

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**

**Travaux publics et Services gouvernementaux  
Canada**

**Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>e</sup> étage**

## Montréal

Québec

**H5A 1L6**

**FAX pour soumissions: (514) 496-3822**

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

National Master Standing Offer (NMSO)

Offre à commandes principale et nationale (OCPN)

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

**Vendor/Firm Name and Address**

Raison sociale et adresse du fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Travaux publics et Services gouvernementaux Canada  
Place Bonaventure, portail Sud-Est  
800, rue de La Gauchetière Ouest  
7<sup>e</sup> étage  
Montréal  
Québec  
H5A 1L6

<b>Title - Sujet</b> OACIR SERVICES D'AIDE TEMPORAIRE	
<b>Solicitation No. - N° de l'invitation</b> E6MON-110002/A	<b>Date</b> 2012-05-22
<b>Client Reference No. - N° de référence du client</b> E6MON-110002	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$MTB-675-12043
<b>File No. - N° de dossier</b> MTB-1-34268 (675)	<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 2012-11-19</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Heure Avancée de l'Est HAE
<b>Delivery Required - Livraison exigée</b> .	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Noël, Damien	<b>Buyer Id - Id de l'acheteur</b> mtb675
<b>Telephone No. - N° de téléphone</b> (514)496-3636 ( )	<b>FAX No. - N° de FAX</b> (514)496-3822
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> MINISTERE DES TRAVAUX PUBLICS ET SERVICES GOUVERNEMENTAUX CANADA Place Bonaventure Portail Sud-Est 800 de la Gauchetière O suite 7300 MONTREAL Québec H5A 1L6 Canada	
<b>Security - Sécurité</b> This request for a Standing Offer does not include provisions for security. Cette Demande d'offre à commandes ne comprend pas des dispositions en matière de sécurité.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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

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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 instructions applicable to the clauses and conditions of the RFSO;

Part 3 Offer 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, if applicable, 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 Annexes include the Requirement, Basis of Payment, Service Categories, Duties with Respect to Tests, Call-up Procedure, Security Requirements Checklist (SRCL), Instructions for designated users and Detailed evaluation grid

## **2. Summary**

This Request for Standing Offer is intended to meet temporary help services needs (the category of services are described in Annex C) for federal organizations located in some areas of the Quebec Region (described further on, in Annex A for example). Offerors may propose services in one or more geographic areas to fulfill part or all of the defined need. While the description of the category of services in Annex C is more precise, services required are within the following streams: office support, administrative services, operational services, technical services, professional services. Following the process, Standing Offers will be issued for a period of one year, plus an option year.

Several standing offers may be issued further to this process, as long as Offerors meet the stated technical requirements. A Standing Offer may cover one or more areas of the Quebec Region. Previously, standing offers generated a total business volume of about \$6,000,000.00, tax included, for all areas, Offerors and the time frame, including the option year. There is a security requirement associated with this requirement. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6A - Standing Offer. Offerors should consult the document entitled "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) on the Departmental Standard Procurement Documents Web site.

The requirement is subject to a preference for Canadian goods and/or services.

## **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 offer process. The debriefing may be in writing, by telephone or in person.

## **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 (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

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 (2012-03-02) 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 - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: one hundred twenty (120) days

#### **Offerors' Conference**

An Offerors' conference will be held at Place Bonaventure, South-East Portal Suite 7300, 800 de la Gauchetière O. Montreal, on July 24 th 2012 The conference will begin at 1:30 PM. The scope of the requirement outlined in the Request for Standing Offers (RFSO) will be reviewed during the conference and questions will be answered. It is recommended that Offerors who intend to submit an offer attend or send a representative.

Offerors are requested to communicate with the Standing Offer Authority before the conference to confirm attendance. Offerors should provide, in writing, to the Standing Offer Authority, the name of the person(s) who will be attending and a list of issues they wish to table at least five (5) working days before the scheduled conference.

Any clarifications or changes to the RFSO resulting from the Offerors' conference will be included as an amendment to the RFSO. Offerors who do not attend will not be precluded from submitting an offer.

## **2. Submission of Offers**

Offers must be submitted only to Public Works and Government Services Canada (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.

### **2.1 Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least seven (7) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

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

All enquiries must be submitted in writing to the Standing Offer Authority no later than seven (7) 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.

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Buyer ID - Id de l'acheteur

mtb675

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

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File No. - N° du dossier

MTB-1-34268

CCC No./N° CCC - FMS No/ N° VME

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#### **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 Québec.

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.



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## 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 (2 hard copies);

Section II: Financial Offer (1 hard copy) and 1 soft copy on CD or DVD (Lotus or Excel format);

Section III: Certifications (1 hard copy).

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

Prices must appear in the financial offer only. No prices must be indicated in any other section of the offer.

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>).

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 indicated among other places, in Annexes A, C, D and E and how they will carry out the Work. The Offeror is not required to submit an offer for all the services categories included in this Standing Offer (for example, clerk or general labourer, one language or both, etc.). In addition, the Offeror may choose to submit an offer for one, several or all of the geographic areas covered by this Standing Offer. The prices must be included in the Financial Offer, for the categories offered.

## Section II: Financial Offer

Offerors must submit their financial offer in accordance with the Annex B, Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable. Only services for which a rate is indicated will be considered to have been offered.

**The Annex "B" , Basis of Payment will be sent to firms upon request.**

**Please send your request by E-Mail to Mr. Damien Noël.**

[Damien.noel@tpsgc-pwgsc.gc.ca](mailto:Damien.noel@tpsgc-pwgsc.gc.ca)

## 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.

## **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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the offers.
- (c) The evaluation team will determine first if there are three (3) or more offers with a valid Canadian Content certification. In that event, the evaluation process will be limited to the offers with the certification; otherwise, all offers will be evaluated. If some of the offers with a valid certification are declared non-responsive, or are withdrawn, and less than three responsive offers with a valid certification remain, the evaluation will continue among those offers with a valid certification. If all offers with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other offers received will be evaluated.

#### **1.1. Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

Mandatory criteria are presented in Annexe H - Detailed evaluation grid.

##### **1.1.2 Point Rated Technical Criteria**

Rated criteria are presented in Annex H - Detailed evaluation grid.

#### **1.2 Financial Evaluation**

1.2.1 Firm rates offered and presented in Annex B - Basis of Payment - will be used when placing orders (see Part 6). The right of first refusal will be used for call ups, and the firm rates will be considered at that time.

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

- 1. To be declared responsive, an offer must: comply with all the requirements of the Request for Standing Offers (RFSO); and meet all mandatory technical evaluation criteria. All responsive offers will be considered for the emission of a Standing Offer.

## **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 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 and Certifications Required with the Offer**

Offerors must submit the certifications as provided below:

#### **1.1 Certifications Precedent to Issuance of 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

##### **1.1.1 Federal Contractors Program - Certification**

###### **1.1.1.1 Federal Contractors Program - \$200,000 or more**

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.

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 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.

#### 1.1.1.2 Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no

longer eligible to receive federal 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 a 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.

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 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;
- (d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP is available on the HRSDC Web site.

#### 1.1.2 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.

### 1.1.3 Green procurement questionnaire

To be declared responsive, the answers on this questionnaire need not be exhaustive. Any ideas that encourage green procurement are appreciated.

#### Objective

This Request for Standing Offers (RFSO) includes questions about green procurement, which will help the Government of Canada take stock of the industry's progress in its operations and supply chain.

#### Background

Canada is committed to greening its supply chain. In compliance with the federal government's Policy on Green Procurement, which became effective in April 2006, federal departments and agencies must take the appropriate measures to procure goods and services that have a lesser or reduced impact on the environment than that of previous products and services.

Environmentally preferable goods and services are those that have a lesser or reduced impact on the environment over the life cycle of the good or service, when compared with competing goods or services serving the same purpose. Environmental performance considerations include, among other things, the reduction of greenhouse gas emissions and air contaminants; improved energy and water efficiency; the use of renewable resources; reduced hazardous waste; and reduced toxic and hazardous substances.

At this time, Public Works and Government Service Canada (PWGSC) wants to understand how the industry has progressed in incorporating environmental considerations into its goods and services. Upcoming requests for proposal (RFP) will require that suppliers meet certain mandatory environmental criteria. While adding new environmental criteria, PWGSC needs to ensure that there is still enough competition among potential suppliers to obtain a fair price for the requested goods and services. It is therefore necessary for PWGSC to understand the current



state of the industry, relative to environmental factors, in order to successfully incorporate mandatory environmental criteria without inappropriately limiting competition.

1) Please provide information about your corporate environmental policy, if there is one in place. Emphasis on greenhouse gas emissions, energy and water efficiency, solid waste, toxic and hazardous chemicals, forest management and water pollution.

2) Does your business have ISO 14001 certification or equivalent certification in environmental management systems? If so, please specify.

3) Do you use reusable products as alternatives to consumable products? If so, provide examples.

4) With regard to consumable products and product packaging, what measures are being taken to reduce waste and substantially increase the quantity of recycled materials used?

5) Do you have available products that are considered ambient preferables? Please provide a list of those products and an explanation as to what makes them preferables.

6) What environmental initiatives are started? With specific emphasis on green house gas, water efficiency, solid waste, toxic products, tree management and water pollution.

## 1.2 Certifications Required with the Offer

Offerors must submit the following duly completed certifications with their offer.

### 1.2.1 Canadian Content Certification

#### 1.2.1.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition

#### 1.2.1.2 This procurement is conditionally limited to Canadian services.

Subject to the evaluation procedures contained in the request for standing offer, offerors acknowledge that only offers with a certification that the services offered are Canadian services, as defined in clause A3050T, may be considered.

Failure to provide this certification completed with the offer will result in the services offered being treated as non-Canadian services.

The Offeror certifies that:

( ) the services offered are Canadian services as defined in paragraph 4 of clause A3050T.

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For more information on how to determine the Canadian content for a mix of goods, a mix of services or a mix of goods and services, consult Annex 3.6.(9), Example 2, of the Supply Manual.

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## **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.

### **2. Financial Capability**

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

### 3. Insurance requirement

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 Part 7 . 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.

## **PART 7 - STANDING OFFER AND RESULTING CONTRACT CLAUSES**

### **A. STANDING OFFER**

#### **1. Offer**

1.1 The Offeror offers to fulfill the requirement in accordance with the Statement of Work at Annex "A".

#### **2. Security Requirement**

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Directorate (CISD), Public Works and Government Services Canada (PWGSC).

2. The Contractor/Offeror personnel requiring access to PROTECTED , assets or sensitive work site(s) must EACH a valid RELIABILITY STATUS, granted or approved by CISD/PWGSC. Until the security screening of the Offeror personnel required by this Contract/Standing Offer has been completed satisfactorily by the CISD, PWGSC the Contractor/Offeror personnel MAY NOT HAVE ACCESS PROTECTED or assets, and MAY NOT ENTER where such information or assets are kept, without an escort.

3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/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 Contractor/Offeror must comply with the provisions of the:

(a) Security Requirements Check List and security guide (if applicable), attached at Annex F;

(b) Industrial Security Manual (Latest Edition).

### **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

(<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) 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 Periodic Usage Reports - Standing Offer

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

Electronic reports must be completed and forwarded to the Standing Offer Authority no later than 15 calendar days after the end of the reporting period. An electronic version of the form in Excel is available from the Standing Offer Authority. The Offeror must provide these data in accordance with the reporting requirements detailed herein. An example is provided in Annex E.

Such reports must contain the following information:

- (i) the Goods and Services identification number (GSIN);
- (ii) the standing offer number;
- (iii) the supplier name;
- (iv) the reporting period;
- (v) the call-up/contract number for each call-up/contract, including amendments;
- (vi) the client department;
- (vii) the contracting authority (not the Standing Offer authority);
- (viii) the date of the call-up/contract;
- (ix) the call-up/contract period;
- (x) the services provided;
- (xi) the value of the call-up/contract, Goods or Services Tax/Harmonized Sales Tax included, as applicable.

Offerors are requested to indicate separately the content of each call-up and its object (category of service). For example, if a call up was for clerks and another for an engineer, a separate line item is requested.

All data fields of the report must be completed as requested.

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 data must be submitted on a monthly basis to the Standing Offer Authority.

The data must be submitted to the Standing Offer Authority within 15 calendar days following the end of the reporting period.

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

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

The period for making call-ups against the Standing Offer is from date of emission for one year.

##### **4.2 Extension of Standing Offer**

If the Standing Offer is authorized for use beyond the initial period, the Offeror offers to extend its offer for an additional one-year period, from \_\_\_\_\_ to \_\_\_\_\_, under the same conditions and at the rates or prices specified in the Standing Offer, or at the rates or prices calculated in accordance with the formula specified in the Standing Offer.

The Offeror will be advised of the decision to authorize the use of the Standing Offer for an extended period by the Standing Offer Authority 30 days before the expiry date of the Standing Offer. A revision to the Standing Offer will be issued by the Standing Offer Authority.

## 5. Authorities

### 5.1 Standing Offer Authority

The Standing Offer Authority is:

Attn:Damien Noël  
Supply Specialist

Public Works and Government Services Canada  
Supply and Compensation Directorate  
Quebec Region  
Place Bonaventure, South-East Portal, Suite 7300  
800 de La Gauchetière Street West  
Montreal, Qc.  
H5A 1L5

damien.noel@pwgsc-tpsgc.gc.ca  
Telephone: 514-496-3636  
Fax: 514-496-3822

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, he 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 identified in the call-up against the Standing Offer.

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



### 5.3 Offeror's Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail address: \_\_\_\_\_

## 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, of the Financial Administration Act, R.S., 1985, c. F-11.

## 7. Call-up Procedures

Call-up procedure is detailed in Annex E.

The right of first refusal applies to this Standing Offer.

## 8. Call-up Instrument

The Work will be authorized or confirmed by the Identified User(s) using form PWGSC-TPSGC 8251, Call-up Against a Standing Offer for temporary help services or electronic document.

## 9. Limitation of Call-ups

Individual call-ups against the Standing Offer must not exceed \$ 100 000 (Goods and Services Tax or Harmonized Sales Tax included).

## 10. 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 2035 (2012-03-02), General Conditions - Higher Complexity - Services;
- e) Annex A, Requirement;
- f) Annex B, Basis of payment;
- g) Annex C, Category of services;
- h) Annex D, Duties with Respect to Tests;
- i) Annex E, Call-up Procedure
- j) Annex F, Security Requirements Check List (SRCL);
- k) the Offeror's offer \_\_\_\_\_.

## 11. Certifications

### 11.1 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 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.

### 11.2 SACC Manual Clauses

M3060C(12/05/08), Canadian Content Certification

## **12. 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 Quebec.

## **13. Unsatisfactory services**

Should one temporary help resource be deemed unsatisfactory for the mandate, and if Canada has advised the contractor within four (4) hours of the beginning of the mandate, Canada will not be responsible for the payment of the service for this period.

Should the notice be made after the first four hours, the contractor must proceed to change the resource within five working days.

For a given requirement, should the designated user reject 4 employees of the contractor for a valid reason, the designated user may contact the next contractor in line following the order of priority.

Should the contractor deliver poor services or resources that are not qualified, the designated users will contact the Standing Offer Authority to provide details, and the contractor will be advised. Three (3) separate complaints from any designated user to the Standing Offer Authority that are evaluated to be grounded and documented may lead to the withdrawal of the Contractor from the Catalog.

## **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 the Work described in the call-up against the Standing Offer.

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

### **2.1 General Conditions**

2035 (2012-03-02), General Conditions - Higher Complexity - Services apply to and form part of the Contract.

Section 17 Interest on Overdue Accounts, of 2035 (2012-03-02), General Conditions - Higher Complexity - Services will not apply to payments made by credit cards at point of sale.

Add, under article 30, Termination for Convenience, of 2035 (2012-03-02), General Conditions - Higher Complexity - Services: article 8 of current document, detailed below.

"5. If the notice of termination given pursuant to subsection 1 is provided at least 2 opening days before the beginning of the contract period, Canada will not have to pay for the contract."

## **3. Term of Contract**

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

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

## **4. Payment**

### **4.1 Basis of Payment**

Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex "B", to a limitation of expenditure of \$\_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

## 4.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the contract expiry date, or
- (c) as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

## 4.3 Monthly Payment

SACC Manual clause H1008C (12/05/08), Monthly Payment

## 4.4 SACC Manual Clauses

A2000C (16/06/06), Foreign Nationals (Canadian Contractor)

A2001C (16/06/06), Foreign Nationals (Foreign Contractor)

A9117C (30/11/07), T1204 - Direct Request by Customer Department

C0711C (2008-05-12), Time verification

C2604C (11/01/10), Customs Duties, Excise Taxes and GST/HST - Non-resident  
C2000C (30/11/07), Taxes - Foreign-based Contractor

#### 4.5 Payment by Credit Card

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

### 5. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- (a) a copy of time sheets to support the time claimed;
- (b) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the following address for certification and payment.

\_\_\_\_\_  
\_\_\_\_\_

- (b) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### 6. SACC Manual Clauses

A9062C (16/05/11), Canadian Forces Site Regulations  
A9068C (11/01/10), Government Site Regulations  
G1005C (12/05/08), Insurance

**ANNEX**

**ANNEX A: Requirements**

**ANNEX B: Basis of Payment**

**ANNEX C: Service Categories**

**ANNEX D: Duties with Respect to Tests**

**ANNEX E: Call-up Procedure**

**ANNEX F: Security Requirements Checklist (SRCL)**

**ANNEX G: Instructions for designated users**

**ANNEX H: Detailed evaluation grid**

## **ANNEX A REQUIREMENTS**

### **1. Terminology**

THS: Temporary Help Services

RMSO: Regional master standing offer

RSO: Request for standing offer. Document posted on MERX, prior to issuing the regional master standing offer.

The term call-up refers to the subsequent call-up.

Geographic areas: the service must be provided in one or more of the eight geographical areas designated below (ANNEX A, section 3.3). The region is the province of Quebec, with the exception of the Gatineau area, Témiscamingue and northern Quebec.

Service categories: The description of the various service categories that may be offered by the contractor is provided in ANNEX C.

Catalogue: Document containing information about the RMSO, particularly the contact information for qualified contractors and the requested hourly rates. The catalogue will be accessible to all designated users.

### **2. Background**

In its role as the central purchasing agency, Public Works and Government Services Canada (PWGSC), at the request of identified users in federal government departments and agencies in the Quebec Region, requests offers for the provision of temporary help services.

To meet the needs of identified users, PWGSC ensures that suppliers submit a standing offer for the provision of services for a specified period. PWGSC then delegates purchasing authority to the identified users, who can then access the supply source directly by issuing “call-ups” (which are detailed acceptances of the offer).

The details of the services the identified users wish to obtain from a supplier are set out in the call-up. The call-up may be issued at any time during the standing offer’s period of validity.

The Master Regional Standing Offer (MRSO) for temporary help services (THS) will be used for ad hoc requirements that are difficult to anticipate and fairly urgent.

### **3. Nature of the services offered**

#### **3.1 Description**

The supplier will provide THS in the manner and at the time requested by identified users in accordance with the categories of services offered and accepted for the Quebec Region and geographical areas specified in this standing offer.



Temporary assistance services must be used on a temporary basis to meet requirements in units in one or more of the categories indicated in ANNEX C. These services may be required to meet a temporary, ad hoc increase in work volume, for example.

### 3.2 Limitations

Limitations must be observed in the use of standing offers.

- The standing offer user is aware of the fact that the RMSO cannot be used as an alternative to a staffing process, which would result in the identified user hiring an individual providing a service on the supplier's behalf, without conducting an official staffing process. For example, the identified user may not indicate in its call-up the identity of a specific person by whom it would like the mandate to be carried out. Nor can the identified user select a company on the basis of the identity of the people who work for it.
- The holder of a standing offer (the supplier) must inform its employees that the RMSO must not be used to establish an employer-employee relationship.

### 3.3 Geographical areas

The supplier may offer services in one or more of the following geographical areas:

1. Greater Québec, including Lévis, Valcartier and Donnacona
2. Rimouski, Bas-Saint-Laurent and Gaspé
3. Saguenay, Lac-Saint-Jean and Côte-Nord
4. Greater Montréal (including the North Shore and South Shore, in a radius of up to 50 km)
5. Greater Trois-Rivières, Nicolet, Shawinigan, including Grand-Mère
6. Sherbrooke, including Granby and Cowansville
7. Laurentians (north of Montréal from St-Jérôme, including La Macaza)
8. Abitibi

### 3.4 Quality control procedure

The supplier must have a quality control process in place that focuses on the following four areas, at a minimum:

- recruitment;
- testing and screening;
- client satisfaction with the services provided by the supplier;
- monitoring of the employee's performance during and after the assignment.

### 3.5 Availability of specific individuals

If the call-up is made within less than 48 hours, the supplier may not be able to guarantee the availability of a specific individual and will therefore recommend another person who meets the minimum requirements set out in the call-up.

### 3.6 Closing of government offices

In the event that a government office in which the work pertaining to a call-up is to be performed should have to close unexpectedly, the supplier may be compensated for up to a week's work, at the rates set out in the call-up, and depending on the amount of work specified in the call-up. This does not apply to statutory holidays and other foreseeable events.

In such situations, the supplier must attest that:

- no payment – for any client – was received for the services of the supplier's staff normally

## Temporary Help – Quebec Region

assigned to the call-up, for the period for which an invoice is submitted;

– the supplier's staff usually assigned to the call-up will receive the payment due for the hours invoiced.

The supplier makes no commitment to making the same resources available once the offices reopen.

### **4. General service standards**

#### **4.1 Place of business and office staff**

For the full duration of the THS standing offer, the offeror must:

- provide, occupy and keep a fully operational business office in the geographical area in which the service is being provided;
- remain open during regular business hours (7.5 hours per day, Monday to Friday, between 8:00 am and 6:00 pm);
- have at least two full-time employees able to offer THS to identified users in each of the geographical areas listed for which the standing offer is being issued. These employees must also include at least one bilingual person.

#### **4.2 Service quality**

For the relevant service categories, the identified user may request that the offeror provide the results of a specific individual's tests (listed in ANNEX D). Instructions pertaining to testing for administrative support categories are included in ANNEX D.

#### **4.3 Response time**

For the full duration of the standing offer, the offeror has four business hours to respond to calls, faxes or e-mails from identified users.

#### **4.4 Expression – oral and written communication**

When services are required in only one of the two official languages, the requirements indicated below apply to the language in question (reading, writing and oral communication).

Some call-ups may require bilingual services. When this is the case, the person carrying out the mandate is expected to possess the following knowledge and abilities, in both languages.

##### **Reading**

Ability to understand texts on a variety of work-related topics; ability to understand most of the complex details, inferences and nuances of meaning; ability to read and clearly understand specialized and less familiar subject matter.

##### **Writing**

Ability to draft descriptions and explanations of various formal and informal situations in respect of the work; ability to draft texts that develop and present ideas coherently; ability to draft texts using vocabulary, grammar and spelling that are generally appropriate to a work setting and require few corrections.

##### **Oral communication**

Ability to provide explanations and formulate detailed descriptions; ability to deal with hypothetical questions; ability to state an opinion, defend a point of view or justify an action; ability to give advice; ability to solve complex work-related problems.

#### **4.5 Bilingualism evaluation**

In case of doubt in the skills or abilities of the supplier's staff in terms of bilingual comprehension, the identified user may call upon the services of the Canada School of Public Service to conduct independent testing. Test costs – which are communicated before testing is performed – will be the responsibility of whichever party is found to be mistaken in light of the test results.

#### **4.6 Bonus**

When the identified user requires bilingual services, the normal hourly rate indicated in ANNEX B - Basis of Payment is used, to which is added the amount indicated at the top of the Basis of Payment section (namely, \$0.55 per hour).

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

Some service categories may require specific training.

When required, the supplier shall be responsible for WHMIS training and basic protective equipment, such as steel-toed shoes and hard hats, as specified in the applicable classifications (namely, Component 3).

Requirements in terms of training and protective gear specific to the workplace that are not mentioned in the category are the responsibility of the identified user.

The supplier providing Component 3 services must consult each classification description to obtain a complete list of requirements (see ANNEX C).

**ANNEX B  
BASIS OF PAYMENT**

**1. Overtime**

No overtime shall be paid unless a specific request to the company is made by the identified user. Overtime shall be paid using the factor indicated by the offeror in its offer and reproduced in the basis of payment.

**2. Bilingualism**

When the identified user requires bilingual services, the basic hourly rate for the required service is increased by \$0.55.

**3. Interview**

The interview is not a customary selection tool for a supplier's proposal.

If an identified user requires that a supplier's employee pass an interview, the identified user shall pay the supplier for four hours, for Components 1 to 3. The applicable rate will be that for the requested service.

For Components 4 and 5 of the service categories, the identified user may request an interview for a maximum of three candidates, at no charge.

**4. Overqualification**

The identified user pays for the service category level it requires. If the supplier chooses to provide the services of an overqualified employee, it does so at its own expense.

**5. Hourly rate**

**The Annex "B" , Basis of Payment will be sent to firms upon request.**

**Please send your request by E-Mail to Mr. Damien Noël.**

[Damien.noel@tpsgc-pwgsc.gc.ca](mailto:Damien.noel@tpsgc-pwgsc.gc.ca)

## ANNEX C SERVICE CATEGORIES

### Service categories

This is the list of service categories covered in this standing offer, as well as the description of each of the levels. For each level, the expected training and experience is indicated.

In case of any disagreement between the supplier and identified user as regards the interpretation of these descriptions, the standing offer authority must be contacted before the RSO closing date.

Preliminary and general notes applicable to this Annex detailing the category of services as a whole.

The following notes supersede the text and indications contained in the current Annex.

Les notes qui suivent ont préséance sur le libellé inscrit à l'intérieur de cette annexe. Leur fonction est de clarifier et préciser certains termes et certains libellés.

#### 1. Terminologie

Le terme “qualification essentielle” doit se lire “exigence essentielle”.

Le terme “qualification constituant un atout” doit se lire “Exigences additionnelles possibles”.

Le terme « classification » doit se lire « catégorie de service ».

Lorsqu'il en est question, le travail fait l'objet d'un suivi (et non d'un examen).

On parle également des ressources de l'entrepreneur (et non du sat).

En lisant « aptitude », on doit lire « connaissance et expérience » lorsqu'il est fait référence à des savoir et connaissances structurables et transmissibles.

#### 2. Contexte de cette offre à commande

Cette annexe ne peut se lire sans les informations comprises dans le reste du document, notamment par exemple l'annexe relative aux examens (exigences relatives aux examens).

Cette offre à commande a pour objectif l'établissement d'un contrat avec un fournisseur, pour la fourniture de services d'aide temporaire.

Le lien contractuel étant avec la compagnie, les indications relatives au rendement, ou aux travaux à effectuer sont transmises du client à la compagnie.

Si des phraséologies utilisées peuvent laisser penser que, pour des raisons de gain de temps, le lien est entre le client et la ressource fournie par la compagnies, le lien contractuel demeure celui mentionné.

#### 3. Suites bureautiques:

Toute référence à un “logiciel standard” doit se lire “des suites bureautique reconnues” (traitement de texte, chiffrier, etc.).

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Toute référence à un logiciel spécifique dans ce document doit se comprendre sous son appréciation générique (par exemple “suite bureautique” pour “Microsoft Office”). En effet, chaque client ayant ses propres outils informatiques, la définition doit ici être générique. Si un besoin pointu existe, il en sera fait mention avant la commande subséquente.

### 4. Diplôme:

Quelle que soit la mention dans la suite du document, le diplôme secondaire est une exigence minimale. Un diplôme de niveau supérieur peut être exigé, mais aucun niveau d'étude inférieur au diplôme secondaire (donc complété avec succès) ne sera accepté.

Par défaut, l'équivalence du diplôme est évaluée de la manière suivante:

Le diplôme doit avoir été délivré par une institution d'enseignement canadienne reconnue, ou l'équivalent établi par un service d'évaluation des titres de compétences reconnu au Canada, si le diplôme a été obtenu à l'étranger. La liste des organisations reconnues figure sur le site Internet du Centre d'information canadien sur les diplômes internationaux ([www.cicic.ca](http://www.cicic.ca)), qui sera le seul outil de référence admis.

### 5. Expérience au gouvernement fédéral

En aucun cas l'expérience au gouvernement fédéral ne peut être utilisée comme critère éliminatoire pour un offrant.

Lorsqu'un offrant est sélectionné, le client peut, entre deux ressources également qualifiées privilégier celle qui a une expérience au gouvernement fédéral, en accord avec l'offrant qualifié.

*See attached documents.*

## ANNEX D

### Standards and Duties with Respect to Tests

#### **Basic standards with respect to tests for administrative support categories**

For the administrative support classifications, the supplier must ensure that its employees meet the expectations listed here. Minimum standards are indicated farther on.

#### **Nature of tests**

Standardized tests must be used to establish the qualifications of employees in the service categories in question and the supplier must, at a minimum, use the four types of tests below to select and classify its employees:

1. Keyboarding tests
  - 1.1 Separate tests in English and French that are used to evaluate:
    - a) the skills needed for keyboarding in English or French or in French and English, at a minimum speed of 40 words per minute with an error rate not exceeding 5% evaluated based on the number of characters; or
    - b) the necessary skills for typing in English or French, or in English and French, at a minimum speed of 25 words per minute with an error rate not exceeding 3%.
  - 1.2 Tests for proficiency in the use of common software programs (particularly for administrative categories)

The supplier must ensure its employees have a functional familiarity with commonly used software programs in the field of work of the service category in question. Such programs include Office suites (including word processing, spreadsheet, presentation and e-mail software). They may require an understanding of vector graphic software, spell checkers, Web browsers, and database software, depending on the service categories.

- 1.3 Grammar, spelling and punctuation tests

Sound knowledge of the basic rules of spelling, grammar and punctuation is normally required of people who type at the minimum speed of 40 words per minute.

- 1.4 Skills tests – office work

These tests, which are generally taken in the person's first official language (English or French), must be used to evaluate the basic skills needed to properly perform office work. Although the number and designation of the skills measured may vary from one test to another, a series of sub-tests should be included that are designed to evaluate:

- a) filing skills,
- b) coding skills,
- c) ability to conduct verifications,
- d) ability to do arithmetic.

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### 2 Standards pertaining to tests – General aspects

#### 2.1 Test development

Suppliers may develop their own tests by calling on members of their own staff with the required training or experience or by using the services of consultants.

There are also commercial tests that meet the minimum requirements listed below.

#### 2.2 Test administration

The person in charge of administering the various tests must have sufficient relevant training and experience. Administering a test to one or more people is a task that cannot be accomplished without adequate preparation; the person in charge must be familiar with the test itself and the conditions under which it will be administered.

The person in charge of administering the tests must have detailed knowledge of the oral and written instructions to give the candidates. He or she must periodically ensure that the required equipment (computers, tape recorders, etc) is in good condition and ensure that the general test conditions allow individuals to perform as best they can (adequate lighting, sufficient work space and a quiet environment).

#### 2.3 Time limits

The duration of tests or portions of tests must be strictly adhered to.

The use of a timer is strongly recommended, particularly for monitoring the maximum amount of time allocated for each of the portions of the test.

#### 2.4 Test scoring

Skill tests (typing tests, for example) must be scored in accordance with the guidelines and procedures clearly set out in a scoring guide or manual.

Those scoring the tests must have sufficient training and experience in scoring skill tests and have a sound understanding of the scoring guidelines provided for each test.

Language proficiency and office work skills tests (grammar, spelling and punctuation tests, for example) are often accompanied by a correction grid that can be superimposed on the candidates' answer sheets. The number of correct answers in each section and the test as a whole can then be calculated.

#### 2.5 Security measures – test documents

All test documents, including answer sheets, test booklets, correction sheets and handbooks, must be kept under lock and key. Only those responsible for administering and correcting the tests must have access to them.

It is important to ensure that all test documents are collected and accounted for after each test.

At least once a month, a full inventory of documents must be taken to ensure that test booklets and correction sheets are in good condition. Damaged documents must be destroyed and replaced.



### 3. Test standards – Specific aspects

#### 3.1 Keyboarding tests

- a) There must be two equivalent versions in both official languages to assess the skills listed in item 1, i.e., two parallel tests for keyboarding tests in French and English.
- b) To determine the equivalence of the two parallel tests, the following factors will be used:
  - average typing intensity (see 3.1.d),
  - average syllabic intensity (see 3.1.e).
- c) Each equivalent test must include:
  - one page of general instructions, separated from the text to be typed,
  - a text of about 150 words used for the warm-up exercise (three to five minutes),
  - an initial text of approximately 1,400 to 1,600 keystrokes, entirely narrative in nature (containing neither numbers nor symbols), to be typed out within no more than five minutes,
  - a second text of approximately 1,400 to 1,600 keystrokes, exclusively narrative in nature, also to be typed out in no more than five minutes.
- d) The average number of keystrokes per word in each text should vary from 5.9 to 6.10. The average keystroke intensity indicator is the result of dividing the total number of keystrokes needed to type up the full text by the total number of words.
- e) The average syllabic intensity of each text must vary from 1.45 to 1.55. The average syllabic intensity indicator can be calculated by dividing the total number of syllables by the total number of words in the text.
- f) At the end of the typing test, candidates will be asked to indicate which of the two typing texts they wish to have scored. Only the designated text will be corrected.
- g) Correction must take into account the following two criteria:
  - the speed in words per minute, obtained by dividing the total number of keystrokes by 25,
  - accuracy, expressed as a percentage of errors, obtained by dividing the total number of errors by the total number of words typed.
- h) The passing score required on the typing test is:
  - 40 words per minute, with no more than 5% errors, or
  - 25 words per minute, with no more than 3% errors.
- i) To be considered as having all the required qualities, each candidate must meet both the speed and accuracy criteria; failure to meet either of the two criteria will lead to failure of the test.
- j) In case of failure, the person may be allowed to retake the test as soon as possible. However, in such cases, a different test under the same conditions as the previous evaluation will have to be used.

#### 3.2 Spelling, grammar and punctuation tests

- a) A spelling, grammar and punctuation test is required in each official language to assess the knowledge listed in item 1.3, i.e., two separate spelling, grammar and punctuation tests, one in English and the other in French.
- b) The test must provide a reliable measurement of the candidate's mastery of the fundamental rules of grammar and punctuation, corresponding to the level required of a tenth-grade student.
- c) The test and related materials (i.e., the answer booklet, administration guide and technical manual) must be accompanied by appropriate normative data based on one or more clearly identified reference populations, such as 10th-grade students, applicants or office employees.
- d) The passing score for this test must be established using appropriate normative data. When this normative data is expressed as a percentile, it is recommended that a passing score corresponding to the 40th percentile be adopted.

## Temporary Help – Quebec Region

- e) A minimum period of three weeks must elapse before candidates who fail the exam can be allowed to retake it.
- f) The overall results (i.e., number of correct answers obtained in each of the sections and the entire test) as well as basic personal information (test date, educational history, professional experience, etc) must be systematically filed and kept on record for one year. Regional standards based on the characteristics of local office job seekers can thus be established on short notice.

### 3.4 Skills tests – Office work

- a) There must be a test for office work skills in each official language to assess the qualifications set out in item 1.4.
- b) This test must provide an accurate and valid measurement of the basic skills deemed necessary for the proper performance of office work:
  - the speed and accuracy of filing and coding activities and the checking of numbers and/or words,
  - arithmetic skills.
- c) The test and related materials (i.e., the answer booklet, administration guide and technical manual) must be accompanied by appropriate normative data based on one or more clearly identified reference populations, such as 10th-grade students, applicants or office employees.
- d) The passing score for this test must be established using appropriate normative data. When this normative data is expressed as separate percentiles for men and women, it is recommended that a passing score corresponding to the 40th percentile be adopted in each case.
- e) A minimum period of three weeks must elapse before candidates who fail the exam can be allowed to retake it. A second failure will result in the candidate's elimination.
- f) The overall results (i.e., number of correct answers obtained in each of the sections and the entire test) as well as basic personal information (test date, educational history, professional experience, etc) must be systematically filed and kept on record for one year. Regional standards based on the characteristics of local office job seekers can thus be established on short notice.

## **ANNEX E**

### **CALL-UP PROCEDURE**

#### **1. Principle**

The right of first refusal applies. The identified user must first contact the supplier offering the lowest price for a given service.

#### **2. Call-up procedure**

##### **2.1 Identification of the offeror**

For a given requirement, the user must consider the following crucial factors in selecting an offeror:

- geographical area;
- service category and level;
- specific aspects (bilingualism, security rating).

Once this determination is made, the offeror with the lowest rate (hourly or daily rate) will be given the highest ranking.

##### **2.2 Communication as needed**

When placing the availability request, the identified user must indicate which tasks will have to be carried out.

The designated user may request a résumé and samples of work.

The user will contact the identified offeror and up to a total of five offerors with the lowest rates, in increasing order, and will confirm the contact by fax or e-mail. The user will specify its requirements by providing details about the desired level of education and experience (see below).

##### **2.3 Time limit**

The offerors contacted will have the time indicated by the user to confirm whether they can respond to the call-up. The time limit is at the user's discretion but must be indicated on the request.

The supplier has four hours to acknowledge receipt, in accordance with the response time frame set out in ANNEX A (Requirement).

It is suggested that the user set a time limit for providing a candidate that is not less than 48 hours, and that takes into account the complexity of the service to be delivered: the deadline may therefore be longer. However, under some circumstances, the deadline may be shorter.

##### **2.4 Handling the response**

If the offeror is unable to respond, or if no response is received by the identified user, the identified user will move on to evaluating the offeror ranked second highest (second most cost-effective), and so forth.

The identified user, having proceeded with the evaluation in the indicated order (beginning with the lowest rate), will take the offer of the first offeror who meets the requirements. Offerors who fail to meet one (or more) requirements, as well as offerors who fail to respond within the specified time frame, will be eliminated from consideration.

When the offeror who is in first place cannot meet the requirement, the identified user must take particular care to document the file.

### **3. Catalogue – Information grouping and distribution**

The standing offer is for use by identified users.

The regional master standing offer will be distributed widely to identified users.

Distribution will be done through a Catalogue, accessible electronically and in hard copy, for identified users and all selected suppliers. The catalogue may also be consulted by the representatives, employees or clerks of all designated suppliers.

Representatives of the Government of Canada may obtain the catalogue at the following intranet address:

The supplier agrees that the following information has been and may be included in the Catalogue, for each SO holder:

- Company number – procurement;
- Contact information (address(es), telephone number(s), e-mail address(es), fax number(s), etc);
- Contact information for the contact person;
- The hourly rates submitted and selected, for each service category.

The catalogue is made up of the rates accepted pursuant to the terms set out in the RSO.

The standing offer authority will send a copy of the electronic version of the catalogue to all offerors.

This information may also be obtained by anyone submitting a request under the *Access to Information Act* and the *Privacy Act*.

### **4. Changes to service categories or service category level**

When answering a call-up, the supplier must exactly meet the service category and service category level requested.

If the supplier decides to enhance the service it provides, it will do so at its own expense.

In no case may the supplier invoice at a higher rate than that indicated in the catalogue for the service category and service level requested by the user.

For example, if a call-up is for the services of a mid-level clerk, the supplier must provide and bill for the services of a mid-level clerk. Under no circumstances may the supplier bill for the services of a higher-level clerk.

If the supplier cannot meet the requirement, the call-up procedure will continue.

### **5. Candidate introduction**

When the identified user obtains an acceptable proposal from the offeror with the right of first refusal, the identified user may request another individual than the one whose file was approved. This request may only be made under exceptional circumstances and once the call-up has been issued.

This request may not involve or result in a service category modification.

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In cases where the supplier cannot meet this request to substitute an individual, the identified user may not deal with another supplier.

The identified user should instead go back to the approved file and select from the individuals who meet the documented requirements.

### **Example of a service request**

Service category:

Level:

Descriptions from the Catalogue:

\_\_\_\_\_

Language:

Location (area, address):

Contact information for the Client (Canada):

Contact information for the supplier:

Response requested by \_\_\_\_\_

Educational requirements:

Required experience:

Required abilities:

Specific aspects:

**ANNEX F**  
**SECURITY REQUIREMENTS CHECKLIST (SRCL)**

*See attached documents.*

## **ANNEX G**

### **INSTRUCTIONS FOR IDENTIFIED USERS**

#### **1. Principle**

For any call-up, the identified user's file must be well documented.

#### **2. Service evaluation – usage report by the identified user**

The identified user may send a report to the standing offer authority on the use made of the standing offer and the evaluation of the services rendered. In the report, identified users must provide information on satisfactory RMSO holders, who provide high-quality services and on unsatisfactory RMSO holders who can never provide resources or whose resources are not acceptable, including cases where resources were rejected owing to poor performance.

Moreover, the identified user must report the following situations to PWGSC:

- An active SO holder that is repeatedly unable to provide the services of a resource who meets the service category requirements set by the identified user;
- Poor-quality services provided by a supplier or temporary help services that do not meet the service category requirements;
- Any situation where active SO holders violate the terms of the SO.

The identified user must immediately report any cases of inefficiency, absenteeism or inability to perform THS-related tasks to the supplier's representative.

If the issue cannot be addressed by the supplier's representative, the identified user must seek the help of the person in charge of the SO. This will give the SO officer an opportunity to undertake whatever other corrective measures are required, given the circumstances.

#### **3. Reminder about call-ups**

For a given requirement, the identified user must:

- Document: Document the requirement, draft the requirement and the mandatory requirements. All processes must be documented, from the requirement formulation to responses, acceptances or rejections, as well as specified deadlines.
- Contact: The requirement should be sent to one or more offerors, to a maximum of five offerors simultaneously.
- Consistent handling: In cases where one or more offerors are contacted, contact must be synchronized (all five at once, for example). All offerors must receive the same information and be evaluated using the same rules, which must be clearly specified (mandatory criteria, deadline for responding, etc). If the requirement is for a single person, only one résumé per offeror is required; the solution used if more than one résumé is received must be indicated (rejection of the proposal or study of only the first résumé received). Inconsistent handling means the process must be started over.
- Information to include: Your correspondence must clearly state that a call-up will not necessarily be made, even if the offeror meets the mandatory criteria for the requirement. It is also important to indicate that failure to respond will be deemed a withdrawal.
- Offer a deadline for responding: Allow a reasonable time frame, i.e., not less than 48 hours. In determining a reasonable deadline, it should be kept in mind that it is easier to find a clerk than an architect.

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- Evaluate: Always operate on the principle of right of first refusal, which consists in giving priority to studying the proposals of offerors with the lowest rates. Once the deadline passes, begin with the proposal of the offeror with the lowest rate. If the proposal does not meet the mandatory requirements indicated in the document, the offeror with the next lowest rate should be considered next, and so on until an offer is found that meets the requirement. All proposal rejections must be documented. It is not possible to negotiate at this stage (with respect to rates, competencies, service categories or persons); the proposal is either acceptable or it must be rejected. The call-up is awarded to the first offeror who meets ALL the mandatory criteria set out in your THS requirement and offers the lowest hourly rate as indicated in the catalogue.

### **4. Interviews**

Except in specific, documented situations, the interview is not recommended as a selection tool. An evaluation grid must be used at all times.

If an interview is conducted and costs must be paid, the identified user must submit separate call-up documents for the interviews.



**ANNEX H**  
**Detailed Evaluation Grid**

*See attached documents.*

# **Statement Of Requirements**

**Classifications**

**for**

**Temporary Help Services, National Capital Area**

**Solicitation Document**

## 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> <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 - 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

### Senior

Tasks include providing client service related to client accounts in addition to providing administrative support to accounting 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

#### 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:**

- ♦ 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

## 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, statements and other documents
- ♦ Updating, adding and retrieving documents using the Intranet system
- ♦ Maintaining inventories, databases and records
- ♦ Assisting in the control of stationery and office supplies inventory
- ♦ Assisting in the maintenance of office equipment
- ♦ Sending, receiving and distributing internal and external mail

**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 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

	<b>Classification: Clerk, Sub-Classification - Compensation</b>
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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

<b>Junior</b>	<p>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.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Maintaining records of attendance, leave and overtime to calculate pay and benefit entitlements using manual or computerized systems</li> <li>♦ Completing, verifying and processing forms and documentation for administration of benefits such as pension plans, leave entitlements, employment and medical insurance, etc.</li> <li>♦ Preparing T4 statements, Records of Employment, and other related documents</li> <li>♦ Compiling statistical reports, statements, and summaries related to pay and benefits accounts</li> <li>♦ Creating spreadsheets to facilitate data analysis</li> <li>♦ Responding to inquiries on pay and benefits</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 additional courses in accounting, bookkeeping or payroll administration at the secondary level or from a recognized post secondary institution may be required</li> </ul>
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## 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 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
- ♦ 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 tasks are related and subject to the day-to-day operations of the Federal Government and its agencies. 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.

<b>Junior</b>	<p>Working under direct supervision, using personal computers or inventory software or both, the tasks will involve the entry of routine, non-complex data.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Entering alphabetic, numeric, or symbolic data from source documents following a pre-determined format</li> <li>♦ Receiving and registering invoices, forms, records and other documents for data capture</li> <li>♦ Verifying accuracy and completeness of data prior to supervisor's check</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 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.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Entering data from various sources and formats into an electronic computer according to pre-described format</li> <li>♦ Verifying data entered by checking printouts for errors and correcting as required</li> <li>♦ Assisting in data collection and compilation</li> <li>♦ Identifying, labelling and storing diskettes, disks and tapes</li> <li>♦ Organizing data according to user requirements</li> <li>♦ Filing or routing source documents after entry</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> <li>♦ 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</li> </ul>

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

The tasks are related and subject to the day-to-day operations of the Federal Government and its agencies. 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.

<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></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>
<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></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>

<b>Classification: Clerk, Sub-Classification - Finance</b>	
<p>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.</p> <p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <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>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.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Inputting information into a financial management system</li> <li>♦ Selecting, validating and inputting information in system</li> <li>♦ Providing administrative and financial support services</li> <li>♦ Processing accounts payable and accounts receivable</li> <li>♦ Tracking documents and maintaining filing system</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>Tasks include the application of financial management policies and procedures and the reconciliation of financial accounts.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Providing financial support services</li> <li>♦ Processing accounts payable and accounts receivable</li> <li>♦ Tracking documents and maintaining filing system</li> <li>♦ Maintaining and updating a financial management system</li> <li>♦ Selecting, validating and inputting information in system</li> <li>♦ Preparing a variety of financial tables and 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 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>♦ 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

##### Asset Qualifications:

- ♦ 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



## 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

### Junior

Duties include the performance of routine, repetitive tasks of medium complexity involving a limited number of clearly defined procedures and instructions.

#### Typical duties may include:

- ♦ Responding to inquiries from employees or the general public or both concerning employment opportunities, status of staffing processes, basic compensation and benefits information, etc.
- ♦ Obtaining and verifying information for employee records
- ♦ Providing forms and documents upon request, such as benefits manuals or claim forms, employment applications, leave requests, training applications, etc.
- ♦ Assisting in the preparation of documents such as job postings and descriptions, letters of offer, letters of acknowledgement, organizational charts, and training materials
- ♦ Participating in the screening of candidates by obtaining further information or verifying credentials, when directed

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

##### **Education:**

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

### **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
- ♦ 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

### 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:

- ♦ 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 - 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

### Junior

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.

#### Typical duties may include:

- ♦ Shelving material
- ♦ Performing loose-leaf maintenance
- ♦ Labelling and repairing resources
- ♦ Filing and e-filing documents
- ♦ Performing word processing tasks
- ♦ Answering basic reference questions

#### **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 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.

#### Typical duties may include:

- ♦ Maintaining journal subscriptions
- ♦ Maintaining databases and inventories
- ♦ Performing shelving material and loose-leaf maintenance functions
- ♦ Labelling and repairing resources
- ♦ Filing and e-filing documents, occasional word processing tasks

#### **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 - 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:

- ♦ 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





## 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

##### **Experience:**

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

<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><u>Minimum Mandatory Qualifications:</u></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><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 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

<b>Junior</b>	<p>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.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting with projects related to new or improved records or documentation procedures</li> <li>♦ Sorting material that is to be filed according to particular filing systems</li> <li>♦ Classifying, coding, cross-referencing and storing records</li> <li>♦ Maintaining indices for classification systems</li> <li>♦ Operating information retrieval systems and responding to requests for records</li> <li>♦ Facilitating appropriate access to records and information</li> <li>♦ Reporting any records management issues to the supervisor</li> <li>♦ Labelling of files according to retention and disposal schedules</li> <li>♦ Answering the telephone, operating telephone switching systems and taking messages</li> <li>♦ Photocopying, faxing, and scanning documents</li> <li>♦ Preparing correspondence, reports, statements and other material</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 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>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 providing records management services is required</li> </ul>

<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>	
<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> <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 experience providing records management services is 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

#### **Advanced**

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.

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

- ♦ Providing guidance and training to staff in the delivery of records management functions
- ♦ Assigning tasks
- ♦ Recommending and participating in developmental and training opportunities
- ♦ Organizing work and resolving problems
- ♦ Executing the processes for efficient records management
- ♦ Researching internal and external sources to resolve complex problems
- ♦ Applying sampling and quality control guidelines to monitor work performance
- ♦ Verifying guideline compliance and maintaining data base integrity
- ♦ Developing internal service delivery methods, tracking or reporting tools and monitoring their implementation for consistency and maintaining data base integrity
- ♦ Administering policies and procedures related to the release of records in processing requests under government access to information and privacy legislation
- ♦ Assisting in the preparation of operational budgets and budget forecasts
- ♦ Monitoring administrative programs
- ♦ Developing, maintaining and updating systems and procedures

#### **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 providing records management services 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

<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> <li>♦ Strong communication and interpersonal skills to establish effective contacts with partners and stakeholders is required</li> </ul>

<b>Classification: Desktop Publishing/Graphics</b>	
<p>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.</p> <p>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.</p> <p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>♦ Producing documents by entering, editing, storing and printing text using graphics application software, word processing applications and microcomputers</li> <li>♦ Converting documents to Acrobat PDF, HTML, Word, etc. in order to proofread and verify content</li> <li>♦ Merging documents together to form a Master document</li> <li>♦ Creating interactive Table of Contents</li> <li>♦ Creating the Master along with logo design and layouts for the master cover</li> </ul>	
<b>Junior</b>	<p>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.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Creating page layout for publication</li> <li>♦ Formatting documents using cascading style sheets</li> <li>♦ Converting documents to HTML for Internet posting</li> <li>♦ Preparing and editing text for desktop publishing</li> <li>♦ Formatting and manipulating texts within the desktop publishing program</li> <li>♦ Inserting footnotes and headers</li> <li>♦ Preparing slideshows for presentations</li> <li>♦ Creating tables, charts, or other graphical displays and legends to depict 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 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 additional courses or basic experience involving Desktop Publishing or Graphics principles and applications, or both, may be required</li> </ul>
<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>



## 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

### Senior

Duties include the performance of web site editing, document formatting and converting, graphics and preparation of electronic files for printing companies. The THS Resource will require little or no supervision and must be flexible with respect to change requirements throughout the project.

#### Typical duties may include:

- ♦ Designing cover pages, creating page-layout for publications, presentations, graphics, charts, reports, spreadsheets
- ♦ Converting documents into readable or downloadable web pages
- ♦ Importing and converting documents using combination of text, tables, graphics, spreadsheets, conversion, scanning, presentations, utilities and web page publishing software programs

#### Minimum Mandatory Qualifications:

##### Education:

- ♦ Secondary school diploma is required

##### Experience:

- ♦ Minimum of three (3) years of experience in Desktop Publishing or Graphics or both is required

##### Asset Qualifications:

- ♦ Certificate, diploma, or degree in Desktop Publishing or Graphics or both from a recognized post secondary institution or an acceptable combination of education, training and experience may be required

### Advanced

Duties include the development of technical applications, providing training and assistance to departmental microcomputer users, and participation in the testing and evaluation of hardware, software and related peripherals.

#### Typical duties may include:

- ♦ Developing technical applications
- ♦ Testing procedures and amending templates and macros
- ♦ Providing support for technical applications
- ♦ Providing training and assistance to departmental microcomputer users
- ♦ Participating in testing and evaluating hardware, software and related peripherals
- ♦ Preparing, formatting, and editing text for desktop publishing

#### Minimum Mandatory Qualifications:

##### Education:

- ♦ Secondary school diploma is required

	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>♦ Minimum of five (5) years of experience in Desktop Publishing or Graphics or both is required</li> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ Certificate, diploma, or degree in Desktop Publishing or Graphics or both from a recognized post secondary institution or an acceptable combination of education, training and experience may be required</li> </ul> <p>-</p>
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<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>Junior</b>	<p>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.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Assisting in setting up and maintaining project management tools</li> <li>♦ Providing administrative support in the management of projects</li> <li>♦ Assisting in the preparation of project orientation 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> </ul> <p><b>Asset Qualifications:</b></p> <ul style="list-style-type: none"> <li>♦ 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</li> </ul>
<b>Intermediate</b>	<p>Duties include assisting senior staff in the completion of several tasks.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Acting as the central information source by maintaining and distributing project details (e.g. contact details, organization charts and contractual details)</li> <li>♦ Assisting in the development of plans and projects</li> <li>♦ Monitoring progress of plans and projects</li> <li>♦ Setting-up and maintaining project management tools</li> <li>♦ Performing data entry and analysis</li> <li>♦ Drafting briefing notes, reports, and presentations</li> <li>♦ Assisting the project leader in finding solutions to critical issues</li> <li>♦ Preparing project orientation information</li> <li>♦ Coordinating training activities for the project team</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 business, administration, or other fields related to the position, 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 in project administration is required</li> </ul>

Classification: Project Administrator	
<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>	
Senior	<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><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 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><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 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>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 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>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 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

<b>Senior</b>	<p>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.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Determining the nature and purpose of calls and subsequently transferring them to the appropriate person</li> <li>♦ Scheduling appointments</li> <li>♦ Receiving clients and other visitors, including officials from the department</li> <li>♦ Maintaining records of incoming and outgoing calls</li> <li>♦ Maintaining client recall system</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 in operating multi-line telephones and performing receptionist duties is required</li> <li>♦ Strong language skills is required</li> </ul>
<b>Advanced</b>	<p>Working in a high profile environment, an advanced receptionist-switchboard operator will use manual or computerized planning, recording and messaging systems.</p> <p>The operator will generally be dealing with executive and other senior level contacts and will receive between 150 and 200 calls per day.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Overseeing junior receptionists</li> <li>♦ Receiving clients and other visitors, including dignitaries and officials</li> <li>♦ Answering inquiries and providing information, by telephone and in person</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 experience in operating manual and computer-controlled telephone switchboards or multi-line telephones or both is required</li> <li>♦ Strong language skills is required</li> <li>♦ Excellent people skills that centre on courtesy and customer service is required</li> <li>♦ Significant knowledge of the business of the Department or Agency is required</li> </ul>

## **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 as 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><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>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><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 experience as a legal secretary is required</li> </ul> <p><b>Asset Qualifications:</b></p> <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>

## 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> </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>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>♦ 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>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 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> <li>♦ Certificate, diploma, or degree in Occupational Health &amp; Safety from a recognized post secondary institution may be required</li> </ul>

<b>Classification: Construction Site Coordinator</b>	
<p>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.</p>	
<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><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>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><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 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>

<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>Senior</b>	<p>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.</p> <p><b>Typical Duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing construction work involving scaffolding, taping, using cutting tools (including torches), etc.</li> <li>♦ Working at heights above 10 feet, rooftops, etc.</li> <li>♦ Using basic electrical tools</li> <li>♦ Using basic motorized equipment (if certified in the use of the equipment in question)</li> <li>♦ Performing material handing 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 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, traffic control for road and pedestrians, powered elevated work platforms, scaffold erection confined spaces training, and first-aid (standard level)</li> </ul>

<b>Classification: Trade Helper</b>	
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>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>♦ 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>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 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><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 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><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 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>	
<p>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.</p>	
<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><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>♦ 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><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 of Qualification as a journeyman 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 journeyman 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><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 of Qualification as a journeyman 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.

## **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.

<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>	
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>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>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 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>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 - 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>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 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>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 - 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>	
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.	
<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 <del>referred</del> <del>reffered</del> 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 - Chemical</b>	
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.	
<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>♦ Conducting economic and technical feasibility studies</li> <li>♦ Coordinating the research into the development or improvement of chemical engineering processes, reactions and materials</li> <li>♦ Coordinating the evaluating chemical process, technology and equipment</li> <li>♦ Coordinating the designing and testing of chemical processes, equipment and plants</li> <li>♦ Coordinating the construction, modification, operation and maintenance of pilot plants, processing units or processing plants</li> <li>♦ 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</li> <li>♦ Developing guidelines and specifications for the handling of dangerous chemicals, environmental protection</li> <li>♦ Developing standards for foods, materials or consumer goods</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 - 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><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>♦ 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><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 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>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: 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><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: 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><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 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>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>♦ Experience as a mechanical assembler may be required</li> </ul>



## Classification: Interior Designer

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>♦</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>♦ Intern membership with the ARIDO or NCDIQ 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 program is required</li> <li>♦ Current and valid registration as a Professional Interior Designer with ARIDO or NCIDQ 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>♦ Applying relevant laws, codes, standards and regulations</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</li> <li>♦ Current and valid registration as a Professional Interior Designer with ARIDO or NCIDQ 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><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>♦ 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><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>♦ 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><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>♦ 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>Education:</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>Asset Qualifications:</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>Education:</b> <ul style="list-style-type: none"><li>♦ Current and valid provincial or territorial certification or licensing as a 3<sup>rd</sup> Class Stationary (Operating) Engineer is 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> <b>Asset Qualifications:</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>Education:</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>Experience:</b> <ul style="list-style-type: none"><li>♦ Minimum of three (3) years of relevant experience is required</li></ul> <b>Asset Qualifications:</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>Advanced</b>	<b><u>Minimum Mandatory Qualifications:</u></b> <b>Education:</b> <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> <b>Experience:</b> <ul style="list-style-type: none"><li>♦ Minimum of five (5) years of relevant experience is required</li></ul> <b>Asset Qualifications:</b> <ul style="list-style-type: none"><li>♦ Current and valid provincial or territorial certification or licensing as a Class A or B</li></ul>

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|  | <p>Refrigeration Operator may be required</p> <ul style="list-style-type: none"><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>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>♦ 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>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 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>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 - Drafting</b>	
Drafting technicians 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>♦ 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><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>♦ 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><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>♦ 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><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 - Electrical and Electronics Engineering</b>	
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><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 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><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 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><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 - 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><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>♦ 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><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>♦ 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><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 - 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><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 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><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>♦ 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>♦ Coordinating schedules for mechanical maintenance programs</li> <li>♦ Coordinating 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 - 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>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 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>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 include:</b></p> <ul style="list-style-type: none"> <li>♦ Performing inspections of land equipment and related equipment</li> <li>♦ Coordinating the performance of repairs and maintenance</li> <li>♦ Coordinating the installation of equipment, components, etc.</li> <li>♦ Coordinating 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>♦ Coordinating 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>

**Classification: Technologist**

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>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>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>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>- 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>- Coordinating and inspecting the activities of drafters, technicians and more junior technologists</li> <li>- Overseeing 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 five (5) years relevant experience is required</li> </ul>

<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>- Coordinating 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>- Coordinating operational programs (e.g. fish hatchery, greenhouse and livestock production programs)</li> <li>- Analyzing data and preparing reports</li> <li>- Coordinating 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> <ul style="list-style-type: none"> <li>- Minimum of five (5) years relevant experience is required</li> </ul>

<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>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 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>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>- 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>- Coordinating 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>- Coordinating 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> <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>

**Classification: Technologist, Sub-Classification - Drafting**

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><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, 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><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><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><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>

## **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>
<b>Senior</b>	<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>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</li> </ul>

	<p>Canadian institution or an acceptable combination of education, training and experience is required</p> <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.

<b>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"><li>- Analyzing user requirements</li><li>- Reviewing general specifications for telecommunication systems</li><li>- Developing comprehensive telecommunication system alternatives</li><li>- Coordinating the development of alternative solutions and determining associated policy and organizational change requirements</li><li>- Analyzing, evaluating and determining implementation costs of telecommunication alternatives based on impact and cost/benefit considerations</li><li>- Developing and presenting formal recommendations</li><li>- Coordinating the preparation of specifications related to the functional requirements of the client department's application</li><li>- Monitoring the design, implementation and operation start-up of the proposed system to ensure compliance with established goals, objectives and milestones</li><li>- Assisting in the development of current, long range and strategic information technology and information management plans</li><li>- Setting up and operating standard test equipment to diagnose, test and analyze the performance of more complex electrical components, assemblies and 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 in telecommunications, information technology or 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 telecommunications, informatics experience, computer science or other 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 analysis of telecommunications alternatives</li><li>- Coordinating the development of comprehensive telecommunication system alternatives</li><li>- Developing and presenting formal recommendations to senior levels</li><li>- Coordinating the preparation of specifications related to the functional requirements of the client department's application</li><li>- Coordinating the development of information and implementation programs and materials for telecommunications systems and services</li><li>- Developing current, long range and strategic information technology and information management plans</li><li>- Coordinating and monitoring telecommunication projects</li><li>- Conducting cost-benefit analysis of telecommunications alternatives</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 telecommunications, information technology or 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 ten (10) years of telecommunications, informatics experience, computer science or other relevant experience is required</li></ul>

## Stream 5 - Professional Services

<b>Classification: Auditor</b>	
<p>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.</p> <p>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.</p>	
<b>Junior</b>	<p>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.</p> <p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Providing support to senior auditing staff</li> <li>- Performing data retrieval and compilation functions</li> <li>- Reviewing financial management and accounting transactions</li> <li>- Performing financial systems information extraction</li> <li>- Providing audit process analysis</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 accounting, finance, commerce or other relevant field from a recognized post secondary institution is required</li> <li>- Successful completion of post secondary courses in financial auditing may be required</li> <li>- Demonstration of continuous advancement towards obtaining certification as a Chartered Accountant (CA), Certified General Accountant (CGA), or Certified Management Accountant (CMA) is required</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>- Minimum of six (6) months of experience performing financial audits is required</li> </ul>
<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>- Providing strategic audit process analysis and restructuring advice</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 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>



**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.

<b>Senior</b>	<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></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 five (5) years experience performing financial audits is required</li><li>- Experience in auditing 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>- 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></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>

**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

<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><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 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><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 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>

**Classification: Materiel Management**

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><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 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><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 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>

<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>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, 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, proofreading 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, proofreading 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>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 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.	
Advanced	<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>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 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><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> <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>



**Classification: Media Monitor**

A Media Monitor's main task is to monitor, filter and summarize media information.

**Advanced****Typical duties may include:**

- Analyzing publication summaries from more junior media monitors
- Providing media summaries that highlight key trends and noteworthy reports to senior officials
- Coordinating with senior officials or management to ensure quick and effective responses to all media requests
- Coordinating the preparation of notes and responses used to prepare spokespersons prior to media interviews
- Coordinating activities of more junior media monitors

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

- Secondary school diploma is required
- Certificate, diploma, or degree, in communication, journalism or other related field, from a recognized post secondary institution, is required
- Completion of a graduate degree in communication, journalism or other related field, from a recognized post secondary institution may be required

**Experience:**

- Minimum of ten (10) years of relevant experience is required

<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><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 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><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 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><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 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>

<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>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> <li>- Providing guidance to more junior 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 is required</li> <li>- Completion of a graduate degree in the area of specialization, 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: Librarian</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 collections</li> <li>- Assisting in the development of library applications</li> <li>- Providing information using specialized reference tools and automated retrieval systems</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 collections</li> <li>- Assisting in the development of library applications</li> <li>- Providing information using specialized reference tools and automated retrieval systems</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</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>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> <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>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> <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 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 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: Library Technician**

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>

## **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>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><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>- 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><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>

**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>

<b>Classification: Human Resources, Compensation</b>	
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>
<b>Senior</b>	<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>

**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

<b>Classification: Human Resources, Employment Equity</b>	
<p>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 <i>The Employment Equity Act</i>. 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 <i>The Employment Equity Act</i> are aboriginal persons, persons with disabilities, members of visible minority groups, and women.</p>	
<b>Junior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Maintaining and updating a human resources management system</li> <li>- Selecting, validating and inputting information</li> <li>- Assisting in the research of employee equity matters</li> </ul> <p><b>Minimum Mandatory Qualifications:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>- on:ondary 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 employee equity matters</li> <li>- Maintaining and updating a human resources management system</li> <li>- Selecting, validating and inputting information</li> <li>- Preparing variety of statistical tables and reports with respect to employment equity programs</li> <li>- Assisting in the research of employee equity matters</li> <li>- Assisting in the organizing of employment equity awareness 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, 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>- 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>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, 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, 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> <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, 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>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, 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>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, 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>- 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>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, 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>Classification: Human Resources, Staffing</b>	
The main task for a Staffing Officer is to locate, evaluate and place candidates for employment.	
<b>Advanced</b>	<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><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>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><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>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>Senior</b>	<p><b>Typical duties may include:</b></p> <ul style="list-style-type: none"> <li>- Assisting in the preparation of alternate career tracks for suitable employees</li> <li>- Identifying areas with and without strong potential candidates for succession</li> <li>- Providing training managers regarding succession plans and skills inventories</li> <li>- Making changes to succession programs</li> <li>- Creating and maintaining a skills inventory database</li> <li>- Developing profiles and skills inventories for comparison to possible candidates</li> <li>- Coordinating with training, development and career path personnel to provide training to high potential employees in identified areas to be improved</li> <li>- Assisting in the arranging and coordination of training and development opportunities</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, 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>- Conducting meetings and discussions concerning succession plans and skills inventories with managers</li> <li>- Recommending the modification of existing or the development of new policies, systems and procedures</li> <li>- Coordinating the development of profile and skill inventory databases</li> <li>- Consulting with clients to identify strategic succession issues</li> <li>- Monitoring and evaluating succession program effectiveness and coordinating 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, 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>

<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><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, 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><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, 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><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 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 five (5) years of relevant experience is required</li> </ul>



**Classification: Organizational Design**

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.

**Advanced****Typical duties may include:**

- Providing advice and guidance to senior officials in developing and integrating new organizational models or modifying current models
- Coordinating the implementation of organizational changes
- Developing policies and procedures for organizational design
- Analyzing costs, associated risks and potential options
- Coordinating the prototyping of potential solutions
- Coordinating the development of and the organization of policies and procedures for organizational design purposes
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**Minimum Mandatory Qualifications:****Education:**

- Secondary school diploma is required
- Certificate, diploma, or degree, in organizational behaviour or design or other relevant field, from a recognized post secondary institution, is required
- 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

**Experience:**

- Minimum of ten (10) years of relevant experience is required

<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</i> or <i>Privacy Act</i></li> <li>- Preparation of reports requiring compilation of data</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> </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 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</i> or <i>Privacy Act</i></li> <li>- Assisting in the preparation of Privacy Act Assessments</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> </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>A thorough 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>- 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 accounting, finance, commerce 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: Access to Information and Privacy (ATIP)**

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.

**Advanced**

Extensive understanding, interpretation and application of related legislation, policies and regulations are required.

**Typical duties may include:**

- Coordinating activities of ATIP team members
- Coordinating the preparation of sensitive or complex Privacy Impact Assessments
- Coordinating the updating of departmental contributions to Info Source
- Providing recommendations regarding the exemption or exclusion of sensitive information
- Conducting, coordinating and managing consultations with various Federal Departments and Agencies
- Coordinating the defence of decisions on complaints submitted to the Information or Privacy Commissioner
- Providing advice and guidance to senior management, departments and agencies

**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 ten (10) years of relevant experience is required

<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>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 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>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 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>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 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><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>- 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>- <del>Assisting in the preparation of briefings, reports, and presentations</del></li> <li>- Monitoring components of 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 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><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: 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>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> <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>
<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>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>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> <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>
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<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> <p><b>Experience:</b></p> <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
- [Evaluating the results of complex studies](#)
- 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><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 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><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 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><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 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

**Classification: Special Advisor**

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.

<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>

**Classification: Special Advisor**

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.

**Senior**

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.

**Typical duties may include:**

- Identifying, researching, developing and suggesting implementation of policies and procedures that will serve to strengthen the department's operations
- Monitoring, evaluating and providing hands-on assistance in long-term strategic areas as well as the daily operations of the department
- Reviewing and proposing amendments to legislation, guidelines concerning governance, performance reporting and risk management
- Reviewing and providing advice regarding public agency direction, planning, and performance
- 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

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

- Secondary school diploma is required
- Certificate, diploma, or degree in the relevant undergraduate field from a recognized post secondary institution is required
- Graduate or doctoral degree in the relevant field, from a recognized post secondary institution, may be required

**Experience:**

- Minimum of five (5) years of relevant experience, in the applicable program area, is required
- Minimum of three (3) years experience with the federal government is required

**Asset Qualifications:**

- Significant and demonstrated knowledge of the governance structures and Treasury Board (TB) policies and issues concerning the program area is required

**Classification: Special Advisor**

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.

**Advanced**

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.

**Typical duties may include:**

- Identifying, researching, developing and suggesting implementation of policies and procedures that will serve to strengthen the department's operations
- Monitoring, evaluating and providing hands-on assistance in long-term strategic areas as well as the daily operations of the department
- Reviewing and proposing amendments to legislation, guidelines concerning governance, performance reporting and risk management
- Reviewing and providing advice regarding public agency direction, planning, and performance
- 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
- 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 the relevant undergraduate field from a recognized post secondary institution is required
- Graduate or doctoral degree in the relevant field, from a recognized post secondary institution, may be required

**Experience:**

- Minimum of ten (10) years of relevant experience, in the applicable program area, is required
- Minimum of five (5) years experience with the federal government is required

**Asset Qualifications:**

- Significant and demonstrated knowledge of the governance structures and Treasury Board (TB) policies and issues concerning the program area is required

<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><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 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><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 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><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 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



<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>	
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.	
<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>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>- 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>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>- 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>	
<p>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.</p>	
<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, bio chemistry 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, bio chemistry or other relevant field, from a recognized post secondary institution, is required</li> <li>- Graduate degree in chemistry, bio chemistry 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, bio chemistry or other relevant field, from a recognized post secondary institution, is required
- Graduate degree in chemistry, bio chemistry or other relevant field, from a recognized post secondary institution, is required
- Doctoral degree in chemistry, bio chemistry or other relevant field may be required

**Experience:**

- Minimum of ten (10) years of relevant experience is required

<b>Classification: Scientific, Toxicologist</b>	
<p>Toxicologists study the relationship between dose and its effects on living organisms including the symptoms, mechanisms, treatments and detection of poisoning.</p>	
<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><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 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><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 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><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 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>

**Classification: Scientific, Toxicologist**

Toxicologists study the relationship between dose and its effects on living organisms including the symptoms, mechanisms, treatments and detection of poisoning.

**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 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:**

- Graduate degree in toxicology, from a recognized post secondary institution, is required
- Secondary school diploma is required
- Undergraduate degree in life sciences such as biology, biochemistry, or other relevant field, from a recognized post secondary institution, is required
- Graduate degree in toxicology or other relevant field, from a recognized post secondary institution, is required
- Doctoral degree in toxicology or other relevant field may be required

**Experience:**

- Minimum of ten (10) years of relevant experience is required





SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	2. Branch or Directorate / Direction générale ou Direction Publi c W b r o u k u s	
3. a) Subcontract Number / Numéro du contrat de sous-traitance			3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Publi c W o r k i o u s u a n d t k i b u n d G o u W e u W i n W o u W a i m W u b u W u s k t u m c u W o G t d G u b m a u n s S o C k v n d G o k R Q i d m o G Q G C e u c				
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Indicate the type of access required / Indiquer le type d'accès requis				
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. c) Is this a commercial courier or delivery requirement with <b>no</b> overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale <b>sans</b> entreposage de nuit?			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès				
Canada <input type="checkbox"/>		NATO / OTAN <input type="checkbox"/>		Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion				
No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>		All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>		No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>				
Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>		Restricted to: / Limité à : <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :		Specify country(ies): / Préciser le(s) pays :
7. c) Level of information / Niveau d'information				
PROTECTED A PROTÉGÉ A <input type="checkbox"/>		NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>		PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input type="checkbox"/>		NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>		PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>		NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>		PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>		NATO SECRET NATO SECRET <input type="checkbox"/>		CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>		COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>		SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>				TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>				TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité : ☒ No ☐ Yes  
Non ☐ Oui
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? ☒ No ☐ Yes  
Non ☐ Oui
- Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET- SIGINT<br>TRÈS SECRET – SIGINT         | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |
- Special comments:  
Commentaires spéciaux : \_\_\_\_\_
- NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? ☐ No ☒ Yes  
Non ☒ Oui
- If Yes, will unscreened personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté? ☐ No ☒ Yes  
Non ☒ Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non ☐ Oui
11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? ☒ No ☐ Yes  
Non ☐ Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? ☒ No ☐ Yes  
Non ☐ Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? ☒ No ☐ Yes  
Non ☐ Oui
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? ☒ No ☐ Yes  
Non ☐ Oui



**PART C - (continued) / PARTIE C - (suite)**

For users completing the form **manually** use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

Les utilisateurs qui remplissent le formulaire **manuellement** doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form **online** (via the Internet), the summary chart is automatically populated by your responses to previous questions.

Dans le cas des utilisateurs qui remplissent le formulaire **en ligne** (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL	SECRET	TOP SECRET	NATO RESTRICTED	NATO CONFIDENTIAL	NATO SECRET	COSMIC TOP SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET
				CONFIDENTIEL		TRÈS SECRET	NATO DIFFUSION RESTREINTE	NATO CONFIDENTIEL		COSMIC TRÈS SECRET	A	B	C	CONFIDENTIEL		TRÈS SECRET
Information / Assets Renseignements / Biens																
Production																
IT Media / Support TI																
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?

La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?

La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?

☒ No ☐ Yes  
Non Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).

Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

## **Appendix H Evaluation Grid**

For information purposes only, the following pages show one possible way to meet the evaluation criteria. A different format may, of course, be used.

### **1. Offeror's experience**

#### **1.1. Mandate**

The offeror must clearly indicate, in its offer, examples of previous similar mandates it has carried out. The mandates must have been fulfilled within the a period of four years prior to the issuance of this request for a standing offer.

Mandates may be under way, but duration will not be accounted for if it occurred:

- more than four years prior to the original posting date of this request for standing offers;
- after the original closing date of this request for standing offers.

To be considered, a mandate must be presented with the following information:

- mandate start date (clearly indicating the day, month and year);
- mandate end date (clearly indicating the day, month and year);
- mandated organization;
- person in charge at the mandated organization (client), with contact information (telephone, e-mail, fax, if any);
- address where the service was provided;
- mandate amount – taxes included;
- type of service provided (using as a reference tool the service categories presented in this request for standing offers);
- number of hours worked during the mandate (a rounded-down estimate is acceptable).

Unless otherwise indicated, the mandate must be for full-time work (more than 35hrs/week, for a given person).

A single mandate may be used to meet the following criteria. However, it is up to the offeror to clearly indicate that this is the case.

##### **1.1.1. Quantity of mandates**

The offeror must submit five mandates, in one or many of the category of services that are part of the requirement.

##### **1.1.2. Variety of clients**

The offeror must submit mandates for at least three different clients.

#### **1.2. Company's existence**

The offeror must submit a certificate of incorporation or any document attesting to the company's founding.

The offeror must have provided services in the temporary help field for at least three years, within the past five years.

The past five years are counted from the initial posting date of this request for standing offers.

It is possible to count mandates under way at the time of the initial closing date of this request for standing offers.

In cases where experience is not continuous, the offeror must provide clear start and end dates (clearly indicating the day, month and year). If an experience cannot be accurately evaluated, the duration will be rounded down to the nearest month.

**Annex H – Evaluation Grid – Submission tools**

*(add lines if needed)*

Mandate number	Start date			End date			Duration (in hrs)	Value (in \$, tax incl.)	Category	Location (service provided)	Schedule		Criteria met	
	Day	Mo	Year	Day	Mo	Year					Full time (y/n)	Part time (y/n)	1.1.1	1.1.2

Client #	Mandate number(s)	Client				
		Company	Contact person	Address	Telephone	Fax
1.						
2.						
3.						