

Job Evaluation Factors

For In-Scope (SGEU) Government Employees

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FACTOR ONE – PROBLEM SOLVING

Measures the level of a job's mental effort required to resolve problems and issues typically assigned to the job.

Notes to Raters:

- Consideration is given to the availability of information, the diversity of solutions and predictability of outcomes.
- “Program” – a provincial plan for delivery of a service, inclusive of standards for delivery of that service.

Jobs may be rated at levels 5, 6 and 7, even if they do not have direct “program” responsibilities. This factor measures the complexity of problems and the level of analysis it takes to solve them – it does not measure programs. There is a requirement to determine if the examples of problem solving provided meet the **intent** of the overall level definition.

Phrases such as “a range of program needs”, “adapting comprehensive program goals” and “evaluation of programs” must not be interpreted to mean that the position has to have overall responsibility for the program, nor does it require that the position be actually delivering a program or aspects of a program.

For example, there are jobs that provide support services to program areas (e.g., CD 190 Database Administrator, CD 136 Communications Officer, Accountants, etc.) or are responsible for delivery of aspects of an overall program (e.g., develop strategies or plans for delivery of services) that require complex problem solving at higher levels. For example, CD 217 is not responsible for delivery of any of the child welfare services programs, but is rated level 6 for development of a model for how staff interact with clients. Also CD 175 has no program delivery responsibility but is involved in program assessment.

In these cases, the support function, strategy development or program delivery responsibility is deemed equivalent to “program”.

- "Comprehensive Program Goals" – a series of goals relating to a group of programs.
- "Service Integration" – achieving a common outcome through agreement on a plan for resolution of a problem(s) where services to a common client, are delivered by other individuals or agencies, under different programs.
NB: A single individual delivering two or more programs to a client is not involved in service integration.
- "Typical" means the preponderance of the problems/solutions must be at the highest level the job is rated. On this factor, the preponderance of the problems and solutions must meet the full level definition and not just an aspect of the level definition.
- In this factor, the first sentence or problem-solving statement must be met in conjunction with one of the solution statements.

- A guideline is a suggested approach requiring judgement relating to the specific circumstances of a situation.
- “Services by others” may include your own staff.
- At level 5, “Develops alternatives and responses to meet a range of program needs and modifies,” is intended to mean “modifying alternatives, responses or the range of programs”.
- At level 6, “longer term strategic “means a future-focused (beyond six months), goal aligned plan.

Measures mental effort required to resolve problems and issues typically assigned to the job

Level 1

Problems are evident, identified for the job, or easily anticipated. Solutions are achieved through the application of established procedures where no comparison or choice is required; or are such that required action is clearly evident and planning is limited to immediate circumstances.

Level 2

Problems require identification. Causes are usually evident once the problem is identified, or are identified for the job or causes are not relevant to the action required. Solutions are achieved by obtaining information and choosing from established procedures, and planning is limited to short-term circumstances, which may involve integration with other agencies and branches on a case-by-case basis to ensure policies are being followed.

Level 3

Requires identification of problems, determination of the cause and why the cause occurred before action can be taken. Solutions are achieved by analysing information and comparing to established criteria (e.g. technical standards, policy, or precedent). Once information is obtained, solutions require judgement to choose from a variety of possible approaches, where outcomes are predictable but not certain. Planning may involve coordination of service delivery through others, or integration of services both within the organization and with other organizations, on case-by-case situations.

Level 4

Requires identification of problems and their causes. Causes must be determined before action can be taken. Solutions are achieved through in-depth analysis and inferences regarding the relationship of information to established guidelines or professional standards. Once information is obtained, choice is made from a variety of possible approaches where outcomes are unknown. Planning may involve coordination of service delivery through others, or integration of service delivery both within the organization and with other organizations, on case-by-case situations.

Level 5

In order to cope with changes likely to occur, the job identifies, anticipates and analyzes emerging problems through research of needs and trends. Develops alternatives and responses to meet a range of program needs and modifies, OR adapts comprehensive program goals and strategies for integration and delivery of services by others, both within the organization and with external agencies.

Level 6

Requires identification of problems through in-depth research of issues, evaluation of the outcomes of potential solutions and/or the evaluation of programs. Solutions involve the development and integration of programs and longer-term strategic alternatives involving various possible outcomes, that others deliver, in order to achieve overall service delivery goals.

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FACTOR TWO – DECISION MAKING

A. Measures the assigned authority to independently make decisions.

Notes to Raters:

- Consideration is not given to the complexity of the procedures, policies or regulations. This is measured in Factor 1.
- "Decision" means to make a choice between two or more options.
- Administration and enforcement of contracts is considered here.
- "Policy" is a written requirement, i.e. a "must" statement. A "procedure" is a written "should" statement, one which you are expected to follow, unless circumstances suggest a better approach.

However, the fact that something is put in writing and others must follow it does not automatically mean it is policy. In the application of the class plan, judgement and reasonableness are required to determine if it is policy or procedure.

A statement of “what to do in the event of something happening” is not a policy. For example, checklists and step-by-step procedures such as “how to do” a bank reconciliation or “what to do” if you receive a bomb threat, are procedures.

If an existing policy provides for flexibility in application, determining how it will be applied does not constitute creating new policy.

- We have an “approved” hotel rate of \$59/night. The policy allows departments to reimburse fair and reasonable expenses above \$59. This does not constitute creation of a new policy but simply the use of flexibility within the existing policy.
- Out-of-scope promotion formula policy is “up to 8%”. One department may set 6% as their practice where another department may set 8% as their practice. This is again using flexibility in the application of the policy, not the creation of a new policy.

Note: Raters must keep in mind that the complexity of the policy is not being measured in this factor. Two jobs could be at the same level on this factor but very different on Problem Solving.

- A regulation is a written requirement approved by the Regulations Review Committee of the legislature.
- To determine if a decision is within, or outside of regulation or policy, a written policy statement must exist.
- In all case, jobs must have the authority to both develop and implement policy/strategy to be at level 6. This level does not require the position to have the authority to approve the policy. The intent of level 6 is to determine, subsequent to approval, if the job has the assigned authority to implement the policy it has developed.

Suggestions for Approach

- The best method to demonstrate whether a decision is within or outside of regulation or policy is to provide a copy of the policy or regulation.
- To determine whether a job has authority to implement policy or strategy, the following elements need to be considered and evaluated:
 - 1) “Monitoring” is not decision-making; rather it is problem-solving. Once monitoring has been done, it leads to decision making. Questions needed to be answered include:
 - ✓ What authority does the job exercise if, during monitoring, the job determines the policy is not being followed? If it requires enforcement of the policy, this is level 4. If, as a result of monitoring, the job determines the policy needs modification and has authority to change the policy, it is level 5 or 6.
 - 2) Implementation, for the purpose of the decision making factor, means the job has authority to make decisions in all aspects of the implementation. That is, leading or overseeing the implementation.
 - ✓ Who has responsibility for leading or overseeing the implementation?
 - ✓ If the job does not lead the implementation, does it have authority to direct whoever is leading the implementation?
 - ✓ Does it co-ordinate the implementation without authority to direct whoever is leading the implementation? Etc.
 - 3) For example:
 - a) Person A develops policy. Person B develops implementation strategy. Both are level 5 as developing the implementation strategy is equivalent to “setting a standard for future use by others”. Person C oversees implementation. If C has authority to make decisions outside of either policy or the implementation strategy it is level 5, otherwise C is a 4.
 - b) If a job is assigned both A and B, it is level 5.
 - c) If a job is assigned both B and C, or both A and C, it is level 6.

NOTE:

There may be some questions on how this interpretation relates to CDs such as #233 (Occupational Health Officer) and #57 (Labour Standards Officer). It is important to keep in mind that it is not the impact of the decision that is being measured (that is the alpha side) but the authority to document and implement any policy/standard no matter how big or small.

Factor 2A – Measures the assigned authority to independently make decisions

Level 1	Authority to follow established procedures in performing own work. Checking is not required, due to the clear, detailed and specific nature of the work.
Level 2	Authority to adapt procedures in performing own work. Decisions are within policies or regulations and the majority are reviewed before being implemented.
Level 3	Authority to make decisions within policies, or regulations where the majority are reviewed --- after being implemented.
Level 4	Authority to make decisions which are within policies, or regulations where the majority of these decisions are accepted without review. Several times a month, but not every week <u>may</u> be required to exercise discretion outside of policy.
Level 5	<p>Authority of the job is such that on a weekly basis it makes decisions which are outside of written policies or regulations where the majority are reviewed <u>after</u> the decision has been implemented. Such decisions may but do not have to be based on precedent, or establish precedent for future decisions in response to specific cases, but are not intended to set a standard for future use by others.</p> <p>This level also includes jobs which formally create new written program policy, setting a standard for future use by others, but where the job does not have authority to implement the policy.</p>
Level 6	Authority to make decisions which are outside of written policies or regulations where such decisions are intended to set a standard for future use by others through authority of the job to formally document and implement new written policy. Decisions which knowingly set legal precedent are reviewed before being implemented.

B. Measures the urgency of decisions or level of corrective actions to address financial or environmental threat.

Notes to Raters:

- Consideration is given to the consequence of individual decisions typically made by the job.
- In determining the level of consequence (limited - some - significant), you are examining the nature of the typical individual decision, not the cumulative effect of a number of decisions.
- In evaluating jobs on this factor, the primary purpose of decisions made must first be determined. Is it to correct financial loss to clients or government; to correct an existing environmental hazard; or to protect the well-being of others?
- Consideration is given to policy, or standards development decisions where a primary responsibility of the job is to develop new written program policy. Policy decisions are considered to be corrective actions. In evaluating such decisions, the evaluator must first determine if the decisions are financial, environmental or well-being and then determine the level of consequence (limited, some, significant) based upon the range of employees/clients impacted by the policy, or standard.

Notes to Raters re: Financial and Environmental:

- Consideration is given to the corrective action necessary to address financial or environmental threat.
- If financial, you must first determine, "financial loss occurs when...." and then determine what corrective decisions are being taken.
- Similarly, if environmental, you must determine: "environmental hazard exists from or when" and then determine what corrective decisions are being taken.
- For both financial and environmental, corrective decisions must directly correct the loss; passing the decision on to another for further approval is Level A.
- Further, the incumbent must have independent authority to make the corrective decision.
- Financial decisions may include decisions such as those involving protection of data, information and/or historical documents.

Notes to Raters re: Well-Being:

- Consideration is given to physical safety and psychological well-being of others.
- Consideration is given to the safety of all employees, as well as clients, or members of the general public.
- Causing risk to the well-being of others by withholding funds or denying financial assistance through application of policy or through error in application of policy is Level A (CD #74 - Level A statement).
- Consideration is given to decisions that directly alleviate the threat. Consideration is not given to recommendations or the relaying of information, or referring of issues (see CD #62 and 143 - Level A) that ultimately results in alleviating the threat by someone else.
- "First Aid" – credit is given to first aid at Level A. No decision is required; it is a moral obligation.
- Reporting or identification of OH&S concerns is credited at Level A. No decision is required; it is a moral obligation.
- Well-being considerations may include decisions affecting restoration of public confidence. The best way to determine the frequency of policy development is to provide examples.

Factor 2B – Level of corrective actions required to address financial or environmental threat

Makes corrective decisions which directly correct financial loss or reduce environmental hazards	Less than once per week	At least once per week and including daily
Corrective actions are of limited consequence.	A	B
Corrective actions are of some consequence.	B	C
Corrective actions are of significant consequence.	C	D

Factor 2B – Measures the urgency of decisions in terms of physical safety or psychological well-being

Makes corrective decisions which directly alleviate conditions causing threat to the safety or well-being of others	Less than once per month	At least once per month but not weekly	At least once per week and including daily
Threat to the safety or well-being of others is present.	A		
Situations which escalate to the point of physical danger do not occur.			B
Situations escalate to the point of physical danger to others less than once per month.		B	C
Situations escalate to the point of physical danger to others at least once per month, but not once per week.		C	D
Situations escalate to the point of physical danger to others once per week or more.			E

FACTOR 2B - REPRESENTATIVE EXAMPLES – ENVIRONMENTAL

Approved by the Joint Union-Management Maintenance Committee

LEVEL A	
*NOTE: Threat to the environment is not present, does not require corrective decisions or is referred to others for decision.	
Threat/Type of Decision	Comparative Descriptor (CD) #
Threat to the environment is unlikely.	26
Environmental hazard exists from forest fires. Records all sightings of smoke or fire in the forest and contact fire suppression crews in the event of fire or smoke in unauthorized areas. These decisions occur daily.	243
SOME CONSEQUENCE — C if weekly/daily; B if less	
Type of Decision	CD #
Threat to the environment or historical sites is present when obtaining or expanding new gravel sites. Approximately 4 times per year, makes decisions on a project to project basis to ensure no historical or environmental threat is present. In these cases, corrective actions include deciding not to use a site or ensuring compliance with environmental regulations.	155 (B)
Ensures the sustainability of pasture forage and water through sound environmental practices. Corrective actions include: monitoring forage composition, quality and quantity in actively grazed pasture (weekly), and rotating cattle when grass becomes short or unpalatable to ensure sustainable yield (weekly).	13
Environmental hazard exists from excessive timber harvesting, illegally harvesting fish or wildlife, improper dumping of sewage/chemicals. Corrective decisions include: <ul style="list-style-type: none"> • prevention by issuing tickets (fines) for excessive timber harvesting, illegally harvesting of fish or wildlife, improper dumping of sewage/chemicals. (weekly) • prosecuting individuals or companies, seizing, confiscating or impounding firearms and/or fish or wildlife caught illegally (weekly) 	53
Environmental hazards exist when contractors do not prepare the site in the required manner, (e.g., damaging salvage techniques, incorrect stump removal etc.). Corrective actions include selecting and changing methods of site preparation, approving the use of specific equipment, shutting down operations, changing techniques for salvage and stump removal (weekly).	54
Environmental hazard exists when the environment is misused. Weekly makes decisions to protect the environment by: <ul style="list-style-type: none"> • modifying repayment schedules, collecting outstanding accounts from resource users (outfitters, land leases); • collecting hunting/fishing/camping fees, issuing tickets to resource violators. 	56
Environmental hazard exists from over-grazing, excessive water usage/hunting, etc., within the marginal and environmentally sensitive lands that make up the 18 pastures of the southern region of the province. Corrective decisions include: limiting the number of cattle and sheep allowed at each pasture, approving rejuvenation of land because of depletion, erosion,	140

drought, or bad regrowth, improving/re-routing fences and water systems to ensure utilization of grass supplies, or closing the pastures to hunters if fire hazards exist (daily).	
Environmental hazard exists from shoreline development (e.g., waterfront facilities) or over harvesting which affects the sustainability of the resource. Corrective decisions include: <ul style="list-style-type: none"> rejecting requests for increased limits which would compromise stock reproduction (weekly) determining what amendments are required to development proposals in order to meet departmental resource protection requirements (weekly) 	159
SIGNIFICANT CONSEQUENCE — D if weekly/daily; C if less	
Type of Decision	CD #
Environmental hazard exists from overproduction of a well. Corrective decisions include: closing a work site by shutting in a well or suspending drilling or servicing operations. These decisions occur on a monthly basis.	51 (C)
Environmental hazard exists when legislative standards are not met. A few times per year corrective decisions include: <ul style="list-style-type: none"> ordering companies or organizations to expend money to meet legislative standards (clean up of chemical spills, leaks of underground storage tanks); or ordering the business to close till standards are met. 	56 (C)
Environmental hazard exists from over harvesting which affects the sustainability of the resource. Corrective decisions include setting harvesting limits (annually).	159 (C)
Environmental hazard exists when industry wants to develop land (e.g., pipelines, other construction) which will disturb the habitat. Corrective decisions include approving where a company can build, re-routing pipeline, enforcing restorative habitat measures (twice a year). Environmental hazard exists when the population of an endangered species is near demise. Corrective decisions to halt its demise (e.g., burrowing owls) include: how and when to implement a “feeding program” for the owls (e.g., providing them with feed, taking steps to encourage an increase in the population of their natural prey). These types of decisions are made an average of two times per year.	180 (C)
Environmental hazard exists from situations such as unauthorized dumping/disposing of oilfield waste, inadequate abandonment of a well site and drilling or service rigs that have a faulty piece of equipment. Daily corrective decisions include: <ul style="list-style-type: none"> ordering a company to clean up a site and approving its action plan to remove contaminants; ordering the company to repair a piece of equipment . 	51

FACTOR 2B - REPRESENTATIVE EXAMPLES – FINANCIAL/DATA ASSETS/HISTORICAL DOCUMENTS

Approved by the Joint Union-Management Maintenance Committee

LEVEL A	
* Note: Primarily following established procedure, correcting own work, verification but not final approval, or infrequent corrective decisions of limited consequence.	
Type of Decision	CD #
Threat to finances is unlikely.	26
Notification of others – advises the driver’s license non-renewal unit of payments received so they can remove the conditions which are preventing people from getting their licence renewed. No financial loss is corrected and no corrective action is taken by the CD.	90
Verification and forwarding – co-signs Social Assistance Plan and Child in Care emergency cheques. Verifies that applications for benefits confirm to government policy before approving for payment (e.g., Correct name and address, correct dollar value). Also approves branch S4 claims and forwards to the Accounting Unit for payment.	109
Verification and forwarding - conducts audits to ensure laws, policies and processes are being followed and notifies authorities in cases of wrongdoing, or financial irregularities (i.e., Revenue Canada, Provincial Auditor, RCMP).	129
Correcting own work – receives money, issues receipts and makes deposits of maintenance funds provided by respondents on a daily basis. Verifies S4s and office expenditures are in accordance with policy before forwarding to the Accounting Branch for review and payment. Corrective decisions only relate to own work.	111
Following established procedures for security – prevents financial loss in the form of theft of, or vandalism to equipment such as lawn mowers, power saws, tractor, front end loader, pick-up trucks, boat motors, weed eaters, snowmobile, firefighting equipment and office equipment, by following procedures to secure and store the equipment.	12
Following established procedures/forwarding - makes daily decisions such as: denying requests for emergency and additional assistance for food when SAP funds have been inappropriately used and assessing risk related to suicide threats.	74
Following established procedures - screens, assesses and processes applications for student loans, and loan remission and forgiveness (repayment of loans by the Government of Saskatchewan on behalf of the student).	93
Following established procedures for purchasing – follows government purchasing procedures when purchasing hardware and software products. No corrective decisions are made by the position as no financial loss is occurring.	183
Following established procedures - maintains patron livestock, monitors food and water levels, provides salt and mineral blocks, and repairs fences that could injure animals.	244
Doing own work faster to prevent loss.	

LIMITED CONSEQUENCE — B if weekly; A if less	
* NOTE: Primarily corrections of a checking-matching nature where financial loss has not yet occurred.	
Type of Decision	CD #
Minor repairs to equipment, or property – financial loss to government occurs when staff return supplies or equipment received and paid for (e.g., product is unwanted or is defective and re-stocking charges or replacement costs are incurred). Corrective decisions involve negotiating with suppliers to reduce or waive re-stocking charges and to replace defective products at no charge even if the warranty period has expired. These decisions occur, on average once a month.	98(A)
Threat to the environment and financial loss to the department exists when fighting fires as it relates to the value of the wood destroyed by fire. Make decisions such as whether to extinguish the fire by shovelling dirt, creating a fireguard, using a hose, or calling for water bombers. Financial loss to property owners is present when fire is threatening the property. Determines how critical the situation is and installs sprinkler systems if the property is in imminent danger.	11
Determines diagnosis of livestock illness to ensure appropriate treatment to protect patron's livestock assets. Corrective actions include: treating cattle for the ailment and/or removing affected animal from the pasture (weekly).	13
Errors in paper submissions – on a weekly basis, checks changes that have been submitted to the department to ensure the filing system has been updated to reflect the changes. In cases where an error is found, makes the corrective decision to change the file relating to the amounts of financial assistance approved in order to reflect the current changes.	70
Inaccurate data entry – threat of financial loss to government occurs when rates and fees are miscalculated, or incorrectly punched into the cash register by field staff. Corrective actions include identifying the error and adjusting and/or reversing entries to field office revenue report and RES computer System. These actions occur daily.	27
Inaccurate data entry – financial loss to government occurs when errors are made in listing or data entry of horned cattle and livestock inspection fees. Corrective decisions involve checking and correcting errors made by livestock inspectors and data entry operators. For example, if a manifest omits listing the horned penalty fees, the job adds horned penalty fees to the manifest and invoices the dealer the \$2 fee/animal which is to be collected. Invoicing dealers for overlooked horned penalty fees occurs on average, once per week.	94
Inaccurate invoices – financial loss to government occurs when vendor issues invoices for goods not received or for an incorrect amount. Corrective decisions involve contacting the vendor to clarify amounts and issuing cheques in the correct amount. These decisions occur on a weekly basis.	28
Inaccurate invoices – when contractors issue an invoice for an incorrect amount, makes a corrective decision to contact the contractor, clarify the amount and issue the cheque in the correct amount. These actions occur weekly.	97
Inaccurate invoices – makes corrective decisions at least once per week to change incorrect invoices submitted. Decisions include changing GST/PST amounts charged on invoices received (e.g., provincial government does not pay GST), correcting invoice discrepancies (e.g., the cost of the material exceeds the original estimate, items invoiced but not received) and submitting revised invoices to vendor.	162
Late payment – financial loss to government employees occurs when salary cheques are late, not produced, or incorrect. Corrective action includes issuing and remitting a replacement cheque. These actions occur daily.	29

As directed by the courts, on a weekly basis, the job pro-rates restitution payments to victims, verifies and co-signs the amount of the payments and co-signs the municipal and provincial portion of revenue cheques thus ensuring the financial liability of the department is upheld.	48
Threat of financial loss exists when payments are received on behalf of the inmates (i.e. GST, UIC and Social Services cheques) and they are not the amount of entitlement. Corrective action requires verifying the correct amount to by checking information on CMIS database and ensure the payer issues the correct amount to the inmate's trust account prior to depositing the funds. These decisions are made on average, twice per week.	102
Duplicate request for payment, or cancellation prior to duplicate payment being made - Weekly, makes decisions to correct inaccurate invoices, and general expense statements (e.g., the region has been charged twice for a long distance call; being invoiced twice for room rental for a workshop/meeting). Corrective decisions include contacting SaskTel to request a credit, adjusting the bill, then coding and sending in the corrected bill for payment; contacting the hotel to advise of error and then rejecting second invoice for payment.	110
Changing purchase requisitions – when purchase requests are not cost effective, makes corrective decisions on a weekly basis to determine whether to service or repair versus replace office and safety equipment.	119
The integrity of data is threatened when software does not perform as required (e.g., reports contain incorrect data on which monetary decisions are made). Corrective actions include diagnosing and resolving problems with software configurations, restoring files and correcting problems with network cabling, devices and desktop micros.	184

SOME CONSEQUENCE – C if weekly/daily; B if less	
* Note: Primarily corrective decisions where loss has already been incurred by government or client, or infrequent significant decisions.	
Type of Decision	CD #
Protects livestock owners from financial loss (i.e., decreased value of livestock which are unhealthy or injured) by making decisions approximately 12 times a year when the situation poses a danger to livestock (e.g., transportation of cattle in severe cold without proper covering on the truck). Corrective actions include immediate unloading of the livestock and/or transporting them to the nearest location where they can be cared for and housed safely, and issuing tickets to the transporter requiring correction of violations before transporting more animals.	61 (B)
Overpayment, or underpayment of fees by client - financial loss to government occurs when a case worker provides too much financial assistance to clients. Corrective decisions involve directing staff to correct the overpayment. These decisions occur, on average, once per month.	79 (B)
On a monthly basis, visiting taxpayer's premises to analyze books/records and determine if taxes are being remitted. When the taxes are not, provides the taxpayer with an assessment and explains the provisions of the revenue program and why the taxpayer owes the money.	88 (B)
On a quarterly basis, levies tax assessments, penalties and interest on vendors at trade shows, garden shows and exhibitions.	
Overpayment, or underpayment of fees by client - financial loss to clients occurs when errors occur in medical claim assessment and calculation. Corrective decisions involve approval of payments to clients where reassessment of previous claims identifies an error in payment made by others. These decisions occur, on average, once every three months.	122 (B)

<p>Authorizing new terms for loan repayments, or increasing funding through reassessment of loan eligibility: Financial loss to clients exists where the client's personal circumstances have changed and the client no longer meets the eligibility criteria. Corrective decisions involve extending the Child Care Subsidy for one month to allow a notice period.</p> <p>Financial loss to the government exists when a client has received an overpayment and is unwilling to repay the overpayment at one time. In these situations the job makes a decision as to what is an agreeable/affordable recovery rate; these decisions occur, on average, once per month.</p>	124 (B)
<p>Transferring funds between votes, delaying, or cancelling program expenditures - financial loss exists where expenditures exceed revenues and the revolving fund contains insufficient funds to continue operations. Corrective decisions involve transferring monies between the pastures or to cancel or delay equipment or capitol investments when revenues decrease (monthly).</p>	140 (B)
<p>Threat to government finances occurs when employers do not submit grant documentation, payroll hours or evaluations that result in overpayments to employers. Once per month, makes a decision to terminate the contract and/or collect money owing.</p>	144 (B)
<p>Threat to clients'/employers' finances occur when they have received less that the eligible amount to which they are entitled. This results in the clients/employers seeking a line of credit. Once per month, corrective decisions include re-evaluating a client's/employer's eligibility; contacting the bank responsible to approve an overdraft, approving the payment for processing and arranging for a cheque to be either direct deposited or available for pickup.</p>	
<p>Less than once per week, makes decisions to modify or correct the cataloguing standards used by other libraries which are integrated into the provincial SUNCAT system. These decisions correct inconsistencies and errors in the system and ensure correct cataloguing application and accessibility to the provincial libraries and the public.</p>	165 (B)
<p>Transferring funds between votes, delaying, or cancelling program expenditures - financial loss to government exists where there are insufficient program funds. Corrective decisions involve obtaining partial cost recovery for programs (e.g., Project SOILS, Project WILD), determining and applying for other grant or funding opportunities, entering into partnership agreements (e.g., Project WET) and deciding where unspent funds can be reallocated rather than refunding to the partner agency. These decisions occur on a monthly basis.</p>	226 (B)
<p>Financial loss to the government occurs when staff do not process department financial transactions correctly, or on time. Corrective decisions include correcting expenditures so that vendors are issued cheques to cover the remaining amount (e.g., contract payments, grant payments) or recovers lost funds due to over payment. These decisions occur on a daily basis.</p>	32
<p>Enforcement of non-payment of taxes/assessment, interest, waiving amounts, authorizing new terms - financial loss to the government exists when taxpayers have not submitted payment. Corrective decisions involve locating/contacting taxpayers with tax arrears to obtain full payment of outstanding returns or remittances and if necessary, negotiating payment arrangements and waiving or assessing penalty and interest (daily).</p>	38
<p>Enforcement of non-payment of taxes/assessment, interest, waiving amounts, authorizing new terms - financial loss to the government occurs when small provincial vendors and consumers in the retail and contracting industries do not pay or submit required taxes. Corrective decisions involve levying tax assessments, penalties and interest charges and approving tax exemptions. These decisions occur on a daily basis.</p>	39

Enforcement of compensation payments - financial loss to employees in the workplace occurs through loss of rightful wages (e.g., non-payment for hours of work, inappropriate or illegal dismissal or layoff and/or through discrimination resulting in pay inequities). Corrective decisions include ordering employers to pay lost wages, reinstating employees, or fixing wage administration systems (daily).	57
Impounding livestock, or preventing purchase if fraud, or non-payment - financial loss to rightful owners of livestock occurs as a result of non-payment, theft or fraud. Corrective decisions involve inspections and investigations to establish that money from livestock sales goes to the rightful owner(s), and to uncover situations involving possible theft or fraud; withholding or redirecting payments; impounding livestock; and stopping dealers from purchasing livestock when they have not made payments owing from previous purchases. These decisions are made daily.	61
Enforcement of court orders/setting wage payments, garnishing, seizing assets - financial loss to children and spouses exist as a result of separation, or divorce. Corrective actions include determining and setting wage payments, garnishing wages, bank accounts, tax refunds and seizing assets. These actions occur weekly.	62
Enforcement of judgements awarded where consumer, or retailer have not made payment - financial loss to retailers and consumers exists where retailers have not been paid for goods or services, and consumers have not received goods promised and paid for, or have not received payments from judgements that have been awarded. Corrective decisions involve setting up payment schedules or arrangements satisfactory to both parties (e.g., having the company send the refund and the consumer send the goods to the department to ensure satisfactory exchange); denying business licenses that do not meet legislative requirements; and pursuing the company or dealer to satisfy the judgement awarded in court. These decisions are made daily.	64
Financial loss to the government occurs when clients are receiving financial assistance and should not be, or clients are receiving too much financial assistance (e.g., earning income and not reporting it, receiving duplicate assistance). Corrective decisions involve deducting overpayments from future cheques (daily).	74
Overpayment, or underpayment of fees by client - financial loss to clients or the department results from errors in previous assessments and approvals of remission/forgiveness benefits, made by others, when applicants were ineligible, and the denial of benefits to clients who were eligible. Corrective decisions involve approval of payment to the client based on reassessment, or determining the amount of, and requesting repayment by the client. These decisions occur daily.	93
Enforcement of non-payment of taxes/assessment, interest, waiving amounts, authorizing new terms - financial loss to taxpayers or government exists where credit adjustments submitted by taxpayers do not meet legislation, or inaccurate and incorrectly completed tax returns are submitted. Corrective decisions involve approving or denying credit adjustments to tax accounts, or by making corrections to returns and accounts to ensure taxpayers do not remit more taxes than required (daily).	96
Overpayment of fees by client - financial loss to clients exists due to overpayment of fees (e.g., court fees, fines, garnishee monies, restitution, maintenance payments). Requires determining the correct amount and issuing a refund to the client. These decisions occur, on average, once per week. Underpayment of fees by client - financial loss to government exists where clients have underpaid fees. Requires determining the correct amount and collecting the additional fees from the clients. These decisions occur, on average, once per week.	116
Overpayment, or underpayment of fees by client - financial loss to the government occurs when a client has received an overpayment and is unwilling to repay the overpayment at one time. Weekly makes decisions as to what is an agreeable/affordable recovery rate.	124

Loss of system storage space exists when there is old or inactive data on the system. Corrective decisions include deleting the data or saving to portable backup systems to ensure that adequate space is available to maintain the various department system applications. Initiates database changes to the structure, usage, or content on a daily basis that are required to address current errors or malfunctions within the system.	190
Authorizing new terms for loan repayments, or increasing funding through reassessment of loan eligibility - financial loss to clients occurs where they have received less than the eligible amount to which they are entitled. Corrective decisions involve increasing funding provided after re-evaluating a client's eligibility and reviewing non-routine applications for program funding. These decisions occur on a daily basis.	201
Financial loss to government exists when too much financial assistance to clients is approved. Corrective decisions include directing the staff how to correct the overpayment (e.g., adjusting budget, and establishing recovery rate) to alleviate the financial loss. These actions occur on at least a weekly basis.	213
Authorizing new terms for loan repayments, or increasing funding through reassessment of loan eligibility - financial loss to the government occurs when student loans are not repaid. Corrective decisions involve authorizing new terms (e.g., time lines, methods and payment amounts) of loan repayment arrangements, which reduce the overall client debt to the government. These decisions occur daily.	235

SIGNIFICANT CONSEQUENCE – D if weekly/daily; C if less	
* Note: Primarily significant intrusion into systems affecting how a significant number of people in the organization do their work, involving large dollar amounts, or significant intrusion into an individual's whole finances.	
Type of Decision	CD #
Revisions to whole systems due to inadequate controls/mechanisms over expenditures/disbursements - financial loss to the pension plan occurs when accounting control mechanisms, computer systems and work flow processes do not exist or contain adequate checks and balances (e.g., pension being collected by a non-existent or ineligible teacher). Corrective decisions involve selection/rejection, development and implementation of accounting control mechanisms, computer systems and modifications, and work flow processes to remove loop-holes (monthly).	34 (C)
Revisions to whole systems due to inadequate controls/mechanisms over expenditures/disbursements - financial loss occurs through inaccurate or inadequate accounting controls or work processes in the department. Corrective decisions include: the selection/rejection of new or revised accounting control mechanisms; the review and selection/rejection of proposed computer modifications; the selection, development, and implementation of departmental accounting work flow processes (bi-weekly).	35 (C)
Financial threat to income security clients occurs when they are unable to acquire the financial support they require from existing income security programs. Takes corrective actions less than once per week when assessing the effectiveness of programs and making recommendations on whether to develop a new program (e.g., province-wide income security program for youth).	175 (C)
Inadequate, or inaccurate data used for royalty calculation/modification to parts of system - financial loss occurs when testing does not reveal the inadequacies of the assessment system, resulting in incorrect reimbursements to clients. Corrective decisions include reviewing and identifying system changes necessary to improve performance of system; providing required	191 (C)

changes to programmers responsible for making programming changes to the computer system. These decisions occur monthly on average.	
Financial loss to producers occurs when animals contract and spread diseases. Corrective action includes quarantining, or destroying diseased animals. These actions occur monthly.	203 (C)
Financial loss to government exists when there are inadequate controls over provincial revenues, the disbursement of public monies and funding for capital projects. Corrective decisions are made on a weekly basis and include: defining audit/evaluation criteria and directing department to adhere to established financial control procedures.	36
Approval of tax exemptions, assessment, determining penalties for large and multi-national corporations - financial loss to government occurs through non-payment of taxes by large national and multi-national companies. Corrective decisions involve levying tax assessments, penalties and outstanding interest amounts. Financial loss to the same taxpayer occurs through non-awareness of tax exemptions and overpayment. Corrective decisions involve approval of exemption amounts. These decisions occur on a daily basis.	37
Approval of tax exemptions, assessment, determining penalties for large and multi-national corporations – financial loss to the government occurs through non-payment of taxes by large provincial national and multi-national companies. Corrective decisions involve levying tax assessments, penalties and interest amounts and approving tax exemptions. These decisions occur on a daily basis.	40
Approval of tax exemptions, assessment, determining penalties for large and multi-national corporations - financial loss to the government occurs through non-payment of tax and royalty arrears owed to the province. Corrective decisions involve establishing payment arrangements, assessing penalties, or enforcing an agreement to pay revenues owing. These decisions occur, on average, weekly.	41
Financial loss to the housing authorities occurs when housing managers request unwarranted expenditures or are not following required practices for accounting procedures or collecting rents. On a weekly basis, makes decisions to protect the budgets of the housing authorities: denying expenditures; providing direction to housing groups to rectify incorrect rents, leases, accounting procedures, collection problems, etc.	42
Determining tax treatment for new industry, establishing treatment where no records exist, developing alternative tax applications and new guidelines - financial loss to government occurs through non-payment of taxes. Corrective decisions involve providing an assessment and following up to ensure remittance, determining tax treatment for new industries and establishing fair and consistent tax treatment where no records exist. These decisions occur daily.	88

FACTOR 2B – REPRESENTATIVE EXAMPLES – PHYSICAL SAFETY OR PSYCHOLOGICAL WELL-BEING/PUBLIC CONFIDENCE

Approved by the Joint Union-Management Maintenance Committee

Note: Many of the CDs do not have the escalation included so you have to add that in the rationale you write. The intent is that the escalation is based on the level at which the CD is credited in the table.

THREAT TO THE SAFETY OF WELL-BEING OF OTHERS IS PRESENT - A if makes corrective decisions which directly alleviate conditions causing threat to the safety or well-being of others less than once per month , or if threat is not present.	
* NOTE: Primarily following established procedure and or passing information on to someone else who will make the decision that will directly alleviate the threat.	
Threat/Type of Decision	CD #
Required to maintain the safe condition of equipment used on highway maintenance; signals, brakes, mirrors, steering, running marker and warning lights, to ensure the safety of the operator, other employees working around the equipment and the motoring public. Mechanical repairs done by this job on equipment are reviewed by a mechanic, therefore the job does not directly alleviate the threat.	5
Threat to the well-being of others is unlikely.	26
Makes daily decisions such as: following established procedures, denying requests for emergency and additional assistance for food when SAP funds have been inappropriately used and assessing risk related to suicide threats and providing support to clients by referring clients to other agencies.	74
Responsible for own safe work practices such as recognizing and maintaining preventative measures for hazards in the office (e.g., ensuring file drawers are closed so people do not bump into them, asking strangers in the office for identification and determining what business they have in the building).	100
On a weekly basis, speaks with angry respondents who are threatening the well-being of their former spouses. Makes the decision on which threats to take seriously, based on the respondent's history, and calls the former spouse to warn them of the treat made by the respondent.	111
Threat to the well-being of division staff occurs when meeting with upset clients in the public interview room. When the buzzer in the public interview room is activated, this job locates the Manager, Taxpayer Services, or one of the officers who can resolve the situation.	112
Decisions to inform building maintenance about heating, lighting, water, side-walk problems, have an indirect affect on ensuring a safe working environment for staff.	112
Liaises with the Administration Branch to determine what type of ergonomic furniture should be ordered in response to requests from branch staff.	118
On a weekly basis, makes decisions on the content of communication material to provide understanding and acceptance of the department's position, programs or policies.	134
On average, twice per year identifies potential cases of abuse, neglect or criminal behaviour and refers them to Family Services or the police.	143

Responsible to ensure a safe work place, using appropriate tools and procedures during construction, ensuring safety procedures when working with chemicals, and removing obstacles from museum pathways, particularly during the hours that the Museum is open.	158
Makes decisions, once every two weeks on average, to administer first aid, such as flushing eyes and skin, and applying topical solutions to co-workers, and decontaminating the work area in response to accidental spills of specimens and/or reagents. Draws conclusions from laboratory testing daily which indirectly affect the treatment, care and well-being of individuals since clients determine treatment based on test results.	167
Once per week makes decisions to protect clients from self harm (e.g., calling police to apprehend a suicidal youth); family members from the youth (e.g., deciding to clarify issues and identify appropriate behaviour in parent/youth disputes in the offices and in home visits); and co-workers from the youth (i.e., escorting intoxicated clients through the office). Makes frequent (1 to 3 times per week) recommendations (i.e., PDRs, court ordered reviews) to the court regarding the status of a young offender in the community to enhance the safety of victims and citizens.	210

SITUATIONS DO NOT ESCALATE TO THE POINT OF PHYSICAL DANGER – B if makes corrective decisions which directly alleviate conditions causing threat to the safety or well-being of others at least once per week and including daily; A if less	
Threat/Type of Decision	CD #
Once or twice per year identifies quality of care issues (e.g., caregiver has left infants and/or small children unattended such that there is a risk to physical safety). Makes decisions to immediately close the family day care home and advises parents regarding the closure of the facility.	143 (A)
Makes corrective decisions on a weekly basis to alleviate conditions which may pose a threat to the safety of the public and/or the environment such as flooding, slumping, too close to landfills, lagoons, or livestock operations. Establishes protective measures for development in environmentally sensitive areas and improves the design of proposed subdivisions.	148
Threat to the safety of staff is present if testing and other equipment is unsafe to operate. Based on information, decides (weekly) to either have the equipment repaired or replaced.	155
Responsible for the safe work practices of crews when conducting field surveys 4 months of the year. The threat to the well being of others is ever present during the field surveys. Ensures perishables are properly stored to remove threat of animals and that staff are properly equipped to travel. Situations are unlikely to be volatile.	160
Makes decisions weekly regarding the development of assessment tools, components of practice, procedures and forms, training material and schedules (i.e., the Family Centered Case Management Model) affecting work methods of all Family and Youth Services (including young offender facility) workers in the Division. Implementation will lessen incidents of child abuse or neglect, enhance family functioning for clients of Family and Youth Services, and enhance the social work practice of workers. Situations are unlikely to escalate to the point of physical danger.	217

SITUATIONS ESCALATE TO THE POINT OF PHYSICAL DANGER TO OTHERS LESS THAN ONCE/MONTH – C if makes corrective decisions which directly alleviate conditions causing threat to the safety or well-being of others at least once per week and including daily; B if makes corrective decisions which directly alleviate conditions causing threat to the safety or well-being of others at least once per month but not weekly; A if less	
Threat/Type of Decision	CD #
On a monthly basis the job overhears threatening conversations between a staff member and an angry client occurring in the meeting room. The job establishes a presence by looking through the window to the meeting room or knocking on the door and interrupting the discussion. Situations are not likely to escalate.	111 (B)
Makes decisions to alleviate the threat of well-being of others on a monthly basis (e.g., if it has rained, makes decisions while on the guided tour not to conduct portions of the tour where the path along the water is slippery; if there are strong winds while on the guided tour, makes the decision to discontinue the tour within the forest where there is potential for a diseased or old tree to fall down and injure a participant.	130 (B)
The threat to the well-being of others occurs monthly when the accused contacts the victim. Determines the safety of the victim/witness and arranges for clients to stay at a shelter that has an unknown address.	211 (B)
Threat to the safety of other staff occurs once per month when clients are verbally abusive. Alleviates threat by stopping the client/staff meeting and asking the client to leave the office. Such situations escalate to the point of physical danger less than once per month.	213 (B)
On average, once per month repairs or replaces monitoring equipment that has been tampered with or damaged by offenders. Determines if wilful damage has occurred and charges the offender with mischief.	219 (B)
Threat to the safety of fire fighting and enforcement staff exists, when communications and electronic equipment (e.g., two-way radios, gun racks, lights) fail to work on the fire line or in enforcement vehicles. On a daily basis decisions are made to repair, modify or replace the faulty equipment or parts.	1
Threat to the safety of the equipment operator and other employees or members of the public working or travelling around moving equipment exists when equipment fails to work. On a daily basis decisions are made (that legally require a qualified mechanic) to rectify unsafe equipment: repairing safety devices such as windshields, horn, back- up signals, brakes, mirrors, and steering; marker and warning lights to the specified certification level.	2
Threat to the safety or well being of others is present (weekly) when working in the highway work zones. Decisions to alleviate the threat include directing repairs to unsafe equipment, directing staff to flag traffic and directing staff to adhere to safety standards (e.g., proper signage, safety equipment and apparel). Threat to the safety or well being of others is present (weekly) when responding to emergent highway situations (e.g., signage of accidents, hazardous spills or broken signs at major intersections) which are volatile on average twice a year. Decisions include assigning staff to correct the problem, erecting temporary signage, flagging accident zones, cleaning up material spills.	8
Threat to public safety occurs when chemical levels in water in the park do not meet safety standards (weekly in drinking water and daily for water in pool). In these circumstances makes decisions to add chemicals or close the pool until the water levels meet the required standards.	9
Responsible for the safety of staff and patrons when working in close proximity to bulls, mothering cows and cattle in enclosures (approximately twice per week). Decisions involve separating wild cows from the group, using squeezes and chutes	13

to handle dangerous animals, monitoring the behaviour of cattle in the enclosure to react quickly and remove the risk to self and others.	
Makes decisions weekly on the management of properties (responsible for 36 housing groups) in the event that tenants interests are at risk. Decisions relate to directing the housing managers to correct unsafe conditions (e.g., requiring unsafe chimneys be repaired; requiring smoke detectors be installed or repaired; directing modifications be made to make the property accessible for disabled clients; putting tenants up in hotels when the properties have been damaged in storms; temporary measures to protect properties damaged in storms such as tarping over damaged roofs).	42
Safety hazards exist when contractors do not satisfy the terms and conditions of their contract. For example, leaving individual trees standing within a cutover can present dangerous conditions for the operator, crew, members of the public and inspecting officers. Corrective actions include issuing warnings with a deadline for cleanup or the operation can be directed to cease until the cleanup is completed. Such decisions are made on a weekly basis.	54
Loss of public confidence and raised public concern exists when controversial issues around educational restructuring strategies are being developed and implemented. Makes corrective decisions by reframing the messaging to alleviate the public concern and restore confidence. Decisions also include: determining the most effective approach and message to convey, determining the type of research required (e.g., polling, focus group testing, etc.).	136
Tests fire alarm systems in housing projects to ensure they are functioning. Inspects construction sites to verify that projects are being completed in accordance with regulations and specifications so the finished product will be safe for residents. Inspects existing buildings to identify needs for repairs where there is a threat to tenant safety. Decisions are made weekly, such as: instructing HA to have a faulty fire alarm system repaired within 48 hours; contacting a contractor to repair a collapsed chimney discovered during an inspection; withholding payments to contractors or stopping work at a site until violations (e.g., pouring concrete when the temperature is too cold) are corrected and building meets required safety standards.	147
Makes decisions once a week regarding the physical safety of clients when inaccurate or invalid test results occur due to equipment malfunction or improper composition of test material. Corrective decisions include recalibrating equipment or altering composition of materials, and repeating the test(s) in order to validate and improve the accuracy of test results. These situations escalate to the point of physical danger less than once a month.	167
The farm stress line exists to provide information and referral services to rural callers in crisis on a daily basis. On average, once per week, a caller is threatening suicide or the well-being of others, being threatened in an abusive situation (e.g., family violence) or is in emotional distress. In these circumstances, keeps the caller on the phone, decides how to respond to the client, and ensures someone in the local community is contacted (e.g., the police a neighbour, or religious official).	209
Once per week makes decisions to protect clients from harm from family members (e.g., decides to escort the youth into their residence to pick up personal belongings, after an episode precipitating a charge, to minimize the potential of assault).	210
Makes decisions weekly that alleviate physical or psychological threat to the child(ren) by monitoring interactions during supervised access visits and deciding to intervene and discontinue supervised access visits when the parent is behaving in a threatening manner.	216

Makes decisions once a week regarding the physical well-being of clients when abnormal or invalid test results occur or when there is a threat to public health caused by emerging pathogens or new diseases. Develops new hypotheses through research and evaluation, and conducts test scenarios to evaluate and prove the hypotheses. Checks and corrects the functioning of the equipment, repeats the controls, alters the composition of the test materials and repeats the test(s) in order to validate and improve the accuracy of test results. These situations escalate to the point of physical danger less than once a month.	227
Decides in which order and location that helicopters will land at the base. These decisions are made on a daily basis and affect the safety of individuals on the base (e.g., not allowing a very large helicopter to land next to a small one thereby preventing the small helicopter from being blown over, possibly injuring individuals in or around it).	245

SITUATIONS ESCALATE TO THE POINT OF PHYSICAL DANGER TO OTHERS AT LEAST ONCE/MONTH BUT NOT ONCE/WEEK - Level D if makes corrective decisions which directly alleviate conditions causing threat to the safety or well-being of others at least once per week and including daily; Level C if makes corrective decisions which directly alleviate conditions causing threat to the safety or well-being of others at least once per month but not weekly	
Threat/Type of Decision	CD #
On average, twice per month the position provides emergency duty (on-call) services for all program areas (e.g., Social Assistance Plan, Child Protection Services) after hours and when program areas are in meetings. Once every month requires making immediate decisions (e.g., apprehend a child) to ensure the safety and well being of children, to directly alleviate the physical danger.	77 (C)
Threat to the well being of immigrants occurs when they are unable to integrate into society within the province or take advantage of provincial programs such as income assistance or employment programs. At least once per month makes corrective decisions involving the development of new provincial policy that will improve services provided to immigrants (e.g., improving immigrant access to training and education programs) and keep them in the province.	138 (C)
On average, twice per month threat to the safety or well being of children is present when child care facilities fail to provide safe equipment and toys, adequate child supervision, programming, nutrition and hygiene. Determines options to eliminate the threat and directs the caregiver both verbally and in writing to make the identified changes.	143 (C)
Less than once per week identifies and corrects flaws (e.g., mathematical calculations and location of bridge supports) in construction site draft designs others have prepared. Undetected, these errors would lead to the building of defective roadways or structures and cause accidents resulting in severe physical injuries or death.	149 (C)
Makes decisions once per month to intervene in situations where there is urgent physical and emotional threat occurring (e.g., neglected or abused children). Alleviates conditions of threat where situations have escalated to the point of physical danger by determining the appropriate assessment and treatment methodology to apply to provide protection and care to the clients.	217 (C)
On average, twice per month makes a decision whether to permit a probationer to leave residence when in a situation of threat (e.g., female probationer in threatening situation with spouse). On average, once per month, probationer is involved in a family dispute where the situation is escalating and there is a risk to the safety of family members. Makes a decision to grant permission to the probationer who is being electronically monitored to immediately leave the residence in order to defuse the situation.	219 (C)

Weekly makes decisions such as: locating place for client to live when client has been evicted due to, for example, destruction of apartment; locating a safe shelter for a client who has left an abusive relationship; and paying SaskPower when the power bills have not been paid and power has been cut off. These situations escalate the point of physical danger several times per month but not once per week.	74
Makes decisions on a weekly basis to alleviate the physical well being of clients when: locating a place for the client to live when client has been evicted due to, for example, destruction of apartment; locating a safe shelter for a client who has left an abusive relationship, and paying SaskPower when the power bills have not been paid and power has been cut off. These situations escalate to the point of physical danger, on average, once per month. The majority of these decisions are made when staff escalate issues to the supervisor or when staff are absent from the job.	213
Makes decisions daily on conditions that have a direct affect on the safety of people who inhabit, work in, or use public facilities; and on owners who are ordered to rectify infractions (e.g., installation of fire protection system). Further,	232
based on risk analysis decisions, municipalities must upgrade equipment and fire fighter training to meet standards so as to assure fire safety systems are in place to protect all residents of that locale.	
Makes decisions on a weekly basis that alleviate physical threat to others by applying (enforcing) codes and legislation and ensuring defective equipment (boilers, pressure vessels and piping) is repaired within time frames allowed.	239
Responsible for the health and safety of workers in all workplaces as it relates to bioaerosols. Workplace environmental issues are a daily present threat to employees. Decisions to alleviate threat occur, on average, 2-3 times per week and include: determining the amount of fresh air content in a workplace and ordering the employer to upgrade the ventilation system; determining the action required to reduce vapours from chemical processing (e.g., ventilation, airscrubbers, substitution of chemicals, reorganizing work schedules or use of protective equipment); ordering the employer to remedy an imminently dangerous situation immediately and/or close the worksite.	237

SITUATIONS ESCALATE TO THE POINT OF PHYSICAL DANGER TO OTHERS ONCE/WEEK OR MORE - E if makes corrective decisions which directly alleviate conditions causing threat to the safety or well-being of others at least once per week and including daily	
Threat/Type of Decision	CD #
Makes decisions twice a month for immediate action to prevent or stop hazardous situations (e.g., immediate closure or evacuation of buildings or stopping work). Bi-annual training of inexperienced fire fighters in controlled burn situations puts all participants at risk and immediate action is required to prevent injury.	232 (D)
Threat to the safety or well being of others is present when flagging a work zone on a weekly basis. Ensures the safety of passing motorists (from contact with work site equipment, and collisions with other vehicles passing in the opposite director) and highway workers (from being hit by passing vehicles) by controlling the speed and access of motorists passing maintenance projects (e.g., stopping traffic or slowing traffic down when flagging).	8
Makes decisions on a daily basis regarding the safety of fire crews. This includes: correcting them when they neglect safety precautions while fighting fires; and determining when fire is threatening the lives of the firefighters and abandoning the fire.	11
Makes decisions, on a daily basis, regarding the safety of department staff and conscripted firefighters when determining: deployment of fire crew; where fire camps will be located (accessible); evacuation of firefighters due to fire hazard; helicopter pads and boat launches need to be levelled, freed of debris and approaches cleared of trees and other obstructions; how and	12

what first aid to administer; that firefighters on the fire line are not operating equipment safely and instructing them on safe methods.	
Due to the 24-hour operation of a 2.5 mile ferry run, makes decisions, daily, relating to the safety of passengers such as delaying or ceasing operations in adverse weather, safe and loading or unloading practices and conditions.	21
On a weekly basis, threat to the physical safety of inmate(s) occurs when an inmate directly threatens another inmate with physical harm while participating in classroom programming. Makes a decision to intervene in the conflict by separating parties within the classroom, immediately return inmate(s) to cell or terminate the offending inmate from the program. Situations escalate to the point of physical danger once per week.	45
Several times a week makes corrective decisions that alleviate physical threat to others where situations escalate to the point of physical danger. Decisions include cell assignments, breaking up fights within the cells, obtaining additional security during court cases (e.g., metal detectors) and determining whether to hold court in the courtroom or in the police van/cell. These situations are volatile and require immediate responses.	49
Individual enforcement decisions protect the violator and members of the public in the immediate vicinity, from possible injury. For example: directing hunters and boaters to comply with safety requirements (e.g., correct clothing, life jackets); intervening in domestic disputes and violence between park users; stopping impaired drivers; stopping	53
vehicles which have been speeding or have a loaded firearm in the vehicle; removing of nuisance wildlife by trapping. These situations occur on average once a week and involve unruly members of the public who must be apprehended, including authority to use the force continuum (i.e., physical force) to detain the violator. This requires making an immediate assessment of the violator's behaviour to determine how much force will be necessary	
Individual enforcement decisions protect the violator(s), other officers and members of the public in the immediate vicinity from possible injury. For example: deciding whether to use deadly force, pepper spray; deciding to pursue violators in a high speed chase and then arresting/detaining violators; deciding to seize firearms and/or fish or wildlife caught illegally; deciding to intervene and help a farmer who has caught night hunters on the farmer's land. These situations arise, on average, weekly and escalate requiring the apprehension of violators including the use of the force continuum (i.e., physical force and if necessary, deadly force).	56
Daily makes decisions to improve the safe condition of commercial vehicles (trucks and buses), their driver and loads. These decisions affect the safety of the driver, passengers, and other motorists coming in contact with the vehicle, load or spill, and escalate to physical danger at least once per week. Decisions include deciding to lay charges, arrest individuals and/or remove trucks and buses from service.	59
Threat to the physical and psychological well-being of clients occurs several times per week in crisis situations such as: a child is neglected or runs away; and domestic violence and other abuse in the home. Makes decisions to alleviate threat to clients by removing a child from the home and placing in a temporary receiving home.	71
The job is on call 24 hours a day. Situations occur at least once a week, where the children or foster parents are at risk of emotional, physical, or sexual abuse or of self-harm. Due to the high-risk nature of the clients, one child (possibly two) is assigned per home. At least once per week, the job determines whether to take the child way from the home where there is risk or allegations of physical harm and/or use techniques to calm the child and prevent harm to the child or surrounding people.	75

On a daily basis, approves case plans designed by staff to eliminate conditions or behaviours which threaten a client's safety, or well-being. Such decisions include approving: referral services to other agencies such as alcohol/addictions treatment centers or mental health services, transfers of children to a different foster home; and financial aid in special circumstances; directing staff to apprehend a child; immediately apprehending the child(ren) when case workers are not available and a child is abandoned or subjected to sexual and/or physical abuse; a client is known to become violent, therefore the job directs the staff member to take another staff member or the police when conducting a home visit. Situations escalate to the point of physical danger to clients and/or workers once per week.	79
At least once a week and sometimes daily makes decisions that alleviate physical and psychological threat to the safety and well being of the victim, offender and general public. Decisions include enforcing non-contact provisions (immediately revoking the client's probation right) to protect the victim as specified in the Probation Order, releasing information to community agencies or individuals raising their awareness of potential threats. Determines which treatments or programs offenders will receive for aggressive behaviour patterns, self-abuse or mental disabilities (Mental Health, Community Living Division, in-patient treatment programs.) These situations escalate to the point of physical danger to members of the community, offender (suicide) or victim if corrective measures are not taken.	81
Alleviates physical threat to others (e.g., motoring public and contractor staff) on a daily basis by determining when conditions are no longer safe to continue working. Decisions include: making changes to construction processes, detouring traffic around site, establishing traffic control through site, change-working procedures for survey crews working near heavy equipment, halting construction in poor visibility, designing safe corridors for the motoring public to pass through construction zones and authorizing changes to construction signage.	151
Decisions made on a daily basis which directly alleviate threat to the safety or well-being or others include: intervening in fights, restraining clients, increasing vigilance and performing more frequent room and unit searches; confining clients to their rooms; deciding if a client should be double locked; removing a threatening client to a more secure environment. Situations escalate to the point of physical danger to others once per week or more and include: client fights, assaults on staff, suicides, suicide attempts and slashings resulting from clients being angry and under stress.	204
Once per week, intervenes directly to separate fighting residents or isolate residents that are threatening each other in order to ensure the physical safety of residents and staff.	212
This job exists to provide protection, counselling and referral services to client's whose safety and/or well-being is at risk. Makes decisions on a daily basis to reduce or eliminate threat to a client's psychological well-being or safety by determining when to allow children to remain in the home, placing a parent-aid in a home, determining when to provide counselling, and determining when to apprehend a child(ren) if the child's safety is at risk.	214
The job exists to eliminate physical, mental and social threat to workers in the workplace. Potential workplace accidents and threat to others are present daily (e.g., malfunctioning equipment on construction or other work-sites and employees working in hazardous working environments causing accidents, fatalities or health problems). These threats to employees at the work-sites require corrective action on a weekly basis where situations are volatile [e.g., order the employer to fix malfunctioning equipment, order work-site closure (e.g., high voltage electrical line is endangering workers), order use of approved protective equipment].	233
Makes decisions to arrest dangerous persons, impound dangerous goods, or remove unsafe equipment from service stopping the operation of a truck and of a bus company for the safety of drivers, bus passengers and highway users on a weekly basis.	236

<p>Makes decisions daily to withhold licenses for equipment (units, components and premises) and operators, with a direct affect on the safety of the immediate users of elevating devices, ski lifts and amusement rides. Further, enforcement of compliance orders shut down construction/installation work when ordered repairs have not been completed during the allowed time frame, such as shutting down elevators at construction sites, or closing amusement ride, or ski lift business (e.g., worn parts are detected in an amusement ride manufactured in Europe and there is no available manual, or manufacturer to verify operating variances, cancels the operating license of this independent owner/operator when repairs are not made in three days). Decisions are made three to four times per year to immediately place a device "out of service", because of safety concerns (e.g., electrical circuits and components have been deliberately bypassed, rather than fixed).</p>	<p>238</p>
<p>Threat to others is present on average, once per week, when young offenders are physically attacking other young offenders and/or staff members and when youths are suicidal. In these situations, response is immediate by physically restraining the youth and/or deciding to lock unit residents into their rooms to quell the threat or placing a youth under constant watch until suicidal tendencies are alleviated.</p>	<p>246</p>

REVISED APRIL 23, 2007

FACTOR THREE - HUMAN RELATIONS SKILL

A. Measures the level of interpersonal skill assigned to influence others or modify their actions and behaviour

Notes to Raters:

- Consideration is given to the extent of interpersonal involvement, the depth of client need and the complexity of intervention required. These are best determined through actual examples.
- Consideration is given to the diversity and polarization* of interests.
- Persuasion and negotiation should be viewed in a positive context and not presume negative conflict.
- Consideration is given to negotiation and administration of contracts, including contracts for people to perform work on behalf of the department.
- Consideration is not given to those types of supervisory-staff relationships measured in Factor 4.
 - "Others" includes clients, client families, co-workers, or any member of the public.
 - "Polarized" means the parties are firmly entrenched in opposition to each other despite efforts to resolve the conflict.
 - "Mediate" means intervention where the individual is recognized by the parties in a dispute as having the authority to effect reconciliation and where the job is not a party in the dispute nor has a vested interest in resolving the issue in favour of one side versus the other. Mediation can exist at level 3 where the circumstance is not long standing and highly polarized.
- In order to clearly differentiate between negotiation at level 3 and 4 in the first paragraph of level 4, "long standing, highly polarized situations" applies to both "or" statements in the first sentence. Therefore, it should be read:
 - In long standing, highly polarized situations, mediates to achieve compromise settlements;
OR
 - In long standing, highly polarized situations, represents one side of a transaction in order to achieve agreements for advantages in resources, rights or privileges.
- In both cases, at least one of the three "or" statements in the second sentence must also apply for the job to meet that level:
 - Investigative results or written authority are insufficient to clearly support either party;
OR
 - The original contract/authority does not address the settlement that is being sought;
OR
 - Policies or standards which are generally unpopular or to which others are generally opposed, have been applied.
- "Achieves *consensus where there is diversity of interest*" requires that the incumbent must be assigned the lead responsibility in establishing strategies, policies and standards, which bring about a resolution where there are three, or more groups each having conflict over values and disagreement on resources, rights, privileges and benefits.

B. Measures the level of communication skill required to transfer knowledge and increase awareness in others

Note to Raters:

- Consideration is given to the complexity of the material being communicated and the nature of the audience. As you progress from one level to the next, the nature of the material being communicated must be increasingly complex.
 - Consideration is not given to the level of person contacted nor to supervisory-staff relationships.
 - **Training or teaching of direct-line staff is measured under Factor 4.**
 - A practicum or apprenticeship refers to the requirement to teach practical application in a work setting and includes final responsibility for the evaluation of the student which has direct consequences for attainment of a diploma, trade certification or degree.
 - Occupational certification refers to short term certificates required for the job, e.g., 1/2 day shotgun training, fire suppression training, driver's licence, etc.
 - Where there is reference to verbal or written communication, consideration is also given to various other formats for communicating, including signing and specialized equipment, such as VersaBraille, TDD's, etc. and to requirements for listening such as slang or dialect.
- * "Others" includes clients, client families, co-workers, or any member of the public.
- An "original concept" may include the following. Please note this only relates to describing an original concept. In addition to meeting the requirement of being an original concept as described below, the remainder of the level definition in the factor must also be met.
 - 1) Presenting a new theoretical framework created from a combination of existing bodies of knowledge. (CD 142)
 - 2) Presenting a research design of sufficient complexity (multi-variable, inter-related inferences, conclusions) so as to require documentation of an hypothesis, research methodology, evidence or proof (CD203). Typically, this is through publication of findings in the context of empirical scientific or academic standards.

At level D, challenges would typically be to an aspect(s) of a theory as opposed to the entire theoretical model. Whereas, at level E, the challenge is to the overall conceptual framework.

The "conducting of research" is not being measured in this factor. Rather, this would be measured under the problem-solving factor. Anyone can perform "original research" and the fact that the research is original does not mean it is examining an original concept.

Suggestions for Approach:

For clarification of levels B, C, and D in relation to providing training to others, consideration is given to the complexity of the material being communicated and the nature of the audience. Jobs which provide material to clients in a factual context would be rated at level B whereas jobs which provide similar material in a more complex context would be rated at level C. There are many CD's that can be referred to for guidance as to the complexity of the context demonstrated by the nature of the audience and their required application of the content.

For example, CD 214 is rated level B for delivering parenting classes to clients with a goal of improving parenting skills and reducing the risk of abuse and/or neglect. This job delivers presentations on child care and development to groups of young parents with a goal of increasing their understanding of normal development and thus improving the quality of care to children. CD 213 is rated level B for providing training to social workers (i.e., co-facilitates a 1 day training module on "Dealing with Difficult People"). The content of training about a program and its policies and procedures is level B as this is factual information.

CD 212 is rated level C for providing training to social workers. The difference in level is based on the content of the training. CD 212 designs and delivers formal training modules of up to ½ day duration to new non-perm facility staff on the application of the Guided Group Interaction group process, juvenile delinquency, and the psychology of adolescence.

An example of level D is CD 75 the Therapeutic Foster Home Worker which is responsible for delivering portions of a comprehensive skill based training package to other departmental social workers who have recently begun working in the therapeutic foster home and community homes programs. This meets level D for designing and/or instructing courses involving theoretical principles. Content of the sections the job delivers relates to assessment and intervention techniques, theories and methodologies and the training is designed to enhance the recipients' skills in applying treatment to similar clients (e.g., physically/sexually abused children/youth and high risk sex offenders). This meets: recipients must interpret the material and exercise judgement in its application" as required at level D.

To determine whether a job meets Level E, the following information must be documented in the classification decision:

- 1) a) What is the concept/theory? What is it based upon?
b) What is it that needs to be communicated? How and where is the material communicated?
- 2) a) How is the concept complex? What are the variables involved and how do they inter-relate? What inferences and conclusions are included?
b) In what way is this issue an overall conceptual framework as opposed to just being an aspect of a broader framework?
- 3) What makes it different or unique from other existing theories or concepts?
- 4) What challenges with this theory/concept have occurred? Who are the challengers?
- 5) To whom and how is this material being presented? What makes the audience able to challenge the material?
- 6) What standards of proof are required? For example, describe the empirical standards of scientific journals where material is published.

A. Interpersonal Skill Required to Influence Others

Level 1

Exercises courtesy, tact and diplomacy relating to the exchange of information. Responds to requests or immediate needs of others where the purpose is clear and an immediate response is possible. This includes reaching agreement with others, including co-workers, where parties disagree on approval, but circumstances are clear.

Level 2

Interacts with or calms others, where the situation is at first unclear to one or more of the parties and requires establishing rapport, developing an appreciation of the situation, providing assurances, support, and/or empathy, where there is no requirement to resolve the conflict, to achieve mutual understanding and acceptance. If the disagreement persists, seeks assistance and refers problems for resolution.

Level 3

Achieves understanding through persuasion or negotiation where programs, actions or decisions are called into question or where it is necessary to convince others to adhere to generally accepted standards. Calms the persons involved, sorts statements which may be conflicting, and provides explanations of standards, regulations and policies in order to expedite action and achieve mutual understanding and acceptance. This level includes negotiation of terms and conditions in contracts, operating permits, licenses, etc. involving commitment of time and resources. May be required to defend the legitimacy and validity, of their own or their department's actions to clients, in public forums, court, or before other official bodies.

OR

Intervenes to modify counterproductive behaviour in immediate circumstances and refers client to others if necessary. This includes assessment and case planning involving short and long-term behavioural and attitudinal goals and use of counselling modalities which help to define, clarify or increase understanding of problems and capacities for dealing with them; and/or provides advice and personal assistance concerning daily living skills. Augments specialized treatment programs established by other staff, provides regular supervision of clients to ensure safety of self and others, systematically observe results and motivate, support, or instruct individuals to accept or cooperate with the treatment plan and contribute as an individual, or team member in case, or treatment planning.

B. Communication Skill Required to Transfer Knowledge

Level A

Reading and writing skills are required to understand and complete written materials such as checklists, short notes, brief forms, reports, form letters, requisitions; verbal and listening skills are required to relay information to others to increase understanding of immediate situations or circumstances, or to provide orientation to others on easy-to-understand topics.

Level B

Verbal, written, and listening skills are required to comprehend and communicate information in materials such as composing memos, letters, tables and charts, or listening and communicating with others with different dialects, or who frequently mix regular language with slang, or other languages. This includes jobs which design and/or give factual talks, presentations, examinations, demonstrations, or tours which may require some adaptation for ongoing use, or to enable others to obtain qualifications required for occupation certification; jobs which provide situational expertise of a factual nature to others; and jobs which instruct and evaluate practical application of skills in work placement situations.

Level C

Verbal, written, and listening skills are required to comprehend and communicate complex or specialized information and ideas. This includes jobs which design and deliver courses or information sessions where the material is generally accepted and acknowledged as valid by others in the field, or by society in general, although the information may be challenged by the recipient; or jobs which instruct and provide final evaluations to educational institutions on practicum students and apprentices.

Level 4

In long standing, highly polarized situations, mediates to achieve compromise settlements or represents one side of a transaction in order to achieve agreements for advantages in resources, rights or privileges. In these circumstances investigative results or written authority are insufficient to clearly support either party; the original contract/authority does not address the settlement that is being sought; or policies or standards which are generally unpopular or to which others are generally opposed, have been applied.

OR

Establishes an ongoing and therapeutic relationship through frequent, or daily contact for client(s), or groups with specialized needs. There is a requirement to conduct in-depth social assessments and develop intervention and treatment plans using established treatment modalities in order to create behavioral, attitudinal, or cognitive change. These jobs establish behavioural-specific outcomes and determine for specific clients the manner in which all service providers ought to behave and/or respond to a client's particular attitudes, or behaviours. These jobs document the agreed upon treatment plan, systematically observe the results and or all lead case planning conferences and support, or instruct individuals to accept, or cooperate with the treatment plans. This includes jobs which provide consultation to others on how to perform the above duties.

Level 5

Achieves consensus on strategies, policies, or standards where the majority of situations have substantial diversity of client/interest groups, conflicting values, and disagreements on resource commitments, rights, privileges, benefits.

OR

As the designated expert provides consultation to, and may take referrals from other staff within the same speciality of a profession. Jobs exercise specialized assessment, intervention and treatment skill in order to fundamentally change personality or character traits. Jobs advise clients and other staff on the results of tests, or assessments, the implications of analysis and/or diagnoses, courses of action open to them, the merits of one strategy over another and motivate, support, or instruct individuals to accept long-term developmental assignments over an extended commitment of time. This includes jobs which provide consultation to others on how to perform the above duties.

Level D

Verbal, written and listening skills are required to design and/or instruct courses involving theoretical principles, or provide expertise where the material is not generally accepted by others in the field and its validity is likely to be challenged. Recipients must interpret the material and exercise judgement in its application.

Level E

Verbal, written, and listening skills are required to comprehend, create and communicate original concepts where precise and careful use of language is required, and where the audience is able and likely to examine, or challenge its validity. This level also includes jobs which instruct comprehensive groups of courses which taken together form an integrated system of knowledge, requiring long-term developmental assignments over an extended commitment of time.

FACTOR FOUR - RESPONSIBILITY FOR THE WORK OF OTHERS

Determines the level of a job's assigned responsibility for departmental work done by others.

Notes to Raters:

Full and Shared Responsibility

- In this factor "**Full**" responsibility for the work of other government employees means authority for:
 - scheduling, recommending or approving leave and overtime;
 - assigning, distributing, organizing, co-ordinating, and prioritizing subordinate's work;
 - monitoring the achievement of goals or objectives and ensuring quality and quantity standards are met;
 - coaching for ongoing performance improvement and demonstrating job functions and procedures;
 - resolving conflicts between staff.
- In this factor "**shared supervision**" means a permanently assigned, direct reporting relationship and ongoing authority for two or more of the above responsibilities, for the same staff. The employee is always responsible to the same supervisor on an ongoing basis. (In order to assign credit for shared supervision, care should be taken to ensure the assignment is not TAHD when the employee is "filling in" for the supervisor.)
- "**occasional supervision**" means intermittent authority for two or more of the above responsibilities where staff assigned may vary and employees report to different supervisors on an ongoing basis, for other responsibilities.

The definition of occasional supervision, is intended to apply to environments where staff reporting fluctuates regularly. The phrase "staff assigned may vary" does not apply to projects where the project leader is required to supervise throughout the project. As such the employees "report to the same supervisor on an ongoing basis" for that project. In order to receive credit at level 3, project leadership must be a significant ongoing primary responsibility, not a circumstance in which the employee has project leadership for 3 months, but not the other 9 months. This latter situation would also be treated as a TAHD circumstance as it would not be considered a primary responsibility.

- In this factor, responsibility for the work of volunteers (excluding clients) to perform departmental work is considered under either occasional or shared responsibility, if the responsibility meets the above definition.
- If ongoing (year round) supervision cannot be established, the supervisory assignment will be considered as TAHD.

FTE's

- **In determining the number of FTE's, consideration is only given to jobs which report directly.** "FTE" means full time equivalent, which is one employee, full time for twelve months. For example: two term employees working full time for six months each, would equal one FTE; one employee working full time for three months plus another employee working full time for two months plus another employee working full time for one month would equal one-half of an FTE.
- Where a seasonal employee has "full" responsibility for the work of other government employees for the full term of the seasonal employment, each employee reporting is to be counted as a full FTE.
Example: a seasonal person working 4 months, with full supervisory responsibility for 4 people for all 4 months of employment would have 4 FTE's. A seasonal person working 8 months, who has full supervisory responsibility for 4 people for 4 months would have 2 FTE's.
- There may, on occasion, be positions that have full responsibility for summer students (terms) that total over 1 FTE. For example, responsibility for 5 summer students (4 months of the year) would equate to 1.66 FTE. If the "year round" (recurring) context has been established – that is, the job has had responsibility for 5 or more summer students over the past 3 years – then the job should be rated at level 4 for "full responsibility for the work of other government employees from more than 1 to less than 3 FTE's." Please note, we would not consider a recurring pattern to have been established until the 3rd year.

This is equitable with respect to a job that has responsibility for 1.66 FTE part-time employees throughout the whole year. One supervises 2 or 3 staff throughout the year while the other supervises 5 staff over a 4 month period in the year on a recurring basis. Both have ongoing full responsibility for 1.66 FTE.

Again, the factor must be applied consistently whether the employees are term, labour service or part-time, irrespective of whether they are students.

Contracts

- Consideration is not given to negotiation and administration of contracts as this is measured in Factors 2 and 3.
- In cases where all of the following conditions are met, supervision of persons under contract may be measured under Factor 4 as shared or full supervision:
 - The "employee" under contract is paid a wage and not fee for service. A fee for service contract stipulates an amount to be paid for the rendering of a service.
 - The "employee" under contract is receiving minimum wage, or equivalent, or higher. If there are no deductions for E.I., or C.P.P. and/or other employee deductions, then it is a fee for service, or service contract, not a wage.
 - The "employee" under contract is directly providing a government service where one of the main purposes is not educational, or therapeutic.
 - The "employee" under contract is under the direct supervision of a government employee and not a contractor, or company.
 - The "employee" under contract is not also working elsewhere on behalf of the contractor.
- The following forms of contracts are not measured.
 - Service and maintenance agreements;
 - Enforcement or administrative decisions relating to the enforcement of contracts relating to the use of government premises or land by other individuals or groups;
 - Monitoring and enforcement of contract provisions relating to environmental, health, or safety regulations, etc.;
 - Monitoring and ensuring quality and quantity standards in agreements where the contractor hires its own employees to perform the service and the direct supervision of the employees is the responsibility of the contractor; and
 - Supervision of work crews where the purpose is education, or therapeutic.
- Where the employee receives credit under decision-making, human relations skill, working conditions and mental demand, is based on the nature of a contract. If credit is given under supervision, any credit given under any other Factor must be taken away.

Other

- An "employee" is the incumbent of a job or class of jobs, which has been designated by the Public Service Commission as permanent part-time, permanent labour service, term, permanent full-time or probationary.
- Consideration is not given to training of non subordinates, nor to developing or implementing policies or procedures as these are measured in other factors.
- A work unit, for the purpose of this class plan, means a group of employees reporting to a common supervisor and includes the supervisor.

A. Work of Other Employees

Level 1

No direct responsibility for work of other government employees, except jobs have responsibility for checking and verifying their own work which has been completed by someone else.

Level 2

Jobs have responsibility to organize portions of the work of other government employees, where the other employee reports formally to a different supervisor or responsibility for checking and verifying the accuracy of the work of others where there is responsibility to follow-up to ensure the correction is made. This level includes occasional shared supervision of new employees in the organization.

Level 3

Jobs have full responsibility for the work of other government employees of up to and including 1 FTE, or have permanently assigned and ongoing shared responsibility for the work of others.

Level 4

Jobs have full responsibility for the work of other government employees from more than 1 to less than 3 FTE's.

Level 5

Jobs have full responsibility for the work of other government employees from 3 to less than 10 FTE's.

Level 6

Jobs have full responsibility for the work of other government employees of 10 or more FTE's.

FACTOR 4 –RESPONSIBILITY FOR THE WORK OF OTHERS CDS

Level 1

No responsibility for others work/checks own work:

- **CD5**
Mechanic's Assistant
No assigned responsibilities for the work of other government employees.
- **CD39**
Business Auditor Trainee
Responsible for checking and verifying own work.
- **CD75**
Therapeutic Foster Home Worker
Has no responsibility for any government FTE employees (term or perm) or volunteers.
- **CD148**
Planning Coordinator
Responsible for the secretaries typing of the final notice of decision. It must be accurate as it is a legal document. Checking your own work that is typed/produced by support staff is credited at level 1.
- **CD210**
Community Youth Worker
Responsible for the work of fee-for-service contract workers which is credited in Factors 2 and 3.
- **CD233**
Occupational Health Officer
Assigns own work (e.g., typing reports, notices of contravention) to a support staff member. Checks this work for accuracy and completeness. This meets level 1 for checking and verifying own work which has been completed by someone else.

Checks and corrects others work but has no responsibility to ensure others correct their work:

- **CD40**

Business Auditor

As part of the post-audit quality review process, reviews peer's audits to ensure polices, interpretation and legislation have been applied, as well as completeness and adequacy of work, but has no responsibility to ensure corrections are made, therefore does not meet level 2.

- **CD93**

Student Loans Assessor

When responding to inquiries at the front reception desk, enters client appointments with student aid consultants and supervisors of other Units (e.g., Overpayments, Reassessments) in a general schedule book. This is not the same level of responsibility as CD109, Regional Secretary which has overall responsibility for scheduling the appeal hearing process and organizes portions of the work of other employees.

Checks results of previous loan and remission/forgivable benefit assessments, and work within the student loans process of other employees in different work units (e.g., Assessment, Audit and Repayment Unit) to ensure accuracy and completeness of client data before performing own assessment of benefit eligibility and corrects the errors where necessary. This does not meet level 2 as the position corrects the errors rather than ensuring other employees correct their errors.

Does not meet two full bullets:

- **CD60**

Livestock Inspector

When the supervisor is away or unavailable, has responsibility to assign, co-ordinate, organize and check work, assign work priorities and schedules, and advise and train casual, part-time and labour service employees. However, this does not meet 2 full responsibility bullets in the Notes to Raters for "Full" supervision, therefore, the CD is rated level 1.

- **CD245**

Radio Operator

Occasionally assigned responsibility to distribute tasks (e.g., clean up yard, file documents) to casual employees (e.g., Emergency Firefighters) when they are at the base. This does not meet 2 full responsibility bullets in the Notes to Raters for "Full" supervision, therefore the CD is rated level 1.

- **CD246**

Afternoon Shift Worker

Calls casual or part-time staff to work when a staff member calls in sick or in emergency cases (e.g., youth has broken a leg on a weekend when there are not enough staff to take the youth to the hospital). However, this does not meet 2 full responsibility bullets in the Notes to Raters for "Full" supervision, therefore, the CD is rated level 1.

Level 2

Organizes portions of others work:

- **CD1**
Radio Technician
When assigned as the leader on field trips, responsible for organizing portions of another's work (i.e., planning, assigning and distributing tasks, providing guidance and coordinating the work of other Radio Technicians). Also meets level 2 for checking the work of technicians when in the field and ensuring that they correct any errors.
- **CD11**
Firefighter
Occasionally is responsible for organizing suppression activities for small fires. This includes assigning, prioritising, and monitoring the quality and quantity of work performed by Emergency Fire Fighters who report to a different supervisor.
- **CD40**
Business Auditor
Plans, assigns, organizes and verifies work of 0.2 FTE Co-op Program student which formally reports to a different supervisor.

Assigns, organizes and guides the work of other auditors when assigned as lead auditor on a large or complex audit.
- **CD89**
Admin Clerk
Provides guidance to and is partially responsible for the work of 4 summer students. This responsibility includes checking and verifying the work of these employees for specific tasks (e.g., annual mailout of applications) and the authority to have the employees' work corrected as necessary.
- **CD96**
Supervisor of the Scanning Work Unit
Assigns the microfilming of tax returns and credit adjustments to an employee who reports to a different supervisor.
- **CD109**
Regional Secretary
Organizes the work of department staff relating to the appeal process by scheduling the hearings to be attended and sending information to Board members and appellants. This exceeds CD93, Student Loan Assessor rated level 1 which books ad hoc appointments for staff when responding to inquiries at the front reception desk.

- **CD112**
Branch Director's Secretary
 Coordinates requirements and deadlines for Branch Managers to provide information for branch reports; and coordinates Branch Managers' attendance at meetings. Checks letters, memos and reports prepared by Branch support staff, for punctuation, accuracy and consistency of format, and ensures that corrections are made by the originator.
- **CD159**
Regional Fisheries Specialist
 Coordinates (e.g., assigns and monitors) the work of volunteers on fish enhancement projects (e.g., rearing ponds, aeration) on an ongoing basis.
- **CD175**
Research Officer
 Coordinates (e.g., by directing who will be surveyed, when they will be surveyed, how the surveys will be administered) the work of other department staff who collect information for program evaluations (e.g., staff from Yorkton district administering a client satisfaction survey).
- **CD204**
Corrections Worker
 Organizes and oversees the work of new Corrections Workers and those that have been temporarily re-assigned from other areas. Explains, and ensures they follow, policies and procedures of the work area.

Organizes janitorial, domestic, construction projects, and park maintenance work done by paid clients.
- **CD209**
Farm Stress Line Worker
 Schedules farm stress line staff during busy seeding/harvesting times as the staff come from across the province (e.g., live in Eyebrow, Saskatchewan) to Regina to work their shifts. This requires identifying the days counsellors are available to work based on travel, heavy work demands on the farm and coordinating shifts between counsellors to cover the gaps. Schedules training, as a regular part of staff meetings, on specific topics (e.g., indicators of ritual abuse) with outside agencies for the purpose of providing the necessary counselling skills to the farm stress line workers.

Ensures others correct their errors:

- **CD2**
Heavy Duty Mechanic/Machinist/Welder
As a senior mechanic, has the assigned responsibility to provide direction to, and check the work of, three full time, less experienced journey person mechanics, and is responsible for the quality of work performed by equipment operators and assistants helping with repairs ensuring corrections are made.
- **CD27**
Revenue Auditor
Responsible for verifying the accuracy of revenue collected and remitted by field office staff (e.g., Conservation Officers, District Managers). Verifies the accuracy of audits conducted by other unit staff. Identifies errors to staff and explains rules governing the process and verifies that corrections have been made. Persistent non-compliance by unit staff are referred to the supervisor.
- **CD28**
Invoice Clerk
Responsible for checking and verifying invoices and requests for payments prepared by staff of the Department and either making the correction or returning to the branch for correction.
- **CD36**
Senior Auditor
Ensures that revenue/expenditures which are received/paid by Provincial Government Departments are in accordance with legislation, contracts and Financial Administration Manual policies and procedures. If errors in procedures and/or received/paid amounts are found, has the authority to direct program management to make the necessary process changes to collect/recover funds. Follow-up is done to ensure that any changes to legislation, policies and procedures, and collections/recoveries identified have been processed.
- **CD138**
Settlement and Integration Officer
Reviews the work of members of interdepartmental working groups (individuals in other departments) working on policy and program issues and has authority to ensure employees make changes to the work if inaccurate or incomplete.
- **CD160**
Project Forester, Forest Land Productivity
Checks the correctness and functionality of computer programs and/or output such as computer files, reports and maps performed by programmers in the Systems and GIS Unit and has the authority to require them to make changes.

- **CD204**
Corrections Worker
Supervises and corrects actions of volunteers working within the work environment.

Checks food cars and supply orders prepared by stores and kitchen staff to ensure that what is received is what was ordered. Has the authority to have any errors in orders corrected by the originating staff. Also checks the work of accounting staff regarding work placement payments to clients and has the authority to have the error corrected if a client was underpaid for time worked.

- **CD217**
Project Coordinator, Case Management Model
Has authority to re-examine case plans and practices during the course of audits and direct social worker staff to correct errors (e.g., where an inadequate home study was conducted).

- **CD235**
Student Loans Collection Officer
Before collection action can be taken, ensures that appropriate actions have been taken and accurately documented. If errors on files are found, (e.g., interest calculations, information not entered into the system, required documentation not on file), has the authority to have the error corrected by the unit responsible for the work, and follows up to ensure corrections have been made. This exceeds CD93, Student Loans Assessor which corrects errors itself rather than returning them to the originator for correction and following-up to ensure the correction has been made.

Occasional shared supervision:

- **CD21**
Ferry Operator
Occasionally responsible for the work of new operators. Coaches for ongoing performance improvement, demonstrates job functions and procedures, monitors the achievement of goals or objectives and ensures quality and quantity standards are met.
- **CD57**
Labour Standards Officer
Occasional responsibility (intermittent authority) for the work of support staff in the district office. Assigns, distributes, organizes and prioritizes work, coaches for ongoing performance improvement, demonstrates job functions and procedures, monitors the achievement of goals or objectives and ensures quality and quantity standards are met relating to the labour standards program.
- **CD90**
Processor, Voluntary Payments
Assigns and distributes work and provides guidance and coordination to three data entry keyers in the unit during overload situations (i.e., usually Fridays).

- **CD214**
Family Services Worker
Occasionally responsible to recruit, provide direction and monitor the work of community volunteers in the provision of services to clients. For example, recruits elders to provide counselling services to aboriginal clients and supervises community volunteers who provide recreational or educational programs for youth in the community. This includes assigning, distributing, organizing, co-ordinating and prioritizing the work of the volunteers and monitoring their achievement of goals and ensuring quality and quantity standards are met.
- **CD232**
Fire Prevention Officer
Occasional shared supervision of new employees on specific projects, as well as supervision and direction of teams of between 6 and 25 people assigned to investigate fires, including volunteer fire fighters. This involves assigning, organizing and prioritizing their work and ensuring goals, objectives, and quality and quantity standards are met.

Level 3

Full responsibility for the work of other government employees of up to and including 1 FTE:

- **CD13**
Pasture Manager
Has full responsibility for the work of 1 FTE.
- **CD59**
Highway Traffic Officer
An historical pattern has been established that every year the position has full responsibility of a summer student for four months.
- **CD191**
Business Analyst
An historical pattern has been established that the position is responsible for the full supervision of one Medical Accounts Assessor who, on a recurring basis, formally reports to this position for four months per year.

Permanently assigned and ongoing shared responsibility for the work of others:

- **CD12**
Supervisory Fire Protection Worker
Schedules, recommends or approves leave and overtime and assigns, distributes, organizes, coordinates, and prioritizes work of conscripted firefighters and the work of security workers, observers, conservation officers and other staff, who report to a different supervisor, when working on fire suppression.

- **CD41**
Tax and Royalty Collector
 Has shared responsibility for one Revenue Officer in the taxroll maintenance duties. This includes assigning and prioritizing the work, monitoring the progress and ensuring quality and quantity standards are met, coaching for performance improvement and demonstrating functions and procedures.
- **CD42**
Property Administrator
 Shares responsibility with the volunteer boards for the work of the housing managers: provides direction on work to be done; monitors the achievement of goals or objectives, ensures quality and quantity standards are met, coaches for ongoing performance improvement and demonstrates job functions and procedures through conducting operational reviews and training sessions; resolves conflicts between staff.
- **CD56**
Regional Enforcement Officer
 Ongoing responsibility to assign, distribute, organize, co-ordinate, and prioritize specialized regional enforcement activities including staff and equipment (e.g., air patrols, surveillance, searches, special investigations, roadside inspections, etc.). Checks enforcement work for accuracy, completion, and adherence to policies, procedures and protocols after the fact (e.g., violation and patrol reports, eviction notices, requests for search warrants and investigations, court briefs, etc.) of all staff involved in enforcement activities in 9 district work units within the region. Identifies training required for enforcement staff in the region.
- **CD81**
Probation Officer (Saskatoon)
 Responsible for the work of volunteer probation officers by monitoring the achievement of goals, ensuring that quality and quantity standards are met, coaching for ongoing performance improvement and demonstrating job functions and procedures.
- **CD87**
Personal Care Supervisor
 Has shared supervision of the work of 5 FTE's who provide safety and security to youth during the shift. Responsibilities include monitoring the achievement of goals; ensuring quality and quantity standards are met; coaching for ongoing performance improvement and demonstrating job functions.
- **CD100**
Titles Researcher
 Shares responsibility for the work of the Documentation Clerks with the other Titles Researchers and the Assistant Registrar. This includes planning, co-ordinating, prioritizing and organizing the work and providing instructions for work completion; assigning and distributing tasks; providing guidance; ensuring quality and quantity standards; providing ongoing training and advice on work procedures including how to examine legal documents in order to determine their acceptance for registration in Land Titles.

- **CD142**
Regional Coordinator of Special Education
 This job has shared responsibility of staff for special interdepartmental projects which on average operate over a two to three year time frame. A current example is the Integrated School Link Services Project where this job does not have any employees reporting directly to it; however, it does have joint responsibility along with three other departments for providing advice and guidance, coordinating the work, monitoring the progress towards the achievement of goals and is accountable for the quality and quantity standards of the three staff assigned to this project.
- **CD147**
Housing Inspector
 Shares responsibility with the volunteer boards for the work of the housing authority managers: monitors the achievement of goals or objectives, ensures quality and quantity standards are met, coaches for ongoing performance improvement and demonstrates job functions and procedures through conducting maintenance inspections and training sessions.
- **CD158**
Museum Technician
 Responsible for the work of volunteers who create items for displays or assist in display construction, assigning and distributing work, ensuring quality and quantity standards are met, coaching/training for job performance, and demonstrating procedures.
- **CD160**
Project Forester, Forest Land Productivity
 An historical pattern has been established that the position is responsible for the work of six employees from the Map Production Unit when they are assigned to perform field work four months of the year. This includes all aspects of "full" responsibility except performance improvement. The job provides input to the employees' supervisor regarding their performance in the field.
- **CD227**
Lab Scientist
 Has permanently assigned shared responsibilities for the ongoing work of laboratory technologists who rotate through the section. Assigns, distributes, organizes, co-ordinates and prioritizes work; monitors work for quality and quantity standards, ensures quality and quantity standards are met; and coaches for ongoing performance improvement and demonstrates job functions and procedures.
- **CD229**
Conservation Officer
 An historical pattern has been established that this position organizes, assigns and monitors duties of employees who normally report to a different supervisor (e.g., fire stream, park maintenance foreman, Service Bureau) every year when wildfires breakout.

- **CD237**

- **Occupational Hygienist**

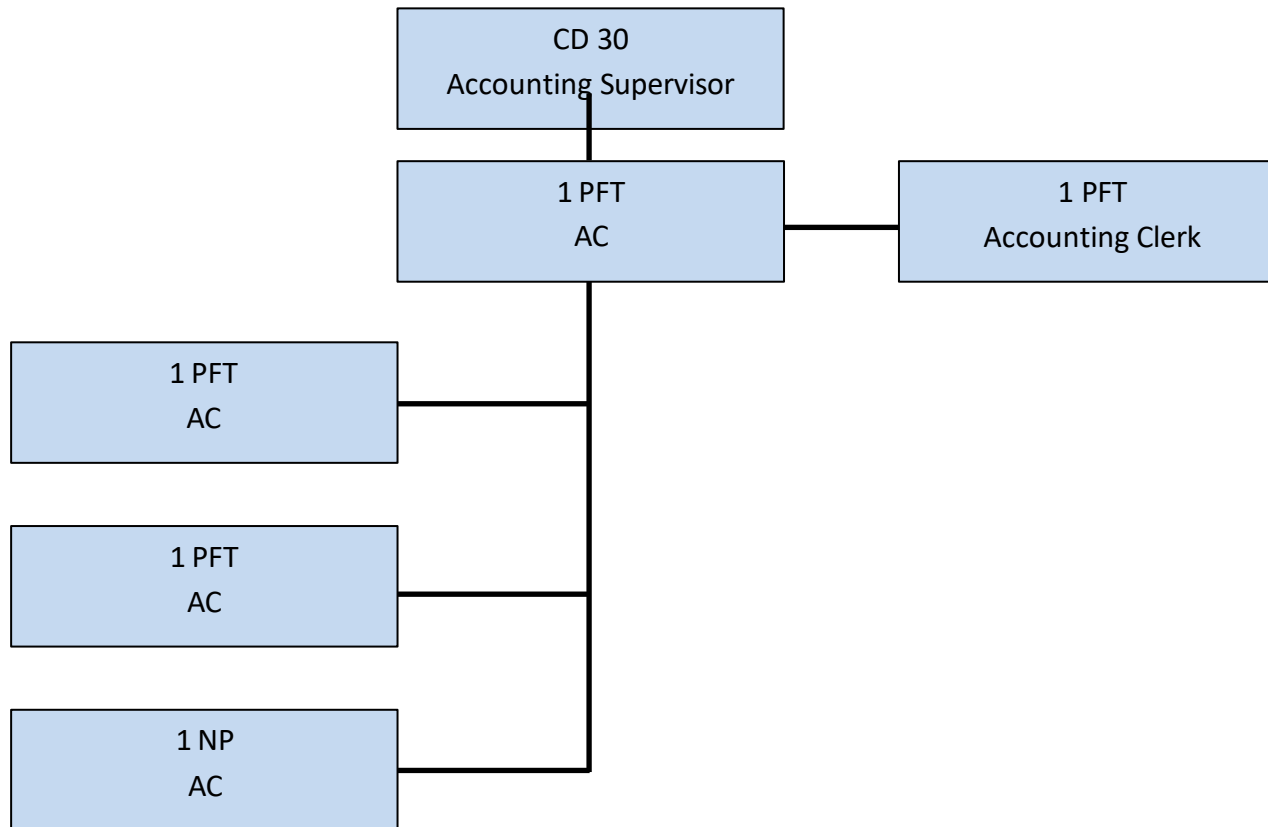
- Has responsibility for the work of .4 FTE performing work in the laboratory. Includes planning, scheduling, assigning, distributing, co-ordinating and organizing and prioritizing the work, providing guidance and monitoring the achievement of goals and ensuring quality and quantity standards are met.

Level 4

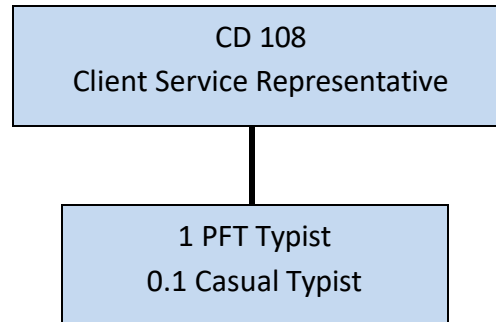
- **CD30**

- **Accounting Supervisor**

- Full responsibility for the work of 2 FTE's directly reporting to the CD.

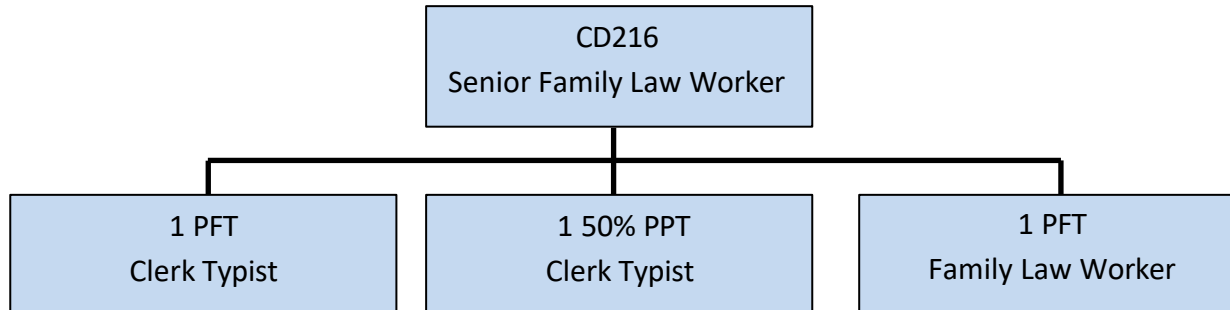


- **CD108**
Client Service Representative
Full responsibility for the work of 1.1 FTE's.



- **CD180**
Senior Wildlife Technician
An historical pattern has been established that the position has full responsibility for the work of 4 summer students (1.3 FTE's) every year.

- **CD216**
Senior Family Law Worker
Full responsibility for 2.5 FTE's.

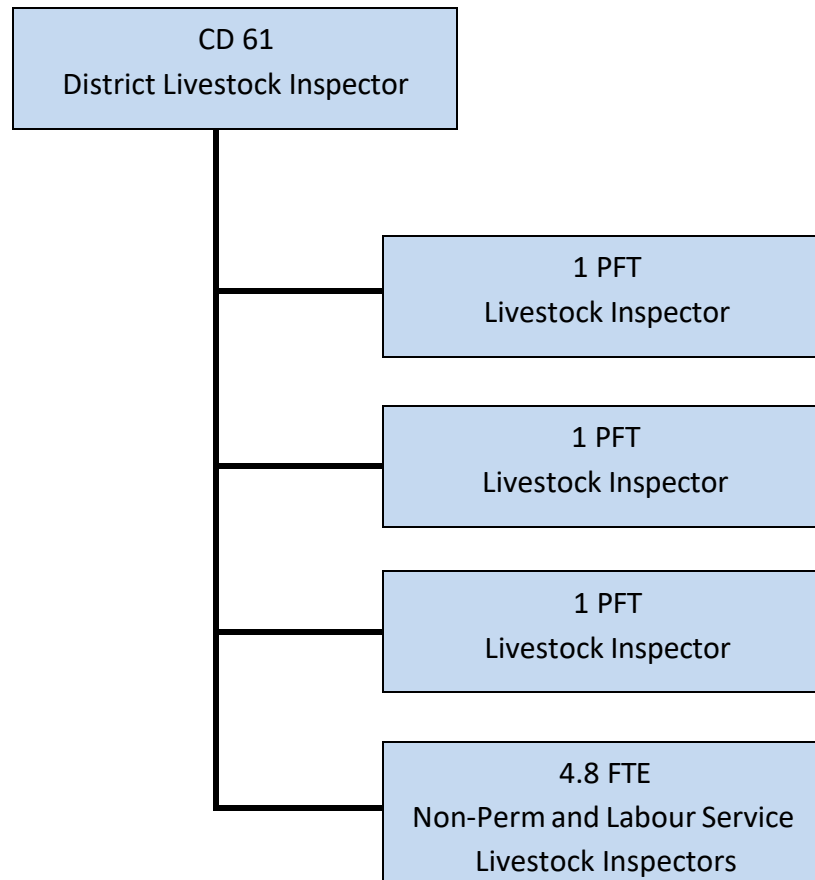


Level 5

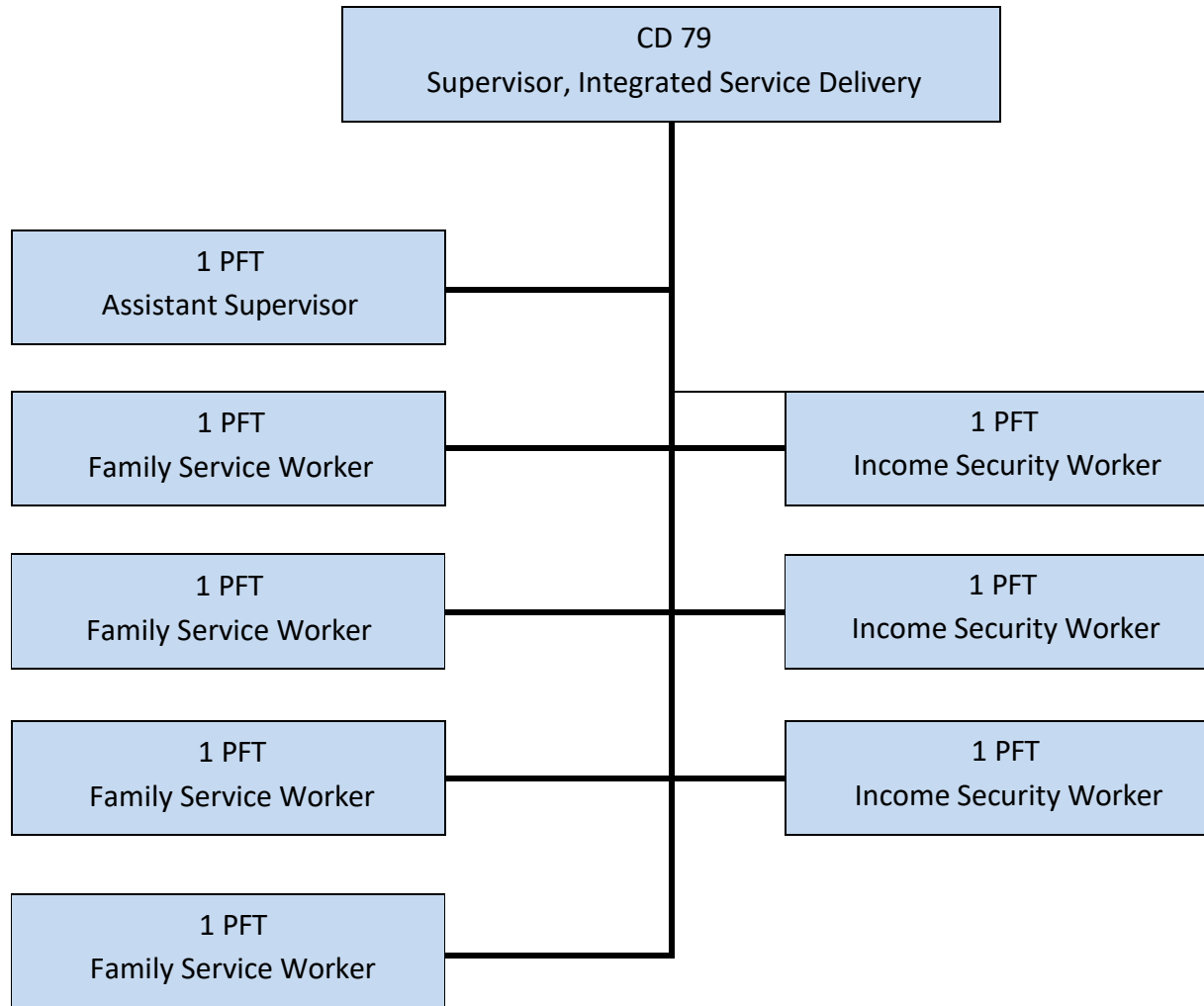
- **CD61**

District Livestock Inspector

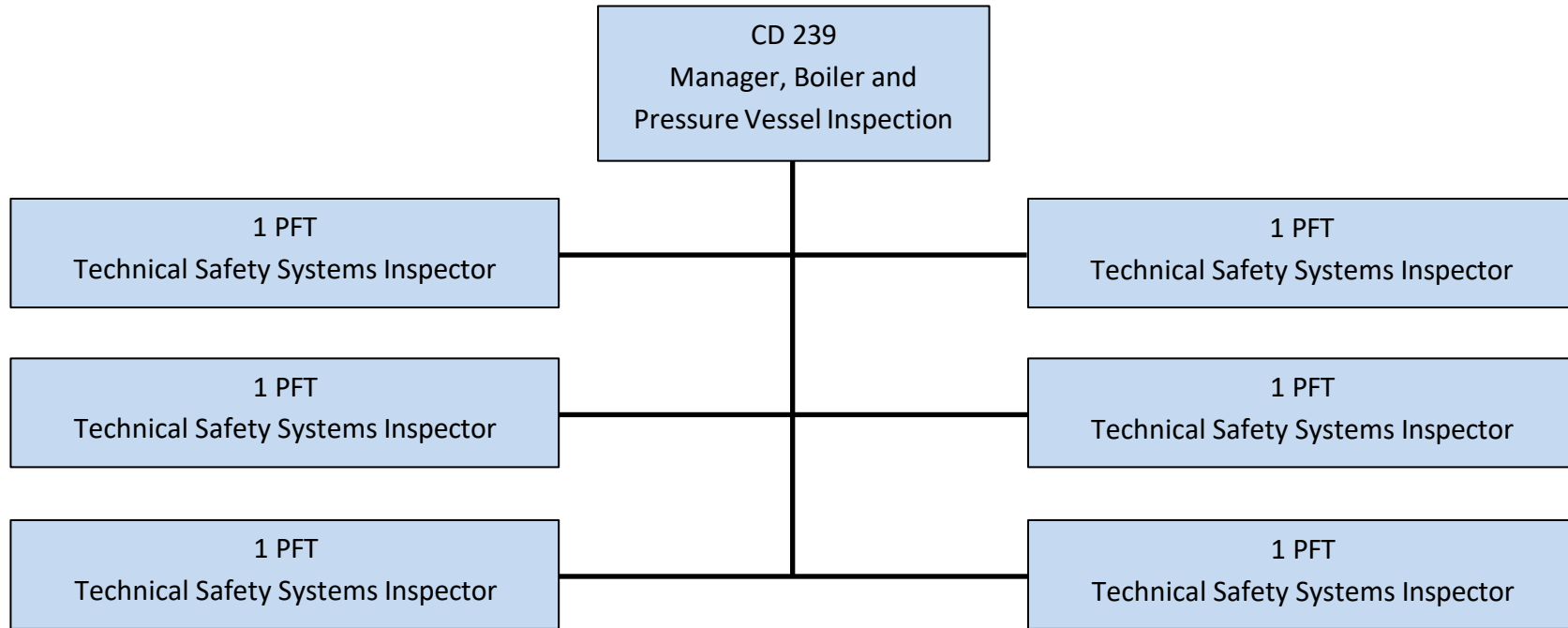
Has full responsibility for 7.8 full-time equivalents.



- **CD79**
Supervisor, Integrated Service Delivery
Full responsibility for 8 FTE's.

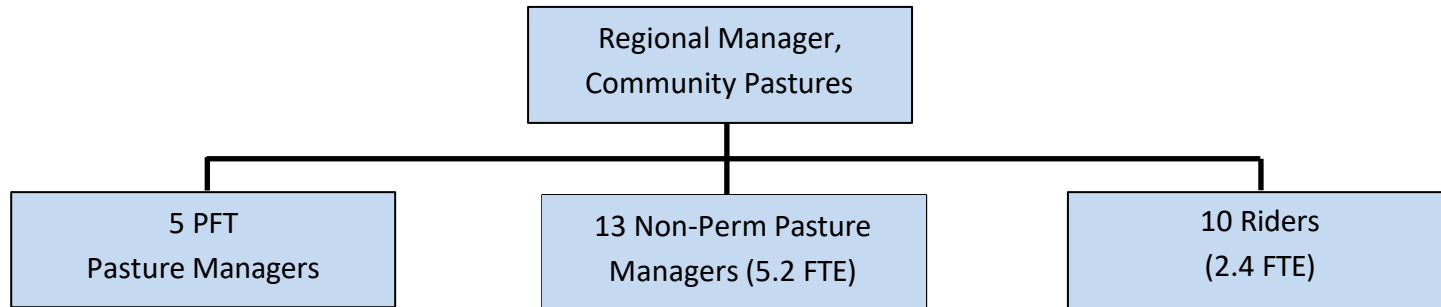


- **CD239**
Manager, Boiler and Pressure Vessel Inspection
Responsible for the work of 6 FTEs.



Level 6

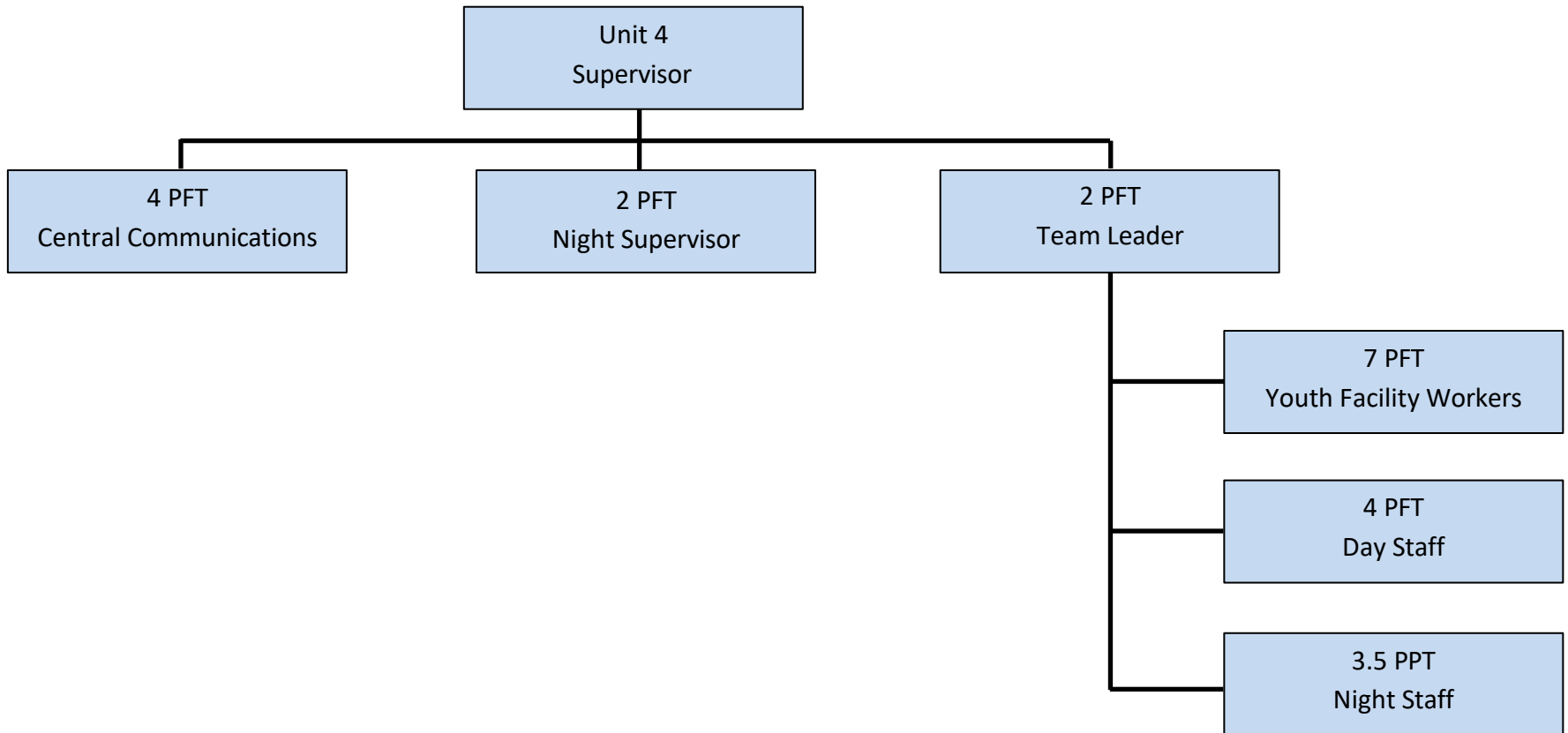
- **CD140**
Regional Manager, Community Pastures
Full responsibility for the work of 12.6 FTEs.



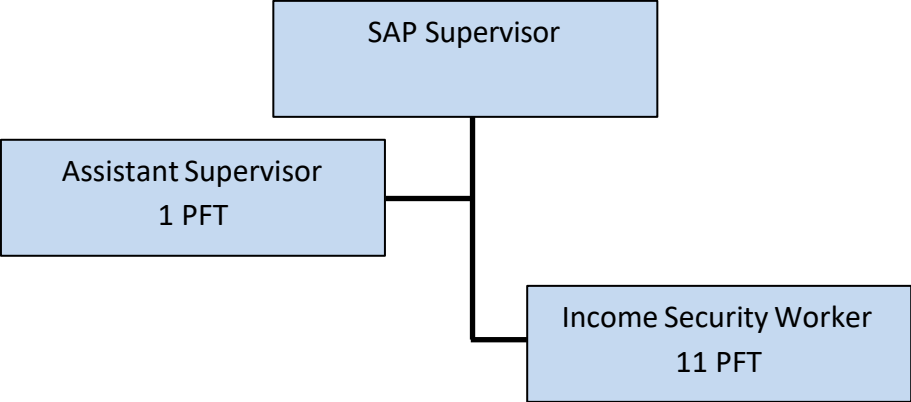
- **CD212**

- Unit 4 Supervisor**

- Full supervisory responsibility for 22.5 FTEs including team leaders, youth facility workers, parental care supervisors and non-permanent staff.
Subordinate supervisors have credit for shared, not full supervision of staff.



- **CD213**
SAP Supervisor
Full responsibility for 12 FTE's.



FACTOR FIVE - JOB KNOWLEDGE

REVISED APRIL 23, 2007

This factor measures the actual knowledge required to independently perform the full duties of the job assignment. As such, the knowledge indicated in comparative descriptions, or knowledge described to perform the full duties in a job description is not the same as that required for recruitment purposes for entry into the job. The full working level is a combination of education and program-related knowledge.

A. Determines the level of a job's required skill in the application of knowledge, as obtained through formal education, or an equivalency.**Notes to Raters:**

- Only that body of knowledge required to perform the assigned duties is measured and not the qualifications, or experience possessed by the incumbent.
- Some jobs do not have a formal educational requirement. It is the responsibility of the job analyst to determine the equivalent level in such a case.
- **Length of experience is not to be used as an equivalent to a level of education.** "Equivalent" means the knowledge required is of a similar level to that obtained through formal education and recognizes that this amount of knowledge may also be obtained through practical application throughout life, or through similar work where such knowledge is required to perform the job. In determining whether two jobs should be at different levels, **the differences in the application of skill must be distinguishable**, transferable and more in-depth. An equivalent level is determined by comparing the body of knowledge required to comparative descriptions.
- This excludes knowledge of programs and services related to the job assignment, which are measured in Factor 5B.
- Where there is reference to verbal or written communications, consideration is given to various formats for communicating, including slang, signing and using specialized equipment (e.g. VersaBraille, TDD equipment).
- Consideration may be given to formal designations from an accredited school, requiring courses of study, additional to the levels indicated, based on an equivalency of 480 hours = 1 university or technical school year.
- Some administrative types of positions require a level of knowledge application equivalent to that which would be gained through completion of a 2 year program to administer programs and, as such, are given credit at level 4.

The jobs require knowledge of the principles of program administration including program evaluation and interpretation of acts and regulations, and knowledge of how to conceptualize overall program mandate and direction. Knowledge is required in order to provide direction to staff or clients on the application of past practice and precedent to resolve problems. Knowledge of program evaluation is required to identify program deficiencies and recommend solutions, respond to policy changes and make enhancements by planning for, organizing and implementing resulting administrative changes.

However, the body of knowledge, and its application, related to the specific program being administered (e.g., the acts, regulations, policies, eligibility requirements, etc.), would be measured in factor 5B.

B. Determines a job's applied skill requirement in terms of the diversity and depth of distinctly different program-related knowledge.

Notes to Raters:

- Consideration is given to knowledge of programs and services, which includes knowledge of the "operations" of clients and stakeholders. Care must be taken to not be overly influenced by numerous examples of the same type of knowledge which may leave an impression of diversity. Examples and verbiage must be analyzed to determine if they reflect truly distinct types of knowledge.
- Consideration must be given to how knowledge is applied. For example, two jobs may indicate the same knowledge requirements, but the depth to which the program or service must be understood can be significantly different. These differences are demonstrated by examples such as developing new program, policy, or legislation, making decisions on unusual cases referred for resolutions, providing consultation or advice where an in-depth understanding of a client's, or a client's operation is required.
- Appropriate ratings are determined by comparison to Comparative Descriptions.
- "Diverse" means the variety of different types.

Suggestions for Approach:

When referring to CD's for comparison, raters must consider the full content of the CD (e.g., Primary Responsibilities, Problem Solving) as part of the knowledge application. For obvious reasons, not all the knowledge applications are likely to be written in the knowledge statements as to do so would require rewriting the entire CD in the knowledge factor.

A. Determines the level of a job's applied knowledge, as obtained through formal education or an equivalency.
Level 1 Requires an amount of knowledge normally obtained through some grade school or equivalent.
Level 2 Requires an amount of knowledge which may be obtained through high school graduation or equivalent.
Level 3 Requires an amount of knowledge which may typically be obtained through completion of a post high school diploma program or equivalent consisting of a comprehensive group of courses which may include additional practicum or work placement time where required, taken over the course of 52 weeks.
Level 4 Requires an amount of knowledge which may typically be obtained through completion of a post high school diploma program or equivalent consisting of a comprehensive group of courses which may include additional practicum or work placement time where required, taken over the course of 104 weeks.
Level 5 Requires an amount of knowledge which may be obtained through a university degree, plus additional practicum time directly related to the job assignment or equivalent; or a 4 year journey diploma, inclusive of apprentice, directly related to the job assignment or equivalent.
Level 6 Requires an amount of knowledge which may be obtained through completion of a Master's degree, plus additional practicum and/or thesis preparation time directly related to the job assignment or equivalent.
Level 7 Requires an amount of knowledge which may be obtained through completion of a Doctorate directly related to the job assignment or equivalent.

B. Determines a job's diversity and depth of knowledge relating to programs and services.
Level A Very limited diversity or depth of program knowledge and service delivery knowledge.
Level B Limited diversity or depth of program knowledge and service delivery knowledge. Very limited diversity and depth of program knowledge and service delivery knowledge.
Level C Some diversity or depth of program knowledge and service delivery knowledge. Limited diversity and depth of program knowledge and service delivery knowledge.
Level D Considerable diversity or depth of program knowledge and service delivery knowledge. Some diversity and depth of program knowledge and service delivery knowledge.
Level E Extensive diversity or depth of program knowledge and service delivery knowledge. Considerable diversity and depth of program knowledge and service delivery knowledge
Level F Extensive diversity and depth of program knowledge and service delivery knowledge.

FACTOR 5B – PROGRAM KNOWLEDGE RATIONALES

Approved by the Joint Union-Management Maintenance Committee, May 15, 2008

Level A

CD244

Pasture Rider (A)

Pasture Operations, Agriculture and Food

Requires an understanding of the ministry procedures and methods used in the pasture. Knowledge is applied in providing care to clients' cattle (grazing, water, salt, medication), for maintaining pasture facilities (corrals, fences, buildings and equipment) and operating haying equipment and tractor.

The CD is equivalent to CD300, File Clerk which also requires an understanding of procedures specific to the work area relating to the provision of immediate service needs (i.e., Revenue Division file procedures vs pasturing management procedures).

The CD is weaker than CD13, Pasture Manager which requires knowledge of the same program. However, CD13 requires a greater breadth and depth of program knowledge in order to plan, maintain, record and monitor pasture operating budget expenditures and identify opportunities to generate revenue, purchase supplies and equipment, and provide more in-depth explanations of program policy (e.g., the fee structure for using community pastures). CD244 works under the direction of a position similar to CD13 therefore its program knowledge is restricted to the immediate needs and care of the cattle and the pasture facilities.

CD 300

File Clerk (A)

Revenue Division, Finance

Requires knowledge of the Revenue Division's office and filing procedures, databases, RS50 computer system (i.e., customized system for Revenue Division containing taxpayer information) and computer software (e.g., e-mail), and database/manual tracking systems in order to locate files and ensure information is up to date.

The CD is equivalent to CD244, Pasture Rider which requires a similar breadth of knowledge (specific to pasture procedures vs. specific to Revenue Division's office and filing procedures). Both CDs also require the same depth of program knowledge (application in the provision of services of an immediate nature).

The CD is weaker than CD89, Admin Clerk which also provides filing services for a Division within a ministry but requires more depth of the related program knowledge in order to summarize key issues in correspondence and forward it for response.

Level B

CD5

Mechanic's Assistant (B)

Swift Current District, Highways and Transportation

Requires knowledge of:

- laws pertaining to equipment safety on highways, manufacturer's requirements, and operating principles as they relate to heavy equipment use on highways;
- ministry policies and standards as to how the repair depot is to function;
- policies regarding the handling and use of chemicals in the workplace in order to perform duties as assigned and reviewed by a mechanic;
- computer hardware and software applications to enter and retrieve data.

The CD is equivalent to CD9, Senior Park Maintenance Worker which is also rated level B. CD9 requires a similar breadth of knowledge (a variety of park maintenance procedures and water quality standards vs a variety of highways equipment maintenance procedures and handling chemicals). Application of knowledge is also similar whereas CD5 works under the direction of a journey person, CD9 performs a variety of repairs and general maintenance activities (e.g., water and sewage systems, pool, buildings and grounds) and operates equipment such as light truck, tractor with loader, grader, mower, welder and shop tools and refers major repairs to journey persons.

The CD is weaker than CD2, Heavy Duty Mechanic/Machinist/Welder which requires a greater depth of program knowledge in order to provide repair and maintenance advice to non-journey persons, equipment operators and less experienced journey persons specific to ministry equipment and manufacturer's requirements. CD5 works under the guidance and direction of a mechanic and does not require the same level of program knowledge application demonstrated in CD2.

CD9

Senior Park Maintenance Worker (B)

SK Provincial Park, Environment and Resource Management

Requires knowledge of:

- park maintenance procedures (e.g., landscaping, gardening, upkeep of signs, picnic tables, and fences) to perform a variety of repair and general maintenance activities;
- the Risk Management Program to ensure safety of the public using facilities and safety of staff working there;
- drinking water quality standards in order to test water and ensure potability.

The CD is equivalent to CD5, Mechanic's Assistant as both perform repair and general maintenance activities (highways equipment vs facilities in a provincial park) and CD5 works under the direction of a journey person whereas CD9 refers work requiring a journey person. The CD is weaker than CD2, Heavy Duty Mechanic/Machinist/Welder which is rated level C which requires a greater depth of program knowledge. Whereas CD9 applies knowledge to perform a variety of repair and general maintenance activities, CD2 applies a more in-depth knowledge of laws pertaining to equipment safety on highways, manufacture's requirements, operating principles and ministry determined programs and requirements

in order to service, maintain and repair highway maintenance equipment and attachments and shop tools and equipment. CD9 would refer such repairs to a mechanic.

CD11

Firefighter (B)

Beauval, Environment and Resource Management

Requires knowledge of

- the ministry's fire crew management program which includes assessing the strength of each crew member and assigning tasks accordingly. Determines which person is better suited to use the hoses or the shovels, or to dig trenches, rotation of tasks and rest periods so that the crew is not over-worked, where to set up the fire camp, the amount of groceries required, clothes and personal care items, and payment for fire crews.
- the conditions under which burning permits and fire bans are issued in order to explain these conditions to the public.

The CD is equivalent to CD9, Senior Park Maintenance Worker. Both CDs require a similar breadth and depth of program knowledge (assessment of crew member strength and assignment of tasks, where to set up camp, the amount of groceries required, etc. vs performing a variety of repair and general maintenance activities and ensuring the safety of staff and visitors to the park). On balance the two CDs are equivalent.

The CD is weaker than CD12, Supervisory Fire Protection Worker which is rated level C. Although both CDs require some similar knowledge of the fire suppression program and general maintenance of park and campground facilities CD12 requires a greater application of program knowledge in order to plan fire suppression activities and perform administrative functions related to fire suppression such as preparing fire reports and schedules and contracting for heavy and small equipment to be used in fire fighting. CD11 works within the fire suppression plan developed by CD12.

CD13

Pasture Manager (B)

Pastures Branch, Agriculture and Food

Requires knowledge of:

- the ministry mandate and purposes for managing community pastures and ranching operations as a profitable business enterprise in order to prepare budget requirements, and explain the fee structure for using community pastures;
- ministry policies, procedures and regulations in order to respond to inquiries and complaints;
- ministry procurement procedures and budget management practices in order to purchase supplies and equipment and operate the pasture within the budget allotment.

The CD is stronger than CD244, Pasture Rider which also requires knowledge of the ministry procedures and methods used in the pasture. However CD13 requires a greater depth of program knowledge than CD244 which applies its knowledge in providing immediate care to livestock, maintenance of the fences, etc. vs CD13 which applies its knowledge to develop and operate within the budget, purchase supplies, and respond to inquiries from clients about pasture management policies.

The CD is similar to CD9, Senior Park Maintenance Worker also rated level B as both require knowledge of ministry policies and procedures in order to manage their respective program responsibilities (maintenance and repair activities in a provincial park vs maintenance of a community pasture).

The CD is weaker than CD8, Supervisor, Highway Maintenance which requires a greater breadth of knowledge (i.e., additional ministry training and certification specific to asphalt, soils and oil technology, bridge inspection, asset management, and contract administration). Also CD8 requires a greater depth of knowledge in order to complete and administer cost shared custom work agreements with the Rural Municipalities, provide expertise on contract work and road advice to Municipal Governments, Provincial and Regional Parks and Indian Reserves on road repair, maintenance, lighting, guard rails, signage, water drainage, road structure and safety procedures including methods and costs of changing processes, drainage, surface on roads, design use and repair of various equipment as well as economics of repairing roads.

CD23

Equipment Operator (B)

Prince Albert District, Highways and Transportation

Requires knowledge of:

- ministry policy, standards and procedures manuals (e.g., weights, licenses, registrations, dimensions of vehicles, handling of dangerous materials, traffic control devices to maintain a safe work zone) for maintaining highways and roads;
- equipment manuals, air brake manuals, etc., in order to comply with licensing requirements and to ensure that vehicles are operated and maintained appropriately.

The CD is equivalent to CD5, Mechanic's Assistant. Both CDs require a similar depth and breadth of program knowledge (operation and maintenance of highways equipment vs operation and repair of the same equipment).

The CD is weaker than CD8, Supervisor, Highway Maintenance which is rated level C. CD8 supervises CD23 and requires the same program knowledge plus additional knowledge related to asset management, contract administration, budget and cost control, team leadership and supervisory techniques, custom agreements and cost sharing agreements with municipalities and towns. Also CD8 requires a greater depth of program knowledge in order to administer contracts and supervise staff maintaining the provincial highways and the related equipment and facilities in a designated geographic area.

CD26

Park Gate Attendant (B)

North Battleford Provincial Park, Environment and Resource Management

Requires knowledge of:

- park policies and regulations, park programs, facilities, services, and entry procedures in order to sell park entry tickets, camping permits, reserve campsites, fishing licenses, complete ministry forms and records, and relay information about the park to park patrons;
- ministry standards and operation of equipment in order to operate cash registers, transect machines, calculators, security, alarm systems, VHS radios and perform minor maintenance and cleaning.

The CD is equivalent to CD130 Information Clerk. CD26 requires a greater breadth of knowledge relating to park policies and regulations, programs, facilities and services whereas CD130's program knowledge is primarily specific to educational and interpretative programs on the natural, cultural and recreational values of the Park and area. However, CD130 has a greater depth of knowledge (developing, scheduling and presenting education and interpretative programs vs sale of permits and licenses, completing forms and relaying park information to park patrons). On balance the two CDs are equivalent.

The CD is weaker than CD226, Wildlife and Outdoor Education Supervisor which requires a greater depth of knowledge in order to develop and implement education programs focusing on wildlife, resource management and conservation (e.g., Assist '96, SnoWILD, Project Wet Leadership Training) as opposed to CD26 which sells park entry tickets and camping permits and provides information about the park and surrounding area.

CD28

Invoice Clerk (B)

Financial Services Branch, Social Services

Requires knowledge of:

- the government payment policies contained in the Financial Administration Manual pertaining to when interest is paid, when a payment is considered late and what information is required from a supplier in order to explain policies to ministry staff and to comply with standards when processing payments;
- the Saskatchewan Property Management Corporations' Customer Guide to Procurement Services and Customer Guide to Delegation Manual in order to verify the accuracy of coding;
- the computer database "Reflections" in order to check prices for Standing and Limited Offer purchases and RES in order to reference account data;
- object codes 2 - 5 to verify that invoices and requests for payments are coded correctly;
- fiscal year rules to assign accrual codes;
- Social Services' Chart of Accounts to verify charges are made to the right office; and
- the Family Services Manual in order to confirm the authority to make payments under this Program.

The CD is equivalent to CD90, Processor, Voluntary Payments as both require the same breadth and application of program related knowledge (government payment policies, procurement procedures and database, etc. vs. processes and documents in the court system for payments, related database, etc.) in order to verify and process payments.

The CD is weaker than CD27, Revenue Auditor which requires a greater depth of program knowledge in order to supervise a summer student each year processing revenue reports, train other unit staff on how to audit revenue reports, review all revenue reports audited by other unit staff and provide information to the public and employees from other divisions on the rules governing revenue collection and remittance. This requires a greater depth of knowledge than verifying and processing payments within established procedures.

CD89

Admin Clerk (B)

Student Financial Assistance, Post-Secondary Education and Skills Training

Requires knowledge of:

- the services provided by the Student Assistance Branch in reviewing correspondence from students, educational institutions, financial institutions or other agencies to determine what the key issues and most important aspects are, summarize the information, enter it into the computer system and forward the request/information to the appropriate unit for response.
- the services of the Department of Post-Secondary Education and Skills Training to determine where requests should be routed if they are not student loans issues.
- procedures around database/manual tracking systems specific to the branch in order to locate files and ensure client information is up to date.

The CD is stronger than CD300, File Clerk which also provides filing services for an assigned area of a ministry, however, it does not require the same depth of program knowledge as CD89 which also reviews incoming correspondence related to assessment, summarizes the key information, enters the summary into the database for tracking purposes and distributes correspondence to units with the branch.

The CD is equivalent to CD90, Processor, Voluntary Payments which requires a similar depth and breadth of program knowledge (the JAIN computer system, to enter and process documentation received related to payment of fines and general information to respond to inquiries vs Student Assistance system to enter and process documentation received related to student loans).

The CD is weaker than CD93, Student Loans Assessor which is in the same branch and requires knowledge of the same program area. However, CD93 requires a greater depth of knowledge of the student assistance programs in order to assess eligibility for loans.

CD90

Processor, Voluntary Payments (B)

Provincial Court Payment and Information Centre, Justice

Requires knowledge of:

- the JAIN computer system to type and enter data received, and obtain data to respond to inquiries as to whether payments have been received on tickets;
- the documents used and the general processes in the provincial court system in order to respond to inquiries from the general public and process payments received [e.g., whether a charge can be settled at any time or whether it must have a set court date; whether a charge and payment belongs at provincial court or in another jurisdiction (e.g., some violations in small towns such as noisy parties and barking dogs would go through provincial court but the same violations in a city such as Regina are processed by the city government instead)]; the acceptability of cheques (e.g., cheques cannot be: over six months old; post dated too far in the future; second party cheques; the wrong year; written in pencil);
- the operation of an adding machine including changing the tape and cartridge; a photocopier and a printer (including adding paper and changing cartridges) and a fax;

- the policies for opening mail and receipt of money to record cheques and money orders in the Cash Mail Record, stamp cheques for deposit, and total the ticket amounts and monies received.

The CD is equivalent to CD116, Secretary to Sheriff/Local Registrar which requires knowledge of oaths, Court procedures and legal documents to process and issue Court documents and calculate fees.

The CD is weaker than CD122, Medical Accounts Assessor which requires a greater depth of program knowledge (i.e., assessment manuals, payment schedules and diagnostic codes) in order to assess medical claims that have been rejected by the Medical Services computer system. CD122 applies assessment policies and procedures to authorize, reject or make adjustments (including over/under payments and calculation of percentages) for services from doctors in province, out of province and out of country. Determining the amount and authorizing the payment of medical claims and explaining its decisions requires a greater depth of program knowledge than CD90 which applies program knowledge to determine the acceptability of a cheque and which jurisdiction should receive the payment.

CD94

Manifest Processing Supervisor (B)

Livestock and Veterinary Operations Branch, Agriculture and Food

Requires knowledge of:

- Livestock Information Management System (LIMS) to: record manifests and permits; create adjustments; generate and reconcile invoices; search for missing livestock; create ad hoc reports; generate statistical reports; identify, request and test new report requirements for systems personnel.
- the Livestock Inspection Program to understand the methods and policies used and documentation required by producers, livestock inspectors and dealers in the transportation and/or sale of livestock and the collection of inspection fees.
- livestock brand registration to read, understand and translate brands into correct codes for manifest data entry and to determine the validity of brands for livestock ownership.
- livestock dealer licensing and bonding to ensure dealers are entitled to buy and sell livestock and to access credit terms for remittance of deductions.
- provincial trust funds to verify appropriate deductions, remittances and refunds are made (e.g., there is no horned cattle deduction charged for purebred cattle; livestock inspectors should not charge producers who are transporting cattle from Manitoba for delivery to Alberta).
- inter-provincial livestock agreements to know where out of province inspections are conducted and to confirm appropriate deductions and livestock inspection fees are charged and collected from out of province.

The CD is stronger than CD300, File Clerk which is rated level A. CD300 has less breadth of knowledge as it's knowledge base is specific to filing procedures and is not required to have or apply knowledge of the branch programs such as documentation required by producers, Livestock Inspectors and dealers in the transportation and/or sale of livestock and the collection of inspection fees.

The CD is equivalent to CD118, Office Manager also rated level B. Both CDs require knowledge of the programs specific to their branch (Fisheries vs the Livestock Inspection Program). They also require a similar depth of program knowledge (in order to correct errors made by Livestock Inspectors

and data entry operators, create ad hoc reports, generate statistical reports, and identify and test new report requirements for systems personnel vs in order to compile briefing notes and other documents for the Director, prepare fiscal forecasts and budget spreadsheets, and coordinate activities of the support staff in the office).

The CD is weaker than CD108, Client Service Representative which is in the same ministry and has a similar application of program knowledge. However, where CD94 requires program knowledge of one program area in the ministry, CD108 requires a greater breadth of knowledge - all ministry programs (62), the services of Agricultural Corporation of Saskatchewan and Saskatchewan Crop Insurance and of other rural/agricultural organizations (e.g., Sask. Water Corporation, SERM, and Health).

CD 109

Regional Secretary (B)

Administration, Yorkton, Social Services

The CD requires knowledge of:

- the local appeal process (e.g., deadlines, attendance) and provincial appeal process (e.g., deadlines, requesting provincial appeal date be set and submitting required documentation);
- documents required for court hearings and investigations (e.g., types and compiles legal documents to be submitted to court for adoption proceedings, completes necessary forms);
- ministry programs including Family Services, Child Protection and Income Security in order to redirect clients to the program personnel and to respond to questions regarding policies and procedures (e.g., a foster parent asks how to obtain permission from the ministry to take the child out of province; explaining to a client who doesn't like the repayment plan set by the ministry that the repayment plan is programmed by the computer and the client has the right to appeal it);
- the administrative process of paying accounts for children's services, and the requirements to be met before co-signing Social Assistance Plan and Child in Care emergency cheques (e.g., submitting employee expenses, honorariums and grant disbursements for payment, ensuring cheques to be co-signed list the correct name and address);
- the format requirements, reporting deadlines and procedures for tracking Ombudsman, Ministerial or ministry referrals;
- the administrative guidelines to follow for retention and disposal of program files, the SARS filing system;
- CVA procedures (e.g., how to repair, maintain, use of fleet cars);
- office procedures, booking out of province travel and ordering office supplies.

The CD is equivalent to CD116, Secretary to Sheriff/Local Registrar which is also rated level B. CD116 requires less breadth of knowledge (court processes and procedures) as opposed to CD109 which requires knowledge of local appeal processes, court documents and numerous ministry programs to respond to questions regarding policies and procedures. However, CD116 requires a greater depth of program knowledge to assess and collect/issue refunds from clients and explain Rules of Court procedures and/or policies to complainants. On balance the CDs are similar.

The CD is weaker than CD110, Secretary, Regional Office which is rated at level C. CD110 has a similar application of knowledge but requires greater breadth in that it requires knowledge of all the ministry's programs and related stakeholders [e.g., school divisions, schools, special schools (e.g., French immersion, community schools, bilingual schools, band schools, independent schools)].

CD116

Secretary to Sheriff/Local Registrar (B) Court Services Division, Justice

Requires knowledge of:

- oaths, Court procedures and legal documents to process and issue Court documents, to calculate fees and to explain processes and provide guidance (e.g., how to file documents, what documents are required, what is correct format, deadlines, costs) to lawyers, Judges, public and other centres (e.g., Judicial Centres, Provincial Courts).
- software applications and how to type Court documents, ensuring correct format and layout.

The CD is equivalent to CD118, Office Manager which is also rated level B. Both CDs require knowledge of the programs specific to their branch (Court Services vs Fisheries). They also require a similar depth of program knowledge (in order to assess and collect/issue refunds from clients and explain Rules of Court procedures and/or policies to complainants vs in order to compile briefing notes and other documents for the Director, prepare fiscal forecasts and budget spreadsheets, and coordinate activities of the support staff in the office).

The CD is weaker than CD124, Assistant to the Manager which requires a greater depth of knowledge in order to instruct caseworkers/supervisors regarding assessment issues, provide clients with interpretation and intent regarding eligibility and approve client eligibility. CD116 does not require the same depth of knowledge application as it responds to questions from clients regarding court processes as opposed to the interpretation and application of legal documents.

CD118

Office Manager (B) Fisheries Branch, Environment and Resource Management

Requires knowledge of:

- the branch mandate, programs and services (Stock Assessment, Program Development, Fish Culture and Enhancement and Fish Habitat) in order to compile briefing notes and other documents for the Director, and to refer calls to staff;
- fisheries programs information and the Saskatchewan Anglers' Guide (e.g., fishing limits, licence requirements, season dates, fishing gear, which fish species are found in which lakes) in order to respond to public inquiries;
- government administrative policies and processes such as purchasing of office supplies and equipment, processing S4's and invoices, relocation policy, and timeframes and formatting for Cabinet Decision Items and Orders-in-Council;
- Quattro Pro to prepare fiscal forecast and budget spreadsheets, Dbase to enter and retrieve information from the Expenditure Tracking System, and Microsoft Mail (the department's e-mail system);
- sections of the SGEU collective agreement in order to respond to staff questions such as banking EDO's and the use of pressing necessity.

The CD is equivalent to CD94, Manifest Processing Supervisor. Both CDs require a similar breadth of program knowledge specific to their branch (fisheries vs livestock) and both require a similar depth of program knowledge in order to co-ordinate the work of support staff in their offices and

oversee administrative activities for the branch (purchasing, budget, compiling briefing notes, responding to inquiries vs data entry of manifests and permits).

The CD is weaker than CD108, Client Service Representative which is in the same ministry but requires a broader scope of program knowledge (all ministry programs and services vs livestock).

CD119

Laboratory Clerk (B)

Lab and Disease Control Services Branch, Health

Requires knowledge of:

- the Laboratory Information System (LIMS) to access automated information pertaining to laboratory results, to update client addresses and add new patients to the computer system;
- the Winfeiche automated system to transfer information from LIMS, to track each testing result to determine its status and to print hard copy of laboratory results;
- the Laboratory and Disease Control Services Safety Procedures which outlines specimen handling, precautions and disposal;
- Reference Books for all laboratories who complete tests (e.g. the Mayo Clinic, Hospitals in Common in Toronto, the Royal University Hospital in Saskatoon) in order to determine which laboratory is able to complete a requested test, what type of specimen is needed (e.g. urine, blood), how to collect the specimen, the cost and length of time the test will take;
- the Provincial Laboratory Compendium Manual which contains lists of the laboratories from which the laboratory clerks can choose to send a required test.
- the Provincial Laboratory procedures and policies in order to determine how to process each specimen/requisition;
- branches and divisions within the Ministry of Health and other municipal, district, provincial or federal government ministries (e.g. city Health Ministries, Sexually Transmitted Disease clinics across the province) to respond to inquiries from the public and refer them to other branches/agencies.

The CD has a similar breadth and application of program knowledge as CD116, Secretary to Sheriff/Local Registrar (processing court documents vs processing of laboratory tests).

The CD is weaker than CD 122, Medical accounts Assessor which requires a similar breadth of knowledge (variety and type of medical payments and related computer system vs variety and type of laboratory tests, locations and related computer system). However, CD 122 requires a greater depth of program knowledge in order to explain assessment rules, defend decisions to deny claims, and resolve disagreements with physicians, other agencies, chiropractors, optometrists or dentists about assessments.

CD130

Information Clerk (B)

Operations Division, Environment and Resource Management

Requires knowledge of:

- the ministry's parks programs in order to respond to visitor's questions while conducting guided tours and to develop interpretative tours and the related information (e.g., interpretative signage, brochures);
- ministry manuals including: Parks Visitor Programs Manual (e.g., to enforce guidelines, to respond to questions from employees and volunteers); Parks Operational Manual (e.g., fees, facility and program operations guide); Cypress Hills Education Manual (e.g., to deliver school and other group educational programs on geology, forestry and aquatics according to age, their level of knowledge); and the Cypress Hills Interprovincial Park Communication Plan (e.g., procedures, policies to communicate program and event information to park visitors and potential visitors).

Although CD109, Regional Secretary requires a greater breadth of program knowledge (Family Services, Child Protection and Income Security delivered in the region vs programs delivered in a provincial park), CD130 requires greater depth of program knowledge in order to develop interpretative tours and deliver school and other group education programs on geology, forestry and aquatics. This application of program knowledge requires a greater depth than responding to questions regarding policies and procedures and applying administrative procedures in the office. On balance, the CDs are equivalent.

The CD is weaker than CD226, Wildlife and Outdoor Education Supervisor which requires a greater breadth of knowledge relating to the ministry's wildlife and environmental education programs (e.g., Project WILD, Project WET, Project SOILS, Focus on Forests Saskatchewan) as opposed to CD130 which is focused on programs delivered in the park.

CD149

Draftsperson (B)

Engineering Services Division, Highways and Transportation

Requires program knowledge of:

- Survey System of Sask., Drafting Standards Manuals, Design Manuals, Traffic Control Devices Manual;
- highway maintenance and construction programs and procedures (grading, signage, and pavement markings.)

Knowledge is applied through the development of draft plans for highway grading projects, overpasses, granular crushing projects and deposit sites, right-of-way property purchases and speciality projects involving highway signage, pavement markings, guard-rails, etc. and the provision of advice to ministry and contract staff.

The CD is equivalent to CD23, Equipment Operator which requires a similar breadth (highways maintenance and construction programs and procedures and specific manuals) in order to operate heavy equipment in the maintenance of roads and highways vs CD149 which requires a similar body of program knowledge in order to draft plans for highways projects.

The CD is weaker than CD148, Planning Coordinator which requires a greater breadth of program knowledge (provincial and federal health, environment, highway, water rights, land registry and survey and applicable municipal government legislation as they pertain to subdivision development vs highway and survey). The development of draft designs and blueprints for a variety of highway construction projects (CD149) does not require the same breadth of program knowledge as the technical review, research and analysis of subdivision and development plans, municipal zoning amendments, road closures and property expropriation which have many more elements to consider.

CD162

Bibliographic Cataloguing Technician (B)

Saskatchewan Provincial Library, Municipal Government

Requires knowledge of:

- Saskatchewan Provincial Library (SPL) bibliographic cataloguing policy and procedures for a variety of materials (e.g., government material, talking books, large print books, reference materials, book kits, videos and microfiche) in order to edit catalogue records and assign codes and call numbers;
- SPL ordering, receiving and invoicing procedures in order to maintain DYNIX on-line invoicing information;
- the French, Spanish, German and Dutch collections in order to respond to requests for materials;
- the DYNIX system and the ISM database to search, retrieve, and edit cataloguing records, enter and update invoice information, update the on-line Saskatchewan Union Catalogue and upgrade series and name authority information;
- LOTUS 123 to enter year-end information relating to the costing of materials and materials ordered but not received; and the Elm e-mail system;
- equipment including DYNIX terminal and printer, microcomputer, printer, modem, microfiche reader, typewriter, and calculator to operate same.

The CD is similar to CD89, Admin Clerk which requires a similar breadth (Student Assistance Branch database and filing system and ministry programs vs SPL bibliographic cataloguing policy and procedures, specific collections, DYNIX system and ISM database) and application of knowledge (summarizing inquiries and referring inquiries to other branches vs editing catalogue records and assigning codes and call numbers).

The CD is weaker than CD158, Museum Technician which requires a greater depth of program knowledge in order to collect, create and install exhibit components for the museum as opposed to CD162 which catalogues existing material.

CD245

Radio Operator (B)

Meadow Lake Region, Environment and Resource Management

Requires knowledge of:

- the communications segment of the Forest Fire Management Program in order to exchange information with staff in the field (e.g., taking requests for supplies, contacting helicopters) over two-way radios and give presentations regarding communication procedures to Fire Crew Bosses and Emergency Firefighters, maintain detailed records of all calls that come in over the radio and telephone in logs and information sheets, and determine the order and location of the arrival and departure of aircraft at the Fire Base;

- the Northern Air Operations program and the roles and responsibilities of Fire Prevention Workers in order to pass messages/requests to the appropriate level for action.

The CD is equivalent to CD11, Firefighter. Although CD245 requires more breadth of program knowledge related to a greater variety of programs in Forest Fire Management and Northern Air Operations versus CD11 which requires knowledge specific to the fire program, CD11 requires more depth of program knowledge in order to give presentations regarding communication procedures to field staff, maintain records of all calls and determine the order and location of aircraft arrivals and departures. On balance, the CDs are equivalent.

The CD is weaker than CD1, Radio Technician which requires a greater breadth and depth of program knowledge in order to repair, install, modify and maintain a wide variety of radios and electronic equipment. Whereas CD245 requires a narrower base of program knowledge to operate the equipment within ministry procedures, maintain records and explain communication procedures to field staff who will be transmitting requests and information to CD245.

Level C

CD1

Radio Technician (C)

Forest Fire Management Branch, Environment and Resource Management

Requires knowledge of:

- Transport Canada regulations, standards and procedures in order to comply with them (e.g., obstruction marking for towers, tower placement and size, standards governing maintenance procedures of Aircraft Navigational Aids);
- the specific communications needs of employees in the field (e.g., fire fighters, enforcement staff) in order to install, modify, fabricate communications equipment for them (e.g., fabricating new consoles for enforcement vehicles including re-wiring all electronic switches through a central switch, "lights out switches", electronically locking gun racks, electric winches, remote control decoys and targets, night vision accessories);
- manufacturers requirements, and operating principles in order to install electronic and communications equipment in a variety of vehicles (e.g., must be able to read and understand schematics of vehicle's electronic systems in order to install and re-wire equipment while complying with manufacturers and legal requirements);
- diagnostic equipment when installing pre-packaged software and utilizing the software packages to program and repair radios (e.g., communications system analyzers, oscilloscopes, cable fault locaters, audio tone function generator).;
- metal fabrication tools (e.g., metal break, shear, bender, punch grinder), hand and power tools (e.g., drills, saws, soldering stations, woodworking tools).

The CD is stronger than CD245, Radio Operator as it requires greater depth and breadth of program knowledge. In addition to knowledge regarding the operation of the radio equipment CD245 also requires knowledge of Transport Canada regulations, standards and procedures, the communication needs of employees in the field and the manufacturers' requirements and operating principles. CD245 also requires a greater depth of knowledge in order to install and repair the electronic and communications equipment.

The program knowledge required is similar in breadth and application as CD2, Heavy Duty Mechanic (i.e., laws and manufacturers requirements and operating principles for the repair and maintenance of communications equipment in a variety of vehicles versus highway maintenance equipment).

The CD is not as strong as CD239, Manager, Boiler and Pressure Vessel Inspections which is rated level D. In addition to knowledge of the application and intent of provincial legislation and national and international codes, CD239 requires a broader knowledge base of the processes and types of operations using pressurized vessels and piping, including those in transit. Also the application of program knowledge requires more depth to determine eligibility for examination for power engineers, refrigeration engineers, refrigeration plant operators, welder examination requirements and firemen certificates.

CD2

Heavy Duty Mechanic/Machinist/Welder (C) Operations, Highways and Transportation

Requires knowledge of:

- laws pertaining to equipment safety on highways, manufacturer's requirements, operating principles and ministry determined programs and requirements. Knowledge is required in order to service, maintain and repair highway maintenance equipment and attachments and shop tools and equipment such as motor graders, utility tractors, earth scrapers, trucks, oil distributors, highways centre striping unit, highway snow ploughs, back hoes, packers, front end loaders, acetylene welders, metal lathes, mig and plasma cutter, drill press, mechanics tools, metal break, flow meters, pressure gauges and electrical testing equipment. Equipment is required to be safe and to work without excessive wear, failure or cost of operation;
- the ministry computer system to enter and retrieve data and record regarding maintenance and repair work.

The CD is stronger than CD5, Mechanic's Assistant which requires a similar body of knowledge but the application is different. CD2 applies its program knowledge to provide direction to CD5 in the completion of equipment repair and maintenance.

The CD is similar to CD301, Electrician which is rated level C. Both CDs require program knowledge relating to a variety of equipment/systems and both require a similar application of program knowledge relating to the repair and maintenance of same and maintenance of related record keeping systems.

The CD is not as strong as CD59, Highway Traffic Officer. Although CD2 requires knowledge of a wide variety of highway maintenance equipment and attachments and shop tools and equipment, it does not have the same diversity as CD59 which requires distinctly different types of knowledge from vehicle safety and configuration, load safety, dangerous goods, spill response, driver condition, driver, vehicle and goods permits or licensing, animal safety and condition, contraband, work permits and road bans, to court procedures and an understanding of all transportation industry and the law related to public, commercial and industrial transportation.

CD8

Supervisor, Highway Maintenance (C)

Operations Division, Central Region, Highways and Transportation

Requires knowledge of:

- ministry training and certification in asphalt, soils and oil technology, bridge inspection, asset management, contract administration, budget and cost control, team leadership, and supervisory techniques;
- highway maintenance practices and procedures for the maintenance of the highway system, ministry policy and procedure manuals;
- Procedures Manual (highway ride ratings), the Maintenance Policy and Standards Manual (tar application rates, gravels, signing and equipment usages), Safety Manual (personal, work zone and equipment handling safety);
- policy on different oils and their application or usages for sealing, tacking and the differences in the oils themselves;
- Equipment Certification Manual and Surface Condition Rating Manual (rating of Provincial Highway system and Rural Municipality Highways);
- highway maintenance applications and practices;
- custom agreements and cost sharing agreements with municipalities and towns.

Knowledge is applied in maintenance of the provincial highways and the related equipment and facilities in a designated geographic area.

The CD is stronger than CD23, Equipment Operator which requires less diversity of program knowledge. In addition to the program knowledge required to operate and maintain highway maintenance equipment, CD8 also requires knowledge of the highway maintenance program policies and procedures in order to preserve and maintain the assigned provincial highway system and associated installations such as campgrounds, picnic sites and storage facilities, manage contracts, administer cost shared custom work agreements with the Rural Municipalities and provide advice and expertise to Municipalities and Towns who seek road related information.

The CD is equivalent to CD151, Construction Project Supervisor which is also rated level C. The breadth and depth of program knowledge is similar but for different program areas (i.e., highway maintenance vs highway construction).

The CD is weaker than CD160, Project Forester, Forest Land Productivity which requires a greater breadth and depth of program knowledge. Although CD160 requires knowledge of the use, maintenance and minor repair of a variety of field equipment, it also requires broader program knowledge including the Long Term Integrated Forest Resource Management Plan which extends beyond forestry to all aspects of the habitat provided by the forests and the species of fish, wildlife, trees etc., indigenous to the area, Forest Management Licence Agreements, interest and stakeholder groups, and various computer software and database programs. The application for CD160 is also greater as it is required to analyze industry proposals to ensure the plans maintain the habitat required for the survival of other resources in the forest, not just the trees, and to identify flaws in their analysis and predictions

CD12

Supervisory Fire Protection Worker (C)

Meadow Lake, Environment and Resource Management

Requires knowledge of:

- the conditions under which burning permits are issued in order to issue permits and monitor burning activity;
- characteristics of arson fires and preservation of evidence of arson in order to determine how a fire was caused;
- the ministry's fire crew management program which includes being aware of fire starts, where equipment is located, nature of terrain, access to fires, deployment of crews, setting-up of fire camps in order to plan fire suppression activities;
- payment of crews, purchasing supplies and the availability of equipment, food suppliers and human resources in the district and contracts with heavy equipment operators in order to perform administrative functions related to fire suppression;
- the park evacuation plan to evacuate park users when their safety is threatened.

The CD is stronger than CD11, Firefighter which is rated level B. In addition to the program knowledge required by CD11, CD12 requires a greater depth of program knowledge in order to train fire suppression staff, plan fire suppression activities in the district including equipment maintenance, evacuation, risk of fire based on weather conditions and human resources required, and perform administrative functions related to fire suppression such as preparing fire reports and schedules, contracting for heavy and small equipment to be used in fire fighting, purchasing groceries and commissary (dry goods), and authorizing salaries of firefighters.

The CD is equivalent to CD8, Supervisor, Highway Maintenance as both CDs require the same breadth and depth of program knowledge but for different ministry programs (i.e., maintenance of provincial highways in a designated geographic area vs supervision of fire suppression activities within a district).

The CD is weaker than CD232, Fire Prevention Officer which is rated level D. Though both CDs train others on fire fighting techniques, CD232 does so for a broader audience (municipal paid and volunteer fire brigades and police personnel vs ministry emergency/conscripted firefighters) and requires a broader knowledge base of provincial legislation, codes and ordinances related to protection from fire and prevention of loss by fire so as to enforce safety conditions in the design, construction and operational use of a range of buildings (e.g., assembly, institutional, medical, industrial, etc.). CD232 also requires application of program knowledge to determine and authorize variances to meet safety concerns and provide advice to municipal councils and paid/volunteer fire fighters on organizing, managing, financing and training. This requires a greater breadth and application of program knowledge than forest fire fighting.

CD27

Revenue Auditor (C)

Financial and Administrative Services, Environment and Resource Management

Requires knowledge of:

- all ministry revenue and associated revenue codes and subcodes relating to the general fund, commercial revolving fund and conditional revenue;
- the rates and fees outlined in legislation and ministry policy; procedures for frequency of remittances;
- procedures for processing refunds;
- operating procedures for the cash register and cash register data base polling procedures;
- revenue and expenditure system tables pertaining to revenue and accountable forms;
- Cheque Master, Licence Information Processing System, Cash Register Information System, Revenue and Expenditure Mainframe System.

Knowledge is applied in verifying the accuracy of all revenue reports and accompanying documents submitted by approximately 88 ministry field offices, training other unit staff on how to audit revenue reports, reviewing all revenue reports audited by other unit staff, providing information to the public and employees from other division on the rules governing revenue collection and remittance, and processing all ministry refunds in excess of \$75.00.

The CD is stronger than CD26, Park Gate Attendant which requires a similar breadth of knowledge but less depth. CD26 requires knowledge of park policies and regulations, programs, facilities, services and entry procedures which is equivalent to CD27s knowledge of all ministry revenue which includes park entry and camping fees. However, CD27 requires a greater breadth of application to audit the revenue collected by CD26 and others across the ministry and ensure the rules governing revenue collection and remittance have been followed.

The CD is similar to CD32, Accounting Supervisor which requires a similar breadth and depth of program knowledge. The breadth of revenue programs in Environment and Resource Management is comparable to the revenue and expenditure programs in a smaller ministry.

The CD is weaker than CD35, Manager, Accounting Unit which is rated level D as it requires a greater breadth (revenues and expenditures vs, revenues) and depth of program knowledge (development of modifications to ministry accounting control systems vs working within existing accounting systems).

CD32

Accounting Supervisor (C)

Finance and Administration, Municipal Government

Requires knowledge of:

- government finance policy and procedures and Treasury Board accounting and reporting policies in order to provide direction and guidance with respect to reporting revenue and processing payments;
- the programs delivered by the ministry with respect to general revenue (e.g., fees and charges, transfer payments) and expenditures so as to participate in the development of collections, payment and processing operations;
- the programs and finances of SaskHousing (e.g., Urban Native Housing Program, Home Improvement Loan Program) with respect to payment provisions (e.g., cost-sharing agreements) so as to differentiate between Ministry and Corporation finances.

The CD is stronger than CD28, Invoice Clerk which has a similar body of program knowledge related to government finance policy. However, while CD28 applies this knowledge to audit requests for payments and invoices, assign payee codes, and batch and total all payments for data entry, CD32 requires a greater application of program knowledge in order to provide direction and guidance with respect to reporting revenue and processing payments, review and/or develop accounting processes related to new programs within the ministry, maintain the ministry's system of accounts including year-end cut off procedures, compile information for Public Accounts and Committee of Finance, and implement procedures to improve accounting processes.

The CD is similar to CD27, Revenue Auditor. Although CD32 requires knowledge of revenues and expenditures and CD27 only revenues, the breadth of the revenue and expenditure knowledge in Municipal Government is equivalent to the diversity of the revenue programs in Environment and Resource Management.

The CD is weaker than CD CD35, Manager, Accounting Unit which is rated level D as it requires a greater depth of program knowledge (development of modifications to ministry accounting control systems vs development of accounting processes).

CD39

Business Auditor Trainee (C)

Audit Branch, Finance

Requires knowledge of:

- Revenue Division policies and procedures as well as knowledge of businesses within the retail and contracting industries in order to apply tax legislation when planning and conducting tax audits;
- provincial revenue programs related to Education and Health Tax and Liquor Consumption. Knowledge is applied by assessing and levying tax liabilities; validating rebates and claims for tax credits; and explaining taxation requirements to taxpayers as it relates to their purchase, business and industry;
- computer databases such as The Revenue Division RS50 system, SGI and Consumer Affairs Systems to access taxpayer information as well as Microsoft Works for Windows and for DOS, Microsoft Mail, Wordperfect 5.1, Windows and DOS to type/enter, format and obtain data.

The CD is stronger than CD28 due to the application of program knowledge. Where CD28 audits invoices for accuracy in relation to government payment policies by verifying codes, calculations totals, signing authorities and that supporting documents are attached, CD39 requires a greater depth of program knowledge in order to plan and conduct audits of provincial vendors and consumers in the retail and contracting industries, assess and levy tax liabilities and write audit reports and working papers providing explanations of audit findings/assessments.

The CD is similar to CD93, Student Loans Assessor as both require program knowledge specific to a program area (student loans vs Education and Health Tax and Liquor Consumption) and the related branch policies, procedures and computer systems. As well, both apply the knowledge in a similar manner, requiring the same depth of program knowledge (assessing eligibility for financial assistance and explaining amounts to clients vs assessing and levying tax liabilities and explaining amounts to taxpayers).

The CD is weaker than CD88, Tax Information Officer which requires a greater breadth of program knowledge (all industries in the province vs. businesses within the retail and contracting industries). CD88 also requires a greater depth of program knowledge in order to perform additional responsibilities not assigned to CD39 such as leading, developing, organizing and researching tax projects and researching tax issues to prepare information bulletins on a good/service where the application of a revenue program is unclear.

CD42
Property Administrator (C)
Saskatoon, Municipal Government

Requires knowledge of:

- the functions of the Public Housing program - a federal/provincial cost shared program designed to provide suitable, adequate and affordable housing for low income people. This knowledge is applied in providing advice and guidance to housing authorities and instructing board members regarding operation, administration, maintenance and accounting procedures. This includes leasing, tenant relations, evictions, collections, budget development and maintenance, preventative maintenance, etc.
- the rights of the tenants and the landlords in order to explain the relationship to both and ensure compliance by boards and managers.
- Saskatchewan Housing Authorities Manuals in order to comply with various public housing policies, procedures and guidelines.
- the operation of Microsoft Mail, Lotus 123, ART, Property Management Information System, fax machine, photocopier, calculator and dictaphone.

The CD is stronger than CD9, Senior Park Maintenance worker as in addition to maintenance, CD42 provides advice and guidance to Housing Authorities on a wider scope of issues (i.e., operation, administration, maintenance and accounting procedures including leasing, tenant relations, evictions, collections, budget development and maintenance, etc.). Therefore, CD42 requires a greater breadth of program knowledge.

The CD is equivalent to CD108, Client Service Representative which requires a greater breadth of program knowledge [all (62) programs and services provided by the ministry, related external agencies and federal/provincial programs vs programs specific to public housing]. However, CD42 requires more depth of program knowledge to analyze and provide advice to Housing Authorities on operational issues (e.g., a community has chronic vacancy problems and is unable to sustain occupancy of units, Housing Authorities requesting use of maximum rents for high income tenants in

subsidized housing). This level of analysis requires more depth of program knowledge than CD108 which provides general information to clients regarding forms, eligibility requirements and administrative documents required. On balance, the two CDs are equivalent.

The CD is weaker than CD57 Labour Standards Officer which requires a greater breadth of program knowledge. Where CD42 requires knowledge of all aspects of the operation, administration, maintenance and accounting procedures related to Public Housing, CD57 requires a similar diversity of program knowledge related to the conditions of employment. However, CD57 is required to apply this knowledge to all types of employers (e.g., government, non-profit and commercial), different business organizations (e.g., corporations, partnerships and sole proprietorships) and all types of industries (e.g., office, retail, lumbering and logging work, restaurants, etc.) including Housing Authorities.

CD48

Court Clerk (C)

Regina Provincial Court, Justice

Requires knowledge of:

- services available to accused persons (e.g., Fine Option Program, Probation Services, Legal Aid, Driving Without Impairment Program, Bail Supervision, Youth Judicial Interm Release Program, Intensive Supervision, Spouse Batters Program, Community Training Residence Programs, Family Services, Mental Health Services, Mediation Services, John Howard and Elizabeth Frey Society, Community Services, Fine Option Program, Open Custody Program, Provisional Driving Licence, Alcohol/Drug Treatment Programs, Victims Services, Mobile Crisis Services, legal aid.)
- procedures used in Circuit Court, Small Claims Court and Provincial Court (e.g., issuing claims, summonses, service of pleadings, trial procedures, processing judgements and registration of judgements and issuing writs of execution, revenue and disbursements polices, procedures for fines and fee collections regarding restitution for victims of crime).
- Justice Automated Information Network (JAIN) in order to enter and retrieve data; provide information to clients, prosecutors, lawyers, police officials, and accused persons; and to prepare documents in accordance with court orders.

Knowledge is applied giving advice to clients, preparing court orders, facilitating client compliance with provisions in Court Orders and legislation and providing the judiciary with administrative support while Court is session.

The CD is stronger than CD90, Processor, Voluntary Payments which also requires knowledge of JAIN. However, CD90 requires knowledge specific to the recording and processing of payments received whereas CD48 requires additional program knowledge of the Court system in order to maintain order in the courtroom, open/close Court and authenticate Orders of the Court, administer oaths, record proceedings, maintain custody and control of exhibits, operate and monitor tape recording equipment and prepare and issue documentation according to legislation.

The CD is an equivalent level to CD108, Client Service Representative which requires a broader scope of program knowledge (all programs and services in the Ministry vs processes and procedures related to courts). However, CD48 requires a greater depth of program knowledge in order to provide the judiciary with administrative support while Court is in session and prepare and issue resulting documentation according to legislation whereas CD108 responds to general inquiries regarding ministry programs in addition to providing general administrative support to the staff in the Rural Service Centre.

The CD is weaker than CD229, Conservation Officer which is rated level D. Although CD229 requires a similar depth of knowledge in order to administer ministry programs and conduct enforcement activities, CD229 requires a greater breadth of program knowledge (i.e., all ministry programs), commercial harvesting and processing operations (e.g., taxidermists, outfitters, pluckers, meat processors and oil and gas exploration), local first nations band councils and provincial and state resource protection agencies (e.g., RCMP, Canadian Wildlife Service) and a variety of enforcement equipment.

CD51

Petroleum and Natural Gas Technician (C)

Petroleum and Natural Gas Division, Energy and Mines

Requires knowledge of:

- petroleum development programs and services relating to the exploration, drilling and production of oil and natural gas. This includes knowledge of pipeline requirements, sedimentary basin geophysical exploration policies and the provincial survey system;
- safety precautions regarding H2S, first aid, CPR and Defensive Driving;
- the oil industry's operations (e.g., battery facilities, well sites, completion, abandonment operations, spill clean ups).

Knowledge is applied in conducting inspections, investigations and testing at well and/or battery sites to ensure compliance by oil and gas companies.

The CD is stronger than CD23, Equipment Operator which requires program knowledge related to ministry policy, standards and procedures manuals for maintaining highways and roads and equipment manuals in order to operate and maintain a variety of highways equipment. CD51 requires a greater diversity of knowledge related to all aspects of the oil industry's operations relating to exploration, drilling and production of oil and natural gas and a greater depth of knowledge in order to assess oil industry operations to ensure compliance.

The CD is rated at the same level as CD2, Heavy Duty Mechanic/Machinist /Welder which requires knowledge of the same equipment as CD23 plus additional shop tools required for the maintenance and repair of the highways equipment which equates to the diversity of CD51. Also, CD2 requires a greater depth of program knowledge than CD23 in order to service and repair the equipment. On balance, the depth and breadth of program knowledge is similar to CD51.

The CD is weaker than CD64, Consumer Protection Investigator which requires a similar depth of knowledge application in order to regulate, licence and/or investigate and resolve complaints relating to business/consumer complaints and provide advice and guidance to clients in resolving complaints. However, CD64 requires a greater breadth of knowledge as the complaints can arise from any type of business operation and industry, a variety of goods or services sold, and a variety of methods of selling or advertising as opposed to CD51 which is specific to the oil and gas industry.

CD53

Conservation Officer – Entry Level (C)

Operations Division, Environment and Resource Management

Requires knowledge of:

- ministry programs and services related to fisheries, forestry, wildlife, lands, environment and parks in order to participate with Senior Conservation Officers in administering ministry programs and conducting enforcement activities (i.e., park security) within the district. For example: stocking fish; collecting camping fees; controlling and compensating deer depredation on bale stacks and field crops; conducting investigations; seizing evidence (e.g., fish, vehicle); issuing tickets and permits; conducting forestry operator inspections, patrols, road side inspections, fish and wildlife surveys, and arrests; making presentations.
- commercial harvesting and processing operations such as forestry operators (e.g., post and rail operators, FMLA holders), commercial fishermen and outfitters. This knowledge is applied in issuing permits and licences, and inspecting operations to ensure compliance with regulations and is performed under the guidance/direction of a Senior Conservation Officer.
- ministry policy and procedure manuals related to resource programs in order to follow it in the delivery of the programs.
- the Conservation Officer Protocol Manual in order to follow the guidelines for officer conduct.
- the operation of a variety of equipment required in field (e.g., CVA unit, radios, boats, ATV's, snowmobiles).

The CD is stronger than CD9, Senior Park Maintenance Worker which is rated level B as CD53 requires a greater breadth of program knowledge. CD9 requires knowledge related to the procedures and operation of a provincial park. CD53 requires knowledge specific to park security and collecting camping fees but also requires knowledge of other ministry programs delivered within the region (e.g., fisheries, forestry, wildlife, lands, environment) in order to administer these programs and conduct enforcement activity.

The CD is equivalent to CD54, Forestry Resource Officer which is also rated level C. Although CD53 requires knowledge of a broader range of programs within the ministry and CD54 is specific to forestry, CD54 requires a greater depth of the forestry program in order to perform the full range of program responsibilities, of which enforcement is one. For example: locating boundaries of forest stands, determining buffer zones, locating dispositions and harvest blocks, and reviewing project proposals. Therefore, on balance, the CDs are equivalent.

The CD is weaker than CD229, Conservation Officer which requires the same knowledge base but more depth in order to operate independently whereas CD53 works under the direction of a senior conservation officer in the execution of it's responsibilities. Additionally, CD229 provides case expertise, technical advice, and recommendations to regional and provincial ministry program branches regarding program delivery in the district and requires knowledge of local first nations band councils and provincial and state resource protection agencies in order to share information related to resource protection and enforcement and lead meetings to achieve consensus on such divisive issues as the utilization of land supporting a variety of resource users.

CD54

Forestry Resource Officer (C)

Forest Management Unit, Environment and Resource Management

Requires knowledge of:

- the Ministry's forestry programs, policies and regulations. Knowledge is applied for identification, protection, allocation, harvest, and renewal of forest resources in order to carry out reviews, approvals, operating plans, review project proposals, issue permits and conduct inspections on processing facilities and logging operations.
- law enforcement and legislation to interpret legal documents (notice of violation, notice of seizures) to lay charges, and to seize timber or property.
- the contractual /tendering process. Knowledge is applied in tendering, awarding and administering contracts.
- Forest Management Licence Agreements (FMLAs) when allocating timber to third party interests.
- legal surveying and land descriptions, survey plans, topographical maps, forest inventory maps, aerial photographs, navigational and tools. This knowledge is applied to locate boundaries of forest stands, determine buffer zones, locate dispositions and harvest blocks. Also requires knowledge of office equipment, computer operating systems, and the maintenance and repair (e.g., oil change, filters, plugs, fuses) of a variety of equipment required to work in the field (ATV's, snowmobiles, radios) in addition to specialized forestry equipment (e.g., Sterio Pret, Saltzman projector).

The CD is stronger than CD11, Firefighter which is rated level B as CD54 requires a greater diversity of program knowledge (e.g., the identification, protection, allocation, harvest, and renewal of forest resources, law enforcement and legislation, the contractual/tendering process, FMLAs, legal surveying and land description etc.). CD11 requires program knowledge specific to the ministry's fire crew management program and the conditions under which burning permits and fire bans are issued.

The CD is equivalent to CD53, Conservation Officer which is also rated level C. Although CD53 requires a broader diversity of program knowledge (i.e., fisheries, forestry, wildlife, lands, environment and parks) in order to enforce related legislation, CD54 requires a greater depth of knowledge of one of the program areas (i.e., forestry) in order to administer all aspects of the program area including enforcement.

The CD is not as strong as CD160, Project Forester which works within the same program area but requires a greater depth of program knowledge including the Long Term Integrated Forest Resource Management Plan in order to assess industry proposals and FMLAs, discuss proposals for the use of the forest and make presentations on forest yield and growth issues.

CD61

District Livestock Inspector (C)

North Battleford Region, Agriculture and Food

Requires knowledge of:

- the livestock inspection program, policies and procedures, such as: livestock ownership, identification, transportation and marketing; custom care; humane treatment of livestock; brand registration; dealer licensing; stray animals; livestock finance programs (e.g., Feeder/Breeder Loan Guarantees, Heartland Feeder Finance Program); and special inspection policy (inspections specifically requested by financial institutions, Sheriff's ministry, Feeder Association). Knowledge is applied in performing inspections and investigations and identifying violations in a variety of work environments, such as: farms, ranches, auction markets, feedlots, packing plants, abattoirs, roads and weigh scales.;
- the livestock inspection program in Alberta in order to recognize Alberta brands and determine inspection requirements for cattle moving between provinces;
- ministry and government budgeting and forecasting procedures in order to allocate the district budget and monitor expenditures, sign S4's and authorize payment of invoices up to \$50.00;
- the Livestock Inspection Management System for data entry and inquiry, WordPerfect, and of FUTURUS TEAM (e-mail system);
- the use of the following equipment: lariat, spotting scopes, hydraulic and manual chutes, mobile telephone, ribbon brander, electric and manual branding irons, clippers, and CVA vehicles.

The CD is stronger than CD13, Pasture Manager which requires knowledge of the ministerial mandate and policies in order to manage a pasture. Though some knowledge would be similar in relation to the management of livestock and application of knowledge would be similar with regards to budget management for the district/pasture, CD61 requires additional program knowledge relating to farms, ranches, auction markets, feedlots, packing plants, abattoirs, roads and weigh scales in order to perform inspections and investigations and identify violations in these work environments.

The CD is equivalent to CD51, Petroleum and Natural Gas Technician which requires a similar depth and breadth of program knowledge (i.e., livestock inspection vs oil and gas inspection).

The CD is weaker than CD59, Highway Traffic Officer which requires a similar application of knowledge to conduct investigations in order to enforce Highway Traffic legislation, policies and agreements. However, CD59 requires more breadth of program knowledge as the investigations relate to all transportation and industry and the law related to public, commercial and industrial transportation, one of which would be farms and animal safety and condition. Although CD61 requires knowledge of a variety of operations related to the transport of animals, it is not as diverse as CD59.

CD62

Maintenance Enforcement Investigator (C) Registry Services Division, Justice

Requires knowledge of:

- various stakeholder's operations such as: financial institutions (e.g., securities, stocks and bond corporations) to determine who will payout the investment; SGI relating to motor vehicle records; private businesses relating to premiums (e.g., UIC) paid on behalf of employees and assets of business; farmers and related businesses to determine ownership and if assets are free of encumbrances. Knowledge of stakeholder internal processes (e.g., operational flow, bookkeeping, licensing requirements) is required in order to conduct investigation of assets, location of individuals, etc.;
- court proceedings and processes and legal documents in order to initiate legal action and prepare background information for court;
- AEMO program policies and procedures in order to conduct investigations, register court orders, maintain financial records and account histories and monitor payments received on accounts. Requires knowledge of specific computer systems and inquiry procedures (e.g. Social Services, AEMO, PSI, etc.) to enter and retrieve information relating to files.

The CD is stronger than CD116, Secretary to Sheriff/Local Registrar which also needs knowledge of court documents and procedures but for a greater variety of situations. CD 62 also needs knowledge of various stakeholder's operations and internal processes which balances this out. However, CD62 requires a greater depth of this additional program knowledge in order to locate individuals, conduct investigations of assets, and monitor payments received on accounts versus CD116 which uses program knowledge to process court documents, calculate fees and explain processes.

The CD is equivalent to CD61, District Livestock Inspector as both require a similar breadth (e.g., policies and procedures of their related programs, stakeholders' operations, etc.) and a similar depth of program knowledge in order to conduct investigations.

The CD is weaker than CD41, Tax and Royalty Collector which is rated level D as it requires a greater depth of program knowledge in order to identify contraventions and calculate assessments to determine tax and royalties owing than it does to enforce court orders and collect maintenance payments determined by the courts (CD62).

CD71

Emergency Duty Worker (C) Family Services Division, Yorkton Region, Social Services

Requires knowledge of:

- the family services program policies and procedures as it relates to the protection of children and victims of abuse;
- protocols (e.g., domestic disputes, child abuse) to follow when providing counselling services or removing children from homes;
- the government services [e.g., Justice (legal aid), alcohol and drug, mental health] support agencies and services (e.g., safe shelters, hospitals, friendship centres, child care centres) to provide information to and/or refer clients;
- the social assistance programs in order to approve or deny financial aid to clients or transients within guidelines, policies and procedures;

- the rights of women and children when called to domestic disputes and youth taken into custody (e.g., a youth cannot be locked in a cell without a judge's order);
- clients' case history (there is often regular contact with some clients) in order to understand their home or financial situation and provide the support required.

The CD is stronger than CD109, Regional Secretary which requires knowledge of the same program areas but not to the same depth. CD109 requires knowledge in order to respond to general inquiries from clients and the public, refer callers and process documents whereas CD71 requires more depth of program knowledge in order to provide on-call crisis intervention and assessment in situations such as child neglect, abuse or domestic violence including approving or denying requests for emergency financial assistance.

The CD is evaluated at the same level as CD214, Family Services Worker which provides child protection services in cases where children are at risk of harm. Although CD214 goes into more depth with each case and develops long-term plans and goals for children who are wards of the Minister and CD71 responds to crisis situations outside normal work hours (i.e., when CD214 is not at work), CD71 also responds to situations involving financial need. One has more depth and one more breadth therefore on balance, the jobs are equivalent.

The CD is not rated as strong as CD79, Supervisor, Integrated Service Delivery which requires the same breadth of program knowledge (Family Services and Income Security) but also requires more depth. Like CD71, CD79 applies program knowledge in the delivery of these services however, CD79 also applies this knowledge to develop plans for the delivery of these services in the Buffalo Narrows Office and to provide direction in the application of departmental policies and regulations to staff managing caseloads in each of the program areas.

CD74

Financial Services Worker (C)

Income Security – Swift current, Social Services

Requires knowledge of:

- the Saskatchewan Assistance Plan, its procedures and policies in order to approve or deny/terminate financial assistance to clients;
- the Social Worker Information Network (SWIN) and Quicken computer programs in order to review/update client's electronic files and to budget client's financial assistance;
- the Unemployment Insurance Program to explain the consequence of receiving both UI and SAP benefits;
- a variety of programs within and outside the department (e.g., Family Income Plan, Child Care Subsidy, Family Builders Program: Maintenance Enforcement, New Careers Corporation, Legal Aid, Mental Health) in order to refer clients.

The CD is stronger than CD109, Regional Secretary which is in the same ministry and is rated level B. Both CDs require a similar breadth of knowledge of the same ministry programs, however CD 74 requires a greater application of program knowledge in order to assess initial, changing and ongoing financial and personal circumstances of clients in order to interpret and apply policies and legislation to establish the level of financial assistance required, issue payments based on a plan established with the client and counsel clients on such issues as budget management, educational and employment options, personal responsibility and motivation. This requires a greater depth of program knowledge than CD109

which provides administrative and secretarial support to the Regional Director and Regional Administration Manager and responds to questions regarding policies and procedures.

The CD is equivalent to CD124, Assistant to the Manager which requires similar breadth of program knowledge (Child Care Subsidy and Family Income Plan services vs Saskatchewan Assistance Plan services) including knowledge of each other's services in order to refer clients. The CDs also require a similar depth of program knowledge in order to (instruct caseworkers/supervisors regarding assessment issues, approve client eligibility and identify weaknesses and inconsistencies with the programs vs assess clients' eligibility, issue payments and counsel clients).

The CD is weaker than CD213, SAP Supervisor which requires knowledge of the same program area but in more depth in order to provide expertise to staff, including CD74, (e.g., SAP policies and regulations that are difficult for the workers to understand, provide alternatives for dealing with clients' behaviour within program limits, identify procedure, policy or precedence issues), represent the ministry's case in appeal hearings, intervene in worker/client disputes and approve case referrals to RCMP or city police for fraud investigations.

CD75

Therapeutic Foster Home Worker (C) Family Services Division, Yorkton Region, Social Services

Requires knowledge of:

- the therapeutic foster home program, policies, processes and procedures. This includes knowledge of the processes to recruit new foster parents and the various agencies to pursue to obtain referrals of potential foster parents (e.g., clergy associations, universities, and other ministry program areas); and to screen and recommend admission of clients into the program;
- child protection and income security services, policies, procedures and legislation in order to provide emergency duty services after hours;
- the needs within the therapeutic foster home program in order to recruit and recommend new homes, provide the depth of training required to parents lacking skills, and recommend changes to legislation;
- other ministry program areas such as Child Protection, Children's Services, and Young Offenders as children come into care from these programs;
- the Adoption Services and processes (e.g., to complete forms for clients' adoption or explain process to a pregnant teen-age client);
- a variety of services and agencies to refer clients for treatment (e.g., Alcoholics Anonymous, Mental Health Services and associations, homes for pregnant young women, group homes), for legal aid (Justice), for employment and training of parent.

The CD is rated stronger than CD109, Regional Secretary which requires knowledge of the same program areas but not to the same depth. CD109 requires knowledge in order to respond to general inquiries from clients and the public, refer callers and process documents whereas CD75 applies its program knowledge to screen and train foster parents, recommend changes to legislation and provide support to foster parents who care for physically and sexually abused and sexually intrusive children/youth.

The CD is rated at the same level as CD124, Assistant to the Manager which requires knowledge of other ministry programs (Child Care Subsidy and Family Income Plan) in order to instruct caseworkers/supervisors regarding assessment issues, approve client eligibility and identify weaknesses and inconsistencies with the programs and initiate the development of and/or modification to policies and procedures. Although the formal knowledge

requirement for these two CDs is different due to the complexity of the program areas and the CDs assigned responsibilities (i.e., CD75 typically requires a social work degree whereas CD124 does not), the program knowledge and application is similar.

The CD is weaker than CD45, Teacher Therapist which requires a broader scope of program knowledge. CD45 requires knowledge specific to corrections as it relates to the delivery of classroom activities to inmates, the Community Training Program to provide recommendations regarding an inmate's suitability and knowledge of education programs in order to administer tests, adhere to curriculum and explain programs to both staff and inmates. In addition, CD45 requires knowledge of academic subject areas in grades 5-12 in order to provide instruction and testing to inmates. This broad range of subject matter areas goes beyond the program knowledge required of CD75 (i.e., the therapeutic foster parent program and other ministry programs and referral agencies).

CD81
Probation Officer (Saskatoon) (C)
Justice

Requires knowledge of:

- the principles and goals of the probation program and other programs including restitution, community service orders and intensive supervision/electronic monitoring in order to prepare pre-sentence reports including a sentencing recommendation as requested by the courts, complete case records and advise probationers regarding conditions of probation;
- programs such as Sex Offenders Program, or the Attendance Centre in order to advise probationers of available programming and make referrals;
- the Volunteers in Probation program in order to train and monitor the work of volunteers;
- the Saskatchewan Child Abuse Protocol regarding the reporting of abuse and referral of probationer to related services;
- community resources such as Mental Health Services in order to advise probationers and initiate referrals;
- computer hardware and software programs such as WordPerfect and Corrections Management Information System in order to complete reports and access data.

The CD is rated stronger than CD116, Secretary to Sheriff/Local Registrar which is rated level B. Although CD116 requires knowledge of court documents and procedures (i.e., focused on administrative processes), CD81 requires a greater depth of program knowledge in order to provide pre-sentence reports to the court and to counsel, direct and monitor adult offenders sentenced to probation or conditional sentence orders for the purpose of reintegration into the community while promoting community safety.

The CD is rated at the same level as CD75, Therapeutic Foster Home Worker which is also rated level C. Both CDs require a similar breadth and depth of program knowledge (their specific program and related programs and services for referral) and a similar depth of program knowledge (to develop case plans for the reintegration of the offender into the community and provide case management training to volunteer probation officers vs to develop long term treatment plans for case clients and train, recruit and maintain qualified foster homes).

The CD is weaker than CD212, Unit 4 Supervisor which is rated level D. Although both CDs require the development of case plans for offenders (adult probation vs youth custody), CD212 is stronger in that it applies its knowledge in ensuring proper case management, programming and care

and custody of residents through supervision of Youth Workers. CD212 also requires additional knowledge of the collective bargaining agreement, labour standards and occupational health and safety to respond to staff/youth concerns (including investigating critical incidents) and supervise staff (team leaders, youth facility workers and parental care supervisors).

CD93

Student Loans Assessor (C)

Student Financial Aid Branch, Post-Secondary Education and Skills Training

Requires knowledge of:

- the eligibility policies and qualification procedures of the Forgivable Loan and the Special Incentive Plan in order to approve/deny applications for remission/forgiveness benefits.
- the policies and procedures of the Canada and Saskatchewan Full-time Student Loan Programs, Part-time Student Loan Assistance Programs and Assistance for Students With Permanent Disabilities, and Special Opportunity Grants programs in order to assess student loan applications and provide detailed program information in response to inquiries from a variety of sources (e.g., clients and their families, educational institutions, other government personnel, etc.).
- what client information may be provided to whom, and under what conditions to ensure confidentiality while responding to inquiries.
- the Student Financial Assistance computer system, including the assessment, financial, processing and repayment codes, is required to: enter and retrieve client and assessment information. Requires knowledge of Unix E-mail to type/enter and obtain data.

The CD is stronger than CD89, Admin Clerk which is rated level B. Both CDs require program knowledge specific to Student Loans however, CD93 requires a greater application of program knowledge in order to assess applicant's eligibility. CD89 does not require the same depth of program knowledge to summarize key issues in incoming correspondence and forward them to the appropriate unit for response.

The CD is equivalent to CD122, Medical Accounts Assessor which is rated level C. Both CDs require program knowledge specific to one area in a ministry (i.e., Student Loans versus Medical Service Plan) and both require a similar application of program knowledge relating to assessment of eligibility and maintenance of program records.

The CD is weaker than CD88, Tax Information Officer which is rated level D. CD88 requires a greater breadth of knowledge in that it requires knowledge of Revenue Division policies and procedures as well as knowledge of how Education and Health Tax impacts businesses within all industries in the province whereas CD93 is specific to student loan programs. If CD93's application of program knowledge required a greater depth of knowledge than CD88, the two CDs could balance off and be at the same level. However, CD93's application of program knowledge does not require a greater depth of knowledge than CD88 which provides interpretations and instructions to taxpayers and/or their representatives on all aspects of taxation and tax legislation. Therefore, CD93 does not warrant being at the same level as CD88.

CD108

Client Service Representative (C)

Weyburn Rural Service Centre, Agriculture and Food

Requires knowledge of:

- the agricultural programs and services provided by the ministry, in order to provide information related to eligibility requirements, forms, and administrative processes, documents required, deadlines, costs and fees, and resources or contacts for further information, some 62 programs and services including: extension (resource centre, computer packages, demonstration projects, field days, seminars, advisory services); lands (leases, surrenders and sale, community pastures, sand and gravel leases, petroleum and gas leases, seismic agreements, tendering); research (funds available through Agri-Food Equity, Agricultural Research, Agri-Food Innovation, Beef development); livestock (brands registration, livestock inspections, breeder and feeder loan guarantee programs, veterinary laboratory services); and licensings (game farm, pesticide applicator).
- the services and programs of Agricultural Corporation of Saskatchewan and Saskatchewan Crop Insurance, and of other rural/agricultural organizations (e.g., Sask. Water Corporation for the dugout pumping assistance program, SERM for waterfowl crop damage compensation program, Saskatchewan health for water testing) to provide information and referral.
- federal/provincial programs (e.g., Green Plan, rural water development, and shelterbelt programs of PFRA), industry sector programs and services, such as feed and soil testing, and programs, services, and industries of the district to provide information and referral.
- the administrative processes of the ministry to monitor/prepare financial transactions, ministry and division policy and procedure manuals (e.g., Human Resource manual for supervising and staffing non-perm positions; visual identity standards for documents). Requires knowledge of government tendering processes to answer inquiries on tenders, record tender amounts, explain eligibility criteria and instruct individuals how to fill in applications.
- various computer software such as WordPerfect 6.1 for Windows, Excel, the FBMI-net Bulletin Board System, E-Mail, and the Internet.

The CD is stronger than CD109, Regional Secretary which is also a regional position with a similar application of program knowledge, however it is not required to provide information to clients on all ministry programs and related stakeholders. Rather, CD109 requires less breadth of program knowledge (i.e., Family Services, Child Protection and Income Security).

The CD is equivalent to CD110, Secretary, Regional Office which is also a regional position which requires knowledge of all ministry programs and stakeholders in order to provide information to clients.

The CD is weaker than CD CD229, Conservation Officer which is rated level D and requires a similar breadth of program knowledge (i.e., of all ministry programs), commercial harvesting and processing operations (e.g., taxidermists, outfitters, pluckers, meat processors and oil and gas exploration), local first nations band councils and provincial and state resource protection agencies (e.g., RCMP, Canadian Wildlife Service) and a variety of enforcement equipment. However, CD229 requires a greater depth of knowledge to administer ministry programs and conduct enforcement activities whereas CD108 provides information about ministry programs to clients.

CD110**Secretary, Regional Office (C)****Saskatoon, Education**

Requires knowledge of:

- all ministry programs and policies including: Adult Basic Education Program, Vocational Rehabilitation of Disabled Persons Program, Proficiency Awards Program, New Careers Program, Partnerships Program, Job Start, Accreditation Policy, Home Based Education Policy, Integrated School Linked Service, Student Loans, Apprenticeship and Trade Certification, Federal/Provincial Summer Language Bursary Programs and Core Curriculum and Common Essential Learning policies. This knowledge is required in order to provide clients and stakeholders with explanations such as: how to qualify for program funding, to redirect clients to partner agencies (e.g., Community Living, Aids to Independent Living), to explain how award nominations are gathered, to explain to employers the amount of wages the ministry will commit to salaries for summer students.
- the School Divisions, schools, programs, special schools (e.g., French immersion, community schools, bilingual schools, band schools, independent schools in order to provide clients and stakeholders with information and to refer to appropriate channels.
- government billing codes and processes in order to complete S4s, S5s and remit office expenditures for payment.
- the visual identity program and standards for typing, formatting and packaging Minister's and Deputy Minister's correspondence.

The CD is stronger than CD109, Regional Secretary which is also a regional position with a similar application of program knowledge, however it is not required to provide information to clients on all ministry programs and related stakeholders. Rather, CD109 requires less breadth of program knowledge (i.e., Family Services, Child Protection and Income Security).

The CD is equivalent to CD108, Client Service Representative which is also a regional position which requires knowledge of all ministry programs and stakeholders in order to provide information to clients.

The CD is weaker than CD160, Project Forester which requires a greater depth of program knowledge in order to analyze industry proposals to ensure sustainability of the forest and, greater diversity to include in the analysis ensuring the sustainability of the habitat for other resources in the forest (e.g., fish, wildlife, etc.).

CD122**Medical Accounts Assessor (C)****Medical Services Plan, Health**

Requires knowledge of:

- ministry Assessment Manuals (e.g., allowable claims for procedures; allowable claims within a designated time period); Saskatchewan Health's in province, out of province and U.S. payment schedules for Physician Services, Optometric, Chiropractic and Dentistry services; the Medical Services Coding Policy Manual and diagnostic codes referred to in the International Classification of Disease Manual in order to determine the amount and authorize medical payments.
- the Physicians Registry to determine locations, effective dates and specialty information.

- the Medical Service Plan's computer system and related software applications to approve medical claims and to access and verify information.

The CD is stronger than CD90, Processor, Voluntary Payments which is rated level B. Both CDs require program knowledge specific to one area in a ministry (i.e., medical payments versus payment of fines). However, CD90 does not require the same depth of program knowledge to determine the acceptability of cheques received as CD97 requires to determine whether a medical claim should be paid, and if so, in what amount.

The CD is equivalent to CD93, Student Loans Assessor which is rated level C. Both CDs require program knowledge specific to one area in a ministry (i.e., medical payments versus student loans) and both require a similar application of program knowledge relating to assessment of eligibility and maintenance of program records.

The CD is weaker than CD41, Tax and Royalty Collector which is rated level D. CD41 requires a greater depth of program knowledge in order to investigate occurring or suspected tax avoidance or evasion by oil and gas producers by performing audits of business accounts, assessing penalties, determining royalties and tax revenues owing and commencing tax law enforcement actions against problem/delinquent accounts. This level of analysis and application is greater than CD122 which assesses medical claims against assessment policies, rules and payment schedules. If unsure whether portions of the claim should qualify for payment, CD122 refers the claim to the Medical Consultant.

CD124

Assistant to the Manager (C)

Family Income/Child Care Subsidy, Income Security Programs, Social Services

Requires knowledge of:

- the Child Care Subsidy and Family Income Plan services, policies and procedures, appeal process and office practices to instruct caseworkers/supervisors regarding assessment issues, provide clients with interpretation and program intent regarding eligibility, identify weaknesses and inconsistencies with the programs and initiate the development of and/or modification to policies and procedures, approve client eligibility where policy requires CCS manager/assistant manager approval (e.g., special needs, backdating, lump sum averaging); and provide child care facilities with program policies, procedures and guidelines. To deliver these programs the job also requires knowledge of Income Security policies, government financial policies, and human resource policies.
- standards for ministerial, MLA, Ombudsman's requirements to respond to inquiries.
- office expenditures, staff salaries, deadlines, budget forecast software packages and procedures in order to prepare the budget forecast.
- other program areas such as Social Assistance, Family Services, Supplemental Health programs in order to refer clients.
- computer systems including Social Worker Information Network, electronic mail, automated client index, child care system, Family Income Plan system, enquiry to Social Assistance Plan and Revenue Expenditure System in order type, format and obtain data.

The CD is stronger than CD116, Secretary to Sheriff/Local Registrar which does not require the same depth of knowledge as it responds to more general questions from clients regarding court proceedings and appeals. Whereas CD124 requires a greater depth of knowledge in order to instruct caseworkers/supervisors regarding assessment issues, provide clients with interpretation and intent regarding eligibility and approve client eligibility.

The CD is equivalent to CD74, Financial Services Worker which is rated level C. Both CDs require an equivalent breadth of program knowledge (i.e., Child Care Subsidy and Family Income Plan versus Saskatchewan Assistance Plan) however the complexity of CCS (an income based plan) and FIP programs is less than SAP which considers many more elements in the development of a case plan for the client and their related eligibility for financial assistance. While CD124 provides advice to workers on the interpretation and application of CCS and FIP and identifies weaknesses and inconsistencies with the programs, CD74 requires an equivalent depth of program knowledge in order to counsel clients on issues such as budget management and educational and employment options and assess their eligibility for funding. On balance, the CDs are equivalent.

The CD is weaker than CD213, SAP Supervisor which requires a greater breadth of program knowledge (i.e., variety of ministry and government programs such as Family Income Plan, Child Care Subsidy, Family Builders Program, Maintenance Enforcement, New Careers Corporation, Legal Aid, Mental Health) as clients are often involved in a number of social program areas other than SAP, and greater depth of application as there is a requirement to integrate client needs when developing/modifying case plans, referring clients to other agencies for services and providing advice and guidance to staff.

CD143

Community Program Consultant (C) Saskatoon, Social Services

Requires knowledge of:

- child day care program, policies, standards and guidelines in order to monitor, advise, explain and enforce requirements or safety standards (e.g., issue notices of contravention) such as child /staff ratio, play space, supervision, equipment and furnishings for childcare facilities; explain incorporation or registration of child care facilities as cooperatives or non profit corporations and provide guidelines regarding facilities exempt from the act (e.g., babysitting services in bingo halls, shopping centres etc.); provide direction to day care staff and Boards, childcare home providers and the public regarding developmentally appropriate practises; advise child care centre Boards, child care home providers and parents regarding the act and regulations, requirements of holding both board and membership meetings, the steps required to change by-laws and to provide support and consultation to facilities, caregivers, parents and community groups;
- Ministry programs such as Family Services, Financial Services and Community Living regarding issues such as child protection, childcare subsidy and respite care and the investigation process as conducted by Police or Family Services in order to explain and advise facility operators;
- community resources such as Saskatchewan Child Care Association and Kinsmen Children's Centre for the purpose of referral;
- rating scales (e.g., Family Day Care Rating Scale, Childhood Environment Rating Scale) to identify strengths and developmental areas of child care facilities;
- the provisions used to recruit board members, hire and dismiss staff, severance and holiday pay performance management in order to develop policies and procedures;
- city by laws relating to zoning, outdoor play space, frontage requirement for day care in order to advise child care facility supervisor and board;
- Maximizer, Word Perfect, Microsoft Works, SWIN (Social Worker Information Network) and Email in order to enter, format and obtain information.

The CD is rated stronger than CD109, Regional Secretary which requires a similar breadth of program knowledge related to the processes and documents for appeals, court hearings and investigations, ministry programs, and client cheques. However, CD109 does not require the same depth

of program knowledge as its knowledge is applied to respond to general inquiries and process documents within established guidelines whereas CD143 must apply the program knowledge to determine whether day cares are operating within program policy and city bylaws, provide advice and enforce program requirements or safety standards.

The CD is evaluated as equivalent to CD61, District Livestock Inspector which is also rated at level C as both CDs require a similar breadth of program knowledge (day care operations vs livestock inspection program) and depth of knowledge in the application of policies and procedures when inspecting facilities for compliance.

The CD is weaker than CD57, Labour Standards Officer which requires a similar depth of program knowledge (i.e., ensuring application of labour standards program, policies and processes) however, CD57 requires a greater breadth of program knowledge as it applies the program to all types of employers and industries versus CD143 which is specific to day cares.

CD148

Planning Coordinator (C)

Community Planning, Municipal Government

Requires knowledge of provincial and federal health, environment, highway, water rights, land registry and survey and applicable municipal government legislation, as they pertain to subdivision development in order to review and analyze proposed changes to ensure conformance to development requirements.

The CD is stronger than CD149, Draftsperson which does not have the same breadth of program knowledge or application. CD149 requires knowledge of highways maintenance and construction programs and procedures and specific manuals for drafting and design in order to draft plans for highways projects whereas CD148 requires a broader knowledge relating to other ministries, federal and provincial, as they relate to the technical review, research and analysis of subdivision and development plans, municipal zoning amendments, road closures and property expropriation. Also, CD148 requires greater depth of knowledge application to assess proposed changes to ensure they comply with legislation whereas CD149 develops draft plans for highway projects.

The CD is similar to CD54, Forestry Resource Officer which is also rated level C. CD54 requires a similar breadth of program knowledge (forestry programs, policies and regulations, law enforcement and related legislation, FMLAs, and legal surveying and land descriptions vs provincial and federal health, environment, highway, water rights, land registry and survey and applicable municipal government legislation, as they pertain to subdivision development). The CDs also require a similar depth of program knowledge in order to review and approve project proposals.

The CD is weaker than CD64, Consumer Protection Investigator which requires a similar depth of program knowledge (i.e., conducting research and investigation regarding consumer/business complaints and provision of advice and guidance to clients in resolving complaints vs reviewing and approving proposals for development of subdivisions, municipal zoning amendments, road closures and property expropriation and providing advice to Municipal governments, land developers and their agents on Federal, Provincial and Municipal development laws and practices). However, CD64 requires a greater breadth of program knowledge as it applies the program to a variety of business operations and industries (e.g., motor vehicle dealers, auction companies, fitness centres, direct sellers, collection agencies, funeral homes, agricultural dealers and manufacturers), goods or

services sold, and methods of selling or advertising (e.g., multi-level marketing schemes, direct sales, auction, retail stores) versus CD148 which is specific to zoning and development proposals.

CD151

Construction Project Supervisor (C)

Engineering Services Division, Highways and Transportation

Requires knowledge of:

- the terms and conditions of contracts which outline the specific services (e.g., soil testing, and surveying) that the ministry has agreed to provide to contractors on each assigned project;
- ministry specific software packages and applications (e.g., EMXS, EXCEL, and FIELD) to enter and retrieve data used for highway design;
- ministry tendering processes to collect information (maps, materials amounts etc.) for the Resident Engineer to put the tender packages together;
- the operation and maintenance of data collection equipment (e.g., nuclear densometer, profilograph, electronic distance measurement, transit and level, total station) in order to operate the equipment to collect survey and soil data;
- highway design methods and construction and maintenance techniques and practices of the ministry in order to understand the needs of design engineers, know what field data to collect, and survey and stake out designs on site for contractors (e.g., setting up area that must be cleared in order to have required sight triangles, standards and specifications for different types of roads);
- safety and traffic control procedures in order to operate safely and within requirements (e.g., setting up signing at construction sites).

Knowledge is applied monitoring, inspecting and controlling work being performed on major highway construction projects.

The CD is stronger than CD149, Draftsperson which is rated level B. CD151 requires a broader scope of program knowledge [the process of highway construction from the time construction commences through completion and final evaluation of the project including collecting data, conducting surveys, preparing tender packages, ensuring the construction site is in compliance with all safety standards, assessing the progress of projects (e.g., grades, elevations, locations, dead lines, raw material quality and quantities, densities), and ensuring all design standards and specifications are adhered to]. This requires a greater breadth of program knowledge than CD149 whose program knowledge is specific to one aspect of the process, the design of the construction project.

The CD is equivalent to CD8, Supervisor, Highway Maintenance which is also rated level C. Both CDs have an equivalent breadth and depth of program knowledge – one related to highway maintenance, the other to highway construction.

The CD is weaker than CD59, Highway Traffic Officer which is rated level D. Both CDs require a similar depth of program knowledge in order to conduct inspections related to their program and ensure adherence to policy/legislation however CD59 requires a greater breadth of program knowledge (i.e., the whole transportation industry from vehicular and driver safety to public, commercial and industrial transportation including bookkeeping, insurance issues and theft, fraud and embezzlement vs highway construction) and CD59 also requires knowledge of court procedures and case presentation when prosecuting violators.

CD156

Research Officer (C)

Health Planning and Policy Development Branch, Health

Requires knowledge of:

- ministry programs (e.g., physician immigration program in Medical Care Insurance Branch) and the provincial health care delivery system (e.g., role of bodies such as College of Physicians and Surgeons of Saskatchewan in licensing some health providers) in order to understand the inter-relationships between health professionals in the province, identify implications and issues resulting from changes to legislation, provide research support to advisory committees and working groups, and to respond to or re-direct inquiries related to health care services;
- the demographic distribution and characteristics of health professions in the province in order to determine the sample size when surveying health professions;
- the scope of practise boundaries, the use of professional titles (e.g., Registered Psychologist) and the level of education and training required to meet licensure requirements for individual health professions in the province in order to respond to inquiries from other provinces, employers and staff from government ministries.

The CD is stronger than CD130, Information Clerk which is rated level B. Both require knowledge specific to their program area (health professionals and health delivery systems vs programs delivered in the provincial parks). However, CD156 requires a greater depth of program knowledge in order to collect and analyze data on health professions for use in human resource planning, provide research support to advisory committees and working groups and identify implications and issues resulting from changes to legislation. The extrapolation of information required by CD156 requires a greater application of program knowledge than the development and presentation of educational and interpretative programs on the natural, cultural and recreational values of the Cypress Hills Provincial Park and area.

The CD is rated at the same level as CD226, Wildlife and Outdoor Education Supervisor which requires a similar breadth of knowledge relating to the ministry's programs (medical and health related professions vs wildlife and environmental education programs). Depth of program knowledge is also similar between the two CDs as both have an equivalent level of application (survey health professionals, provide research support to advisory committees and identify implications of changes to legislation affecting health professionals vs develop and facilitate train the trainer workshops and seek partners and broaden funding sources through cost recovery and fund raising initiatives).

The CD is weaker than CD134, Information Officer which is rated at level D. The depth of program knowledge is equivalent between the two CDs as they both conduct research and analysis on issues, however CD134 requires a broader base of program knowledge (all department programs vs health professionals and the health delivery system).

CD158

Museum Technician (C)

Heritage Branch, Municipal Government

Requires knowledge of:

- Saskatchewan flora, fauna, landforms and the natural history of the province, as well as a variety of materials such as plexiglass, wood, steel, foam, plastics, and adhesives in order to design and construct realistic case surroundings and background/foreground materials (e.g., sand stone outcropping, forest floor, rocky slope);
- environmental concerns relating to the collection of specimens;
- museum practices, such as the artefact numbering system in order to collect, store, and install artefacts in a systematic manner;
- planning and building to allow for effective use of space available and for access to exhibits; and
- conservation concerns so that casings will protect objects, artefacts will not deteriorate because of lighting, and artefacts can be easily replaced in the event of breakages.

The CD is stronger than CD130, Information Clerk which is rated level B and requires knowledge of the natural, cultural and recreational values of the Cypress Hills Provincial Park and area. However, CD158 requires program knowledge related to the flora, fauna, landforms and the natural history in order to construct museum exhibit cases and install exhibits on any area of the province.

The CD is equivalent to CD226, Wildlife and Outdoor Education Supervisor which requires a similar knowledge base (the ministry's educational programs including content, knowledge of biology, forestry practices, soils and water conservation, ecology and hydrology vs the province's flora, fauna, landforms and natural history and exhibition construction materials) and a similar application of knowledge (develops and implements public education programs vs designs and constructs museum exhibits including collection and installation of artefacts).

The CD is weaker than CD165, Cataloguing Librarian which is rated level D. CD165 requires a greater depth of program knowledge in order to (review and revise centralized cataloguing policies and manuals, develop and deliver training courses on cataloguing techniques to client libraries and provide cataloguing advice and training to staff, clients and special libraries vs construct museum exhibit cases and create and install exhibit components).

CD167

Laboratory Technician (C)

Provincial Health Laboratory, Health

Requires knowledge of:

- various testing instruments and methodologies (e.g., Microscan, Bactec, Anaerobic Chamber, Nephelometers, centrifuges, incubators) in order to conduct daily test procedures;
- knowledge of safety requirements for the packaging shipping, storage and disposal of specimens, infectious microorganisms and testing reagents;
- fire safety equipment and accessories requirements in the laboratory;
- the requirements for the reporting of communicable diseases;
- Quality Control and Quality Assurance manuals to ensure accurate test results;
- Laboratory Safety, Policy, and Procedure Manuals in order to comply with operational requirements.

The CD is stronger than CD119 Laboratory Clerk which is rated level B. Although both CDs require some similar knowledge related to Provincial Laboratory procedures for handling and processing specimens, CD167 requires a greater depth of program knowledge in order to, provide direction to CD119 regarding accurate information entered into the computer for each specimen received and to media staff to ensure quality control assurance for media used and of various testing instruments and methodologies to conduct daily test procedures. This exceeds the depth of program knowledge of CD119 which processes all in-coming and out-going tests by determining to which lab unit to send the test, assigning each specimen a number and recording the progress of the test in the computer.

The CD is equivalent to CD51, Petroleum and Natural Gas Technician which requires a similar breadth and depth of program knowledge. CD51 requires knowledge of petroleum development programs and services relating to the exploration, drilling and production of oil and natural gas including safety requirements whereas CD167 requires knowledge of various testing instruments and methodologies and safety requirements in the Provincial Laboratory. Both CDs require a similar depth of program knowledge: one to ensure compliance with oil and gas policies; one to maintain quality control to meet laboratory licensing standards.

The CD is weaker than CD227, Lab Scientist which is rated level D. CD227 requires a greater depth of program knowledge in order to establish testing protocols, develop and monitor handling/storage/disposal procedures, oversee testing performed (by CD167) and follow up on incidents.

CD184

Local and Wide Area Network Support Technician (C) Corporate Information Technology Branch, Regina, Education

Requires knowledge of:

- vendor and consultant services in order to obtain repairs and purchase hardware;
- ministry policies and procedures (e.g., security, configurations) in order to comply with and explain ministry policies to end users;
- the ministry's programs being serviced in order to recommend new hardware and software products to the network manager that meet the end user's needs and to develop and document procedures for installing and configuring software on desktop micros;
- all hardware and software technical reference manuals (e.g., for each piece of hardware and software across the ministry) and software licenses to ensure the correct number of copies of software packages.

The CD is stronger than CD23, Equipment Operator which is rated level B. CD23 requires knowledge of ministry policy, standards and procedures manuals for maintaining highways and roads and equipment manuals to ensure that vehicles are operated and maintained appropriately. While CD23 requires knowledge specific to one aspect of the ministry's operation (equipment operation as it relates to the maintenance of highways and roads) CD184 requires a greater breadth of program knowledge related to all hardware and software used in all ministry program areas. Additionally, CD184 requires a greater depth of program knowledge in order to identify user's needs, evaluate the current system's capabilities and recommend new hardware and software products to meet the end user's needs. This requires a greater depth of knowledge than CD23 which applies existing standards in order to operate and maintain equipment.

The CD is equivalent to CD191, Business Analyst which is also rated level C. Although CD184 requires a broader knowledge base (all programs in the ministry vs one program area – automated medical claims), CD191 requires a greater depth of program knowledge in order to communicate with computer programmers to ensure the intent of system changes is understood and to supervise a Medical Accounts Assessor. Therefore, on balance the two CDs are equivalent.

The CD is weaker than CD35, Manager, Accounting Unit which is rated level D. Breadth of program knowledge is similar as both CDs require knowledge across the department (hardware and software requirements vs financial accounting aspects of departmental programs) and both need knowledge of government policies and procedures related to their respective areas. However, CD35 requires a greater depth of program knowledge in order to develop formal written policies (accrual accounting reporting standards) that others must follow, to provide advice, direction and expertise on new and existing administrative accounting policies and procedures and to manage the unit's material, financial and human resources. This requires a greater depth of program knowledge than the analysis and recommendation of new hardware and software products for the department.

CD191

Business Analyst

Medical Services and Health Registration Branch, Health

Requires knowledge of:

- all programs and policies administered by Medical Services Plan (e.g. in-and out –of-province medical coverage);
- the branch's claims processing and assessment applications, disk maintenance systems, multiple physician registry applications and the on-line error corrections program;
- ministry coding and assessment policies;
- the ministry's payment schedules which include Physician, Chiropractor, Optometric and Dental Payment Schedules.

Knowledge is applied by:

- analyzing and evaluating assessment programs and applicable policies and performing statistical analysis to develop base testing criteria;
- creating and implementing edit and assessment rules;
- determining applicable testing material;
- analyzing the implications of proposed changes;
- integrating various payment schedules, assessment manuals, regulations and ministry policies with computer system to reflect accurate rates of payment;
- preparing the non-WCB, non-DVA and other medical claims for processing.

The CD is stronger than CD94, Manifest Processing Supervisor which is rated level B. Both CDs work in a specific program area (Livestock Inspection vs Medical claims), however CD191 requires a greater depth of program knowledge in order to test, analyze and evaluate the effects of policy and program changes on the automated medical claims process and updating systems. This requires a greater depth of knowledge than CD94 which explains to systems personnel problems/errors that have shown up (e.g., Livestock Producer Search Report does not list the cattle a producer has sold without brands).

The CD is equivalent to CD184, Local and Wide Area Network Support Technician. Although CD184 requires a broader knowledge base (all programs in the ministry vs one program area – automated medical claims), CD191 requires a greater depth of program knowledge in order to communicate with computer programmers to ensure the intent of system changes is understood and to supervise a Medical Accounts Assessor. Therefore, on balance the two CDs are equivalent.

The CD is weaker than CD34, Accountant which is rated level D. CD34 requires a greater breadth of program knowledge (all financial and administrative services for the ministry including insurance, dental and superannuation plans vs medical claims). CD34 also requires a greater depth of program knowledge to determine funding required 10-20 years into the future for the Teachers' Superannuation Plan, calculate cost and implications for changes to benefits eligibility and ensure compliance by private fund managers regarding investments. This requires a greater depth of program knowledge than CD191 which tests, analyzes and evaluates the effects of policy and program changes (determined by others) on the automated medical claims process and updating systems. CD191 does not for example evaluate the changes to the Medical Services Plan, rather

CD191 evaluates what changes would need to be made to the claim processing system in order to accommodate changes to the Medical Services Plan. This does not require the same depth of program knowledge as CD34.

CD204

Corrections Worker (C)

Correctional Centre, Justice

Requires knowledge of:

- applicable federal and provincial acts and regulations, provincial corrections programs, services, policies, procedures and correctional centre standing orders such as; escorting and searching offenders, discipline, visiting, use of restraint equipment, breach of security and personal property, critical incident stress debriefing, medical concerns, communicable diseases, health and safety standards, court procedures and the terms and conditions of court orders and warrants (e.g., restrictions in programs, payment of fines and surcharges, no contact clauses, restraining orders, warrant expiry dates, consecutive vs. concurrent sentences);
- the criminal justice system including: philosophy of the justice ministry and principles of natural justice, services for victims, police services, prosecution, court processes, civil law and probation services, and correctional disposition;
- the client program, policies, facility procedures and standing orders to: calculate a client's sentence; determine a client's privileges; access resources such as treatment centres, tutors or family counselling;
- the community programs in order to approve access of services to clients;
- community based programs and services (e.g., treatment programs, educational programs, life skills and skill programs) in order to develop case plans, modify these programs to meet the specific needs of each secure custody client and access community based programming;
- how to work with people from various cultures, age groups, religions, gender, sexual orientation and socio-economic backgrounds;
- the use of such as: electronic gate, monitor cameras, security and fire alarms, multi-channel, two-way and FM radios, restraint equipment (e.g., handcuffs, leg-irons, plastic cuffs, body belts), emergency breathing equipment, fire extinguisher, personal panic alarm, switchboard, cut down knife, office equipment, chainsaws, tractors, lawnmowers and paint sprayers, pepper spray tear gas, and self-defence tactics. Knowledge is applied in working with and overseeing the work of client work crews, operating central control, restraining clients and responding to emergencies.

The CD is rated stronger than CD116, Secretary to Sheriff/Local Registrar which is rated level B. Although CD116 requires knowledge of court documents and procedures (i.e., focused on administrative processes), CD204 requires a greater depth of program knowledge in order to develop, implement and modify case plans to reintegrate offenders into the community with a reduced risk of re-offending.

The CD is rated at the same level as CD81, Probation Officer (Saskatoon) which requires a similar breadth of program knowledge (adult probation vs adult custody) and depth of application (i.e., development of case plans for reintegration into society).

The CD is weaker than CD 212, Unit 4 Supervisor which is rated level D. Although both CDs require the development of case plans for offenders (adult custody vs youth custody), CD212 is stronger in that it applies its knowledge in ensuring proper case management, programming and care and custody of residents. CD212 also requires additional knowledge of the collective bargaining agreement, labour standards and occupational health

and safety to respond to staff/youth concerns (including investigating critical incidents) and supervise staff (team leaders, youth facility workers and parental care supervisors).

CD209

Farm Stress Line Worker (C)

Farm Stress Program, Agriculture

- Requires knowledge of:
- current affairs impacting the farming community (e.g., price of cattle, grain) as well as the programs and services provided by government ministries such as Social Services, Mental Health Services, Education, Justice (Victims of Domestic Violence), and community agencies;
- farm assistance programs and services (e.g., Canadian Wheat Board Advance Payments, farm debt review services, income support and subsidy programs, the crow benefit);
- the farm security, bankruptcy, personal property, surface rights, and environment/water drainage and right to farm issues;
- protocols (e.g., alcohol abuse, child abuse) to follow when providing counselling services to rural callers.
-

This knowledge is applied when providing information to callers who are located in remote areas and require information to resolve problems relating to farming, financial or personal issues.

The CD is rated stronger than CD13, Pasture Manager which is rated at level B as CD209 requires a greater breadth of knowledge. CD13 requires program knowledge specific to the management of pastures whereas CD209 requires knowledge of all types of farming operations and services provided to farmers related to farming, financial and personal issues.

The CD is rated at the same level as CD42, Property Administrator which also provides advice on a range of issues. CD42 provides advice to Housing Authorities and instructs board members regarding operation, administration, maintenance and accounting procedures whereas CD209 provides advice to farmers regarding farm security, bankruptcy, personal property, surface rights, personal issues etc.

The CD is not rated as strong as CD79, Supervisor, Integrated Service Delivery. Although the breadth of program knowledge is similar (issues affecting farmers vs. family services and income security issues of clients), CD79 requires more depth of program knowledge in order to supervise staff in the development of case plans for clients and work with other community agencies to develop community programs resources and services for youth. CD209 does not require the same depth of program knowledge to provide advice to clients and refer them to community or government services (including the services of CD79 and its staff).

CD214

Family Services Worker (C)

Family and Youth Services Melfort/Nipawin Regina, Social Services

Requires knowledge of:

- the standards, policies, procedures and legislation relating to five distinct family services programs - child protection, child care, adoptions, teen and young parent, and 16 and 17 year old services. Knowledge is applied by delivering services within each program to an assigned caseload within the region;
- services offered by the Ministry of Social Services (e.g., Family Income Plan) in order to integrate services with other program areas or to make referrals;
- addiction assessment and treatment facilities, adoption agencies, crisis centres, mental health services, private counsellors, and numerous other referral services such as legal aid, mediation services, First Nation Band services and services provided by the Metis society in order to make referrals;
- court processes in order to inform clients regarding processes and procedures (e.g., adoptions, custody disputes), testify as a witness (e.g., to defend decisions to apprehend a child) and to implement orders of the court (e.g., children coming into care of the Minister);
- the Social Worker Information Network, E-mail, Microsoft Works and WordPerfect in order to type, format and obtain data.

The CD is rated stronger than CD109, Regional Secretary which requires knowledge of the same program areas but not to the same depth. CD109 requires knowledge in order to respond to general inquiries from clients and the public, refer callers and process documents whereas CD214 requires more depth of program knowledge in order to establish long-term plans and goals for children who are wards of the Minister based on the child's needs and abilities.

The CD is evaluated at the same level as CD71, Emergency Duty Worker which responds to crisis situations outside normal work hours (i.e., when CD214 is not at work) and responds to financial situations. Although CD71 provides direct crisis intervention for financial assistance and child protection, CD214 goes into more depth with each case and develops long-term plans and goals for children who are wards of the Minister. One has more depth and one more breadth therefore on balance, the jobs are equivalent.

The CD is not rated as strong as CD79, Supervisor, Integrated Service Delivery which requires more depth of program knowledge for both Family Services and Income Security. Like CD214, CD79 applies program knowledge in the delivery of services however, CD79 also applies this knowledge to develop plans for the delivery of these services in the Buffalo Narrows Office and to provide direction in the application of departmental policies and regulations to staff managing caseloads in each of the program areas.

CD216

Senior Family Law Worker (C)

Family Law Division, Justice

Requires knowledge of:

- the Custody and Access program in order to develop and substantiate custody and access assessments;
- the Supervised Access and Exchange Program in order to coordinate the schedule, recruit volunteers, monitor supervised visits and apply and enforce policies and procedures;
- the branch's educational seminars that include Family Law Division Services, coping alone, children's reactions to separation and divorce, and parenting after separation and divorce in order to prepare, adapt and deliver the seminars to parents considering separation and divorce;
- community resources and the mandates, procedures and responsibilities of a variety of branches within and outside the department (e.g., Maintenance Enforcement Branch, Family and Youth Services Division, Victims Services), courtroom etiquette, policies and procedures in order to defend custody and access reports in court and liaise with judges, lawyers and court room personnel on a regular basis regarding clients or the services provided by the branch or in the community.

The CD is stronger than CD116, Secretary to Sheriff/Local Registrar which is rated level B. Both CDs require knowledge of the court system. Although CD116 requires a greater breadth of knowledge of court documents and procedures than CD216 which is specific to custody and access, CD216 also requires knowledge of the Supervised Access and Exchange Program, the branches educational seminars and community resources which balances off the breadth of knowledge between the two CDs. However, CD216 is stronger as it requires more depth of program knowledge in order to develop and substantiate custody and access assessments, monitor visits within the policies of the Supervised Access and Exchange Program and deliver seminars to parents considering separation and divorce vs CD116 which does not require the same depth of knowledge to process documents and explain processes.

The CD is equivalent to CD214, Family Services Worker which is also rated level C. Although CD214 requires knowledge of more programs (child protection, child care, adoptions, teen and young parent, and 16 and 17 year old vs Custody and Access Program and Supervised Access and Exchange Program), CD216 requires more depth of program knowledge in order to manage the Supervised Access and Exchange Program including staff who conduct custody and access assessments of the children and recommends changes in procedures to the programs and staff training and development. On balance, the two CDs are equivalent.

The CD is weaker than CD79, Supervisor, Integrated Service Delivery which is rated level D. CD79 requires knowledge of more programs (all Family and Youth Services and Income Security vs Custody and Access Program and Supervised Access and Exchange Program) and also requires more depth of program knowledge in order to identify, and strategize to combat, emerging areas of concern with a focus on community development.

CD226

Wildlife and Outdoor Education Supervisor (C)

Policy and Programs Division, Environment and Resource Management

Requires knowledge of the ministry's educational programs (e.g., Project WILD, Project WET, Project SOILS, Focus on Forests Saskatchewan) including content, knowledge of biology, forestry practices, soils and water conservation, ecology and hydrology to develop and facilitate train the trainer workshops and to ensure the message being relayed by facilitators complies with ministry programming (e.g., hunting, fishing, trapping rules, environmental pollutants).

The CD is stronger than CD130, Information Clerk which requires a similar type of program knowledge but is specific to Cypress Hills Provincial Park in order to develop and conduct guided tours in the park and respond to visitor's questions whereas CD226 requires knowledge of programs across the department. Therefore, CD226 requires more breadth of program knowledge.

The CD is rated at the same level as CD156, Research Officer which requires a similar breadth of knowledge relating to the ministry's programs (medical and health related professions vs wildlife and environmental education programs). Depth of program knowledge is also similar between the two CDs as both have an equivalent level of application (develop and facilitate train the trainer workshops and seek partners and broaden funding sources through cost recovery and fund raising initiatives vs survey health professionals, provide research support to advisory committees and identify implications of changes to legislation affecting health professionals).

The CD is weaker than CD45, Teacher Therapist which requires more breadth of program knowledge as it requires knowledge of grades 5-12 as well as SIAS ABE or Life Skills education programs in order to administer tests, adhere to curriculum and explain programs to both staff and inmates. This knowledge base is broader than wildlife and environmental programs in Environment and Resource Management.

CD301

Electrician (C)

Government Services

Requires knowledge of:

- hierarchical reporting structures within home shop and on job sites in order to meet with clients and building operators to assess their needs and recommend solutions keeping in mind budgets and energy conservation programs;
- Minor Maintenance and Tenant Improvement methods in order to schedule and classify work according to priority and adjust the schedule to accommodate emergency repairs;
- systems and controls specific to each building and the differences between building equipment and client owned equipment in order to provide electrical maintenance and or renovation to Government facilities on all types of systems (i.e., lighting, fire alarm, ventilation controls, security, etc.)
- purchasing and tendering policies (i.e., who has the tender for ballasts, what can be purchased and where with purchase card, cash limits of purchase cards, work authorization forms, job requisitions, etc.) to process same;
- MP2 computer program to track work orders;

- paperwork required to complete work (i.e., time sheets, inventory, work orders, service vehicle reports, expense sheets, holiday forms etc.).
- The CD is stronger than CD13, Pasture Manager which is rated level B. Although application of knowledge is similar, CD13 has less breadth of program knowledge as it's knowledge is related to policies and procedures regarding running a community pasture (including budget and purchasing) and does not have the diversity of systems and facilities as CD301.

The CD is equivalent to CD2, Heavy Duty Mechanic/Machinist/Welder which is rated level C. Both CDs require program knowledge relating to a variety of equipment/systems and both require a similar application of program knowledge relating to the repair and maintenance of same and maintenance of related record keeping systems.

The CD is weaker than CD57, Labour Standards Officer which is rated level D. CD57 requires a greater breadth of program knowledge relating to any aspect of labour standards and is applied to all types of employers, business organizations and industries. CD301 requires program knowledge related to electrical repair and maintenance of a variety of systems/equipment in government facilities.

Level D

CD34

Accountant (D)

Teachers' Superannuation Commission, Education

Requires knowledge of:

- the Teachers' Superannuation Commission's (TSC) dental, life insurance and superannuation programs and initiatives in order to develop administrative policies and procedures, advise teachers/superannuates and their financial consultants, complete financial statements, determine and evaluate funding needs, and assist actuaries in the development of reports for the Teachers' Superannuation Plan (TSP) (e.g., projections of pension payroll);
- government budgeting and forecasting procedures, accounts payable processing, and purchasing and printing procedures to report budget requirements/forecasts in order to verify that invoices have been coded and processed, report year-end accruals, ensure printing meets the Visual Identity standards, and ensure that purchases (e.g., computer hardware and software) are according to Purchasing Agency requirements;
- income tax rules and requirements for pension plan registration, to inform teachers of income tax implications of purchases of service, refunds and benefits, and to account for pension investment revenue;
- benefit program initiatives (e.g., changes in eligibility requirements for retirement, methods of benefit payment, dental insurance benefit levels and coverage, etc.) to calculate cost and eligibility implications;
- TSC investment policy, federal and provincial restrictions on investments, groups and amounts to be invested, to ensure compliance by private fund managers, to avoid de-registration of the TSP, and for income measurement (e.g., determining how interest, realized and/or unrealized gains and losses, and valuing of assets are used to determine an interest rate for allocating interest growth to teachers' accounts);
- portability and eligibility requirements within reciprocal fund transfer agreements with other pension plans. Knowledge is applied to transfer the pension funds of individual teachers between the Teacher's Superannuation Plan and other pension plans;

- computer software packages [e.g., Pentax (customized pension calculation software), Excel, Microsoft Query, Wordperfect, ACCPAC Plus, DOS] to: type/enter, format, and obtain data, and create spreadsheets.

The CD is stronger than CD32, Accounting Supervisor which is rated level C. Although both CDs require some similar knowledge (i.e., government accounting and budget processes) and have a similar breadth of program knowledge (TSC benefit and superannuation plans and related policies vs all the financial programs delivered in the ministry and corporation), CD34 requires a greater depth of program knowledge. CD34 applies its knowledge to complete financial statements, determine funding required, calculate cost and implications for changes to benefits eligibility and ensure compliance by private fund managers regarding investments. This requires a greater depth of program knowledge than CD32 which provides direction and guidance with respect to reporting revenue and processing payments and developing accounting processes.

The CD is rated at the same level as CD35, Manager, Accounting Unit as both require a similar breadth of program knowledge (TSC benefit and superannuation plans and related policies vs Ministry of Justice financial programs delivered in the ministry). Both CDs also have a similar depth of program knowledge required (to complete financial statements and ensure management and reporting of investments vs to develop modifications to departmental accounting control systems, review financial statements for the ministry and develop budget options).

The CD is weaker than CD36, Senior Auditor which requires a greater breadth of program knowledge in order to conduct risk assessments of every government ministry and its programs vs CD34 which operates within one ministry.

CD35

Manager, Accounting Unit (D) Administrative Services Branch, Justice

Requires knowledge of:

- the policies and regulations governing the recording and reporting of revenues and expenditures within the provincial government and the practices, processes, and procedures (R.E.S., F.A.M., Finance directives and guidelines) used for specific accounting transactions;
- all financial accounting aspects of ministry programs (fines, fees, restitution, judgements, licensing, and bonding);
- the computerized financial systems utilized in government as well as a variety of software applications (Word Perfect, ACCPAC, Bedford, Excel).
- This knowledge is applied to ensure the accounting of all ministry financial transactions and in the development of modifications to ministry accounting control systems.

The CD is rated stronger than CD27, Revenue Auditor which is rated level C. CD35 requires a greater breadth of program knowledge (revenues and expenditures vs revenues) and a greater depth of program knowledge (development of modifications to ministry accounting control systems vs working within existing accounting systems).

The CD is rated at the same level as CD34 as both require a similar breadth of program knowledge (Ministry of Justice financial programs delivered in the ministry vs TSC benefit and superannuation plans and related policies). Both CDs also have a similar depth of program knowledge required (to develop modifications to departmental accounting control systems, review financial statements for the ministry and develop budget options vs to complete financial statements and ensure management and reporting of investments).

The CD is not rated as strong as CD129, Municipal Advisor which requires a greater breadth of program knowledge. Whereas CD35 requires knowledge specific to financial operations of government and financial programs within it's ministry, CD129 requires knowledge of a diversity of issues affecting the operation of municipalities (i.e., economic, geographic, social and demographic differences and economies of scale between communities), how to develop and implement municipal legislation, and programs and services provided in the ministry and other ministries.

CD41

Tax and Royalty Collector (D)

Mineral Revenue Division, Energy and Mines

Requires knowledge of:

- oil and gas revenue, taxation and royalty programs and structures in order to apply and enforce the ministry's policies and regulations relating to oil and gas revenues, taxes and royalties. Identifies contraventions, calculates assessments, initiates legal action, defines and categorizes clients, and identifies and determines the course of action to be taken in specific cases;
- specific business accounts recordkeeping and financial recording methods and procedures used in the petroleum industry in order to perform audits and assess penalties and determine royalties and tax revenues owing;
- commercial law practises, and western Canada's land survey system to conduct audits and prepare legal documents;
- the ministry's taxpayer information system in order to record oil and gas taxes and royalties, update and maintain the system and establish and/or modify policies and procedures.

The CD is rated higher than CD39, Business Auditor Trainee which is rated level C as CD41 requires a greater depth and breadth of program knowledge. In addition to making tax assessments, CD41 also collects the tax/royalties owing including initiating tax enforcement actions whereas CD39 does not require this knowledge or application as there is a separate unit in Finance responsible for the collection and enforcement of taxes owing. Also, CD41 applies knowledge of the taxpayer information system in order to establish policies and procedures for its maintenance.

The CD is rated at the same level as CD88, Tax Information Officer which requires program knowledge of all businesses in the province in order to provide information to taxpayers on how to collect, record and submit taxes owed to the province including writing guidelines and information bulletins on tax applications vs CD41 which is specific to the oil and gas industry. Although CD88 requires a greater breadth of program knowledge, CD41 requires a greater depth of program knowledge in order to levy assessments, maintain the integrity of the ministry's taxpayer information system including establishing policies and procedures for its maintenance, and collect and enforce tax and royalty payments.

The CD is not rated as strong as CD37, Senior Auditor which is rated level E. CD37 requires a greater breadth of program knowledge (all businesses in the province vs. oil and gas) as well as a greater depth of program knowledge as it is required to plan and conduct audits of large provincial and inter-provincial businesses including leading the audit team, select and assign audits for field trips, provide direction to other auditors reporting to the CD and provide classroom instruction for new auditors on the tax auditing requirements of the province.

CD45

Teacher Therapist (D)

Regina Provincial Correctional Centre, Justice

Requires knowledge of:

- the corrections programs as it relates to the delivery of classroom activities to inmates, inmate pay and security levels in order to complete inmate pay cards and select inmates to attend the classroom, inmate discipline in order to lay charges and security (e.g., the movement of inmates);
- educational programs (e.g., SIAST ABE or Life Skills) in order to administer tests, adhere to curriculum and explain programs to both staff and inmates;
- the Department of Education policies and standards relating to class prerequisites, course credits, examinations and curriculum is also required in order to adapt and meet curriculum and administer exams;
- academic subject areas such as English, math, social studies (grades 5-12) in order to provide instruction and testing to inmates;
- the Community Training Residence program is required in order to provide recommendations regarding an inmate's suitability and to plan classroom activities to coincide with a potential early release.

The CD is rated stronger than CD226, Wildlife and Outdoor Education supervisor which is rated level C. CD226 requires program knowledge specific to the ministry's educational programs in order to develop workshops and ensure the message being relayed by facilitators complies with department programming. CD45 requires a broader program knowledge as it requires knowledge specific to the corrections program in order to educate inmates in the facility in addition to knowledge of subject matters in grades 5 -12 in order to provide instruction and testing to inmates. CD45 also requires a greater depth of program knowledge in order to provide guidance and counseling to inmates regarding academic and personal issues and administer exams whereas the workshops developed by CD226 are informational in nature, not for academic achievement.

The CD is rated at the same level as CD79, Integrated Service Delivery which is also rated at level D. Although CD45 requires a greater breadth of knowledge (i.e., corrections programs and content of grades 5-12 curriculum vs Family Services and Income Security programs and related services), CD79 requires more depth of program knowledge in order to supervise staff in the development of case plans for clients and work with other community agencies to develop community programs resources and services for youth. On balance, the two CDs are equivalent.

The CD is not rated as strong as CD142, Regional Coordinator of Special Education which is rated level E. CD142 requires more breadth of program knowledge (k-12 vs grades 5-12) in addition to funding programs for special needs children. Although CD45 develops and delivers lessons within curriculum established by SIAST or the Ministry of Education, CD142 requires more depth of program knowledge in order to advocate and initiate special programming and provincial policies related to students with exceptional needs and develop new teaching models for in house use.

CD56

Regional Enforcement Specialist (D)

Operations, Environment and Resource Management

Requires knowledge of:

- the enforcement of ministry programs related to fisheries, wildlife, forestry, environment, lands and parks;
- enforcement officer authority;
- ministry policies and procedures;
- C.O. Enforcement Manual, and Case Law Manual.
- This knowledge is required to: carry out investigations, charge violators, and seize property; complete legal documents; provide expertise to other officers (e.g., what charges to proceed with, what legal authority to exercise, how to proceed with a situation when they feel they have exhausted all available options) and agencies; and review enforcement documents for adherence to policies and protocols. Investigations include such operations as taxidermists, butcher shops, trappers, and game farmers.
- motion detectors in order to operate and set the standards for the use, repair and servicing of it;
- Wildlife Models (decoys) and 870 pump-action police issue shotguns (bolt action rifles) in order to operate, inspect the mechanical condition and approve the use of it;
- the operation of a variety of equipment (e.g., CVA equipped enforcement vehicles, audio/visual and night vision equipment, 35 mm camera, spotting scope, radios and scanners, depth sounder, fire fighting equipment, chain hoists and personal location beacons);
- computers to complete enforcement documents/reports.

The CD is rated higher than CD53, Conservation Officer which is rated level C. Although CD53 works in the same diversity of program areas, it does so under the guidance of a Senior Conservation Officer and does not require the same depth of program knowledge as CD56 which applies its program knowledge to provide expertise to other officers (including CD53), conduct investigations and review enforcement documents for adherence to policies and protocols.

The CD is rated at the same level as CD160, Project Forester. Although CD56 provides expertise to Conservation Officers in the enforcement of all ministry programs (fisheries, wildlife, forestry, environment, lands and parks) and CD160 works in Forestry, CD160 also requires knowledge of the other program areas in the ministry in order to assess how forest management will impact the habitat required for the survival of other resources in the forest, not just the trees, and to identify flaws in their analysis and predictions. On balance, the jobs are equivalent.

The CD is weaker than CD140, Regional Manager, Community Pastures which is rated at level E. Although there are similarities between the two CDs requiring knowledge of their specific programs (forestry versus pastures) and a diversity of program knowledge related to the long range management of both (e.g., water systems, habitat issues), CD140 requires additional program knowledge related to the management of the pastures in its assigned region, management of crown land as a business enterprise and knowledge of the framework and policies of managing crown land not committed to community pastures to identify inconsistent practices and develop/promote multiple uses and integrated management of lands.

CD57

Labour Standards Officer (D)

Labour Standards Branch, Labour

Requires knowledge of the labour standards program, policies and processes (e.g., judicial processes, employment legislation interpretation, and mediation and conflict resolution processes) in order to enable clients to obtain rightful employment status or conditions. Knowledge is applied in order to administer wages and hours of work, equal pay, maternity and other leaves, duty to accommodate, discrimination, benefits, payroll administration, enforcement, dismissal and layoff.

Knowledge is applied to all type of employers (e.g., government, non-profit and commercial), different business organizations (e.g., corporations, partnerships and sole proprietorships) and all types of industries (e.g., office, retail, lumbering and logging work, and restaurants).

The CD is stronger than CD62, Maintenance Enforcement Investigator which is rated level C. CD57 requires a greater breadth of program knowledge as it registers, monitors and enforces labour standards legislation in all types of workplaces whereas CD62 requires knowledge specific to the enforcement of the financial support provisions of court orders and/or agreements resulting from separation and divorce. CD57 also requires a greater depth of program knowledge in order to assess client (worker) claims to determine the applicable labour standards to enforce whereas CD62 enforces court orders and agreements determined by the court.

The CD is equivalent to CD64, Consumer Protection Investigator which requires a similar breadth of program knowledge (i.e. any work place in the province and any employment status or condition vs any business operations and industry, a variety of goods and services sold, and a variety of methods of selling or advertising). Both CDs also require a similar depth of program knowledge in order to conduct investigations in response to complaints, enforce legislation and mediate conflict situations (between employers and employees vs between businesses and consumers).

The CD is weaker than CD233, Occupational Health Officer which requires a similar depth of program knowledge in order to conduct investigations, enforce legislation and mediate between employers, victims, the accused and witnesses. However, CD233 requires a greater breadth of program knowledge as the occupational health and safety issues are broader than labour standards and affect the physical, mental and social well being of workers. In addition, CD233 requires knowledge of all equipment used in all workplaces in order to approve for use according to CSA standards and advise businesses on requirements.

CD59

Highway Traffic Officer (D)

Transportation Compliance, Highways and Transportation

Requires knowledge of:

- ministry procedures and policies relating to vehicle safety and configuration, loads, safety, dangerous goods, spill response, driver condition, driver, vehicle and goods permits or licensing, animal safety and condition, contraband, work permits and road bans to enforce Highway Traffic rules;
- court procedures and case presentation to act as Crown Prosecutor particularly when a driver or company may not return to Court or to act as witness advisor to the Crown Prosecutor or to defend decisions in Court;

- all transportation industry and the law related to public, commercial and industrial transportation, including: bussing, farms, chemical industry, moving companies, perishable goods, travelling public safety, transportation bookkeeping, insurance issues and theft, fraud, and embezzlement investigations in order to enforce legislation, policies and agreements.

The CD is stronger than CD51, Petroleum and Natural Gas Technician which is rated level C. Both CDs require a similar depth of program knowledge in order to conduct inspections related to their program legislation however CD59 requires a greater breadth of program knowledge (i.e., the whole transportation industry vs exploration, drilling and production of oil and gas) and CD59 also requires knowledge of court procedures and case presentation when prosecuting violators whereas CD51 compiles activity reports and submits them to the senior district officer.

The CD is rated at the same level as CD232, Fire Prevention Officer which requires a similar depth and breadth of program knowledge. CD59 requires knowledge specific to the transportation industry and the law related to public, commercial and industrial transportation whereas CD232 requires knowledge specific to fire prevention and protection requirements for communities, fire departments and emergency service organizations. Both CDs apply their program knowledge to conduct investigations, enforce legislation/codes and provide advice and training to clients.

The CD is weaker than CD129, Municipal Advisor which requires a greater breadth of program knowledge. Whereas CD59 requires knowledge specific to the transportation industry and the law related to public, commercial and industrial transportation, CD129 requires knowledge of a diversity of issues affecting the operation of municipalities (i.e., economic, geographic, social and demographic differences and economies of scale between communities), how to develop and implement municipal legislation, and programs and services provided in the ministry and other ministries. The depth of program knowledge is also greater in that CD129 goes beyond applying legislation like CD59 and participates in the development/revision of legislation and advises municipal officials of implications in their administration.

CD64

Consumer Protection Investigator (D)

Licensing and Investigation Section, Justice

Requires knowledge of:

- consumer protection policies, processes and legislation in order to regulate, licence and/or investigate and resolve complaints relating to a variety of business operations and industries (e.g., motor vehicle dealers, auction companies, fitness centres, direct sellers, collection agencies, funeral homes, agricultural dealers and manufacturers);
- a variety of goods or services sold (e.g., cars, trucks, recreational vehicles, snowmobiles, hearing aids, renovations, satellite dishes, monuments, augers, combines, sprayers, tractors, computers, vehicle repairs, community planning, trade schools vs sellers of instruction, dry cleaners, hairdressers);
- a variety of methods of selling or advertising (e.g., multi-level marketing schemes, direct sales, auction, retail stores);
- services provided by dealers, boards and associations (e.g., Auto Dealers Association, The Better Business Bureau, Consumer's Association Canada, Real Estate Commission/local boards, Highway Traffic Board, Prairie Agricultural Machinery Institute, Canadian Standards Association) in order to conduct research and investigation regarding consumer/business complaints and provide advice and guidance to clients in resolving complaints.

The CD is stronger than CD143, Community Program Consultant which is rated level C and has a similar depth of program knowledge in order to conduct inspections to enforce legislation and provide advice to day care operators and parents. However, CD143 does not have the same breadth of program knowledge. CD143 requires knowledge specific to the child day care program and related ministry and community programs whereas CD64 requires knowledge related to any business operations (one of which would be daycares), a variety of goods and services sold and a variety of methods of selling or advertising.

The CD is equivalent to CD57, Labour Standards Officer which requires a similar breadth of program knowledge (i.e. any business operations and industry, a variety of goods and services sold, and a variety of methods of selling or advertising vs any work place in the province and any employment status or condition). Both CDs also require a similar depth of program knowledge in order to conduct investigations in response to complaints, enforce legislation and mediate conflict situations (between businesses and consumers vs between employers and employees).

The CD is weaker than CD138, Settlement and Integration Officer which is rated level E. Both CDs require a similar breadth of program knowledge (i.e., any business operations and industry, a variety of goods and services sold, and a variety of methods of selling or advertising vs provincial and federal services affecting immigration and international and domestic labour market issues, economic conditions, provincial demographic trends, societal trends, issues/concerns of interested groups, etc.). However, CD138 requires a greater depth of program knowledge than CD64 which enforces legislation and policy as CD138 defines the province's role in settlement and related services for immigrants and refugees and develops the immigration service retention strategy, related regulatory frameworks for programs, and policy and strategies for development and management of community-based services. All other things being equal between the two CDs, development of policy and programs requires a greater application of program knowledge than administering and/or enforcing a program.

CD79

Supervisor, Integrated Service Delivery (D)

Buffalo Narrows, Social Services

Requires knowledge of:

- Family Services programs, policies and regulations including Child Protection, Child Care, Teen and Young Parent services; Young Offender Services (e.g., developing and presenting case plans and sentencing options for youths facing sentencing; providing court mandated contact, direction and counselling to young offenders sentenced to probation) policies and regulations; and Income Security services, policies and regulations. Knowledge is applied in developing plans for the delivery of Family and Youth Services by the Buffalo Narrows Office and providing direction on the application of ministry policies and regulations to staff managing caseloads in each of the program areas;
- RCMP protocols to conduct joint interviews;
- school policies and procedures relating to truancy; mental health outpatient and inpatient center mandate and programs, women's shelters and community recreational programs to refer clients;
- who to contact at the hospital in order to conduct case conferences;
- the Social Worker Information Network (SWIN) and WordPerfect to access, enter data and word process reports.

The CD is stronger than CD71, Emergency Duty Worker which requires a similar breadth of knowledge (both Family Services and Income Security) however, CD71 does not require the same depth of program knowledge as it applies its knowledge in the provision of crisis intervention for the protection of children and victims of abuse and financial assistance to clients and transients outside of regular office hours. Whereas CD79 applies

its program knowledge in the planning of both family services and income security services to be delivered by its staff in the Buffalo Narrows Office (including long term case plans for clients) and the development of community programs for clients.

The CD is rated at the same level as CD213, SAP Supervisor as both require the same application of program knowledge to plan the delivery of ministry programs in an assigned geographical area (Social Assistance Plan in Saskatoon vs Family Services and Income Security in Buffalo Narrows). Although CD79 delivers more programs, CD213 also requires knowledge of all the same programs in order to integrate services as clients are often involved in a number of social program areas.

The CD is weaker than CD138, Settlement and Integration Officer which is rated level E for the greater breadth of program knowledge (federal and provincial services including mainstream provincial social programs, all stakeholders in the communities) and greater depth of knowledge in order to develop an immigration service retention strategy, policies and strategies for development and management of community-based services, and regulatory frameworks for programs. The breadth and application of program knowledge for CD138 extends beyond Family Services and Income Security programs in one ministry to the federal funding formula, federal immigration law, international and domestic labour market issues, economic conditions, provincial demographic trends, societal trends, etc.

CD88

Tax Information Officer (D) Revenue Division, Finance

Requires knowledge of:

- Revenue Division policies and procedures as well as knowledge of how Education and Health Tax impacts businesses within all industries in the province (e.g. computer software/hardware sales and services, telecommunication and broadcasting services, printers, publishers, retail and service industries, contractors, manufacturers, manufacturing contractors, rental industries and the oil industry). Knowledge is applied by answering a taxpayer inquiry line and providing tax information, instruction and guidance to: taxpayers who own/operate businesses in any one of the industries within the province; provincial auditors; staff in the collections unit; and other staff answering inquiry lines. The knowledge is also applied when leading, developing, organizing and researching tax projects such as non-resident contractors; and researching tax issues to prepare information bulletins on a good/service where the application of a revenue program is unclear (e.g. how to apply the Education and Health Tax to the desk top publishing industry);
- provincial revenue programs related to Liquor Consumption Tax, Litter Control, Fuel Tax, Tobacco Tax and related administrative guides, as well as historical knowledge of tax rulings, information bulletins and manuals in order to explain, interpret and clarify taxation policy as well as to research tax problems, develop tax applications and assess implications, and write guidelines and information bulletins;
- other ministry procedures and programs (Liquor & Gaming Authority, Ministry of Justice) in order to relay information to the public and to respond to or re-direct inquiries;
- computer databases such as The Revenue Division RS50 system, SGI and Consumer Affairs Systems to access taxpayer information as well as Microsoft Works, WordPerfect 5.1, Microsoft Mail, Windows for Work Groups, PC Tools to type/enter, format and obtain data;
- the Internet in order to input provincial revenue program information.

The CD is stronger than CD39, Business Auditor Trainee which is rated level C. CD88 requires a greater breadth of program knowledge (all industries in the province vs. businesses within the retail and contracting industries). CD88 also requires a greater depth of program knowledge in order to perform additional responsibilities not assigned to CD39 such as leading, developing, organizing and researching tax projects and researching tax issues to prepare information bulletins on a good/service where the application of a revenue program is unclear.

The CD is evaluated at the same level as CD41, Tax and Royalty Collector. CD88 requires program knowledge of all businesses in the province in order to provide information to taxpayers on how to collect, record and submit taxes owed to the province including writing guidelines and information bulletins on tax applications vs CD41 which is specific to the oil and gas industry. Although CD88 requires a greater breadth of program knowledge, CD41 requires a greater depth of program knowledge in order to levy assessments and collect and enforce tax and royalty payments. On balance, the jobs are equivalent.

The CD is not as strong as CD37, Senior Auditor which is rated level E. CD37 requires a greater depth of program knowledge in order to interpret and determine the application of legislation when performing the complete audit process. This includes being an expert in changes to tax legislation, participating in the development, evaluation, coordination and implementation of audit procedures (and developing computer templates for the Field Audit Unit) and determining which industries should be selected for audit by evaluating the potential for incorrect taxing procedures by the taxpayer. In addition, CD37 requires more depth of program knowledge in order to select and assign audits for field trips and provide direction to other auditors reporting to the CD.

CD134

Information officer (D)

Policy and Program Development Branch, Agriculture and Food

Requires knowledge of:

- all ministry programs including the Canada - Saskatchewan Crop Insurance Program, the Saskatchewan 4-H Program, the Waterfowl Crop Damage Compensation Program, the Breeder Associations Loan Guarantee Program, the Farm Land Leaseback Program and the Crown Land Lease Program. Knowledge is applied to conduct research and analysis on related issues to respond in writing, to inquiries and complaints from the public, other levels of government and outside organizations. This is achieved by meeting with the ministry manager to discuss the background and the context of the program and its relationship to the subject at hand and by researching and reviewing related program material, in order to gain an understanding and compose the ministry communication as requested.;
- a variety of communication vehicles in order to determine the best approach to convey the message (e.g., bulletins, briefing notes, newsletters);
- Minister's Office and Deputy Minister's Office presentation and format standards for written materials in order that written work conforms to standards.

The CD is stronger than CD108, Client Service Representative which is rated level C, is in the same ministry and requires knowledge of the same programs and services. The difference between the two CDs is in the application of the program knowledge. CD108 provides information related to eligibility requirements, forms and administrative processes, documents required, deadlines, costs and fees and resources or contacts for further information required. CD134 requires more depth of program knowledge in order to delve more deeply into program issues to respond to inquiries and complaints from the public, other levels of government and outside organizations.

The CD is rated at the same level as CD229, Conservation Officer which is also rated level D. Both CDs require a similar breadth of program knowledge (all programs in the ministry) and both require a similar depth of program knowledge. The application of program knowledge to conduct enforcement activities and ensure compliance with regulations (CD229) is equivalent to the research and review of programs to respond to complaints required of CD134. On balance, the 2 CDs are equivalent.

The CD is weaker than CD136, Communications Officer rated level E which applies program knowledge in order to develop, implement and link program communication strategies into overall ministry and governmental communication goals and strategies. This application of program knowledge requires more depth of knowledge than CD134 which researches specific issues to respond to individual complaints.

CD160

Project Forester, Forest Land Productivity (D) Forestry, Environment and Resource Management

Requires knowledge of:

- the Long Term Integrated Forest Resource Management Plan. This includes knowledge of the ministry's program branches' objectives and requirements as they relate to the habitat required to maintain the species indigenous to specific areas (e.g., fish, wildlife, trees, etc.). For example: what type of habitat do woodland caribou need including cover for protection, food - in winter and summer; what buffer zones are required around streams or rivers to protect fish habitat; what are the parks' objectives for increasing the forests within their boundaries that are excluded from timber production; which forested areas are set aside for the cultivation of other products (e.g., wild rice, blueberries) and what habitat do they require to ensure survival. This knowledge is required in order to analyse industry proposals to ensure the plans maintain the habitat required for the survival of other resources in the forest, not just the trees, and to identify flaws in their analysis and predictions. The analysis ranges from the type of machinery the industry is planning to use to harvest and transport the timber to the reliability of their predictions for resource maintenance;
- Forest Management License Agreements (FMLA) in order to audit their sustainable harvest levels and maintain the productivity of the forest;
- the resource managers, professionals and technicians in companies in the forestry industry, consultants, NGO's, and interest and stakeholder groups in order to discuss proposals for the use of the forest, and make presentations on forestry yield and growth issues;
- Word Perfect to produce reports; spreadsheet applications such as Quattropro and Excel and database managers such as Dbase IV, INFO, and Oracle to maintain and access information;
- statistical packages such as MicroStat and SASS to manipulate the data from the databases;
- programming in Fortran and INFO to write single purpose programs to manipulate data and produce reports for specific projects; GIS packages such as ARC/INFO and SPANS;
- communication links such as Smartcomm and Xvision to access different platforms that translate the data for a different system; and operating systems such as DOS and Windows;
- the use, maintenance and minor repair of a variety of field equipment: CVA vehicles including cars, trucks (2 wheel drive and 4 wheel drive); CVA vehicles while pulling trailers (e.g., camping, ATV, motor boat); ATV's; motor boats, canoes; scientific measurement equipment; electronic field equipment including distance measurers, portable data recorders, etc.; computer equipment including PC's, modems, printers, plotters, and digitizing tablets, etc. Maintenance and repair includes changing tires, oil, spark plugs, etc.

The CD is stronger than CD54, Forestry Resource Officer which is rated level C. Although both CDs require knowledge of the same program area (forestry), CD160 requires a greater depth of program knowledge in order to analyze industry proposals and assess FMLAs and ensure the long term sustainability of the forestry resource. CD160 also requires knowledge of the other program areas in order to assess the impact of forestry activity on habitat for fish, wildlife and other products of the forests.

The CD is rated at the same level as CD229 Conservation Officer which also requires knowledge of all the programs in the department (i.e., fisheries, forestry, wildlife, lands and parks). Although CD160 requires more depth of program knowledge in order to assess industry proposals and FMLAs, CD229 requires more knowledge of the different program areas in order to administer department programs and conduct enforcement activities whereas CD160 needs knowledge of how the different program areas inter-relate to forestry. On balance, they are equal.

The CD is weaker than CD36, Senior Auditor. Although application of knowledge is similar between the two CDs in that both require a similar depth of program knowledge in order to assess compliance with their related program parameters (i.e., forest sustainability vs financial risk assessment). However, CD36 requires a greater diversity of program knowledge related to all government ministries versus CD160 which requires knowledge of programs within one department.

CD165

Cataloguing Librarian (D)

Culture and Recreation, Municipal Government

Requires knowledge of:

- the goals, objectives and policies of the Provincial Library to manage the Regional Library cataloguing program by: developing, implementing and ensuring adherence to cataloguing standards; designing, testing, evaluating and making recommendations on options to improve the cost-effectiveness and efficiency of the cataloguing program, and providing cataloguing advice and training to staff, clients and special libraries;
- requires knowledge of client libraries, the automated systems and standards used and the staff's knowledge and capability to determine how to integrate library systems and the level of education and training required by the staff;
- the specific bibliographic databases and integrated library systems used at the Provincial Library (e.g., Dynix Library system, ISM Bibliographic Database, Saskatchewan Online Union Catalogue) to administer, maintain and operate the systems required to catalogue, circulate and acquire library records;
- word processing packages (e.g., WordPerfect 5.1, Procomm Plus, Microsoft Windows 3.1), ELM E-mail, QVT Telnet, TIN newsreader, and HTML Writer to enter, obtain and format data and perform programming functions that a software package allows (e.g., developing forms, and creating hyper-text documents);
- the Internet (how to use and create world wide Web sites) to develop and maintain Saskatchewan Government and Provincial Library World Web sites.

The CD is stronger than CD93, Student Loans Assessor which is rated level C. CD165 requires a greater depth of program knowledge in order to develop cataloguing standards whereas CD93 works within established policies and standards to assess student loan, Forgivable Loans and Special Incentive Plan applications.

The CD is equivalent to CD35, Manager, Accounting Unit as both require a similar breadth (Provincial and Regional libraries cataloguing standards vs government financial policies and regulations) and depth of program knowledge in order to ensure standards are adhered to and to develop new standards.

The CD is weaker than CD142, Regional Coordinator of Special Education which is rated level E. CD142 requires a greater breadth of program knowledge (initiatives, policies and programs of various government departments, agencies and special interest/advocacy groups related to special education children, the K-12 school system and third party funding vs Provincial and Regional libraries cataloguing standards). CD142 also requires a greater depth of program knowledge in order to evaluate, monitor and approve special education programs, provide guidance and mediation in resolving disputes involving school division personnel, families and advocacy representatives regarding the provision of services for children and youth with exceptional needs and coordinate departmental and interagency initiatives. This depth of knowledge exceeds that required to develop cataloguing standards for libraries.

CD212

Unit 4 Supervisor (D)

Paul Dojack Youth Centre, Regina, Social Services

Requires knowledge of:

- the criminal justice system for young offenders, Paul Dojack Youth Centre programs, policies, procedures and standing orders in order to ensure proper case management, programming and care and custody of residents;
- charges against youth and sentencing options in order to transfer youths to an open facility, determine the legal authority to detain or release youths and recommend options for youth after a closed custody sentence (ie. intensive supervision, open custody, or probation);
- the collective bargaining agreement, labour standards, and occupational health and safety in order to respond to staff/youth concerns and supervise staff;
- ministry and community programs such as: Income Security, Adoption Services, Family and Youth Services, Saskatchewan Drug and Alcohol Commission, Bridging Program, Indian Affairs, Gabriel Dumont Institute, Friendship Centre, Narcotics Anonymous, Rainbow Youth Centre, AIDS Regina, Onion Lake Native Treatment Centre and AA in order to understand and provide advice in the development of case plans and approve the discharge of youths.

The CD is stronger than CD204, Corrections Worker which requires a similar breadth of program knowledge (adult correctional facility vs youth facility) and depth of program knowledge in order to maintain secure custody of offenders and develop case plans for reintegration into the community. However, CD212 requires additional depth of program knowledge in order to provide direction and guidance to staff performing the above responsibilities, manage the operation of the unit including overcrowding issues, respond to and investigate critical incidents such as a resident assaulting a staff member and as part of the facility management team, recommends new policies and procedures within the facility.

The CD is rated equivalent to CD213, SAP Supervisor as both CDs require a similar breadth of program knowledge (youth facility vs social assistance) and require knowledge of related programs for referral and interaction. Both CDs also require a similar application of knowledge in the provision of expertise to their staff, management of the unit, and resolving worker/client disputes.

The CD is not rated as strong as CD129, Municipal Advisor which requires a greater breadth of program knowledge. Whereas CD212 requires knowledge specific to a youth correctional facility and related programs and services, CD129 requires knowledge of a diversity of issues affecting the operation of municipalities (i.e., economic, geographic, social and demographic differences and economies of scale between communities), how to develop and implement municipal legislation, and programs and services provided in the ministry and other ministries. The depth of program knowledge is also greater in that CD129 goes beyond applying legislation and recommending changes to policies like CD212 and participates in the development/revision of legislation and advises municipal officials of implications in their administration.

CD213

SAP Supervisor (D)

Financial Services Division, Saskatoon Region, Social Services

Requires knowledge of:

- the SAP regulations, policies and procedures and approved home payment levels in order to provide direction to staff and approve, revise, or deny financial benefits, including those, which are discretionary, to clients.
- a variety of ministry and governmental programs (e.g., Family Income Plan, Child Care Subsidy, Family Builders Program: Maintenance Enforcement, New Careers Corporation, Legal Aid, Mental Health). As clients are often involved in a number of social program areas (other than SAP), there is a requirement to integrate client needs when developing/modifying case plans, referring clients other agencies for services and providing advice and guidance to staff;
- the Unemployment Insurance Program to explain the consequence of receiving both UI and SAP benefits to clients.;
- the collective agreement in order to supervise staff;
- the ministry's computerized Social Work Information Network (SWIN) to enter and revise client data and electronically approve benefits recommended by workers.

The CD is stronger than CD93, Student Loans Assessor which requires a similar knowledge base (student financial assistance vs. income security), however CD213 requires a greater breadth of program knowledge (i.e., other social services programs) in order to integrate with other social programs and the collective agreement in order to supervise staff. In addition, CD213 requires a greater application of program knowledge in order to provide direction to staff on the application of program policies.

The CD is equivalent to CD212, Unit 4 Supervisor as both CDs require a similar breadth of program knowledge (social assistance vs youth facility) and require knowledge of related programs for referral and interaction. Both CDs also require a similar application of knowledge in the provision of expertise to their staff, management of the unit, and resolving worker/client disputes.

The CD is weaker than CD138, Settlement and Integration Officer which is rated level E for the greater breadth of program knowledge (federal and provincial services including mainstream provincial social programs, all stakeholders in the communities) and greater depth of knowledge in order to develop an immigration service retention strategy, policies and strategies for development and management of community-based services, and regulatory frameworks for programs. The breadth and application of program knowledge for CD138 extends beyond Income Security programs in one ministry to the federal funding formula, federal immigration law, international and domestic labour market issues, economic conditions, provincial demographic trends, societal trends, etc.

CD227

Lab Scientist (D)

Provincial Laboratory Services, Health

Requires knowledge of:

- the programs, services, policies, testing protocols and procedures of the Immunoserology Section of the Provincial Laboratory. Knowledge of policies and services is applied in ensuring confidentiality of patient's results, reporting test results to physicians and positive results which are of a public health concern to medical health officers. Knowledge of testing and equipment procedures is applied in overseeing and conducting a variety of immunoserology tests for Hepatitis A, B and C, Syphilis Serology, AntiNuclear Antibody and DNA, Extractable Nuclear Antigens, complement testing (C3, C4 and C1 esterase inhibitor), brucella serology, monotest, legionella serology, anti-streptolysin O testing, streptozyme, rheumatoid arthritis, CRP, Lyme Disease, Rubella IgG, and Thyroid Antibodies;
- the use, maintenance and calibration of automated and semi-automated diagnostic and testing equipment (instrumentation and analyzers). Knowledge of laboratory equipment maintenance procedures is applied in operating and maintaining equipment and analyzers.
- the Provincial Lab's health and safety regulations, policies and procedures relating to staff, the public and the environment. Health and safety knowledge is applied in establishing testing protocols, and in developing and monitoring handling/storage/disposal procedures and following up on incidents;
- the computerized data system for parameter and file maintenance, and to operate analytical test equipment and to access and enter information on word processing, database or spreadsheet software.

The CD is stronger than CD167, Laboratory Technologist which is rated level D. CD227 requires more depth of program knowledge in order to develop and oversee the testing protocols performed by CD167.

The CD is equivalent to CD165, Cataloguing Librarian as both CDs require knowledge of policies, standards and equipment related to its program (Provincial Laboratory vs Provincial Library) to develop standards and protocols, provide advice to users (physicians vs regional libraries) and provide advice to staff using the standards.

The CD is weaker than CD233, Occupational Health Officer which requires a greater breadth of program knowledge (i.e., occupational health and safety program applied in all workplace environments and all equipment used in workplaces, only one of which would be laboratories). Although CD227 applies program knowledge in developing testing protocols and CD233 does not (this is the responsibility of the Occupational Hygienist), this is offset by CD233 applying "standards of reasonableness" to resolve unsafe worksite problems including making decisions outside of policies and standards and mediating between the employer, the accused, the victim and other witness to ensure investigations are carried out in the appropriate manner. Therefore, though depth of program knowledge is similar due to application, CD233 is stronger due to the breadth of knowledge required.

CD229

Conservation Officer (D)

North Battleford District, Operations, Environment and Resource Management

Requires knowledge of:

- all ministry programs related to fisheries, forestry, wildlife, lands and parks in order to administer ministry programs and conduct enforcement activities within the district. For example: completing annual fish stocking and fish enhancement projects; administering permits for hay harvest of wildlife development fund lands; making presentations to school groups; controlling and compensating deer depredation on bale stacks and field crops, controlling migratory bird damage in field crops, monitoring the operation of a waterfowl feeding station; conducting investigations; seizing evidence (e.g., fish, vehicle); issuing tickets; conducting patrols and road side inspections; and arresting offenders;
- commercial harvesting and processing operations such as taxidermists, outfitters, pluckers, meat processors, and oil and gas exploration. This knowledge is applied in inspecting operations to ensure compliance with regulations;
- local first nations band councils and provincial and state resource protection agencies such as RCMP, and the Canadian Wildlife Service in order to share information related to resource protection and enforcement;
- the operation of CVA's, radios, cameras, spotting scopes, metal detectors, firefighting equipment, office equipment, shotguns and handcuffs;
- the operation, maintenance and repair of a variety of equipment required in fieldwork (e.g., radios, boats, ATV's, snowmobiles). Maintenance and repairs include lubricating the drive shaft, checking plugs, changing oil/filters, completing fall and spring services, changing and adjusting minor parts such as hoses, valves, and igniters. Major repairs are sent to the shop.

The CD is stronger than CD53 Conservation Officer which does not require the same breadth or depth of program knowledge as it works under the guidance of a Senior Conservation Officer in administering ministry programs and conducting enforcement activities within the district. CD53 does not apply program knowledge required of CD229 which provides case expertise, technical advice, and recommendations to regional and provincial ministry program branches regarding program delivery in the district and requires knowledge of local first nations band councils and provincial and state resource protection agencies in order to share information related to resource protection and enforcement and lead meetings to achieve consensus on such divisive issues as the utilization of land supporting a variety of resource users.

The CD is equivalent to CD56, Regional Enforcement Specialist which is also rated level D. Although CD56 provides expertise to Conservation Officers in the enforcement of all ministry programs (fisheries, wildlife, forestry, environment, lands and parks), CD 229 requires knowledge related to the administration of ministry programs (e.g., utilization of land supporting a variety of resource users) in addition to enforcement of ministry programs. On balance, the positions are equivalent.

The CD is weaker than CD233, Occupational Health Officer which is rated level E. CD233 requires a similar depth of knowledge in order to conduct investigations and assess due diligence of employers and employees with regards to work place safety. However, CD233 requires a greater breadth of program knowledge (i.e., all workplace environments in the province including road and building construction sites, government departments, oil and gas fields, hospitals/extended care institutions, policing agencies etc. and all equipment used in workplaces) whereas CD229 requires knowledge of programs and equipment in one department and related stakeholders.

CD232

Fire Prevention Officer (D)

Fire Commissioner's Office, Municipal Government

Requires knowledge of:

- provincial legislation, codes and ordinances related to protection from fire and prevention of loss by fire, and the intent of such standards, so as to enforce safety conditions in the design, construction and operational use of a range of buildings (e.g., assembly, institutional, medical, education, industrial, business and personal service);
- the policies and precedents of the Fire Commissioner's Office to determine and authorize variances to meet safety concerns and the intent of standards to ensure protection and defend orders through the appeal process;
- the structure of municipal government (e.g., authorities, liabilities, and revenue), and of the operations, finances, equipment, skill levels, and community facilities and needs in order to advise municipal councils and paid/volunteer fire fighters on organizing, managing, financing, and training;
- training needs of various participants, such as police college, fire ministries, and insurance officials to develop and deliver curriculum and materials;
- the changing role, technologies, and techniques of fire fighting and fire prevention in order to anticipate training needs.

The CD is stronger than CD12, Supervisory Fire Protection Worker which is rated level C. Although both CDs train others on fire fighting techniques, CD12 provides training to forest fire fighters whereas CD232 trains a broader audience and requires a broader knowledge base of provincial legislation codes and ordinances related to protection from fire and prevention of loss by fire so as to enforce safety conditions in the design, construction and operational use of a range of buildings. CD232 also requires application of program knowledge to determine and authorize variances to meet safety concerns and provide advice to municipal councils and park/volunteer fire fighters on organizing, managing, financing and training. This requires a greater breadth and application of program knowledge than setting up bases for forest fire fighting.

The CD is equivalent to CD59, Highway Traffic Officer which requires a similar depth and breadth of program knowledge. CD59 requires knowledge specific to the transportation industry and the law related to public, commercial and industrial transportation whereas CD232 requires knowledge specific to fire prevention and protection requirements for communities, fire departments and emergency service organizations. Both CDs apply their program knowledge to conduct investigations, enforce legislation/codes and provide advice and training to clients.

The CD is weaker than CD129, Municipal Advisor which requires a greater breadth of program knowledge. Whereas CD232 requires knowledge specific to fire prevention and protection requirements for communities, fire departments and emergency service organizations, CD129 requires knowledge of a diversity of issues affecting the operation of municipalities (i.e., economic, geographic, social and demographic differences and economies of scale between communities), how to develop and implement municipal legislation, and programs and services provided in the ministry and other ministries. The depth of program knowledge is also greater in that CD129 goes beyond applying legislation like CD232 and participates in the development/revision of legislation and advises municipal officials of implications in their administration.

CD239

Manager, Boiler and Pressure Vessel Inspections, Southern Region (D) Inspection and Licensing Services, Municipal Government

Requires knowledge of:

- the application and intent of provincial legislation and national and international codes legislated for application in Saskatchewan (e.g., American Society of Mechanical Engineers, Boiler and Pressure Vessel Inspections Canadian Standards Association, American National Standards Institute, and National Board of Boiler Inspectors.) Knowledge is applied by advising on standards, precedents and discretionary applications, inspecting and certifying boilers and pressure vessels manufactured in Saskatchewan for export nationally and internationally and counselling and leading other inspectors to ensure consistent inspection and licensing services and application of policies and codes;
- national and international organizations that develop and enforce safety codes and qualification standards to exchange information (e.g., history and experiences with particular types of equipment) and to gain an appreciation of equipment standards and engineer/welder qualifications to certify for acceptability in Saskatchewan;
- the requirements for power engineers, refrigeration engineers, refrigeration plant operators, welder examination requirements and firemen certificates in order to decide on eligibility for examination and to advise on proposed or needed changes to examinations and licensing;
- the processes and types of operations using pressurised vessels and piping, including those in transit. Knowledge is applied advising on design in the manufacture, installation, operation and maintenance of oil field operations, petroleum refining, gas transmission and distribution systems, anhydrous ammonia fertilizer industry, electric generating plants, institutions with boiler operations, such as hospitals, schools, nursing homes, apartment buildings, and businesses using pressurized equipment (dry cleaners);
- all plant operations to approve manufacturers quality control programs and manufacturing processes.

The CD is stronger than CD2, Heavy Duty Mechanic/Machinist/Welder which is rated level C. CD239 requires a greater depth of program knowledge in order to oversee the provincial power and refrigeration engineers examination program, draft changes to policy, procedures, regulations, and codes, review quality control programs of contractors and manufacturing plants and site locations, and providing advice on the design in the manufacture, installation, operation and maintenance of a variety of operations utilizing boilers, pressure vessels and piping. The CD also requires a greater breadth of program knowledge than CD2 which requires knowledge relating to highways maintenance equipment and shop tools. CD239 requires knowledge of a variety of pressurized vessels and piping, including those in transit as well as the various facilities in which they are installed and the related quality control programs, and the requirements for power engineers, refrigeration engineers, refrigeration plant operators, welder examination requirements and firemen certificates.

The CD is rated at the same level as CD232, Fire Prevention Officer which is also rated level D. Both CDs require a similar breadth and depth of knowledge (boiler and pressure vessel safety to enforce safety conditions in the design, installation, operation and maintenance of a variety of operations utilizing boilers, pressure vessels and piping vs. protection from fire and prevention of loss from fire to enforce safety conditions in the design, construction and operational use of a range of buildings). Both CDs also develop and/or deliver training and assess qualifications of participants for certification in the field.

The CD is weaker than CD147, Housing Inspector which is rated level E. Although CD239 requires knowledge of a wide variety of facilities in which pressurized vessels and piping are installed, CD147 requires a greater breadth of program knowledge related to any aspect of maintaining the

physical structure of residential and commercial properties (i.e., boiler and pressure vessels and piping vs. plumbing, heating, electrical, carpentry, cement work and general maintenance, property management, life safety systems, tenant safety, contract administration).

Level E

CD36

Senior Auditor (E)

Comptroller's Division, Finance

Requires knowledge of:

- all government ministries' legislation, administrative policies and practices as well as each program within a ministry and its legislation, policies and practices;
- government organization and operations and legislation, budgeting and accountability practices and Treasury Board Accounting and Reporting policy;
- the Revenue and Expenditure System (RES) for knowledge on what financial information is available and how to access it.
- This knowledge is used to complete a risk assessment of every government ministry and its programs to identify those that possess the greatest potential exposure to risk, to classify and rank potential audit candidates and to design and conduct audit tests which verify compliance of management to established terms and conditions of policies, procedures and legislation.

The CD is stronger than CD35, Manager, Accounting Unit which requires the same program knowledge but for one ministry whereas CD36 requires knowledge of all government ministries. Therefore, CD36 requires broader program knowledge than CD35.

The CD is equivalent to CD37, Senior Business Auditor which is also rated at level E. The CDs have a similar diversity (all government ministries programs vs a wide variety of businesses and industries). The CDs also have a similar application of knowledge requiring a similar depth (auditing government programs for adequate financial controls and management practices vs auditing large corporations, retailers, major manufacturers, crown corporations, oil producers and servicing firms for taxes owed to government). Also both CDs select programs/businesses to be audited and design and conduct system tests.

The CD is weaker than CD217, Project Coordinator, Case Management Model which requires a greater depth of program knowledge of the inter-relatedness of programs in Family and Youth Services, other areas of the ministry and other ministries in order to develop a new case management model that integrates the needs and service delivery issues into a cohesive model to be used in all Family and Youth Services program areas. This includes all aspects of development, testing, implementation and training and evaluation. A greater depth of program knowledge is also required to provide consultation to case workers and their supervisors on the application of the new model in the development of treatment plans and to defend the legitimacy of components of the new case planning model or training materials that are not generally accepted in the field. Although the two CDs have a similar breadth of knowledge (financial systems and programs across government vs social systems in the ministry, other ministries and related stakeholder agencies), CD217 requires more depth of program knowledge.

CD37

Senior Business Auditor (E)

Audit Branch, Finance

Requires knowledge of:

- Revenue Division policies and procedures as well as technical knowledge of a wide variety of businesses within industries such as telecommunications and broadcasting, publishing, oil, construction, manufacturing, rental, retail and service and related policy requirements [e.g., The Direct Agency Tax Remission requirements, criteria to distinguish Maintenance Contracts from Warranties provisions, Order in Council 1436/67 (special remission of tax granted to the oil industry)] in order to interpret and determine tax status for items not specifically listed in legislation and apply tax legislation and policy rulings when planning, conducting, leading and checking audits;
- provincial revenue programs which includes those related to the Education and Health Tax, the Liquor Consumption Tax, the Tobacco Tax, and the Beverage Container Program. Knowledge includes: taxable items, tax rates, authority for reviewing taxpayer's financial records, special applications of standards for certain industries, responsibilities for paying taxes, rates and limitations of applying penalties and interest to assessments and appeal procedures. Knowledge is applied by assessing and levying tax liabilities; validating rebates and claims for tax credits; explaining taxation requirements to taxpayers as it relates to their purchase, business and industry; and in determining which industries should be selected for audit by evaluating the potential for incorrect taxing procedures by the taxpayer;
- knowledge of federal tax programs, the International Fuel Tax Agreement, the Canadian Agreement on Vehicle Registration and the Interprovincial Sales Tax Arrangement to determine tax owing to Saskatchewan by a provincial, national and international business under these agreements;
- computer databases such as The Revenue Division RS50 system, SGI and Consumer Affairs Systems to access taxpayer information as well as Microsoft Works for Windows, Word, Excel, WordPerfect, Microsoft Mail, Dataflex to prepare working papers and reports associated with an audit and to provide training to the Field Audit Unit;
- computer operating systems (DOS, Windows), maintenance and troubleshooting of portable computers and their peripheral devices to provide technical support and develop templates for the Field Audit Unit.

The CD is stronger than CD88, Tax Information Officer which is rated level D and requires the same breadth of knowledge of Revenue Division programs, policies and procedures for tax collection. However, CD37 requires a greater depth of program knowledge in order to interpret and determine the application of legislation when performing the complete audit process. This includes being an expert in changes to tax legislation, participating in the development, evaluation, coordination and implementation of audit procedures (and developing computer templates for the Field Audit Unit) and determining which industries should be selected for audit by evaluating the potential for incorrect taxing procedures by the taxpayer. In addition, CD37 requires more depth of program knowledge in order to select and assign audits for field trips and provide direction to other auditors reporting to the CD.

The CD is rated at the same level as CD147, Housing Inspector. CD37 requires a broader program knowledge (revenue division programs, policies and procedures for tax collection in a wide variety of businesses vs Federal and Provincial Acts, Regulations and programs relating to the inspection, maintenance and modernization and improvement of social housing in the province) and requires a greater depth of program knowledge in order to plan and lead audits of large corporations. However, the program knowledge required by CD37 is specific to the financial operations of businesses for tax purposes and collection of taxes owing whereas CD147 requires knowledge of more aspects of social housing (i.e., residential and commercial

plumbing, heating, electrical, carpentry, cement work and maintenance and renovation) along with contract administration, use, storage and identification of hazardous products, life safety systems, tenant safety, life cycle costing, building design, and Housing Authority budget and maintenance planning in order to conduct inspections, test life safety equipment, review building plans, and HA budgets, develop maintenance plans, estimate construction costs, write change orders and work orders and advise HA managers and caretakers on maintenance and cleaning standards. On balance, the jobs are equivalent.

The CD is weaker than CD217, Project Coordinator, Case Management Model which requires a greater depth of program knowledge of the inter-relatedness of programs in Family and Youth Services, other areas of the ministry and other ministries in order to develop a new case management model that integrates the needs and service delivery issues into a cohesive model to be used in all Family and Youth Services program areas. This includes all aspects of development, testing, implementation and training and evaluation. A greater depth of program knowledge is also required to defend the legitimacy of components of the new case planning model or training materials that are not generally accepted in the field. Although the two CDs have a similar breadth of knowledge (Revenue Division programs, policies and procedures for tax collection vs social systems in the ministry, other ministries and related stakeholder agencies), CD217 requires more depth of program knowledge.

CD129

Municipal Advisor (E)

Municipal Advisory Services, Municipal Government

Requires knowledge of:

- diversity of issues across the southern portion of the province relating to municipal governance, as reflected in the economic, geographic, social, and demographic differences, and economies of scale (i.e., hamlets, resorts, villages, towns, cities, and rural municipalities) in order to provide advice to administrators and elected officials on the implementation and implication of legislation and policies;
- government protocols and procedures related to the development and implementation of municipal legislation in order to identify the need for/initiate and participate in changes (e.g., revision of Local Government Elections Act);
- the programs and services provided in municipal administration throughout the ministry for referral and collection of information, and throughout government in order to participate in the development/revision of related legislation, and advise municipal officials of implications in their administration (e.g., review of Stray Animals Act with officials of the Ministry of Agriculture; policy changes of the Saskatchewan Municipal Board.);
- the workings of the municipal representative bodies SUMA and SARM to respond to their queries on municipal administrative matters;
- current trends in administrative law practices and the practices of other jurisdictions in order to develop the administrative structure for new or revised procedures (e.g., assessment appeals) and to review and advise on the appropriateness of bylaws and agreements (e.g., multi-municipality agreements for fire protection);
- newly enacted legislation to advise administrators on the implications and requirements, and of evolving legislation in order to prepare the necessary manuals and training materials;
- inspecting/auditing techniques, and the requirements of the Board of Examiners to review the work of rural and urban administrators and advise on the issuance of the appropriate certification;
- the Board of Reference to advise administrators on its workings.

The CD is stronger than CD35, Manager, Accounting Unit which is rated level D as CD129 requires a greater breadth of program knowledge. Whereas CD35 requires knowledge specific to financial operations of government and financial programs within it's ministry, CD129 requires knowledge of a diversity of issues affecting the operation of municipalities (i.e., economic, geographic, social and demographic differences and economies of scale between communities), how to develop and implement municipal legislation, and programs and services provided in the ministry and other ministries.

The CD is equivalent to CD36, Senior Auditor which is also rated level E. Both CDs require a broad range of program knowledge (all aspects of running a municipal government vs all provincial government programs). Depth of knowledge is also similar as both CDs apply their program knowledge in the provision of expertise to others: CD36 in order to complete risk assessments and design and conduct audit tests to verify compliance of management to policies and legislation; CD129 in order to provide advice to administrators and elected officials on the implementation and implication of legislation, policies, by-laws and agreements and advise the Board of Examiners on the certification of rural and urban administrators.

The CD is weaker than CD217, Project Coordinator, Case Management Model which is rated level F. Both CDs require a similar breadth of program knowledge (all aspects of running a municipal government vs social systems in the ministry, other ministries and related stakeholder agencies, delivery systems and needs of the clients in each system, how the systems inter-relate, and the design models used in north america for integrating case management). However, the depth of application for CD217 goes beyond the provision of expertise to municipal administrators and inspecting and auditing municipal policies, procedures and operations as CD129 is required to develop a new case management model that integrates the needs and service delivery issues into a cohesive model to be used in all Family and Youth Services program areas including all aspects of development, testing, implementation and training and evaluation. A greater depth of program knowledge is also required to defend the legitimacy of components of the new case planning model or training materials that are not generally accepted in the field.

CD 136

Communications Officer (E)

Communications Branch, Shared Services – Education and Post Secondary Education

Requires knowledge of:

- many varied programs and policies in the assigned portfolio including the Early Childhood Development Program, Action Plan for Children Program, Integrated School-Linked Services Program, Stay-in-School Program, Indian and Metis Education Program, Northern Education Program. Depth of knowledge is required due to the wide range of programs within this particular ministry (i.e., programs are varied, new and modified programs are regularly being developed and implemented). Requires knowledge of ministry and government programs and how they inter-relate. Knowledge is applied in order to develop, implement and link program communication strategies into overall ministry and governmental communication goals and strategies.
- the clients' and stakeholders' needs, concerns, perceptions and values relating to the program areas and initiatives in order to create messaging that will influence the public while also communicating ministry and government position (s);
- a variety of communication tools (e.g., Cabinet Decision Items, speeches, annual reports, publications, news releases and articles for use in the media) and the related standards directed by Executive Council.

The CD is stronger than CD134, Information Officer rated level D. Although CD134 requires knowledge of all ministry programs and CD136 has an assigned portfolio, CD136 is in a shared services structure which provides communication services to two ministries. On balance, breadth of program knowledge is therefore similar between the two CDs. However, CD136 is stronger as it requires greater depth of program knowledge in order to develop, implement and link program communication strategies into overall ministry and governmental communication goals and strategies as opposed to CD134 which researches specific issues to respond to individual complaints.

The CD is equivalent to CD36, Senior Auditor which is rated level E. CD36 requires a greater breadth of program knowledge (all government ministry's programs vs programs in an assigned portfolio) however, CD136 requires a greater application of program knowledge (develop and implement program communication strategies vs complete risk assessments of individual programs and design and conduct audit tests to verify compliance of management to policies, procedures and legislation). On balance the greater depth of knowledge of CD136 is balanced by the greater breadth of knowledge of CD36.

The CD is weaker than CD217, Project Coordinator, Case Management Model. Breadth of program knowledge is similar as CD217 requires knowledge of all the child and youth programs delivered by the ministry and other ministries and related stakeholders similar to CD136 which requires knowledge of a number of programs, how they inter relate and the stakeholders. However, while CD136 must link communication strategies into overall ministry and governmental communication strategies, CD217 takes the application of knowledge further and must integrate a number of programs when developing and implementing new case management models including ongoing training and provision of advice to ministry staff in their application.

CD138

Settlement and Integration Officer (E)

Immigration Branch, Intergovernmental and Aboriginal Affairs

Requires knowledge of:

- federal and provincial services/programs; the federal funding formula; federal immigration law, policies and procedures; mainstream provincial social programs; international and domestic labour market issues; economic conditions; provincial demographic trends; societal trends; issues/concerns of interested groups/stakeholders; and public attitudes toward immigration. This knowledge is applied in defining the province's role in settlement and related services for immigrants and refugees, assessing the relationship between federal and provincial immigration programs; conducting reviews/evaluations of services currently provided; identifying and addressing unmet service needs; identifying barriers to integration and labour market entry; coordinating and integrating provincial services; developing an immigration service retention strategy that meets provincial and federal program objectives as well as federal immigration legislation and regulations; and representing the province on the Federal-Provincial Working Group on Settlement and Integration;
- stakeholders in the communities such as employers, chambers of commerce, non-government agencies providing services to immigrants (e.g., Open Door Societies, multi-cultural councils, ESL providers), and organizations supporting privately sponsored refugees. This knowledge is applied in developing policies and strategies for development and management of community-based services, leading multi-stakeholder planning processes and building consensus around change processes
- government administrative and planning processes in order to develop regulatory frameworks for programs, to prepare materials and documents supporting government decision-making and to provide written and verbal analysis to senior management.

The CD is stronger than CD64, Consumer Protection Investigator which is rated level D. Both CDs require a similar breadth of program knowledge (i.e., provincial and federal services affecting immigration and international and domestic labour market issues, economic conditions, provincial demographic trends, societal trends, issues/concerns of interested groups, etc. vs any business operations and industry, a variety of goods and services sold, and a variety of methods of selling or advertising). However, CD138 requires a greater depth of program knowledge than CD64 which enforces legislation and policy as CD138 defines the province's role in settlement and related services for immigrants and refugees and develops the immigration service retention strategy, related regulatory frameworks for programs, and policy and strategies for development and management of community-based services. All other things being equal between the two CDs, development of policy and programs requires a greater application of program knowledge than administering and/or enforcing a program.

The CD is equivalent to CD203, Specialized Livestock Development Specialist which is also rated level E. Both CDs require a similar breadth (provincial and federal services affecting immigration and international and domestic labour market issues, economic conditions, provincial demographic trends, societal trends, issues/concerns of interested groups, etc. vs provincial programs affecting the specialized livestock industry, ministry programs and delivery methods related to farming of domestic animals, provincial funding mechanisms, issues/concerns of interested groups, etc.) and depth of program knowledge in order to develop strategies (to promote the development of the specialized livestock industry vs settlement and integration of immigrants and refugees).

The CD is weaker than CD217, Project Coordinator, Case Management Model which is rated level F. Both CDs require a similar breadth of program knowledge [provincial and federal services affecting immigration and international and domestic labour market issues, economic conditions, provincial demographic trends, societal trends, issues/concerns of interested groups, etc. vs a variety of delivery systems (adoption, teen parent services, children's services, foster care, child protection, young offenders, etc.), integrated case management with other agencies (e.g., Education, Health, Indian Child and Family Services Agencies, Early Childhood Intervention Program), child and youth programs in the province and case management systems in use across North America]. Both CDs require depth of program knowledge in order to integrate various programs/services (coordinating and integrating services for immigrants vs coordinating and integrating services for a case management model to address the assessment, planning and treatment process of programs in the Family and Youth Services Division). However, CD217 takes the application of program knowledge further by: developing and facilitating the delivery of a comprehensive, skills based training plan and curriculum for Family and Youth Services which reflects the unique needs of each client area as well as conveys the connection between the programs; and providing ongoing consultation to program managers and regional directors on Child Protection program issues.

CD140

Regional Manager, Community Pastures (E)

Pastures Branch, Agriculture and Food

Requires knowledge of:

- the community pasture program (philosophy and purpose) and policies (allocations and financing) to develop pasture management plans for the region with respect to appropriate utilization of crown land for community grazing purposes. This includes knowledge of the ecology of differing portions of southern Saskatchewan to plan/sustain forage and grazing developments and of livestock and economic conditions of each area to project demand pressures and costs/revenues;
- pasture, forage and stock management issues such as areas of forage needing to be rejuvenated, competing demands on pasture lands, pests/weeds, utilization and allocation of stock to pasture lands, water systems, related wildlife habitat issues and industries in the surrounding

areas that impact on the land grazing quality in order to analyse the trends, influences and conditions and develop long range plans, budgetary proposals, business plans and profit projections. Application of knowledge includes predicting sale of grazing, prioritizing forage improvements, capital works and equipment expenditures to maintain facilities, etc. in order to develop capital and operational plans and ensure cost effectiveness of operations. Knowledge is also applied in consulting with and providing expertise to patron boards and co-operatives to meet producer needs.

- government administrative, budgetary, and human resources policies and procedures in order to manage the operations of the region;
- the administrative structure of the revolving fund in order to manage crown land as a business enterprise.
- the framework and policies of managing crown land not committed to community pastures (e.g., farm and ranching leases, provincial parks) to identify inconsistent practices and develop/promote multiple uses and integrated management of lands.

The CD is stronger than CD56, Regional Enforcement Specialist. Although CD56 requires knowledge of all department programs, the knowledge is specific to the enforcement aspect of these programs. This breadth of program knowledge is equivalent to CD140 which requires knowledge of one program area (pastures). However, CD140 requires a greater depth of program knowledge in order to plan for and maintain the long term economic viability of community pasture operations within the region, develop 2-5 year forage management plans for each pasture area and manage the operations of the region including budgetary and human resources. This requires a greater depth of program knowledge than CD56 which develops annual enforcement plans and provides direction to conservation officers with regards to one aspect of their work (i.e., enforcement).

The CD is equivalent to CD129, Municipal Advisor which is also rated level E. While CD129 requires a greater breadth of program knowledge (a diversity of issues relating to municipal governance including the economic, geographic, social, and demographic differences and economies of scale of hamlets, resorts, villages, towns, cities and rural municipalities vs issues and programs related to the operation of pastures), CD140 requires a greater depth of program knowledge (development of long term plans for the economic viability and management of pastures vs provision of advice to administrators and elected officials). On balance, the two CDs are equivalent.

The CD is weaker than CD217, Project Coordinator, Case Management Model which requires a greater breadth of program knowledge (a number of program areas vs. one program area) and a greater application of program knowledge (developing, implementing and monitoring an integrated model to be applied to all of the affected program areas across the ministry vs developing, implementing and monitoring a long term plan related to one program in one region).

CD142

Regional Coordinator of Special Education (E) Saskatoon Regional Office, Education

Requires knowledge of:

- initiatives, policies and programs of various government ministries, agencies and special interest/advocacy groups related to special education children. Needs to know who these agencies are, what services they can or cannot provide and the social mandate or objectives of these organizations in order to work collaboratively with and develop interministry, interagency programs. This includes knowledge of: ministry programs (e.g., Indian Metis Education Development, Integrated School Linked Services, Vocational Rehabilitation for Disabled Persons etc.); other government ministry programs (e.g., ministry of Social Services programs associated with therapeutic group home, community residences,

foster care program); and of agency and service provider groups (e.g., Kinsmen Children Centre, Hope for Autism, Wascana Hospital, Saskatchewan Association of Community Living, Saskatchewan Abilities Council);

- programs and service delivery in order to tailor responses to the needs of the specific situations;
- the entire K-12 system in order to solve problems at both the classroom level as well as with teachers on individual cases and to develop new policies. For example, needs to know the policies related to young offenders in the situation where high risk youth are placed into open custody, are entitled to education and require special arrangements to be made to have access to education. Another example: when participating on the Regional Special Placements Committee, the job needs to know provisions of family services (e.g., child abuse) to make decisions whether the child who is in care of the Ministry of Social Services qualifies as a high risk student and to develop an individual intervention program plan;
- the fiscal framework for third party funding, specifically related to Special Education funding options (e.g., Technical Aids, Special Transportation, Designated Disabled People Funding, Targeted Behaviour Funding, Special Needs Program Supplemental Funding) in order to review and approve conditional funding to school divisions at the regional level.
- the legislative requirements related to Special Education and of ministry policy statements and manuals (e.g., CORE, Alternative Education, Special Education, etc.) to interpret and consider provisions when making recommendations and decisions on funding, programs and services and to explain, determine compliance with and enforce;
- the use of computer equipment to enter, retrieve, and obtain data;
- various word processing packages (Word Perfect 5.1, Word Perfect 6.1, Windows), and data bases (Newbase, Access) to occasionally perform programming functions that a software package allows (e.g., adds fields in database to reorganize information) and format data to do trend analysis and charts and graphs.

The CD is stronger than CD45, Teacher Therapist with is rated level D. Although both CDs require some similar program knowledge (grades 5-12 in the school system and educational programs), CD142 requires a greater breadth of program knowledge (all K-12 system, a variety of programs and services provided by other ministries and service provider groups). CD142 also requires a greater depth of program knowledge in order to evaluate, monitor and approve special education programs and coordinate ministry and interagency initiatives such as co-chairing a working group to research the issue of increasing numbers and younger aged children not attending school. This requires a greater depth of program knowledge than providing academic instruction and counselling to individual inmates within a correctional facility.

The CD is equivalent to CD203, Specialized Livestock Development Specialist which is also rated level E. Both require a similar breadth of program knowledge (the K-12 school system, initiatives, policies and programs of various government ministries, agencies and special interest/advocacy groups related to special education children, and the fiscal framework for third party funding vs 40 differing species and sub species in the province, issues facing the specialized livestock industry including production, marketing an economics, related ministry programs, interest groups, and government processes for the development of legislation and policies). Also, both require a similar depth of program knowledge in order to advocate and initiate special programming and provincial policies related to students with exceptional needs and develop new teaching models for in house use vs in order to develop and implement policies, regulations and programs which establish the government's support to, and control of, specialized livestock industries in the province.

The CD is weaker than CD217, Project Coordinator, Case Management Model which is rated level F. CD217 requires a greater breadth of program knowledge related to a variety of programs (adoption, teen parent services, children's services, foster care, child protection, young offenders) in

order to develop a new a case management model to integrate across all programs in Family and Youth Services in the province. Although CD142 also integrates services for clients, it is specific to educational funding and programs for children and youth with exceptional needs in the Region.

CD147

Housing Inspector (E)

Construction Services, Municipal Government

Requires knowledge of:

- residential and commercial plumbing, heating, electrical, carpentry, cement work and maintenance and renovation aspects of federal/provincial social housing programs (e.g., Rural and Native Housing, Prairie Housing Development - Non-profit, mortgaged units, RRAP, POC) in order to advise tenants, other Housing Division staff, HA Boards, municipal officials, contractors, engineers, architects regarding construction, renovations and repairs under the programs [e.g., program requirements and eligibility guidelines, what work qualifies under each program, client qualifying income, client financial accountability, what is the maximum grant/loan that a client can receive, project item qualification, what funds are advanced and to whom, who pays the contractor (contractor paid directly or through the client), what other programs would be better suited to the client's specific situation];
- Federal and Provincial Acts and Regulations policies and procedures relating to the inspection, maintenance, and modernization and improvement of social housing in the province, including: all building codes contract administration and builders' liens to compile tender packages and contract documents, determine substantial completion of projects by contractors and to recommend payments; use, storage and identification of hazardous products (e.g., pesticides, boiler chemicals, cleaning agents); tendering processes; HA budget and maintenance planning; building material specifications approved for social housing construction and their costs. This knowledge is applied in performing site inspections, testing life safety equipment, reviewing building plans, reviewing HA budgets, developing maintenance plans, estimating construction costs, writing change orders and work orders, advising HA managers and caretakers on maintenance and cleaning standards; and negotiating contract terms;
- the use of equipment, such as CO² monitors, light and sound meters, 2-way radio, camera, calculator, terminal, land survey level and transit.

The CD is stronger than CD232, Fire Prevention Officer which is rated level D. Although both CDs have a similar application of knowledge (i.e., inspection and enforcement of codes and legislation), CD147 requires a greater breadth of program knowledge (plumbing, heating, electrical, carpentry, cement work, maintenance and renovation, contract administration, tendering processes, Housing Authority budget and maintenance planning and building material specifications approved for social housing construction and their costs vs protection from fire and prevention of loss by fire). One aspect of inspection for CD147 would be related to fire prevention.

The CD is equivalent to CD140, Regional Manager, Community Pastures which is also rated level E. CD147 requires a greater breadth of program knowledge (plumbing, heating, electrical, carpentry, cement work, maintenance and renovation, contract administration, tendering processes, Housing Authority budget and maintenance planning and building material specifications approved for social housing construction and their costs vs issues and programs related to the operation of pastures). However, CD140 requires a greater depth of program knowledge (development of long term plans for the economic viability and management of pastures vs inspection and enforcement of codes and legislation). On balance, the two CDs are equivalent.

The CD is weaker than CD217, Project Coordinator, Case Management Model which is rated level F. CD217 requires a greater depth of program knowledge in order to develop and implement a new case management model for Family and Youth Services, develop and facilitate the delivery of a comprehensive, skills based training plan and curriculum for Family and Youth Services which reflects the unique needs of each client area as well as conveys the connection between the programs, and provide ongoing consultation to program managers and regional directors on Child Protection program issues whereas CD147 inspects and enforces codes and legislation. The development and evaluation of programs requires more depth of program knowledge than the application of programs.

CD175

Research Officer (E)

Research and Evaluation Branch, Social Services

Requires knowledge of the services provided, clients served, authorities for providing service (e.g., authority to apprehend children from a home) and structures for the ministry's Family and Youth Services programs (e.g., Family Preservation, Young Offender, Child Protection, Foster Care) and the provincial social service delivery systems (e.g., non-government organizations) and the inter-relationships between programs. Knowledge is applied in developing indicators for assessing program performance, gathering and analyzing data in order to evaluate the performance of existing programs, and identifying options for and making recommendations regarding new programs.

The CD is stronger than CD79, Supervisor, Integrated Services which is in the same ministry and requires knowledge of the same programs. However, whereas CD79 applies the program knowledge in planning service delivery and providing direction on the application of ministry policies and regulations to staff managing caseloads in each of the program areas, CD175 requires a greater depth of program knowledge in order to design and conduct research projects to evaluate the effectiveness of programs and develop new and/or modify programs to be delivered through CD79.

The CD is at the same level as CD136, Communications Officer. Although CD136 requires a broader knowledge base (Family and Youth Services programs vs all ministry programs in the assigned portfolio), CD175 requires a greater application of program knowledge in order to conduct research and write reports to document the purpose of research projects and evaluations and to develop new policies, programs and/or service delivery models. This requires a greater depth of program knowledge than the development of communication strategies for key issues, programs and initiatives in a ministry, that have been developed by someone else. On balance, the jobs are equivalent.

The CD is weaker than CD217 which is in the same ministry and requires knowledge of the same programs. However, whereas CD175 conducts research and evaluates the effectiveness of programs and develops new and/or modifies programs, CD217 develops a new case management model that integrates all the programs in Family and Youth Services and implements the model including developing and delivering training to staff, ongoing monitoring, evaluation and consultation to staff. The research projects required of CD175 do not require the same level of program integration, nor is CD175 responsible for the implementation and ongoing monitoring and evaluation of the programs therefore CD175 does not require as much depth of program knowledge as CD217.

CD190

Database Administrator (E)

Corporate Information and Technology Branch, Health

Requires knowledge of:

- the Ministry's Information and Technology standards in order to implement, enforce, explain and interpret the organization's operating standards to database developers and users [e.g., developers are to use "rule of fours" as a naming standard (i.e., names must be split into syllables of 1-4 characters) and proper notification and authorization of changes to development databases or production data];
- the Ministry's Information Technology Architecture in order to comply with plans set out therein for ongoing development of information structure (e.g., use of common data definitions, integrating applications by using common databases and passing data to other systems in common formats);
- ministry programs and business processes (e.g., SAIL oxygen program and Health Insurance Registration processes) in order to develop data models and databases (which contain all of the data processed by the custom software applications and are the "hub" around which the ministry's software applications are built) that will allow the software applications to interface with each other and storage of health information in a consistent and non-redundant way so that it can easily be adapted to meet future needs.

The CD is stronger than CD35 Manager, Accounting Unit which is rated level D. Although both CDs require a similar breadth of knowledge of programs across their ministries (one for financial transactions, one for IT support), CD190 requires a greater depth of program knowledge in order to develop data models and databases that will allow the software applications to interface with each other and for the storage of health information in a consistent and non-redundant way so that it can easily be adapted to meet future needs. This requires a greater depth of knowledge than CD35 which ensures the accounting of all ministry financial transactions and the development of modifications to ministry accounting control systems.

The CD is equivalent to CD36, Senior Auditor which is also rated level E. CD36 requires a greater breadth of program knowledge (all government ministry's legislation, administrative policies and practices as well as each program within a ministry and its legislation, policies and practices vs all programs within one ministry and the ministry's IT standards and architecture). However, CD190 requires a greater depth of program knowledge in order to develop data models and databases that will allow the software applications to interface with each other and for the storage of health information in a consistent and non-redundant way so that it can easily be adapted to meet future needs. This requires a greater depth of knowledge than CD36 which completes risk assessments of every ministry and its programs to identify those that possess the greatest potential exposure to risk, select audit candidates, and design and conduct audit tests which verify compliance of management to established terms and conditions of policies, procedures and legislation. This does not require the same depth of program knowledge as that required to integrate programs. On balance the two CDs are equivalent.

The CD is weaker than CD217, Project Coordinator, Case Management Model which is rated level F. Both CDs have an equivalent breadth of program knowledge [all programs within one ministry and the ministry's IT standards and architecture vs a variety of delivery systems (adoption, teen parent services, children's services, foster care, child protection, young offenders), integrated case management (Education, Health, Indian Child and Family Service Agencies, Early Childhood Intervention Program), child and youth programs in the province including legislation, policies and procedures, case management systems in use across North America, and how program systems within the ministry inter-relate with each other, client need and

with professional social work standards and practices]. However, CD217 requires a greater depth of program knowledge in order to provide advice and consultation to case workers and their supervisors on specific case situations relating to the application of the case management model, to respond to challenges from other professionals who disagree with the content of components of the new case planning model or training material and to develop and deliver training to social workers on the new case management model.

CD203

Specialized Livestock Development Specialist (E) Sustainable Production, Agriculture and Food

Requires knowledge of:

- developing regulatory frameworks in order to write legislation and policies;
- government legislation, programs, and services that complement or conflict with promoting specialized livestock, such as the import restrictions on caribou, or the mandate and philosophy of using crown land as community pastures, so that consistent inter-ministry approaches can be developed;
- the public consultation framework and the issues/concerns of interest groups who participate in, monitor, and disagree with indigenous animal farming;
- the status of industry development of over forty differing species and sub species in the province to determine and advise on impetus or impediments to further developments;
- issues confronting provincial specialized livestock industries, including production, economics, marketing, and controversies;
- initiatives in new industries and provincial funding programs and conditions to promote research;
- the domestic livestock industries and the inter-relationships of sectors and affect of disease on domestic and indigenous animals;
- ministry programs and delivery methods related to farming of domestic animals in order to develop policies which are consistent between indigenous and domestic livestock production;
- provincial funding mechanisms to support research;
- the regulatory enforcement operations performed by ministry inspectors to ensure enforceability of regulations and to provide interpretation/deviation of regulations.

The CD is stronger than CD160, Project Forester which is rated level D. Although breadth of program knowledge is similar between the two CDs, CD203 requires a greater depth of program knowledge. CD203 develops and implements policies, regulations and programs which establish the government's support to, and control of, specialized livestock industries in the province. This requires a greater depth of program knowledge and goes beyond the application of knowledge for CD160 which evaluates individual proposals from industry within existing policies and standards.

The CD is equivalent to CD142, Regional Coordinator of Special Education which is also rated level E. Both require a similar breadth of program knowledge (40 differing species and sub species in the province, issues facing the specialized livestock industry including production, marketing an economics, related ministry programs, interest groups, and government processes for the development of legislation and policies vs the K-12 school system, initiatives, policies and programs of various government ministries, agencies and special interest/advocacy groups related to special education children, and the fiscal framework for third party funding). Also, both require a similar depth of program knowledge in order to develop and implement policies, regulations and programs which establish the government's support to, and control of, specialized livestock industries in the

province vs in order to advocate and initiate special programming and provincial policies related to students with exceptional needs and develop new teaching models for in house use.

The CD is weaker than CD217, Project Coordinator, Case Management Model which is rated level F. Both CDs require a similar application of program knowledge in order to develop and implement new programs/models. However, CD217 requires a broader knowledge base [a variety of delivery systems (adoption, teen parent services, children's services, foster care, child protection, young offenders), integrated case management (Education, Health, Indian Child and Family Service Agencies, Early Childhood Intervention Program), child and youth programs in the province including legislation, policies and procedures, case management systems in use across North America, and how program systems within the ministry inter-relate with each other, client need and with professional social work standards and practices vs 40 differing species and sub species in the province, issues facing the specialized livestock industry, related ministry programs, and government processes for the development of legislation and policies].

CD233

Occupational Health Officer (E)

Occupational Health and Safety Division, Labour

Requires knowledge of:

- the *Occupational Health and Safety Act* and the ministry's Occupational Health and Safety program;
- all workplace environments including road and building construction sites, government ministries, oil and gas fields, hospitals/extended care institutions, policing agencies, provincial commercial trucking practices and correctional centres;
- occupational work practices, procedures, air quality and ergonomics in major industries such as hospitality, manufacturing, electrical, forestry, automotive, farming, retail and mining.
- Knowledge is applied by assessing the due diligence of employers and employee with regards to work place safety. Workplace safety issues range from harassment and discrimination to unsafe work procedures and fatal accidents. These types of issues are addressed through formal investigations and onsite inspections and can result in charges being laid or shutting down the work-site.

Requires knowledge of:

- all equipment used in workplaces (e.g., personnel protective equipment and clothing, cranes, powered mobiles, safety mechanisms, hoists, scaffolds, boilers, vehicles, hand tools, saw mills) in order to approve for use according to CSA standards and advise businesses on requirements.
- the judicial system, enforcement, rules of evidence and admissibility of evidence in court to prepare background information and statements for court.

Knowledge is applied training on the application of all safety regulations, investigating fatal/serious accidents (e.g., obtain search warrants, seizing evidence, laying charges), advising on the safe use of equipment and proposed changes to safety related legislation.

Knowledge is applied through providing advice and guidance to Occupational Health and Safety Committees on all health and safety issues.

The CD is stronger than CD57, Labour Standards Officer which requires a similar depth of program knowledge in order to investigate and mediate disputes arising out of employment relationships. However, CD233 requires a greater breadth of program knowledge as the occupational health and

safety issues affect the physical, mental and social well being of workers and are broader than labour standards (i.e., wages and hours of work, equal pay, maternity and other leaves, duty to accommodate, etc.). In addition, CD233 requires knowledge of all equipment used in all workplaces in order to approve for use according to CSA standards and advise businesses on requirements.

The CD is equal to CD36, Senior Auditor. Although CD233 requires a broader knowledge base (all businesses and industries and all equipment used vs all government department's legislation, programs and policies), CD36 requires a greater depth of program knowledge in order to evaluate management processes to determine whether program objectives are being achieved, and design and conduct audit tests which verify compliance of management to established terms and conditions. This level of program application is not required of CD233 which conducts investigations and tests developed by CD237, Occupational Hygienist. On balance, the breadth of knowledge required by CD233 is equivalent to the depth of knowledge required by CD36.

The CD is weaker than CD217, Project Coordinator, Case Management Model which is rated level F. Both CDs require a similar breadth of program knowledge [the *Occupational Health and Safety Act* as it relates to all businesses and industries in the province and all equipment used vs a variety of delivery systems (adoption, teen parent services, children's services, foster care, child protection, young offenders), integrated case management (Education, Health, Indian Child and Family Service Agencies, Early Childhood Intervention Program), child and youth programs in the province including legislation, policies and procedures, case management systems in use across North America, and how program systems within the ministry inter-relate with each other, client need and with professional social work standards and practices). However, CD217 requires a greater depth of program knowledge in order to integrate a number of programs when developing and implementing new case management models including ongoing training and provision of advice to ministry staff in their application. This level of application is beyond the enforcement of Occupational Health and Safety programs which have been developed by someone else.

CD302

Historic Places Initiative Supervisor (E) Culture, Youth and Recreation

Requires knowledge of:

- internal policies and procedures relating to Historic Places Initiatives (HPI);
- stakeholder groups;
- federal and provincial heritage legislation and policies especially related to heritage property designation and regulation under the Heritage Property Act; Canadian Register of Historic Places (CRHP) eligibility criteria and documentation standards;
- historic sites inventory and database programs;
- heritage organizations, their structure, personnel, policies, and government wide practices and priorities.
- Knowledge is applied in:
 - collecting oral history and conducting interviews;
 - evaluating and approving research reports;
 - developing and administering quality assurance tools for reviewing nominated listings;
 - developing and implementing information sessions and training workshops;
 - developing the Saskatchewan portion of the CHRP;

- managing the HPI program;
- encouraging governments to engage in the HPI and to adopt HPI tools;
- identifying and analyzing concerns in relation to heritage programs and working to develop partnership options with municipalities.

The CD is stronger than CD160, Project Forester which requires a similar breadth of program knowledge (HPI and CHRP policies and procedures and related stakeholders vs Long Term Integrated Forest Resource Management Plan and related stakeholders and other branches as it relates to habitat required to maintain the species indigenous to specific areas). However, CD302 requires a greater depth of program knowledge to conduct research projects and program and policy evaluations in order to develop and manage the Canada-Saskatchewan Historic Places Initiative program which goes beyond the application of knowledge for CD160 which evaluates individual proposals from industry.

The CD is similar to CD175, Research Officer which requires knowledge of the services provided, clients served, authorities for providing service and structures for the department's Family and Youth Services programs and the provincial social service delivery systems and the inter-relationships between programs. Knowledge is applied in developing indicators for assessing program performance, gathering and analyzing data in order to evaluate the performance of existing programs, and identifying options for and making recommendations regarding new programs. Though the diversity of programs in CD175 is greater, the application of the program knowledge for CD302 exceeds that of CD175 to include evaluating and approving research reports of other professionals, developing and delivering training, managing the HPI program and encouraging governments to engage in the HPI. On balance, the CDs are equivalent.

The CD is weaker than CD217, Project Coordinator, Case Management Model which requires a greater depth of program knowledge of the inter-relatedness of programs in Family and Youth Services, other areas of the ministry and other ministries in order to develop a new case management model that integrates the needs and service delivery issues into a cohesive model to be used in all Family and Youth Services program areas as opposed to CD302 which is required to conduct research projects and program and policy evaluations in order to develop and manage two distinct programs. CD217 also requires a greater breadth of program knowledge (all the programs in Family and Youth Services vs HPI and CRHP).

Level F

CD217

Project Coordinator, Case Management Model (F) Family and Youth Services Division, Social Services

Requires knowledge of:

- a variety of delivery systems (adoption, teen parent services, children's services, foster care, child protection, young offenders) in order to develop a training curriculum which reflects the unique needs of each of these client areas, yet must convey the connection between the programs, as many of the clients are involved in more than one program.
- integrated case management (Education, Health, Indian Child and Family Service Agencies, Early Childhood Intervention Program) to provide consultation to other areas of the ministry (Income Security, Child Day Care) and across government.
- child and youth programs in the province and case management systems in use across North America, other jurisdictions (e.g., child care, child protection, adoption, young offenders), legislation, policies, and procedures.

- how program systems within the ministry inter-relate with each other, client need and with professional social work standards and practices. Knowledge is applied in developing the new case management model that is practical for professional social worker staff in meeting clients needs, conducting training, and providing program consultations within this legislative mandate.
- Social Work Information Network (SWIN) automated systems to provide advice on case management practice and monitoring requirements, for database development.

The CD is stronger than CD302, Historic Places Initiative Supervisor which is rated level E. CD217 requires a greater depth of knowledge of the inter-relatedness of programs in Family and Youth Services, other areas of the ministry and other ministries in order to develop a new case management model that integrates the needs and service delivery issues into a cohesive model to be used in all Family and Youth Services program areas as opposed to CD302 which is required to conduct research projects and program and policy evaluations in order to develop and manage two distinct programs. CD217 also requires a greater breadth of program knowledge (all the programs in Family and Youth Services vs HPI and CRHP).

FACTOR SIX - WORKING CONDITIONS

This factor measures the level of injury that may occur due to varying frequencies of exposure to events taking place on the job.

Notes to Raters:

- This factor does not measure the feeling of risk, nor "potential conditions", rather, this is a measure of exposure to events which actually occur during the performance of duties. The proper application of this factor is to ensure that jobs with lower levels of risk are not equated with jobs exposed to more significant events.
- In order to prevent this, the factor must be applied as it is defined. The factor measures the level of injury that may occur due to events occurring and their frequency.
- Like in all other job evaluation factors, a phrase cannot be taken and applied out-of-context. Events must be occurring.
- The total number of hours cannot exceed the employee's normal work week.
- To rate jobs on this factor, the points are to be cumulative - i.e. if a job has 10 hours of level 1, (1); 6 hours of level 2 (2); 8 hours of level 3 (3); and 12 hours of level 4 (4); the points for 1B, 2, 3B and 4B are to be totalled.
- Extreme weather means below -26°C and above 35°C or a wind chill of 1750 w/sq. meter or higher and winds gusting over 60 km/hour.
- Consideration is given to events that occur due to the nature of the job assignment which create stress, not to stress a person may feel, nor to correctable conditions such as poor lighting, under-staffing, or equipment.
- Consideration is not given to conditions for which employees are already compensated - such as shift premiums, overtime, standby pay, etc.
- Ratings are determined by comparison to representative examples.
- To determine the vertical rating for employees who work less than full-time, there is no pro-rating. However, pro-rating will be used to determine the horizontal rating. For example, an office employee working 18 hours per week who has 6 hours of Level 2 conditions out of 18 hours a week would be credited with 12 hours of Level 2 conditions for the horizontal determination of hours.
- This a measure for persons suited to the job assignment, even though safety precautions may have been taken.
 - * OH&S regulations require that a person not perform repetitive movements without a break, in a single activity, if that activity is performed for more than 4 hours per day or 10 hours per week where that work demands uninterrupted concentration. In these cases there is to be a break from a screen for 5 minutes after 1 hour; and for 15 minutes after 2 hours.
- Consideration is not given to events which result from having to work with persons supervised under Factor 4.

Suggestions for Approach:

To evaluate jobs on this factor, determine the degree level for each activity using the CDs and the guide at the back of the factor with representative examples for each level. Once you have assigned a degree level to each activity, you then add up the total hours for each level. For example, a job might have activities that total 6 hours at level 4 for 74 points in the grid; 11 hours at level 3 for 74 points; 15 hours at level 2 for 49 points; and 4 hours at level 1 for 15 points. You add up the points for a total of 212 which is a level 2 overall for the job – between 200 and 288 in the point ranges at the bottom of the page.

The total hours cannot exceed the work week but they could be less as not all jobs are always exposed to conditions which may cause injury. For example, CD 142 has 31 hours of its work week accounted for in factor 6 while CD 159 has a full 37 1/3 hours.

Consideration must be given to the full job assignment when evaluating the last three factors. Is it reasonable that the job would be spending the number of hours indicated on activities listed, given the primary responsibilities, the preponderance of the problem solving, etc.?

Consideration must also be given to the reasonableness of the activities listed between the last three factors. For example, some activities are measured in all three of these factors but for different reasons, the most common being keyboarding. It is measured in Working Conditions for the exposure to a strain or compressed nerve injury from repetitive tasks; in Demand for the sensory concentration required; and in Co-ordination for the accuracy and/or speed of physical movement required. Therefore, it is not reasonable if a job description indicates 6 hours keyboarding in factor 6, 15 hours in factor 7, and 24 hours in factor 8. It is the same activity and the same work week so the hours should be consistent for the same activity between the three factors.

A reasonableness check should also be done for activities that cannot logically happen in the job. For example, if a job works a 36 hour week and spends 30 hours keyboarding, it cannot also spend 12 hours walking as both these activities cannot occur at the same time and the total hours for each factor cannot exceed the work week.

FACTOR 6	A. Up to and incl. 2 hours	B. Over 2 hours, up to and incl. 7 ½ hours	C. Over 7 1/2 hours, up to and incl. 15 hours	D. Over 15 hours, up to and incl. 22 1/2 hours	E. Over 22 1/2 hours, up to and incl. 30 hours	F. Over 30 hours
Level One Events occurring in the workplace are such that there is risk of minor harm or discomfort and no need to change assigned duties.	10	15	22	33	49	74
Level Two Events occurring in the workplace are such that cumulative exposure over a period of a year or more may result in moderate harm, which may necessitate change in some of the assigned duties.	15	33	49	74	111	167
Level Three Events occurring in the workplace are such that, should injury occur, it is likely to result in moderate harm or discomfort, which may necessitate change in some of the assigned duties. OR Events occurring in the workplace are such that cumulative exposure over a period of a year or more is likely to result in serious harm or discomfort, which may require temporary movement to a completely new set of assigned duties.	22	49	74	111	167	251
Level Four Events occurring in the workplace are such that, should injury occur, it is likely to result in serious harm or discomfort, which may require temporary movement to a completely new set of assigned duties. OR Events occurring in the workplace are such that cumulative exposure over a period of a year or more is likely to result in severe disability or discomfort, which may require permanent movement to another job.	33	74	111	167	251	377
Level Five Events occurring in the workplace are such that, should injury occur, it is likely to result in severe disability or discomfort, which may require permanent movement to another job.	49	111	167	251	377	566

POINT RANGES FOR LEVEL DETERMINATION

Level 1: Less than 199 (<u>160</u> pts)	Level 3: 289 - 377 (<u>224</u> pts)	Level 5: 466 -553 (<u>288</u> pts)
Level 2: 200 – 288 (<u>192</u> pts)	Level 4: 378 - 465 (<u>256</u> pts)	Level 6: 554 -640 (<u>320</u> pts)

REPRESENTATIVE EXAMPLES BY LEVEL

NOTE: The following are representative examples only, and are not intended as an all-inclusive list.

Level One:

- deadline pressures caused by interruptions from others where there is no control over interruptions from 0 up to and including 4 hours per week;
- strain or compressed nerve injury from repetitive tasks performed 0 up to and including 4 hours per week;
- working with a lot of background noise, below 85 decibels, where there is opportunity to remove oneself from the noisy condition.
- in contact with or in close proximity to communicable diseases (such as colds);
- road travel in good conditions.
- working in the open at heights up to but not including 5 feet;
- in contact with substances such as glue, cleaning agents, toner, insects, motor oil/grease, dust, dampness;
- exposure to unpleasant odours;
- working on slippery floor.
- in close proximity or direct contact with clients who are known to have short-term treatable communicable diseases (e.g. measles, chicken pox);

Level Two:

- deadline pressures caused by interruptions from others, where there is no control over interruptions from over 4 and including 10 hours per week;
- strain or compressed nerve injury from repetitive tasks performed over 4 and up to and including 10 hours per week;
- working with a lot of background noise, below 85 decibels, where there is no opportunity to remove oneself from the noisy condition (e.g., open office environment);
- physiological manifestation of stress from rude and impolite people;
- eyestrain from bright light; glare;

Level Three:

- deadline pressures caused by interruptions from others where there is no control over interruptions from over 10 or more hours per week;
- strain or compressed nerve injury from repetitive tasks performed over 10 or more hours per week;
- exposure to loud noise 85 decibels or more;
- in contact with clients where it is known that they have longer term treatable communicable diseases (e.g. tuberculosis, Hepatitis A);
- travel in ATV's, off road; travel in adverse weather (eg. icy roads, limited visibility, heavy snow).
- in contact with vibration from equipment;
- inspecting mines, tunnels;
- working in close proximity to wildlife/livestock.
- working in the open at heights from 5 and up to but not including 10 feet;

Level Four:

- in contact with non-treatable communicable diseases through exposure to bodily fluids, which could result in severe disability or fatality (eg. H.I.V., Hepatitis B and C, Ebola);
- travel off road or on Tote road designations where significant caution is required;
- in-person anger or hostility directed at you;
- working in close proximity to steamboilers over 15 psi or hot water systems over 165 psi with an internal temperature of 250°F.
- working in close proximity to radiation or volatile substances;
- conducting inspections of operating equipment or in excavations;
- working in the open at heights from 10 or more feet.

Level Five:

- travel where there is severe restriction in visibility requiring significant caution;
- direct in-person intervention with individuals exhibiting angry or hostile behaviour;
- working in close proximity to toxic fumes in areas of poor ventilation;
- high speed chases;
- working outdoors in extreme weather conditions;
- working in close proximity to active forest fires.

FACTOR SEVEN – DEMAND

Measures physical and mental demand inherent in the job assignment.

Notes to Raters:

- Consideration is given to physical demand, sensory demand required for exactness, and mental demand from interaction with others.
- Consideration is given to restriction of movement
- Consideration is not given to the size, strength, or stamina of the individual employee.
- The total number of hours must equal the employee's normal work week (e.g. 36 or 37 1/3), averaged over the year.

Suggestions for Approach:

To evaluate jobs on this factor, determine the degree level for each activity using the factor level definitions and the CDs. Once you have assigned a degree level to each activity, you then add up the total hours for each level. For example, a job might have activities that total 4 hours at level 3 for 70 points; 29 hours at level 2 for 157 points; and 3 hours at level 1 for 31 points. You add up the points for a total of 258 points, which is a level 3 overall for the job – between 244 and 295 in the point ranges at the bottom of the page.

The total number of hours must equal the employee's normal work week (e.g., 36 or 37 1/3) averaged over the year. Therefore, any hours not accounted for on the job description are defaulted to level 1. If the job is working less than a full work week, pro-rate the hours up to a normal work week. For example, if an employee works a 12 hour week in a job that normally is a 36 hour week, divide 36 by 12 to determine the multiplier. In this case it would be 3. Then multiply the total hours at each level by 3. If they have 1 hour at level 3, 7 hours at level 2 and 4 hours at level 1, this would equate to 3 hours at level 3, 21 hours at level 2 and 12 hours at level 1.

Consideration must be given to the full job assignment when evaluating the last three factors. Is it reasonable that the job would be spending the number of hours indicated on activities listed, given the primary responsibilities, the preponderance of the problem solving, etc.?

Consideration must also be given to the reasonableness of the activities listed between the last three factors. For example, some activities are measured in all three of these factors but for different reasons, the most common being keyboarding. It is measured in Working Conditions for the exposure to a strain or compressed nerve injury from repetitive tasks; in Demand for the sensory concentration required; and in Co-ordination for the accuracy and/or speed of physical movement required. Therefore, it is not reasonable if a job description indicates 6 hours keyboarding in factor 6, 15 hours in factor 7, and 24 hours in factor 8. It is the same activity and the same work week so the hours should be consistent for the same activity between the three factors.

A reasonableness check should also be done for activities that cannot logically happen in the job. For example, if a job works a 36 hour week and spends 30 hours keyboarding, it can't also spend 12 hours walking as both these activities cannot occur at the same time and the total hours for each factor cannot exceed the work week.

FACTOR 7	A. Up to and Including 7.5 Hours Per Week	B. Over 7.5 Up to and Including 15 Hours Per Week	C. Over 15 Up to and Including 22.5 Hours Per Week	D. Over 22.5 Up to and Including 30 Hours Per Week	E. Over 30 Up to and Including 37 1/3 Hours Per Week
<p>Level 1 Work involves sensory concentration to perform work where it is possible to shift attention away, but continue to perform the task, eg. shovelling, mowing lawn, gathering information, photocopying.</p> <p>Work involves mental demand from working with others, eg. requests for information (tourists requiring information, redirecting calls).</p> <p>Work requires incidental lifting, carrying, pushing, or pulling weights not exceeding 8 kgs.. Freedom of movement exists and the job does not usually confine the employee to a prescribed body posture. Body movement usually involves sitting and intermittent walking.</p>	31	47	70	105	157
<p>Level 2 Work involves sensory concentration where exactness is important. Interruptions unrelated to task at hand results in disrupting the completion of the task, eg. reading survey plans, completing legal documents, drawing detailed technical plans, schematics, interviews, word processing, transcribing, inspections, delivering presentations.</p> <p>Work involves mental demand from working with people who are rude, impolite, or require support or empathy; or leading groups where there is a requirement to listen, clarify, restate, summarize and consolidate responses.</p> <p>Work requires considerable walking, standing, a confined work position, or constant periods of sitting in positions where freedom does not exist to walk about. Lifting, pushing, or pulling weights from 8 and up to and including 18 kgs..</p>	47	70	105	157	236
<p>Level 3 Sustained, sensory concentration is required where exactness is critical. Interruptions, even for a moment, may cause injury to others, or damage to property.</p> <p>Work involves mental demand from working with hostile individuals, or individuals who have learning, speech, or other sensory barriers.</p> <p>Work requires extensive exertion involving various body movements and body postures. Includes restraining people, climbing, lifting, or pulling weights over 18 kgs.</p>	70	105	157	235	353

POINT RANGES FOR LEVEL DETERMINATION

Level 1: Less than 191 (<u>160</u> pts)	Level 4: 296 - 347 (<u>280</u> pts)
Level 2: 192 - 243 (<u>200</u> pts)	Level 5: 348 - 400 (<u>320</u> pts)
Level 3: 244 - 295 (<u>240</u> pts)	

FACTOR EIGHT - COORDINATION

Determines the degree of coordination required to accurately perform physical movements required by the nature of the job assignment.

Notes to Raters:

- When evaluating jobs on this factor, the total number of hours must add up to the normal work week.
- Consideration is given to speed and accuracy of physical movement required. In all cases both speed and accuracy are important. However, in some work, accuracy of physical movement is the major consideration, while speed is the secondary consideration, and vice-versa. Movements can be small motor movements (e.g., keyboarding, welding, giving injections, drafting, repairing fine instruments, etc.) or large motor movements (e.g., mopping, shovelling, stocking shelves, etc.).

Suggestions for Approach:

Any hours that do not require either speed or accuracy of physical movement are defaulted to level 1 where neither speed nor accuracy of physical movement is a major consideration.

If the job works less than a full work week, pro-rate the hours up to a normal work week. For example, if an employee works a 12 hour week in a job that normally is a 36 hour week, divide 36 by 12 to determine the multiplier. In this case it would be 3. Then multiply the total hours at each level by 3. If they have 1 hour at level 3, 7 hours at level 2 and 4 hours at level 1, this would equate to 3 hours at level 3, 21 hours at level 2 and 12 hours at level 1.

To evaluate jobs on this factor, determine the degree level for each activity using the CD's and the guide at the back of the factor, which outlines representative examples of activities for each degree level. Then add up the total hours for each level. For example, a job might have activities that total 5 hours at level 3 for 70 points; 27 hours at level 2 for 157 points; and 4 hours at level 1 for 31 points. You add up the points for a total of 258 which is a level 4 overall for the job – between 252 and 325 in the point ranges at the bottom of the page.

Consideration must be given to the full job assignment when evaluating the last three factors. Is it reasonable that the job would be spending the number of hours indicated on activities listed, given the primary responsibilities, the preponderance of the problem solving, etc.?

Consideration must also be given to the reasonableness of the activities listed between the last three factors. For example, some activities are measured in all three of these factors but for different reasons, the most common being keyboarding. It is measured in Working Conditions for the exposure to a strain or compressed nerve injury from repetitive tasks; in Demand for the sensory concentration required; and in Co-ordination for the accuracy and/or speed of physical movement required. Therefore, it is not reasonable if a job description indicates 6 hours keyboarding in factor 6, 15 hours in factor 7, and 24 hours in factor 8. It is the same activity and the same work week so the hours should be consistent for the same activity between the three factors.

A reasonableness check should also be done for activities that cannot logically happen in the job. For example, if a job works a 36 hour week and spends 30 hours keyboarding, it can't also spend 12 hours walking as both these activities cannot occur at the same time and the total hours for each factor cannot exceed the work week.

FACTOR 8	A. Up to and Including 7.5 Hours Per Week	B. Over 7.5 Up To And Including 15 Hours Per Week	C. Over 15 Up To And Including 22.5 Hours Per Week	D. Over 22.5 Up To And Including 30 Hours Per Week	E. Over 30 Up To And Including 37 1/3 Hours Per Week
Level 1 Neither speed nor accuracy of physical movement is a major consideration.	31	31	31	31	31
Level 2 Either speed or accuracy of physical movement is a major consideration.	47	70	105	157	236
Level 3 Both speed and accuracy of physical movement are demanded.	70	105	157	235	353

POINT RANGES FOR LEVEL DETERMINATION

Level 1: Less than 104 (<u>160</u> pts)	Level 4: 252 - 325 (<u>280</u> pts)
Level 2: 105 - 177 (<u>200</u> pts)	Level 5: 326 - 400 (<u>320</u> pts)
Level 3: 178 - 251 (<u>240</u> pts)	

Neither Speed Nor Accuracy of Physical Movement is Required	Speed of Physical Movement is Required	Accuracy of Physical Movement is Required	Both Speed and Accuracy of Physical Movement Are Required
<p>Giving presentations</p> <p>Reading</p> <p>Answering inquiries</p> <p>Providing instruction to staff</p> <p>Attending meetings</p> <p>Reviewing documents</p> <p>Proofreading</p> <p>Shovelling snow</p> <p>Picking up garbage</p> <p>Walking anywhere, unless on inclined, wet, or greasy surfaces</p> <p>Raking sand</p> <p>Counselling others</p> <p>Completing timesheets</p> <p>Vacuuming</p> <p>Mopping floors</p> <p>Evaluating swimming students</p> <p>Patching and sealing highway cracks</p>	<p>Lifesaving</p> <p>Responding to chlorine leaks, or chemical spills</p> <p>Self-defense</p> <p>Reacting to escape, moving machinery</p> <p>Firefighting, clean-up</p> <p>Fire simulation exercises</p>	<p>To enter or retrieve data using keyboards, including word processing or spreadsheets, or using calculators or cash registers. →</p> <p>Photocopying, faxing, sorting mail, retrieving files, or filing, labelling and inserting mail in envelopes.</p> <p>Labelling specimens. →</p> <p>All handwritten work, including recording of figures, writing correspondence, taking notes, completing forms, use of radio, or telephone. →</p> <p>Use of any measuring device, or equipment for measuring chemicals, medicine dosage, or calibrating, performing chemical tests, conducting stability tests and distilling, adding reagents and testing water quality, injecting liquids into testing equipment, focusing microscopes. →</p> <p>Repair and installation of most equipment, including computers, assembling devices, building cabinets, sharpening tools, electrical, painting, or plumbing, regular welding, greasing parts, changing oil. →</p> <p>Driving. →</p> <p>Climbing ladders, stairs, scaffolds, moving through confined spaces, dense underbrush, climbing log piles, cut-overs. →</p>	<p>→ Keyboarding performed under deadline pressures, urgent typing, high volume with deadlines, payroll deadlines, completion of documents while clients are waiting, timed data entry where costs are being incurred.</p> <p>→ Opening, sorting and recording frozen/perishable specimens.</p> <p>→ Taking shorthand, use of radio equipment for emergent situations.</p> <p>→ Measuring, or adding reagents where there are tolerable exposure limits and risk of specimen contamination through exposure to air.</p> <p>→ Arc or acetylene welding, stripping, or painting using quick dry epoxies, repair of equipment where user is incurring downtime while waiting.</p> <p>→ High speed chase, or operating heavy road equipment - grader, plough, trencher - in traffic while applying salt, sand, ploughing snow, or centre-striping, docking ferry.</p> <p>→ Inspecting moving machinery where there is a requirement to move, or climb around moving obstacles and slippery surfaces.</p>

Neither Speed Nor Accuracy Of Physical Movement Is Required	Speed of Physical Movement Is Required	Accuracy Of Physical Movement Is Required	Both Speed And Accuracy Of Physical Movement Are Required
<p>Loading and distributing firewood</p> <p>Moving picnic tables and BBQs</p> <p>Cutting down vegetation</p> <p>Eye movement</p> <p>Stocking shelves, unloading, loading stock</p>		<p>Preparation of drawings for evidence and moving carefully within crime site. →</p> <p>Use of branding irons, riding horseback. →</p> <p>Plotting locations on maps, preparing maps, delineating forest stands in aerial photos, drafting sketches for survey plans, using survey transit, placing survey stakes, computer drafting. →</p> <p>Operating hand-held power tools. →</p> <p>Mixing and heating asphalt samples.</p> <p>Sculpting, moulding and casting objects.</p> <p>Inspecting livestock, inoculating, administering medicine. →</p> <p>Skinning and processing animals.</p> <p>Performing dental procedures, taking x-rays, applying eye drops, dressing wounds. →</p> <p>Demonstrating techniques, setting-up displays.</p> <p>Cooking over hot stoves. →</p> <p>Dissecting specimens, taking water samples, launching, or loading boats. →</p> <p>Placing books, or stock on shelves where location is critical for inventory, or library management.</p> <p>Directing traffic through a work zone while others are working.</p>	<p>→ Restraining others, using firearms, conducting a search and seizure, using handcuffs, or pepper spray.</p> <p>→ Roping cattle, manoeuvring on horseback while sorting cattle, using cattle squeeze and clippers, climbing corrals to escape charging animals.</p> <p>→ Recording survey data while doing aerial surveys, setting up and operating survey/soil equipment on high volume highway.</p> <p>→ Using high speed bench tools (e.g., metal lathe, circular saw).</p> <p>→ Extracting blood samples, or giving injections to live animals, or to people resisting.</p> <p>→ Responding to emergent situations - medical, suicide attempt, etc.</p> <p>→ Slicing and chopping food preparation to meet meal times.</p> <p>→ Weighing and measuring live fish samples out-of-water, setting and removing gill nets.</p>