scientific, Chemist</b>	
Chemists study the reactions, transformations and the collecting together of parts of matter as well as accompanying changes during such processes. In addition, chemists investigate the physical and chemical properties of substances.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing basic tests in support of studies, experiments or research projects</li> <li>- Assisting in the environmental sampling and data collection</li> <li>- Performing basic research</li> <li>- Compiling data resulting from studies, experiments or research projects</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Undergraduate degree in chemistry, biochemistry, or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing more complex tests in support of studies, experiments or research projects</li> <li>- Performing more complex research</li> <li>- Conducting environmental sampling and data collection</li> <li>- Assisting in the analysis required to identify and quantify environmental toxic agents</li> <li>- Assisting in the planning and conducting of studies, experiments or research projects</li> <li>- Assisting in the analysis of data resulting from studies, experiments or research projects, including the preparation of reports</li> <li>- Assisting in the analysis of programs that ensure quality control of raw materials, chemical intermediaries, etc.</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Undergraduate degree in chemistry, biochemistry or other relevant field, from a recognized post secondary institution, is required</li> <li>- Graduate degree in chemistry, biochemistry or other relevant field, from a recognized post secondary institution, may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing complex tests required by studies, experiments or research projects</li> <li>- Coordinating environmental sampling and data collection</li> <li>- Performing the analysis to identify and quantify environmental toxic agents</li> <li>- Conducting fundamental and applied research</li> <li>- Planning and conducting a specific study, experiment or research projects</li> <li>- Analyzing the data resulting from a specific study, experiment or research project</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Undergraduate degree in chemistry, biochemistry or other relevant field, from a recognized post secondary institution, is required</li> <li>- Graduate degree in chemistry, biochemistry or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>



**Classification: Scientific, Chemist**

Chemists study the reactions, transformations and the collecting together of parts of matter as well as accompanying changes during such processes. In addition, chemists investigate the physical and chemical properties of substances.

**Advanced****Typical duties may include:**

- Planning and conducting a specific study, experiment or research projects
- Coordinating the performance of specific studies, experiments and research projects required as part of a broader project
- Coordinating activities required to identify and quantify environmental toxic agents
- Coordinating the activities being conducted in various studies, experiments or research projects
- Performing strategic planning and development of studies, experiments or research projects
- Advising senior officials on the potential impact of studies, experiments or research projects on current and proposed programs and policies

**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Undergraduate degree in chemistry, biochemistry or other relevant field, from a recognized post secondary institution, is required
- Graduate degree in chemistry, biochemistry or other relevant field, from a recognized post secondary institution, is required
- Doctoral degree in chemistry, biochemistry or other relevant field may be required

**Experience:**

- Minimum of ten (10) years of relevant experience is required

<b>Classification: Scientific, Toxicologist</b> Toxicologists study the relationship between dose and its effects on living organisms including the symptoms, mechanisms, treatments and detection of poisoning.	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing basic tests in support of studies, experiments or research projects</li> <li>- Assisting in the environmental sampling and data collection</li> <li>- Performing basic research</li> <li>- Compiling data resulting from studies, experiments or research projects</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Undergraduate degree in life sciences such as biology, biochemistry, or other relevant field, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of relevant experience is required</li> </ul>
<b>Intermediate</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing more complex tests in support of studies, experiments or research projects</li> <li>- Performing more complex research</li> <li>- Conducting sampling and data collection</li> <li>- Assisting in the analysis required to identify and quantify toxic agents</li> <li>- Assisting in the planning and conducting of studies, experiments or research projects</li> <li>- Assisting in the analysis of data resulting from studies, experiments or research projects, including the preparation of reports</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Undergraduate degree in life sciences such as biology, biochemistry, or other relevant, from a recognized post secondary institution, is required</li> <li>- Graduate degree in toxicology, from a recognized post secondary institution, may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of three (3) years of relevant experience is required</li> </ul>
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Performing complex tests required by studies, experiments or research projects</li> <li>- Coordinating sampling and data collection</li> <li>- Performing the analysis to identify and quantify toxic agents</li> <li>- Conducting fundamental and applied research</li> <li>- Planning and conducting a specific study, experiment or research projects</li> <li>- Analyzing the data resulting from a specific study, experiment or research project</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Secondary school diploma is required</li> <li>- Undergraduate degree in life sciences such as biology, biochemistry, or other relevant field, from a recognized post secondary institution, is required</li> <li>- Graduate degree in toxicology, from a recognized post secondary institution, is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of five (5) years of relevant experience is required</li> </ul>

<b>Classification: Scientific, Toxicologist</b>	
Toxicologists study the relationship between dose and its effects on living organisms including the symptoms, mechanisms, treatments and detection of poisoning.	
<b>Advanced</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Planning and conducting a specific study, experiment or research projects</li> <li>- Coordinating the performance of specific studies, experiments and research projects required as part of a broader project</li> <li>- Coordinating activities required to identify and quantify toxic agents</li> <li>- Coordinating the activities being conducted in various studies, experiments or research projects</li> <li>- Performing strategic planning and development of studies, experiments or research projects</li> <li>- Advising senior officials on the potential impact of studies, experiments or research projects on current and proposed programs and policies</li> </ul> <p><b><u>Minimum Mandatory Qualifications:</u></b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- Graduate degree in toxicology, from a recognized post secondary institution, is required</li> <li>- Secondary school diploma is required</li> <li>- Undergraduate degree in life sciences such as biology, biochemistry, or other relevant field, from a recognized post secondary institution, is required</li> <li>- Graduate degree in toxicology or other relevant field, from a recognized post secondary institution, is required</li> <li>- Doctoral degree in toxicology or other relevant field may be required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of ten (10) years of relevant experience is required</li> </ul>

**Temporary Help Services (THS)**  
**Request for Availability (RFA) Form**  
**For**  
**Call-up Against a Standing Offer**  
**Required by**

My department of the Government of Canada

This THS Form is being used to require an Offeror to submit the résumé(s) of a resource(s) to be provided upon the issuance of a Call-up.

This THS Form constitutes a response, when completed by an Offeror and provided to the Identified User contact listed below. All terms and conditions of the THS Standing Offer (SO) under which the requirement falls apply and are incorporated into this THS Form by reference.

<b>THS Request for Availability (RFA) Form</b>			
<i>This RFA form is to be used to acquire Temporary Help Services from a qualified THS Offeror by an Identified User. It must be attached to the email sent to invited Offerors, and subject field must reflect "Request for Availability – Title – Reference Number" (eg: Senior Risk Management – PWGSC123)</i>			
<b>Reference Number</b>			
<b>Government Department/Division</b>			
<b>Response Due Date/Time</b>			
<b>Submit Resource Proposal to</b>			
<b>SO Search Results Date</b>			
<b>A. GENERAL INFORMATION</b>			
<b>Reason for using THS</b> <i>(per TBS policy)</i>		<input type="checkbox"/> When a public servant is absent for a temporary period of time <input type="checkbox"/> When there is a requirement for additional staff during a temporary workload increase in which there is an insufficient number of public servants available to meet the requirement, or <input type="checkbox"/> A position is vacant and staffing action is being completed.	
<b>Number of Resources Required</b>			
<b>Maximum # of Résumé(s) to be Evaluated</b>			
<i>Up to a maximum of <b>X</b> résumé(s) will be evaluated per Offeror. Résumés above the maximum will not be evaluated. If, by error, more than the maximum allowable résumés are submitted, résumé (s) to be reviewed will be determined by alphabetical order based on candidate's last name unless an order of preference is given by the offeror.</i>			
<b>Stream</b>	<b>Sub-Stream</b>	<b>Classification</b>	<b>Level</b> <i>(junior, intermediate, senior, advanced)</i>
<b>Language Required</b> <i>(unilingual, bilingual)</i>			
<b>Security</b> <i>(resource security clearance level)</i> <i>(enhanced reliability, secret, top secret)</i>  <i>Resource security clearance must be obtained or valid as of RFA closing date</i>		<input type="checkbox"/> Enhanced Reliability <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret	
<b>Location of Work</b>			
<b>Start &amp; End Date</b> <i>(estimated)</i>			
<b>Duration (# of weeks)</b>			
<b>Hours of Work</b>			





<b>D. BASIS OF PAYMENT</b>		
The Offeror will be paid in accordance with Annex "B" - Basis of Payment for Work performed pursuant to the Call-up. The firm, hourly rates of the call-up will not exceed the hourly rates set out in the THS Standing Offer.		
<b>E. RESOURCE CONSENT</b>		
Written or electronic consent <u>must</u> be obtained from the resource being proposed by the Offeror to be considered for this Request for Availability opportunity for the proposed call-up. The consent <u>must</u> include the RFA form reference number, classification and level, and be accompanied by either an email thread indicating the resource's agreement or be signed and dated by the proposed resource. The written or electronic consent must be attached to each Request for Availability form response at the time of submission to the Federal Department User contact. <b>Offerors who do not provide written or electronic consent with the RFA will be found non-compliant.</b>		
<b>RESOURCE CONSENT ACKNOWLEDGEMENT</b>		
<p><b>Option 1</b></p> <p>I, _____, authorize and consent to be proposed by "<b>offeror name</b>" and submit my application for the requirement of "<b>RFA Reference Number</b>" "<b>Classification &amp; Level.</b>" <b><i>I acknowledge my availability for this requirement. If I am selected for this requirement and decline, my candidacy for this particular requirement will not be considered by the Federal Department User under any other company's proposal for this particular requirement.</i></b></p> <p><b>OR</b></p> <p><b>Option 2</b></p> <p><input type="checkbox"/> Resource authorization email thread attached</p>		
<b>Proposed Resource Name:</b> John Doe	<b>(Signature)</b> John Doe	Date: March XX, 2011

**F. OFFEROR'S RESPONSE INFORMATION [This section must be filled for every requirement]**

**Security Information for Resource**

1. Where indicated as such below, it is mandatory that the following information be provided by the Offeror for each proposed resource[attach extra sheets as necessary]:

**Security Information:** [Offeror to insert data]

Name of individual as it appears on security clearance application form - **MANDATORY**

Date of birth – **OPTIONAL/ MANDATORY**

Level of security clearance obtained – **MANDATORY**

Validity period of security clearance obtained – **MANDATORY**

Security Screening Certificate and Briefing Form file number – **MANDATORY**

Name of the entity under which the security clearance was obtained – **MANDATORY**

Name of the entity under which the security clearance duplication was obtained – **MANDATORY**

If the security clearance is in the process, the date the application was submitted to CISD with the level of security clearance requested. – **OPTIONAL**

**2. The Offeror :**

☐ Is submitting a response to this THS RFA Form.

☐ Is not submitting a response to this THS RFA Form for the following reason:

☐ No qualified resource is available [Offeror to provide explanation] : \_\_\_\_\_

**CERTIFICATION**

The Offeror certifies that all the information provided in the résumés and supporting material submitted with its proposal, particularly the information pertaining to language, education, achievements, experience and work history, has been verified by the Offeror to be true and accurate. Furthermore, the Offeror warrants that every individual resource proposed by the Offeror for the requirement, meets all the mandatory requirements listed in the RFA form and is capable of performing the Work described in the resulting call-up.

Offeror legal name “\_\_\_\_\_”

Offeror representative “\_\_\_\_\_”

Signature, print name, date

## Appendix to RFA

### Temporary Help Services (THS) LANGUAGE PROFICIENCY GRID

Legend/Légende	Oral	Comprehension	Written
<b>Basic</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>ask and answer simple questions;</li> <li>give simple instructions; and</li> <li>give uncomplicated directions relating to routine work situations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>fully understand very simple texts;</li> <li>grasp the main idea of texts about familiar topics; and</li> <li>read and understand elementary points of information such as dates, numbers, or names from relatively more complex texts to perform routine job-related tasks.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.</li> </ul>
<b>Intermediate</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>sustain a conversation on concrete topics; report on actions taken;</li> <li>give straightforward instructions to employees; and</li> <li>provide factual descriptions and explanations.</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>grasp the main idea of most work-related texts;</li> <li>identify specific details; and</li> <li>distinguish main from subsidiary ideas.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>deal with explicit information on work-related topics since they have sufficient mastery of grammar and vocabulary.</li> </ul>
<b>Advanced</b>	<p>A person speaking at this level can:</p> <ul style="list-style-type: none"> <li>support opinions; and understand and express hypothetical and conditional ideas</li> </ul>	<p>A person reading at this level can:</p> <ul style="list-style-type: none"> <li>understand most complex details, inferences and fine points of meaning; and</li> <li>have a good comprehension of specialized or less familiar material.</li> </ul>	<p>A person writing at this level can:</p> <ul style="list-style-type: none"> <li>write texts where ideas are developed and presented in a coherent manner.</li> </ul>