

Use of Position Titles in the Out-of-Scope Public Service

Last revised: November 2020
Last reviewed: December 2021
Next review: December 2022

Purpose

- To reinforce the concept of Executive Government as one employer.
- To provide for titles which represent legitimate status in terms of organizational authority and scope of responsibility.
- To provide a foundation from which employee respect for use of titles is garnered.
- To provide a vehicle for establishing common terminology and communicating intended usage.

Organizational Titles

Organizational titles within a government ministry are to be standardized as follows:

- “Division” generally refers to the first organizational subset of a ministry, and which reports to the Deputy Minister, where the scope of responsibility is similar to one of the following examples:
 - responsibility includes oversight for a number of branches reporting to an Executive Director or an Assistant or Associate Deputy Minister;
 - a single or multiple functions of significant scope of public impact;
 - a single or multiple functions having significant cross government impact or external agency impact;
 - usually consisting of a number of non-unionized directors, managers and/or senior consultants.
- “Branch” refers to the second organizational subset within a ministry, and may in some cases be used for the first, where the scope of responsibility is limited. A branch includes a grouping of responsibilities with similar goals and objectives, such that they can be considered to be of the same function. A branch is characterized by:
 - relatively independent operation from other branches;
 - somewhat disparate goals and objectives relative to other branches, with potentially competing interests;
 - province-wide responsibility or internal service affecting the entire ministry;
 - generally made up of more than one work unit.

“Work Unit” refers to any sub-set and all successive sub-sets of a branch.

Working Titles

- “Associate Deputy Minister”
 - Appointed by an Order-in-Council with approval from the Deputy Minister to the Premier who leads the process supported by the Public Service Commission and Executive Services.
 - Used only for positions that report to the Deputy Minister.
 - The title of Associate Deputy Minister requires authorization by the Deputy Minister Premier. Associate Deputy Ministers are paid outside of the classified service based on the senior executive pay schedule.
- “Assistant Deputy Minister”
 - Appointed by the Permanent Head with approval from the Deputy Minister to the Premier who leads the process supported by the Public Service Commission and Executive Services.

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- Used only for positions that report to the Deputy Minister and are allocated to MCP Level 12 in the Management Classification Plan.
- The title of Assistant Deputy Minister requires authorization by the Deputy Minister to the Premier. An Assistant Deputy Minister is within the classified division and is classified by the Public Service Commission.

- “Executive Director”

Positions classified at MCP 10 or higher and which report to the Deputy Minister or an Associate or Assistant Deputy Minister and also meet one of the following criteria:

- responsibility for a “Division”;
- responsibility for a branch with significant impact on the general population or internal operations of a government ministry;
- responsibility extending to provincial external agencies;
- positions reporting to a Deputy Minister which co-ordinate service-wide initiatives with significant impact.

- “Director”

Refers to positions generally classified from MCP 08 to MCP 10 reporting to an Executive Director or Associate/Assistant Deputy Minister, and responsible for:

- a provincial program branch, where there are generally subordinate out-of-scope managers/consultants;
- regional delivery of a range of ministry programs;
- cross-ministry responsibilities, where the position reports to the Deputy Minister, or in some cases an Associate or Assistant Deputy Minister, although it may have no out-of-scope subordinates.

- “Manager”

Refers to positions responsible for a work unit, where the position is excluded from the scope of the collective bargaining agreement.

- “Executive Assistant”

Refers to positions performing a co-ordination role for a Deputy Minister, Associate Deputy Minister, or Assistant Deputy Minister primarily involving policy research and advice.

- “Senior Executive Administrative Assistant”

Refers to positions which provide senior level administrative leadership and office management support for a Deputy Minister’s office.

- “Executive Administrative Assistant”

Refers to positions which provide administrative leadership and office management support to an Assistant Deputy Minister, Executive Director, Crown Counsel or Judge and which is excluded from the Collective Bargaining Agreement.

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Approval

Approvals respecting the use of position titles that are outside the application of these guidelines (e.g., Executive Director title used for positions classified below MCP 10) rests with the Permanent Head. Associate and Assistant Deputy Minister roles are exceptions, as both require approval from the Deputy Minister to the Premier.