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USER’S GUIDE

A. AUTHORITY

The contents of this manual have been authorized by the Public Service Commission and approved by Cabinet.

B. PURPOSE

The purpose of this manual is to serve as a reference guide to the Yukon Government job evaluation system. It is anticipated that manual users will have a variety of reasons to access the information it contains.

C. ORGANIZATION OF MANUAL

The manual is organized in five sections:

- Section One - General is a general introduction to job analysis, job evaluation, and point rating plans such as the system described in this manual.

- Section Two - Job Evaluation Plan explains the factors used in the Government of Yukon's job evaluation system to assess each job. This chapter also contains a description of the occupational groups.

- Section Three - Rating Scales contains the official charts used to assign points for each job factor. A chart is also included showing the point ranges or levels within each group.

- Section Four - Benchmarks contains benchmark descriptions and evaluations. These are standards which serve as a reference point for all other classifications.
SECTION ONE - GENERAL

A. Job Analysis

Job analysis is the systematic collection and examination of data concerning the duties of a job. Data may be collected from several sources including questionnaires, individual interviews, supervisory interviews, group interviews, direct observations and activity logs. Once collected, the data is organized, analyzed and then recorded as a job description. Job descriptions are written using a standardized format and vocabulary.

Job descriptions have several potential applications. When a position is vacant, they can be used to assist in developing qualification standards for recruitment. Once a position is staffed, the job description is a basis for employee performance appraisal, staff development, and career planning. From a larger perspective, the description can be used for organizational purposes. For example, such purposes could include review and improvement of organization structure, procedures, or safety standards. A very important organizational application is the use in determining the relative value of jobs; this process is referred to as job evaluation.

B. Job Evaluation

Job evaluation is the process of determining the value of each job compared to all the other jobs in an organization. Based on a review and auditing of job descriptions, jobs are analyzed and compared. The evaluation process is used as the foundation for an equitable and consistent system of compensation. Job evaluation also provides information for organizational analysis and human resource management.

While there are several alternative methods for comparing jobs, the Yukon Government has selected a point rating system. This system utilizes four factors (Job Knowledge and Skills, Mental Demands, Accountability, and Working Conditions) to analyze each job. Based on the job description, each factor is used to assess the job and factor points are allocated. The final job evaluation is reflected by the total number of points allocated for all factors.
Since the job evaluation is a critical element both at the organization level (e.g. structure) and the individual level (e.g. compensation), care must be taken that the system is objective. Therefore it is essential that the original job analysis and the following evaluation both focus on the duties and responsibilities of work assigned to the position, and not the incumbent's performance of that work. Considerations such as an incumbent’s efficiency, speed, or effectiveness pertain to performance appraisal, not job evaluation. It is also important that each job is evaluated based on normal, ongoing conditions. For example, a new or temporary job might not evolve as expected. In such cases, job evaluation can only be considered to be temporary until the job routine is established. At the same time, some positions require the occasional application of specialized skill. To maintain equity, such jobs must be assessed on these occasionally-used skills as well as those used on a regular, on-going basis.

In evaluating jobs, the following steps should be carried out:

1. Analyze the job content to make sure it is clear and understandable.

2. Discuss the job’s content with the incumbent and the supervisor to make sure that the job description includes the critical accountabilities and does not stress components which are relatively minor to the job’s performance.

3. Compare the job description with that of the supervisor, the position’s subordinates and its peers. Identical accountabilities and overlaps of responsibility must be identified and the job description should be adjusted accordingly.

4. Evaluate the position on the point rating plan, and with reference to the benchmark positions.

5. Determine the tentative level by assigning the total points to a point range.

6. Check the class level arrived at against that of the position’s supervisor and subordinates:
   ✓ Does the level allocated make sense within the overall organization?
Do the factor evaluations make sense within the overall organization?

7. Recheck the factor evaluation where any anomalies appear, e.g.:
   ✓ Are the supervisor and subordinate rated the same on mental demands?
   ✓ Is the subordinate rated with a higher accountability level than the supervisor?

No job evaluation system is either a perfect measurement device or a totally objective measurement device. To apply it properly, one must always check against the organizational context and make sure that the evaluation judgements made are consistent and compatible with the judgements already made about those positions which surround the one you are evaluating.

C. **Point Rating Plan**

A point rating plan is an analytical, quantitative system for determining job value by assigning point values to each of a set of job characteristics or factors. The process of developing a point rating plan begins with selecting and defining the job factors. Factors are then divided into dimensions, and each dimension is broken down into a set of objectively defined levels. Through using a common framework for analyzing all jobs, a well designed point rating plan provides an objective method for comparing jobs.

Application of a point rating plan involves:
- analyzing the job in terms of the various factors
- deciding which factor level is appropriate to the job, and assigning the relevant point value
- summing the points assigned to the job on each of the factors. The sum of point values represents the relative “worth” of the position compared to all other positions in the organization.

Point rating plans have several advantages over other systems. The primary advantage is that there is a greater degree of objectivity. The factors provide a basis for consistency among different evaluators and each of the major areas of job demand is assessed systematically. Point rating plans do not consider current salary, market
supply or historical relationships as only position content is being evaluated. This assists job raters to avoid clumping all jobs together, rating a job higher than it should be because of its current pay level, or discriminating against or in favour of a particular job because the incumbent or the work itself is known to the rater. The mathematical grouping of points also provides logical and practical distinctions between jobs. Finally, the numeric point value provides a written record of judgements made on each aspect of a job so that evaluations can be inspected and the system integrity maintained.

The following section provides definitions of the terms used in the Yukon’s Job Evaluation System.

D. Definitions

CLASS: a combination of occupational group and level; for example, AR4, ST11 are classes.

FACTORS: represent those components of a job which are “compensable”. Job factors should:

- be observable and measurable
- be explainable
- have some relationship to job difficulty or job value
- occur in all or most jobs
- represent one or other of the most important components of every job
- measure separate characteristics

DIMENSIONS: are the component parts of a factor. Most factors are broad categories and they require further clarification. The dimensions of a factor provide this. Most factors have been divided into three dimensions. An example of factor dimensions: Factor: Knowledge and Skills; Dimensions: Job Knowledge, Managerial Skills, Interpersonal Skills.

DIMENSION LEVELS: Each dimension, in turn, has several levels. By assigning the job to the appropriate level within each dimension, a factor point rating is established.
POINT VALUES: represent the relative weighting of factors compared to each other. The range of the point scale reflects its importance relative to the other factors. In this plan, the factors have the following scales:

- Knowledge and Skills: 40 to 560 points (35%)
- Mental Demands: 5 to 424 points (26%)
- Accountability: 10 to 560 points (35%)
- Working Conditions: 0 to 70 points (4%)

POINT RATING: represents the total point value of a job after the points assigned to it on each factor have been summed. The jobs in the Yukon Government vary in point rating from under 100 to over 800.

POINT RANGES: All the possible point ratings of jobs have been combined into point ranges. Each range is 10% higher at its mid point than the preceding range. The exceptions are the MG and LE groups, where each range is 15% higher than the range before. Any job whose point rating fits within a certain range is assigned to that range.

  e.g. Job Point rating: 260 or 270 or 275
  Point range: 255-279

All the above jobs would be assigned to this point range.

OCCUPATIONAL GROUPS: are the families of jobs which have some relationship to each other (e.g. administration or education). Each group contains a number of levels. These levels correspond to the point ranges, and are the same for every group except Management and Legal.

BENCHMARK POSITIONS: are representative job descriptions used to ensure consistent application of the rating scales. They are part of the official classification standard. Benchmark descriptions are accompanied by a detailed analysis of how the dimension definitions of each factor are interpreted. Each occupational group has several benchmark positions.
SECTION TWO – JOB EVALUATION PLAN

A. The Factors

1. Factors and Dimensions

Job evaluation consists essentially of a comparison between the words used to describe the position and the words used in the factor dimensions. Each factor definition and dimension outlines varying levels required for satisfactory job performance. It is important, therefore, that there be a consistent understanding of the definitions. For that reason, this section outlines the factors and explains the dimensions which make up each factor.

The measurement system utilized by the Yukon Government is designed to provide the tools necessary to assure consistent and accurate appraisal of position content. The system can be viewed as a common yardstick used to measure the content and value of all positions. Positions are evaluated according to four factors which are characteristic of all jobs:

- Knowledge and Skills
- Mental Demands
- Accountability
- Working Conditions

The fourth factor, Working Conditions, is employed for evaluation purposes only where adverse working conditions are a normal aspect of the job.

Each of the factors is divided into dimensions:

- Knowledge and Skills
  - Job Knowledge
  - Managerial Skills
  - Interpersonal Skills
- Mental Demands
  - Independent Judgement
  - Problem Solving
- Accountability
  - Freedom to Take Action
- Size of Impact
- Nature of Impact
- Working Conditions
- Physical Effort
- Hazards
- Discomfort

Each of the factor dimensions is divided into a series of levels, each higher level representing an increasing level of job content. Each level of each dimension is clearly defined.

All positions, regardless of function, level or Department, have requirements which can be described using the factors and their dimensions. Therefore, the relative size and complexity of each position can be measured using the factor dimension levels as a basis for point allocation.

2. Knowledge and Skills Factor

Every position requires a given amount of knowledge and skills for acceptable job performance. There are certain things that an incumbent must know and abilities an incumbent must possess to be able to meet the position’s requirements and responsibilities. It does not matter how these skills and knowledge are obtained – whether by formal education, specialized training, or job-related experiences.

The Knowledge and Skills factor evaluates the position in relation to three dimensions – Job Knowledge, Managerial Skills, and Interpersonal Skills.

a. Job Knowledge Dimension

This dimension measures the amount of specialized or technical knowledge required. Job Knowledge required will vary with each position. Requirements range from lower levels such as familiarity with facts and procedures and possession of basic manual skills to higher levels such as ability to organize and supervise work and knowledge of professional or scientific disciplines.
Job Knowledge is measured in breadth (comprehensiveness) and depth (thoroughness). A position may be limited in breadth in that it specializes in one function, but may be extensive indepth in that it is required to be deeply knowledgeable in that field; a research specialist would be an example of such a position. Another position may not be required to be especially deep in any one field, but may have to be familiar with many areas. Many managerial positions fall into this category. The process involved in evaluating this dimension, therefore, requires two major judgements:

- What is the complexity of the subject matter(s) with which the position must be familiar?
- How knowledgeable must the incumbent be in that field (or fields)?

There are six levels to this dimension.

**LEVEL A** – This level is appropriate for those positions requiring virtually no specialized skills. A brief period of instruction is sufficient to bring the incumbent up to proficiency. It is a position which can be learned in a few weeks at the most and is clearly unskilled.

**LEVEL B** – Three types of knowledge or skill begin to be assessed at this level: (1) knowledge of simple procedures, (2) ability to operate basic machinery and/or (3) physical ability such as fine motor skills. Use of basic arithmetic, operation of a typewriter, requirement to make quick hand movements on an assembly line operation are typical examples. These are vocationally-oriented basic skills which could be learned through trades or secondary schools in a period of months or perhaps on the job in a period of up to six months.

**LEVEL C** – Some jobs require vocational competence: that is, the incumbent must be fully versed in a field normally requiring specialized training and containing a variety of formal procedures and practices. Examples include secretarial and accounting positions. Other positions at
this level include those requiring adeptness in the operation of complex machinery, such as a computer or heavy equipment. The skills and knowledge would typically take one to two years to acquire.

LEVEL D – This level is one of vocational mastery and is the beginning of what could be thought of as a professional level. Basically, four types of positions fall into this level:

- Those requiring an advanced level of understanding in a vocational field, such as a senior accounting clerk with a full range of accounting skills including the preparation of complex financial statements and budgets.
- Those requiring an indepth and thorough knowledge of complex regulations and legislation.
- Those requiring a beginning measure of knowledge in a specialized or technological field. A specialized or technological field is defined as one requiring a substantial amount of post-secondary training and containing complex principles and practices. It is normally thought of as a professional or learned discipline. Thus, a position appropriate to this level might be a junior accountant (i.e. one requiring an official accounting designation and some experience).
- Those requiring competence in a specialized skill such as carpentry, plumbing, or electrical work.

LEVEL E – This level is appropriate for positions requiring full competence in and practice of a specialized or technological field, i.e. Accountant, Architect, Engineer, Speech Pathologist. The skills associated with managing are normally thought of as being required at this level.

LEVEL F – This level is for positions requiring an advanced degree of understanding in a highly complex discipline, e.g. a professional accountant in a department would be at level E, whereas an accountant requiring more indepth knowledge to provide accounting direction for the
entire government would be at Level F, or full competence in two or more different specialized or technological areas.

b. **Managerial Skills Dimension**

This dimension deals with the nature and complexity of the management process required of the position. Management, in these terms, is defined strictly as the exercise of all the elements of management – planning, organizing, executing, controlling and evaluating activities, subfunctions and functions. The subordinate areas managers could be line, supportive, or administrative. It is important to remember that it is the requirement to exercise managerial skills that is to be measured. This is distinct from specialized job knowledge which is measured in the preceding dimension, but which may include knowledge about management systems and techniques. This dimension is only relevant for those positions which manage. Positions which have no requirement to manage are not weighted under this dimension.

In viewing positions according to this dimension, three considerations must be applied:

- the complexity of the management function
- the extent of harmonizing or blending different, diverse, or even competing functions or subfunctions to achieve desired results
- the amount of impact of the managerial function on the organization

There are three separate levels defined for this dimension.

**EXCEPT IN VERY RARE SITUATIONS, A JOB MUST BE RATED AT E FOR JOB KNOWLEDGE BEFORE ANY CONSIDERATION WOULD BE GIVEN THAT THE JOB MIGHT BE LEVEL 2 OR 3 IN MANAGERIAL SKILLS.**

Care must be taken to guard against a tendency to overrate here, particularly with respect to the use of Levels 2 and 3. A clear distinction is
made between management and supervision. As stated, management involves planning, organizing, executing, controlling and evaluating activities, subfunctions, and functions versus supervision which requires specialized job knowledge to ensure the delivery of established plans/programs.

**LEVEL 1** - This level is used but not weighted for positions requiring specific tasks with no identifiable managerial requirements. Alternatively, the level is weighted for those positions responsible for managing one or more activities or subfunctions of a similar nature. Clearly, most positions in an organization fall into this level.

**LEVEL 2** – Positions that meet the tests of managerial complexity, harmonizing, and organizational impact belong here. The emphasis at this level is upon management of subfunctions that are of a different nature. Some senior management positions will be rated at this level.

**LEVEL 3** – At this level, the position should be managing subfunctions where the end results of the subordinate subfunctions tend to be conflicting or competitive with each other, and require special harmonizing. Positions will be managing at a broad executive level, strategically affecting overall departmental results. This level is usually relevant for Deputy Minister positions only.

c. **Interpersonal Skills Dimension**

This dimension measures the direct people contact or human relations skills required of a position. It deals with the extent to which the position must be able to establish rapport with, empathize with, and influence the actions of others. It does not matter whether the others are within or outside of the organization, or whether they are peers, subordinates, or superiors. The nature of the skills necessary to influence these people is what is being measured. The four levels of this dimension are:
LEVEL K – This level is for the basic personal aptitude necessary to get along with fellow employees. Contacts with others are incidental or required as a member of a work team. A work team is defined as a group of employees that collectively contribute to the objectives of the organizational unit.

LEVEL X – This level is appropriate for those positions for which personal interaction outside the work group is required. Contact with others involves exchanging information or materials, and requires basic courtesy.

LEVEL N – This level fits positions in which the exercise of tact and diplomacy is a major responsibility. It could be thought of as directing staff by acting in a leadhand capacity, or providing inspectional, enforcement or counselling activities to the public. Examples of this level are: Social Workers, Building Inspectors, Corrections Officers.

LEVEL Y – This level is for the positions in which successful performance requires the motivation of others or getting them to do things that they might not do. Many sales and executive positions, for example, fall at this level. Also at this level are supervisory positions where the incumbent achieves results through the staff. Such positions are distinguished from leadhand positions (Level N) in the following way: Supervisors spend the larger percentage of their time planning, scheduling, and checking program progress. Leadhands spend the majority of their time carrying out work similar to or more complex than that of their staff. Less time is spent on planning and scheduling.

3. **Mental Demands Factor**

This second factor measures the requirement to analyze alternatives and to solve problems. All positions have to do some thinking as part of their job, but the level of thinking required varies widely between positions.

Since each position incumbent is required to think and solve problems by applying his or her job knowledge and skill, Mental Demands ratings are linked to the
Knowledge and Skills ratings. This is done by first establishing the level of Mental Demands and then using this level in combination with the Knowledge and Skills point allocation to determine the Mental Demands point allocation. Also, because of this link between mental demands and job knowledge, the rating on mental demands will never be higher than that on job knowledge.

This factor has two dimensions, Independent Judgement and Problem Solving.

a. **Independent Judgement Dimension**

This dimension can be thought of as setting the stage for Problem Solving. What is measured here is the opportunity for thinking permitted by the position’s characteristics and role in the organization. This factor can be viewed by considering the amount of structure and guides available or lacking for dealing with problems. Some positions have precise guides, such as detailed rules or procedures, to assist the incumbent when a problem arises. On the other hand, other positions can turn only to less specific policies or general objectives in solving problems. The latter position, obviously, has to exercise a greater degree of Independent Judgement than the first.

In locating the appropriate Independent Judgement level for a given position, the following definitions will be helpful:

- **Procedure**: a manner or way of proceeding; a step-by-step course of action.
- **Policy**: a settled course adopted by management to be followed throughout the organization.
- **Goals**: an expected end result, generally of long-range duration. For our purposes, however, it may be a specific short-range objective, identifying both time and target.

There are six levels which apply to the dimension of Independent Judgement.
**LEVEL A** – Positions that are told precisely how to deal with problems and exercise virtually no Independent Judgement belong at this level. The position does not select between alternatives.

**LEVEL B** – This level is appropriate for positions that have a highly structured work routine or a set of work routines with some, but limited alternatives available.

**LEVEL C** – Positions at this level perform their work and solve problems under procedures and methods. Normally, the position incumbent will have to select between alternatives at key stages in the individual work procedure. Judgement will be exercised in patterned or recurring situations.

**LEVEL D** – Positions at this particular level have a variety of varied and/or complex procedures. Additionally, there is a wide range of alternatives to be selected from in accomplishing the work. Anyone of a number of different choices could be equally right.

**LEVEL E** – At this level, the position is doing its thinking within the policies and goals for a specific department or operating entity, or within the methodologies set for the position’s discipline or profession. The guidelines for which is a “right” or a “wrong” decision are very complex or relatively vague and a substantial responsibility of the position is to come to grips with these judgements.

**LEVEL F** – Positions that solve problems and exercise independent judgement within a broad framework of policies and strategies that apply to a major portion of the organization belong here. This level is distinguished from the previous one in: (1) the greater variety of policies; (2) policies are more generalized; and (3) policies tend to cover a larger sphere.
b. **Problem Solving Dimension**

This dimension measures the nature and complexity of the problems the position encounters and must solve. Three elements should be considered:

- the amount and depth of analysis the position is required to perform
- the nature of the problems to be solved and the complexity of the data
- the extent of evaluative, innovative, or creative thinking required

The higher Problem Solving levels are not reserved for top management. There are many jobs at different organizational levels that call for the same degree of utilization of Knowledge and Skills in solving problems. As with Independent Judgement, it is helpful to define the key terms used in the Problem Solving levels:

- **Analysis**: the separation of a problem or situation into its component parts
- **Evaluation**: to assign values, such as weighing the relative advantages of different and/or competing alternatives
- **Creation**: the establishment of new, rather than imitative, concepts or approaches

There are five levels in this dimension, each successive level is more complex and utilizes different methods. The following definitions are used to determine the Problem Solving level.

**LEVEL 1** – Recall; positions at this level are not required to analyze a problem or look at its component parts. Response to a situation is based virtually upon recall.

**LEVEL 2** – Simple analysis; this level is appropriate for the first range of jobs that have to look at the parts of a problem. Here, however, the
problems are relatively simple and there is a set way of dealing with the problem.

LEVEL 3 – Analysis and Interpretation; supervisory and other positions required to analyze problems containing a substantial degree and diversity of data belong at this level.

LEVEL 4 – Evaluation; this level defines positions which not only must analyze unfamiliar problems containing a wide variety of data, but must also engage in evaluative thinking. This level is characterized by positions that deal with complex problems and must weigh the desirability and/or probability of possible outcomes in relation to each other.

LEVEL 5 – Creativity; those rare positions that are expected to exercise truly creative thinking fit this level. Creativity in the sense of devising something essentially new is something not required of most positions.

4. Accountability Factor
The previous two factors measure job complexity. The Accountability factor evaluates the results expected of the position. All jobs exist in the organization to accomplish some end results; if they did not, they would not exist. Accountability can be thought of as the size of the end results expected and the degree of answerability of the position for consequences of the end results. Accountability is measured by three dimensions. These are Freedom to Take Action, Size of Impact, and Nature of Impact. The latter two are considered together.

a. Freedom to Take Action Dimension
This dimension measures the existence or absence of personal or procedural restraints, i.e., how much latitude does the job have to get things done. Conceptually, this factor is similar to Independent Judgement in that it deals with the amount of latitude permitted a position. While the definitions of the levels have much in common, the important difference is here we are considering freedom to get things accomplished as opposed to the pure thinking environment. It is extremely rare to find a position with
more Freedom to Take Action than Independent Judgement. Care must be taken to distinguish between Independent Judgement and Freedom to Take Action. The former represents how a judgement is made in daily responsibilities whatever the scope, whereas Freedom to Take Action is hierarchically related to the scope of the job. For example, a position which can make decisions regarding the direction a program will take has more Freedom to Take Action than someone who acts within the constraints of a program direction set by someone else.

There are six levels which make up this dimension.

**LEVEL A** – Positions at this level are required to exercise virtually no discretion. They are told exactly what to do and how to do it.

**LEVEL B** – Here, the expected end results of the job are defined, and the methods for achieving those results are set. Some freedom of action is available, however, in selecting between limited and familiar alternative methods.

**LEVEL C** – This defines positions for which the end results are set, but for which more options are open as to methods by which those results might be achieved.

**LEVEL D** – This level is appropriate for positions that work under a variety of work procedures with substantial input to or influence over work methods and procedures.

**LEVEL E** – Here, jobs tend to be limited only by policies governing a specific department or similar organizational unit. Direction tends to be administrative in that emphasis is placed on the specific end results expected with the means of accomplishment left up to the incumbent. Positions at this level tend to be setting the “how” for subordinate positions.
LEVEL F – The primary distinction between this and the previous level is that here positions tend to be operating under a wider framework of policies and goals, normally those applicable to larger organizational goals. Positions respond to general organization “missions” and generally set or participate in setting policy.

b. Size of Impact Dimension
Both Size and Nature of Impact of the job results are interrelated and must be considered together in order to determine what makes the most sense. They measure (a) the size of the end results the position most clearly is designed to have an impact on, and (b) the extent of accountability for those end results. The measurement of Size and Nature of Impact must be taken at the point which represents the position’s most significant influence upon the organization. It should relate to the basic reason the job exists. For example, depending upon the type of end results expected, an accounting manager could be viewed alternately as impacting the accounting department or the entire organization (i.e. providing organization-wide information).

In choosing the combination of Size and Nature of Impact in a given case, it should be remembered that the larger the Size selected, the Lesser the Nature of Impact, and vice versa.

Size of Impact is directly related to the financial responsibility which impacts on something big, little or in-between. But it is difficult to use these concepts without putting some kind of boundaries on them. For example, a Department can be labeled as very large, and a Division as large. But obviously one Division may be much larger, and carry a heavier accountability than another.

To give uniform definition to this dimension, the degrees of size may be generally related to annualized dollars entrusted to or affected by the position under examination. They may reflect objectives such as service
quotas, stewardship of operating budgets or spheres of influence such as total operating revenues.

**LEVEL 1** – Most jobs will be rated at this level. The financial impact of the position can best be thought of as being indeterminate or up to $435,000.

**LEVEL 2** – This is the level for those positions with moderate financial impact, ranging from $435,000 upwards to $4.35 million.

**LEVEL 3** – This is the level for those positions with substantial financial impact, ranging from $4.35 to $43.5 million.

**LEVEL 4** – This is the level for those positions with major financial impact of over $43.5 million.

c. **Nature of Impact Dimension**

The three degrees of Impact express the main kinds of Accountability a person can have on a chosen end result. For an end result of any consequence, a number of positions can be involved, all making some kind of contribution. Many people can properly claim Accountability for an end result provided the Impact of each position’s Accountability is known.

**LEVEL N** – Positions at this level have a facilitative role, but are not designed to appreciably control or alter the end results; the end result tends to be specified. Examples of this level are: Accounting Clerks, Clerk Typists, Nursing Home Attendants.

**LEVEL S** – Positions at this level tend to participate and share in accountability for end results but do not fully control those end results, i.e. Social Workers, Carpenters, Program Coordinators, Directors of Administration.

**LEVEL D** – This level is appropriate for positions that fully control and have the Principal Accountability for the end results selected for Size of Impact, i.e. most Branch Directors.
5. **Working Conditions Factor**
This factor is only applied when a job requires the incumbent to be exposed to adverse conditions within her or his normal working environment. The intention is not to evaluate special situations such as over-crowded conditions or understaffing rather, those conditions to be considered are those that are to be expected in performing the activities for which the job was designed. The three dimensions which make up this factor are Physical Effort, Hazards, and Discomfort. These dimensions should be independently considered in determining if, and to what degree, Working Conditions points should be allocated.

a. **Physical Effort Dimension**
This dimension is concerned with measuring the amount of physical energy expended on the job, without regard for the size, strength, or sex of the individual employee. The degree and intensiveness of effort are to be considered in combination. There are four levels to this dimension ranging from light to heavy physical output.

None of the definitions of the four levels (L, S, M, H) may fit precisely. For example, a considerable amount of lifting of heavy weights does not clearly fit M (considerable lifting of medium weights) or H (continual and intensive lifting of heavy weights). It is incumbent on the evaluator to make a value judgement as to which definition best fits the actual situation.

b. **Hazards Dimension**
The relative exposure to conditions which potentially can cause bodily injury, weakness or damage is evaluated by the four levels of this dimension. The exposure might result in accidents, illness, other physical harm or a chronic condition directly related to the job’s physical environment.

c. **Discomfort Dimension**
The degree and extent of discomfort are assessed using four levels. The Discomfort dimension affords an opportunity to consider mental, as well as physical, disagreeableness. Note: A highly intelligent individual may feel mental stress associated with a simple repetitive job; by the same token, an individual without a strong sense of dedication may feel stress in connection with a job having a high level of responsibility. These examples are not intended to be included within the interpretation of significant mental stress. This is reserved for those unique jobs that stand out as having a marked degree of mental or emotional pressure or tension associated with individuals whose aptitudes and attributes suit them to their jobs.

6. **Job Shape**

When points have been calculated the job shape should be examined. The term “job shape” refers to the step relationship between the Mental Demands points and the Accountability evaluation points for a position. These steps are defined on the Accountability chart. If Accountability is three steps higher than Mental Demands, the position is referred to as a PLUS 3 job. If the two are equal, it is an EQUAL position. If Mental Demands points are one step higher than Accountability, the job is a MINUS ONE.

Example:

<table>
<thead>
<tr>
<th>Knowledge &amp; Skills</th>
<th>Mental Demands</th>
</tr>
</thead>
<tbody>
<tr>
<td>EIN 184</td>
<td>D4J 70</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accountability</th>
<th>Job Shape</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1D 92</td>
<td>+2</td>
</tr>
</tbody>
</table>

The significance of Job Shape is that it is used as a check on the logic of an individual evaluation. A position which is viewed by the evaluator as having a high degree of Accountability relative to Mental Demands requirements would be expected to be more of a plus shaped job (say, PLUS THREE or PLUS FOUR).
Conversely, a position with a relatively higher Mental Demands component should be expected to be close to an equal shaped job.

Taking some examples, a production manager position would be expected to have a high degree of Accountability relative to Mental Demands and the evaluation should be in the range of plus three or four. On the other hand, a research scientist would probably be thought of as having more Mental Demands requirements than Accountability, and the resulting evaluation would be expected to be an equal or even a minus shape.

Note that the range of probable job shapes extends from a MINUS TWO to a PLUS FIVE. Most jobs fall into the PLUS ONE to THREE range.

The concept of Job Shape should be used to assure that the evaluation for a position is consistent with the evaluator’s understanding of the position. The evaluator should first estimate the shape of the position prior to an evaluation and, afterward, compare the actual shape resulting from the evaluation. If the two are significantly different, the evaluation for all the components should be reviewed to determine whether any are inappropriate.

B. The Occupational Groups

The following section describes the types of positional responsibilities of each of the job groups in the Yukon Government classification plan. Each group has been defined using criteria which would indicate inclusion in a particular group as well as criteria which would indicate exclusion from that group. Beside the title of each group is shown the two letter code used as a shorthand identifier.

1. Administrative and Regulatory Group (AR)

   a. Inclusions

   The Administrative and Regulatory Group includes a range of semi-skilled to highly-skilled positions which are engaged in one or more of the following areas:
- the provision of clerical and office support services including the preparation, recording, maintenance and transmission of records and other data using manual and mechanical methods
- the application, interpretation, and enforcement of government codes and regulations either in respect of the general public or internally within the government
- the provision of analysis, advice, information, and consultation to senior management, line departments, the private sector or to interest groups in respect of specialized government programs
- coordinating the delivery of government programs or services in a specialized area
- supervision of the above

Required knowledge and skills range from simple office procedures and equipment operation to the application of advanced principles of business or specialized program administration. Some positions may require knowledge of principles from other occupational groups. Such specialized knowledge, however, will constitute only part of the total knowledge/skill base where the position is involved in interpretive, regulatory, inspection, enforcement, or administrative functions.

b. **Exclusions**

Positions excluded from this group are those in which:
- the major focus of the job is inspection and enforcement of codes and regulations and the position requires journeyman status in a specified, recognized trades area
- a major portion of the position is involved in retail, wholesale, and inventory management activities
- the required level of specialized technical or theoretical knowledge and the practice of related technical functions supports inclusion in the Scientific and Technical Group or the Social Scientific Group
2. **Scientific and Technical Group (ST)**

a. **Inclusions**

The Scientific and Technical Group includes positions requiring the continuous exercise of a discipline normally acquired through formal post secondary education in the natural or physical sciences, including, but not limited to:
- chemistry, biochemistry, chemical technology
- environmental sciences, resources and technology
- geological science
- physics
- biological sciences and technology
- food sciences and nutrition
- architecture and architectural technology
- engineering and engineering technology (general, chemical, civil, electrical and electronic, industrial, mechanical, mining and metallurgical, petroleum)
- survey, drafting and design
- mathematics and actuarial sciences
- systems analysis and computer programming/operation
- medicine and health

This group encompasses positions working at all levels within the disciplines from trainee and developmental through to supervisory.

b. **Exclusions**

Positions excluded from this group are those in which:
- there is involvement in computer programming/operation but the main function is data entry or the coordination/control of data input and output
- the knowledge and skill base is derived from the social sciences or humanities
- the major focus is education and inclusion is more appropriate in the Education Group
3. **Social Scientific Group (SS)**
   
   a. **Inclusions**
   
   The Social Scientific Group includes positions requiring the continuing exercise of a discipline normally acquired through formal post secondary education in the Social Sciences or Humanities. The Social Sciences and Humanities include, but are not limited to, the following:
   
   - anthropology
   - economics
   - psychology and behavioural sciences
   - community planning and studies
   - literature, language, linguistics and translation
   - history
   - museums and gallery sciences and technology
   - library and archival sciences and technology
   
   This group encompasses all positions working within the above disciplines including positions at a training or developmental level and positions responsible for supervising other positions within the group.

   b. **Exclusions**
   
   Positions excluded from this group are those in which:
   
   - the position functions within the legal discipline
   - the major focus is education and inclusion is more appropriate in the Education Group
   - the knowledge and skill base is derived from the natural or physical sciences
   - a degree of knowledge of a social science or humanities discipline is required but the major emphasis is on administrative processes and regulations or on the provision of analytical and advisory services rather than on technical functions

4. **Institutional Services and Support Group (IS)**

   a. **Inclusions**
The Institutional Services and Support Group includes positions engaged in the supervision of clients normally in an institutional setting. Such clients may include students, children and juveniles in care, patients, senior citizens, home residents, and corrections inmates. Specific activities may range from housekeeping, cooking, providing personal and health-related care, routine counselling and rehabilitative activities, and providing health care treatment. Positions encompassed by this group include, for example, Ambulance Attendants, Recovery Unit Workers, Corrections Officers, and Nursing Aide staff. Also included are positions where a primary responsibility is the supervision of other positions in this group.

Knowledge and skills required in these positions will cover a broad range. In some instances, specific licenses or certificates may be mandatory for performance in the job.

b. **Exclusions**

Excluded from this group are positions for which:
- regular and continuing supervision of the client group is not a critical element of the position
- the level of required qualifications is consistent with those of the Scientific and Technical or Social Scientific Groups

5. **Purchasing and Supply Group (PS)**

a. **Inclusions**

The Purchasing and Supply Group includes positions engaged in purchasing, asset control, and retail, wholesale and stockkeeping activities. Tasks may include cashiering, retail or wholesale outlet management, inventory management, and shipping and receiving. Included are positions where a primary responsibility is the supervision of other positions in this group.

b. **Exclusions**

Excluded from this group are positions for which:
- certification is required in a licensed trade
- there is some involvement in the functions described in this group, but the major responsibilities of the job are more closely aligned with those of another group

6. **Operational Services and Labour Group (OS)**
   a. **Inclusions**
      The Operational Services and Labour Group includes positions engaged in unskilled, semi-skilled and skilled manual work which may relate to one or a number of trades or service functions. Work may involve the construction, repair and maintenance of roads, buildings and grounds or it may involve vehicle and heavy equipment operation. Also included are positions responsible for cleaning, caretaking, security, messenger services, and food and laundry services. In certain cases, an operator’s license or ticket may be required. Positions may also include supervision and inspection of the above tasks and functions.

   b. **Exclusions**
      Excluded from this group are positions for which:
      - certification in a licensed trade is mandatory
      - emphasis on the supervision of client groups renders allocation to the Institutional Services Support Group more appropriate

7. **Trades Group (TR)**
   a. **Inclusions**
      The Trades Group includes skilled positions which generally require completion of a recognized apprenticeship program and receipt of an approved journeyman certificate. Positions may also include supervision and inspection of the above tasks and functions.

   b. **Exclusions**
      Excluded from this group are positions for which:
      - no apprenticeship program is available or recognized in the Yukon
8. **Education Group**

a. **Inclusions**

The Education Group includes positions involved in developing and evaluating educational standards, programs and techniques and also in administering educational and professional support programs in the school and college systems. Also included are positions engaged in curriculum development and instruction.

Positions generally require an undergraduate or graduate degree in Education, Psychology, or a related field, or a combination of discipline-related training and an Instructional Diploma or a Teaching Certificate.

The Education Group is divided into three sub-groups as follows:

**A. Program Administration (EA)**

This sub-group includes positions in adult and continuing education environment where:

- instruction of students be included but fifty percent or more of job time is allocated to the development and/or coordination and administration of programs, curricula and courses

OR

- the teaching of a foreign language

**B. Instructors/Counsellors (EB)**

This sub-group includes positions at or on assignment from Yukon College where at least fifty percent of job time is

- provision of instruction to students

OR

- provision of personal and career counselling services to students and potential students
C. **Consultants (EC)**

This sub-group includes positions in the public school environment where the primary focus is the evaluation and promotion of teaching techniques, curriculum standards, and methods of instruction in specialized subject areas.

b. **Exclusions**

Excluded from this group are positions for which:
- membership in the YTA is mandatory
- there is no essential requirement for a teaching certificate, instructional diploma or degree in Education

Note: Of the Education subgroups, only EA is evaluated on the job evaluation system.

9. **Legal Group (LE)**

a. **Inclusions**

The Legal Group includes all positions for which admission to the bar in Canada is a basic requirement and whose principal responsibilities include some combination of the following:
- drafting or amending legislation and regulations
- researching specific questions, and preparing and presenting legal opinions
- representing the Government of Yukon in litigation
- preparing contracts, leases and other agreements
- providing advice or consultation to government departments concerning interpretation of legislation or on other legal matters

b. **Exclusions**

Excluded from the Legal Group are positions where:
- the exercise of the above responsibilities is clearly secondary to the position’s functions as a manager of human, financial, and material resources
- the position is clearly more appropriately assigned to the Management or Education Group

Positions in the Legal Group are evaluated according to the following class concepts:

**Legal Officer 1 (LEO1)**

Summary: This is the entry level for legal officers who have initially been admitted to the Bar.

Nature of Work: The work consists of cases or problems of moderate difficulty only.

General supervision is provided to the incumbent by more senior counsel.

Experience: Generally less than 5 years.

Progression: Incumbents at this level are expected to progress to LEO2, once experience has been gained and the individual is capable of taking on more complex cases.

Salary Range: MG04 to MG06

**Legal Officer 2 (LEO2)**

Summary: This is the experienced working level for Legal Officers.

Nature of Work: The work consists of cases or legal problems, many of which are more complex and difficult. Problems involving the establishment of significant precedents, or highly unusual cases are referred to more senior counsel for advice.

The incumbent works independently but under the general direction of senior counsel or the branch director.
While there are no supervisory responsibilities at this level, there may be a requirement from time to time to assist in the training of less experienced counsel.

Experience: Generally at least 4-5 years experience

Progression: Incumbents at this level will normally progress to LEO3 as experience is gained and the individual is capable of taking on specialist cases, or of undertaking supervisory responsibilities.

Salary Range: MG07

**Legal Officer 3 (LEO3)**

Summary: This is the first level of supervision, or the level for senior/specialist legal officers.

Nature of Work: The work consists of cases or legal problems, many of which are of considerable difficulty. Legal assignments cover a broad range, are novel in nature and concerned with conflicting legal principles.

The incumbent works independently but within the general guidelines of the Solicitors Branch operation.

May supervise a number of junior counsel or may act as head of a legal section.

Experience: Generally 7-10 years general experience, approximately 4-5 years of which have been in legal work related to a particular specialized field of law.

Salary Range: MG08
10. Management Group (MG)
   a. Inclusions

   The Management Group includes a wide variety of positions in which the principal responsibilities include the planning, implementation and evaluation of government programs or policies. Primary responsibilities will normally include managing the financial, human, or material resources, and will require the exercise of the management skills of planning, organizing, directing, controlling and evaluating. Alternatively, positions will advise on the management of government-wide programs or policies.

   b. Exclusions

   Positions excluded from this group are those in which:
   - the exercise of the above responsibilities is clearly secondary to the application of a professional or specialized body of knowledge
   - the duties and responsibilities clearly fit into any other group
   - the exercise of the above responsibilities is clearly secondary to the position’s function of advisor on the development of policies, programs or strategies of the department

11. Language Translation Group (LT)
   a. Inclusions

   The Language Translation Group includes a range of positions where the main function is the translation of pedagogical and other materials. Included are positions where a primary responsibility is the supervision of other positions in this group.

   Knowledge and skills are normally acquired through formal post secondary education.

   b. Exclusions

   Positions excluded from this group are those in which:
- the requirement to teach a second language is the major focus and inclusion is more appropriate in the Education Group
- knowledge of the second language is required but the major emphasis is on administrative/clerical processes rather than on technical functions.

This Section contains the factor and dimension definitions to be used in conjunction with the descriptions in Section Two which form the basis for job evaluation. For each of the factor evaluation charts in this Section, there is a procedural guide, a set of definitions and relevant charts.

A. Knowledge and Skills Factor Evaluation Chart

1. Rating Procedure

a. First select the appropriate level of Job Knowledge (what the position incumbent must know or know how to do to perform satisfactorily with reasonable expectation of reliability in the avoidance of errors and the consequence of errors).

b. Next select the appropriate level of Managerial skills (the degree to which the elements of management must be practiced in coordinating activities, functions, or subfunctions). This will indicate the major vertical column area of the chart in which the position will fall.

c. The third step is to select the level of Interpersonal Skills required (direct contact skills in relationships with people within and outside the organization). Using the letter code (K, X, N or Y) locate the major vertical column selected for Managerial Skills. Each of these major columns is broken down into the same minor vertical columns – make sure that the correct major column is selected. Within this major column, locate the minor column corresponding to the level of Interpersonal Skills required.

d. The intersection of the horizontal row selected for Job Knowledge and the Interpersonal Skills column (within the correct Managerial Skills column) provides three possible point ratings. Select the appropriate rating by
comparing the position’s Job Knowledge and Managerial Skills in relation to the level definitions and the benchmarks. Note that Interpersonal Skills is not taken into account in establishing whether the point rating is low, mid or high.

2. See Section Two, page 2 for broader definitions and examples for this factor and its dimensions.
### SECTION THREE - RATING SCALES

#### KNOWLEDGE & SKILLS

**EVALUATION CHART**

**PAGE 1 OF 2**

**JOB KNOWLEDGE**

**INTERPERSONAL SKILLS**

<table>
<thead>
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<th></th>
<th>K</th>
<th>X</th>
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<th>Y</th>
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<td><strong>A. Unskilled</strong></td>
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<td>No previous experience is needed. Activities follow a simple pattern requiring a brief on-the-job learning period. May be learned in a few weeks.</td>
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<td><strong>B. Basic Skills – Vocationally Based</strong></td>
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<td>Uncomplicated procedures may be followed. The operation of machines or equipment and/or application of a degree of repetitive quickness or manual dexterity may be required. Could be learned in trades or secondary school or in the job in up to six months.</td>
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<td><strong>C. Full Competence</strong></td>
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<td>Activities or procedures require vocational competence and/or adeptness in the operation of complicated mechanical equipment or equipment which may necessitate a high level of speed or manual dexterity. Typically could be learned in up to two years.</td>
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<td><strong>D. Vocational Mastery – Beginning Professional</strong></td>
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<td>A measure of knowledge is required in a specialized or technological</td>
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**MANAGERIAL SKILLS**

1. Activities are carried out within a subfunction or subfunctions, or subordinates are supervised in performing one or more specific subfunctional activities.
2. The elements of management are practiced in coordinating or blending different activities, subfunctions or functions. Management complexity and impact on the total organization are substantial.
3. Management of complex operating entities or functions; management at a broad executive level strategically affecting overall results.
area enhancing vocational competence. Alternatively, competence in an involved manual or mechanical skill is required. This level reflects mastery rather than competence, and requires several years training and experience beyond secondary school.

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E. Competence is required in a specialized or technological field. This includes a comprehension of complex principles and practices based in a learned discipline. Normally requires substantial post secondary education or extensive work experience.

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F. An advanced level of understanding is required in a specialized or technological field or competence in multiple specialized fields, which may include management systems and techniques.

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|   | 212 | 244 | 280 | 320 | 280 | 320 | 368 | 424 | 368 | 424 | 488 | 560 |
Knowledge & Skills encompasses the total amount of understanding, familiarity with facts or information, dexterity or aptitude necessary to perform the job in a satisfactory manner. It may be gained through experience, association, training and/or education. There are three parts to this component:

JOB KNOWLEDGE: What the position incumbent must know or know how to do to perform satisfactorily with reasonable expectation of reliability in the avoidance of errors and the consequence of errors.

MANAGERIAL SKILLS: The degree to which the elements of management must be practiced in coordinating activities, functions or subfunctions.

INTERPERSONAL SKILLS: Direct contact skills in relationships with people within and outside the organization. The levels are:

K. Sufficient personal aptitude is needed to get along with fellow employees. Contacts with others are incidental or required as a member of a work team. A work team is defined as a group of employees that collectively contribute to the objectives of the organizational unit.

X. Personal interaction outside of the immediate work team is required. Contacts normally involve giving or receiving information or materials; requirement for courtesy.

N. Exercise of tact and diplomacy is a major responsibility in dealing with others.

Y. Personal contacts with others require the capability to persuade and/or motivate people to take action.
B. Mental Demands Factor Evaluation Chart

1. Rating Procedure

   a. First select the appropriate level of Independent Judgement (the rating on this dimension is never higher than the rating for Job Knowledge in the previous factor).

   b. Next select the appropriate level of Problem Solving. This will indicate the major vertical column area of the chart, in which the position will fall.

   c. If the job is somewhat high or low, in relation to the definition and the benchmarks, consider this in choosing the appropriate letter representing the Mental Demands factor.

   d. Using the Mental Demands conversion chart, locate the vertical column which corresponds to the point allocation calculated for the Knowledge and Skills factor.

   e. Next locate the horizontal row with the letter which corresponds to the Mental Demands calculated for the position. The intersection of the appropriate vertical column and horizontal rows indicates the point allocation for the Mental Demands factor.

2. See Section Two, page 7 for broader definitions and examples for this factor and its dimensions.
### SECTION THREE - RATING SCALES

**MENTAL DEMANDS**

**EVALUATION CHART**

**INDEPENDENT JUDGEMENT**

<table>
<thead>
<tr>
<th>1. Problems require recall rather than analysis</th>
<th>2. Problems encountered require some analysis of uncomplicated data by established routines or quick reactions in the initiation of expected efforts</th>
<th>3. Problems encountered require analysis and interpretation of a substantial degree and diversity of data in area(s) of expertise</th>
<th>4. Problems encountered require analysis and evaluation of a wide variety of data with many variables and unfamiliar areas</th>
<th>5. Problems encountered involve in-depth analysis and evaluation where significant innovative thinking or creativity is required.</th>
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<tbody>
<tr>
<td>A. Specific directions and prescribed rules limit the latitude permitted for independent judgement</td>
<td>a</td>
<td>b</td>
<td>c</td>
<td>d</td>
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<tr>
<td>B. Standardized work routines with some limited alternatives limit the latitude permitted for independent judgement</td>
<td>b</td>
<td>c</td>
<td>d</td>
<td>e</td>
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<tr>
<td>C. Similar procedures and methods with judgement required at key stages limit the latitude for independent judgement or performance of multiple work routines is normally subject to significant interruption.</td>
<td>c</td>
<td>d</td>
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<td>D. Varying or complex procedures and methods with a wide range of alternatives limit the latitude permitted for independent judgement.</td>
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<td>E.</td>
<td>Distinct departmental or functional policies and goals steer independent judgement.</td>
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<td>F.</td>
<td>General policies and goals of an operating complex or a major function steer independent judgement.</td>
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This factor weighs the degree of effort of the required thinking process in analysis and evaluation of alternatives in reaching solutions. It is represented by the following parts:

- The latitude permitted to independent judgement.
- The extent and nature of the job's problem solving requirements.
### SECTION THREE - RATING SCALES

MENTAL DEMANDS

EVALUATION CHART

PAGE 2 OF 2

MENTAL DEMANDS POINTS

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</table>
C. Accountability Factor Evaluation Chart

1. Rating Procedure
   a. First select the appropriate level of Freedom to Take Action (the extent of restraint under which the position must operate). Limitation can be in the form of necessary supervision or direction, or can be inherent in the nature of the position. It is extremely rare to find a position with a higher rating in Freedom to Take Action than the rating for Independent Judgement in the previous factor.

   b. Next select the appropriate level for Size of Impact (the position’s impact on end results: the general size most representative of the position’s scope; that which most relates to its reason for existence). This will indicate the major vertical column area of the chart in which the position will fall.

   c. The third step is to select the level of Nature of Impact required (the type of impact chosen for size of impact). Using the letter code (N, S or D) locate the major vertical column selected for Size of Impact. Each of these major columns is broken down into the same minor vertical columns – make sure that the correct major column is selected. Within this major column, locate the minor column corresponding to the level of Nature of Impact. It is important that the Size of Impact and Nature of Impact are both selected using the most important impact of the job on the organization.

   d. The intersection of the horizontal row selected for Freedom to Take Action and the Nature of Impact column (within the correct Size of Impact column) provides three possible point ratings. Select the appropriate rating by comparing the position’s Freedom to Take Action and Nature of Impact and Size of Impact in relation to the level definitions and the benchmarks.

2. See Section Two, page 10 for broader definitions and examples for this factor and its dimensions.
<table>
<thead>
<tr>
<th>FREEDOM TO TAKE ACTION</th>
<th>NATURE OF IMPACT</th>
<th>1. SMALL IMPACT</th>
<th>2. MODERATE IMPACT</th>
<th>3. SUBSTANTIAL IMPACT</th>
<th>4. MAJOR IMPACT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N</td>
<td>S</td>
<td>D</td>
<td>N</td>
<td>S</td>
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<tr>
<td>A. Duties are routine and specifically delineated; work is clearly controlled.</td>
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<td>B. Duties are somewhat routine in nature and clearly delineated; some freedom to choose between limited and familiar options; work is closely controlled.</td>
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<td>C. Characteristics of this position are such that activities and methods are clearly defined and/or more options are open as to methods for achieving end result; work is frequently reviewed.</td>
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<tr>
<td>D. Characteristics of the position are such that activities and methods are generally defined with substantial input to or influence over work methods and procedures, and/or efforts are</td>
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</table>
E. Characteristics of the position are such that activities and methods are broadly outlined and/or governed by departmental policies; administrative direction is afforded.

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F. This position operates within state-wide policies and goals; executive guidance is afforded.

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</table>
Each position is designed to make some contribution toward desired overall results. The amount of contribution required is represented by the job's accountability. It has three parts:

FREEDOM TO TAKE ACTION – The extent of restraint under which the job must operate. Limitation can be in the form of necessary supervision or direction, or can be inherent in the nature of the position.

SIZE OF THE JOB’S IMPACT ON END RESULTS – The general size most representative of the job's scope; that which most relates to its reason for existence. (It may be expressed as an annualized dollar figure.)

NATURE OF THE JOB’S IMPACT –
   NON-DIRECT: Services afforded are facilitative or collateral.
   SUPPORTIVE: Services afforded are participative in nature. Actions taken influence, rather than control, results.
   DIRECT: Principal actions – at the position's organizational level – are taken in achieving results
D. Working Conditions Factor Evaluation Chart

1. Rating Procedure
   a. First select the appropriate level of Physical Effort
   
   b. Next select the appropriate level of Hazards. This will indicate the major vertical column area of the chart in which the position will fall.
   
   c. The third step is to select the level of Discomfort. Using the letter code, locate the major vertical column selected for Hazards. Each of these major columns is broken down into the same minor vertical columns – make sure that the correct major column is selected. Within this major column, locate the minor column corresponding to the level of Discomfort.
   
   d. The intersection of the horizontal row selected for Physical Effort and the Discomfort column (within the correct Hazards column) provides three possible ratings. Select the most appropriate by reviewing the definitions and the benchmarks. Most positions will not have any points allocated for this factor as its focus is on those positions which have difficult working conditions as a normal part of the position.

2. See Section Two, page 13 for broader definitions and examples for this factor and its dimensions.
### SECTION THREE - RATING SCALES

#### WORKING CONDITIONS EVALUATION CHART

**HAZARDS**

<table>
<thead>
<tr>
<th>PHYSICAL EFFORT</th>
<th>DISCOMFORT</th>
<th><strong>A</strong></th>
<th><strong>B</strong></th>
<th><strong>C</strong></th>
<th><strong>D</strong></th>
<th><strong>A</strong></th>
<th><strong>B</strong></th>
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<tr>
<td>L.</td>
<td>The employee is normally involved in activities requiring little lifting, climbing or working in tiring positions.</td>
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<td>S.</td>
<td>A moderate amount of lifting of light to medium weights, climbing or working in tiring positions is required.</td>
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<td>M.</td>
<td>A considerable amount of lifting of medium weights, climbing or other physically tiring work is required.</td>
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<td>H.</td>
<td>Continual and intensive lifting of heavy weights, climbing and/or other physically tiring work is required.</td>
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This factor includes undesirable conditions imposed upon the job. The dimensions are:

- **PHYSICAL EFFORT** - the amount of physical energy required to be expended.
- **HAZARDS** - the relative exposure to the degree of risk of injury or harm.
- **DISCOMFORT** - the environmental conditions to which the incumbent is exposed while on the job. They include such things as cold, wind, dust, heat, rain or snow, fumes, dirt, etc. as well as conditions generating significant stress.

There are four levels:

A. Nature of the job is such that there is an absence of undesirable environmental conditions.
B. Normal job conditions are moderately disagreeable on occasion.
C. Strongly disagreeable conditions frequently exist.
D. Conditions are disagreeable in the extreme, continuously or much of the time.
## E. Job Shape Table

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 560 | 488 | 424 | 368 | 320 | 280 | 244 | 212 | 184 | 160 | 140 | 122 | 106 | 92 | 80 | 70 | 61 | 53 | 46 | 40 |
| 35 | 30 | 26 | 23 | 20 | 17 | 15 | 13 | 11 | 10 | 9 | 8 | 7 |
To determine the Job Shape, locate the Mental Demands points and the Accountability points on the above table. The difference in steps and direction (up = plus, down = minus) indicates the Job Shape.

Example #1 - Mental Demands points = 53, Accountability points = 70.
   "70" is 2 levels up from "53", therefore the job shape is plus 2.

Example #2 - Mental Demands points = 92, Accountability points = 80.
   "80" is 1 level down from "92", therefore the job shape is minus 1.
F. **Point Ratings and Occupational Group Levels**

The following charts are used for converting the total factor point allocations for a position to group levels. If there is uncertainty as to the group in which a job belongs, refer to Section Two. After the factor points have been converted, use the Job Shape Table to ensure that the job shape is between -2 and +5, and consistent with the correlation between Mental Demands and Accountability.

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### SECTION FOUR - BENCHMARKS

#### A. INDEX

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14a Government Records Archivist → page 97
15a Senior Addictions Worker → page 101
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18a Supervisor – Yukon Public Libraries → page 109
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9a Drafting Technician and Layout Designer → page 120
10a Engineering Aide → page 123
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12b Heavy Equipment Mechanic → page 164
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<td>D1D</td>
</tr>
<tr>
<td>SS20a</td>
<td>Supervisor of Placement and Support Services</td>
<td>E1Y</td>
<td>Med</td>
<td>E4i</td>
<td>High</td>
<td>E1D</td>
</tr>
<tr>
<td>CLASS</td>
<td>TITLE</td>
<td>K/S</td>
<td>M/D</td>
<td>ACC</td>
<td>W/C</td>
<td>JOB SHAPE</td>
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</tr>
<tr>
<td>ST7a</td>
<td>Junior Computer Operator</td>
<td>C1X</td>
<td>Med</td>
<td>C2e</td>
<td>C1N</td>
<td>S1B High</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Low</td>
<td>Low</td>
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</tr>
<tr>
<td>ST9a</td>
<td>Drafting Technician &amp; Layout Designer</td>
<td>C1X</td>
<td>High</td>
<td>C3g</td>
<td>C1S</td>
<td>---</td>
</tr>
<tr>
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<td></td>
<td>Low</td>
<td>Low</td>
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</tr>
<tr>
<td>ST10a</td>
<td>Engineering Aide</td>
<td>C1N</td>
<td>Med</td>
<td>C3g</td>
<td>C1S</td>
<td>S2C Low</td>
</tr>
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<td></td>
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<td></td>
<td></td>
<td>Low</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>ST13a</td>
<td>Soils Technician</td>
<td>D1N</td>
<td>Med</td>
<td>D3h</td>
<td>C1S</td>
<td>S2C Low</td>
</tr>
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<td></td>
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<td></td>
<td></td>
<td>Low</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>ST14a</td>
<td>Conservation Officer</td>
<td>D1N</td>
<td>Med</td>
<td>D3h</td>
<td>D1S</td>
<td>M3C Med</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Low</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>ST15a</td>
<td>Trapper Education Specialist</td>
<td>D1Y</td>
<td>Med</td>
<td>D3i</td>
<td>D1S</td>
<td>S3C Low</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>High</td>
<td>Med</td>
<td></td>
</tr>
<tr>
<td>ST16a</td>
<td>Wildlife Management Biologist</td>
<td>E1N</td>
<td>Med</td>
<td>D3i</td>
<td>D1S</td>
<td>S3C Med</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>High</td>
<td>High</td>
<td></td>
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<tr>
<td>ST16b</td>
<td>Construction Project Manager</td>
<td>D1Y</td>
<td>High</td>
<td>D3i</td>
<td>D1S</td>
<td>L1B Low</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>High</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>ST18a</td>
<td>Senior Speech Pathologist</td>
<td>E1N</td>
<td>Med</td>
<td>E4I</td>
<td>D1D</td>
<td>L1B High</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>High</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>ST19a</td>
<td>Senior Project Supervisor</td>
<td>E1Y</td>
<td>Med</td>
<td>E4k</td>
<td>E1S</td>
<td>L1B Low</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>Low</td>
<td>High</td>
<td></td>
</tr>
<tr>
<td>ST19b</td>
<td>Administrator – Seniors’ Residence</td>
<td>E1Y</td>
<td>Med</td>
<td>E3j</td>
<td>E1D</td>
<td>L1B High</td>
</tr>
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<td></td>
<td></td>
<td>High</td>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>ST19c</td>
<td>Systems Project Manager</td>
<td>E1N</td>
<td>High</td>
<td>E4I</td>
<td>E1S</td>
<td>---</td>
</tr>
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<td>High</td>
<td>High</td>
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<tr>
<td>CLASS</td>
<td>TITLE</td>
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<td>M/D</td>
<td>ACC</td>
<td>W/C</td>
<td>SHAPE</td>
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</tr>
<tr>
<td>TR12a</td>
<td>Carpenter</td>
<td>D1X Med</td>
<td>C3g Low</td>
<td>C1S Med</td>
<td>M3B Med</td>
<td>+2</td>
</tr>
<tr>
<td>TR12b</td>
<td>Heavy Equipment Mechanic</td>
<td>D1K High</td>
<td>C3h High</td>
<td>C1S High</td>
<td>M2C Med</td>
<td>+2</td>
</tr>
<tr>
<td>TR13a</td>
<td>Building Inspector</td>
<td>D1N High</td>
<td>C3g Low</td>
<td>C1S High</td>
<td>L1B High</td>
<td>+1</td>
</tr>
<tr>
<td>TR16a</td>
<td>Chief Electrical Inspector</td>
<td>E1N Med</td>
<td>D3i High</td>
<td>D1S High</td>
<td>L1B High</td>
<td>+1</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Mail Clerk
Dept.: Workers’ Compensation Board
BM No.: AR3a

BASIC FUNCTION:
Process incoming and outgoing mail to contribute to the prompt and efficient conduct of the Department’s function.

NATURE AND SCOPE:
The position reports to an Executive Director.

The position acts as Mail Clerk and also performs a variety of office support tasks as time allows. These duties necessitate working both indoors and outdoors.

Each day the position opens and sorts all mail received in the Department and delivers it to appropriate recipients in four units. All revenue received is recorded on a cash blotter and submitted to the Accounts Section. The position processes all mail sent from the Department. He/she mails compensation forms as requested and notifies the Accounts Section when a supply of forms is low. The position also mails or personally distributes all compensation cheques.

The position maintains a claim card index system and pulls files for the Claims Section daily and as requested.

Reports are collected from outside offices three times per week. The position walks to medical offices to receive reports. He/she also walks to a bank daily to deposit revenues received.

The position maintains a postage machine and monitors it for proper operation.

The position acts as receptionist in the absence of the incumbent. This includes greeting clients and answering phones as well as typing documents.

SPECIFIC ACCOUNTABILITIES:
- Ensure that incoming mail reaches recipients in a timely and accurate manner by sorting and distributing mail daily.
- Contribute to the timely correspondence of the Department by processing and posting outgoing mail.
- Contribute to the efficient functioning of the office by performing administrative support tasks and acting as the receptionist as required.
- Contribute to an effective mail operation by monitoring and maintaining the postage machine.

**WORKING CONDITIONS:**
Carries light package and mail. Exposed to all weather conditions during outdoor duties.

**KNOWLEDGE, SKILLS & ABILITIES:**
Ability to operate postage machine, photocopier and simple switchboard. Minor typing skills for occasional typing of documents.

Ability to communicate well with other staff members.

Ability to deliver and receive documents both indoors and outdoors.

Knowledge of English grammar and arithmetic at a level equivalent to high school graduation.
BENCHMARK POSITION EVALUATION

Position Title: Mail Clerk
Dept.: Workers’ Compensation Board
BM No.: AR3a

Total Points: 90
Job Shape: +5

GROUP ALLOCATION RATIONALE: Provides clerical and office support services involving mail processing and occasional receptionist activities.

<table>
<thead>
<tr>
<th>EVALUATION FACTOR</th>
<th>KNOWLEDGE &amp; SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>duties are straightforward and routine; required to operate postage machine,</td>
</tr>
<tr>
<td></td>
<td>simple switchboard, typewriter to a limited degree</td>
</tr>
<tr>
<td>1</td>
<td>works within the one subfunction of mail handling in a Department</td>
</tr>
<tr>
<td>X</td>
<td>delivers mail and files requiring communication with recipients in a courteous</td>
</tr>
<tr>
<td></td>
<td>manner; responds to clients when substituting for the receptionist</td>
</tr>
<tr>
<td>61</td>
<td>low rating: job knowledge required is uncomplicated; little, if any, work</td>
</tr>
<tr>
<td></td>
<td>experience is required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNTABILITY</th>
<th>MENTAL DEMANDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>defined work routines leave little room for variation</td>
</tr>
<tr>
<td>1</td>
<td>the position relies on recall rather than analysis to solve problems</td>
</tr>
<tr>
<td>b</td>
<td>low rating: job is of minimum complexity and requires little problem solving</td>
</tr>
<tr>
<td>8</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WORKING CONDITIONS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>daily carries to other buildings light packages such as medical reports and</td>
</tr>
<tr>
<td></td>
<td>revenues for deposit</td>
</tr>
<tr>
<td>1</td>
<td>little exposure to injury</td>
</tr>
<tr>
<td>B</td>
<td>outdoor activities can be disagreeable during times of inclement weather</td>
</tr>
<tr>
<td>6</td>
<td>low rating: exposure to all kinds of weather conditions is only for brief periods</td>
</tr>
<tr>
<td></td>
<td>of time</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Records Clerk
Dept.: Government Services
BM No.: AR3b

BASIC FUNCTION:
Maintain accurate and current correspondence files for all departments to allow for quick access to specific records.

NATURE AND SCOPE:
The position reports to a Record Station Supervisor.

The Record Services Department coordinates the storage of and access to files of all Government correspondence, including active and inactive files. The mail of all Government departments is processed through the Record Services Branch before being delivered to recipients: mail is opened, copied, and copies placed in all relevant files. Mail and pertinent files are delivered to recipients. After their use, files and copies of responding correspondence are returned to the Record Services Department, checked for completeness, and filed. The Department coordinates hundreds of active files, and maintains inactive files in storage.

The position performs the steps of this function as well as special projects as required. Stress is placed on the accuracy and security of work. Correspondence includes Cabinet and other sensitive mail, and the position may refer directly to mail recipients to obtain classification suggestions and approval of actions to be taken. The position independently classifies and files routine correspondence.

The position receives incoming records and analyzes, sorts, copies, and files them according to order and date. The position receives requests from other departments, usually through department heads and secretaries, for particular files or information upon its return.

Inactive files are identified, boxed and transferred to the Records Centre. Records are filed in boxes, and corresponding box numbers are assigned to each record. The incumbent updates the computerized data file, and completes a records transmittal form documenting which records have been transferred.

Significant but small amounts of the position’s time go to performing receptionist and word processor duties. The incumbent updates the computer index of records and a variety of texts and procedures manuals as required. The position responds to telephone and counter inquiries.
and performs light typing. Statistics are compiled regarding the position’s activities, and tenders are received and recorded.

**SPECIFIC ACCOUNTABILITIES:**

- Provide for the accuracy and ready availability of records by following established procedures to document and file correspondence.
- Ensure the security of records by identifying sensitive correspondence, contacting and following the instruction of pertinent recipients, and maintaining complete confidentiality regarding correspondence.
- Facilitate the responsiveness of the Department to requests for information by answering and directing telephone and counter inquiries.
- Ensure that the indices and guide to the records filing system are accurate by updating as necessary.
- Contribute to Department communications by performing secretarial duties as required.

**KNOWLEDGE, SKILLS & ABILITIES:**

Ability to make decisions in accordance with established procedures and to recognize when these procedures do not address certain problems.

Knowledge of current filing practices.

Ability to use a typewriter and a word processor.

Knowledge of business coursework, as typically found at the high school graduation level.
BENCHMARK POSITION EVALUATION

Position Title: Records Clerk
Dept.: Government Services
BM No.: AR3b

Total Points: 98
Job Shape: +3

GROUP ALLOCATION RATIONALE: Performs office support activities

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

B - basic job skills of filing, typing and recording are utilized and work tasks can be learned within a few months
1 - work is carried out within the one subfunction of records
X - frequent contact with other departments to respond to file requests and also when performing counter duties; major requirement is courtesy
70 - medium rating: procedures are not complicated but there is a variety of tasks to know, eg. Identify sensitive correspondence, answering questions on records procedures, correctly recording transmittal forms

MENTAL DEMANDS

B - work is according to standardized procedures established to document and file material and/or instructions from recipients
2 - analysis and recall are used when problems are encountered; reference also can be made to defined procedures
d - low rating: some judgement is used when classifying correspondence
11 and assessing it for sensitivity

ACCOUNTABILITY

B - duties and procedures are clearly defined and thus self controlling. Recipients also may instruct the position in activities to maintain the security of documents
1 - indeterminate direct $ impact
N - transfers information and documents with no change of information
17 - medium rating: work is prescribed, but position must recognize when procedures do not address certain problems

WORKING CONDITIONS

- Normal office conditions
BENCHMARK POSITION DESCRIPTION

Position Title: Data Entry Operator
Dept.: Government Services
BM No.: AR4a

BASIC FUNCTION:
Perform efficient alphanumeric data input and verification to provide accurate data for computer analysis.

NATURE AND SCOPE:
The position reports to a Data Entry Supervisor.

The position uses an IBM 3742 machine to enter data, originating in a variety of departments, onto diskettes. This may be tax, payroll, invoice and other information. Data is in the form of alphanumeric characters, and the position maintains an average of 8,000 – 10,000 keystrokes per hour. The position follows a similar procedure to verify data that has already been entered. The data is received and scheduled by the Data Entry Supervisor, and thereafter the incumbent works independently, completing jobs in order of their given priority. A log is kept of jobs that have been completed and verified.

Different jobs may contain types of information that require various processing programs. The position has a program for each type of job on diskettes and modifies them as necessary.

The position also modifies what is seen on the screen by following data entry sheets or by creating new methods. The position may work with 80-100 diskettes at any one time and label each as to contents, date, etc.

The position recognizes and reports data that is incompatible with a format, or with other data, or that is incorrect. Problems are reported to the Supervisor and returned to the department of origin.

A personal statistics diskette is maintained by the position. On the completion of each job, the position documents the numbers of records and keystrokes per job, the job number, date, amount of time taken to complete the job, and the names of the staff who have assisted with the input of data or verified it.

The position answers telephone calls as requested.
SPECIFIC ACCOUNTABILITIES:
- Provide for the submission of accurate data for each job by entering data, verifying for errors and reporting non-entry errors.
- Provide for efficient data entry by adapting program and screen formats to the requirements of each job.
- Contribute to the analysis of the data entry function by maintaining a log of selected performance criteria for each job.

WORKING CONDITIONS:
Bodily discomfort resulting from sitting in one place in one position for the majority of the working day.

KNOWLEDGE, SKILLS & ABILITIES:
Successful completion of the IBM card punch operator aptitude test.

Typing and keypunch minimum speeds of 40 words per minute and 8,000 – 10,000 keystrokes per hour respectively.

Ability to work independently.

Typing course(s) and general knowledge typically found at high school graduation level, plus six months experience at the entry level of this function, or an equivalent body of knowledge and experience.
BENCHMARK POSITION EVALUATION

Position Title: Data Entry Operator
Dept.: Government Services
BM No.: AR4a

Total Points: 104
Job Shape: +4

GROUP ALLOCATION RATIONALE: Performs office support activities

<table>
<thead>
<tr>
<th>EVALUATION FACTOR</th>
<th>KNOWLEDGE AND SKILLS</th>
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<tbody>
<tr>
<td></td>
<td>B - basic skills requiring the operation of a keypunch machine to enter data; may</td>
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<tr>
<td></td>
<td>be learned in a few months</td>
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<td></td>
<td>1 - performs data input duties</td>
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<td>K - contacts mainly with supervisor of the work group</td>
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<td>70 - high rating: requires high level of speed and accuracy; works according to</td>
</tr>
<tr>
<td></td>
<td>established standard</td>
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<tr>
<td></td>
<td>MENTAL DEMANDS</td>
</tr>
<tr>
<td></td>
<td>B - routine keying of data from prepared source documents using pre-determined</td>
</tr>
<tr>
<td></td>
<td>and fixed procedures</td>
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<td>1 - procedures for problem solving are set; emphasis is more on skills (an</td>
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<td></td>
<td>average of 8,000-10,000 keystrokes per hour)</td>
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<td>c - high rating: recall options relate to the following of different entry programs</td>
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<td>and modifying them as necessary; recognizes data which is incompatible with</td>
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<tr>
<td></td>
<td>a format, or other data</td>
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<td></td>
<td>ACCOUNTABILITY</td>
</tr>
<tr>
<td></td>
<td>B - duties and procedures are clearly defined by the supervisor, programs and</td>
</tr>
<tr>
<td></td>
<td>screen formats</td>
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<td></td>
<td>1 - indeterminate direct $ impact</td>
</tr>
<tr>
<td></td>
<td>N - transfers data without changing it</td>
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<td>17 - medium rating: has to recognize when data is incompatible or incorrect and</td>
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<td>bring this to the attention of the supervisor</td>
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<tr>
<td></td>
<td>WORKING CONDITIONS</td>
</tr>
<tr>
<td></td>
<td>S - sits in one position all day</td>
</tr>
<tr>
<td></td>
<td>1 - little danger of injury if an operator takes necessary precautions to avoid eye</td>
</tr>
<tr>
<td></td>
<td>or other muscle strain</td>
</tr>
<tr>
<td></td>
<td>A - normal environmental conditions for an office job</td>
</tr>
<tr>
<td></td>
<td>7 - high rating: sitting in one position and concentrating on the display screen all</td>
</tr>
<tr>
<td></td>
<td>day can be physically stressful</td>
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</tbody>
</table>

Section Four - Benchmarks
Job Evaluation Manual
Original Issue Date: 1985/10/25
BENCHMARK POSITION DESCRIPTION
Position Title: Clerk Typist  
Dept.: Executive Council Office  
BM No.: AR5a

BASIC FUNCTION:
Perform a variety of administrative support and accounting tasks to contribute to the productivity and efficiency of the office.

NATURE AND SCOPE:
The position reports to a Departmental Administrator.

The position provides administrative support to the Executive Council Office, performing routine tasks independently and responding as requested to the frequently urgent needs which are part of the nature of the Office.

A major effort of the position is to type, process, code, and record the Office’s accounts payable transactions in accordance with appropriate Government procedures. This involves use of such equipment as a memory typewriter, calculator, mini word processor, adding machine, etc. Forms such as Local Purchase Orders, Stores Requisitions, Requests for Transportation, Requests for Purchases, etc., are typed and processed.

“Processing” may include such tasks as adding a transaction to the accounts payable ledger, batching invoices for payment, and filing paid transactions. The position obtains signatures as necessary and may file, forward for payment, or follow further protocol for different forms. The position maintains records of all purchase orders, and ensures that the ledger balances. These tasks are performed as requested, or routinely, on the position’s initiative.

Inventories of office supplies are maintained. Supplies include furniture, promotional items, production supplies, and other office assets, and are ordered upon request. The position verifies inventory computer printouts and notifies program staff of discrepancies as necessary. The position also arranges for repairs of lights, office machines, etc.

Travel arrangements for staff members are made, and the position ensures that travel advances are processed on time, verifies amounts, and forwards them to the Finance Department for completion. The position also verifies travel claims upon receipt.

The position performs a wide variety of other administrative supports tasks, such as simple research and typing, as needed.
SPECIFIC ACCOUNTABILITIES:
- Provide for the efficient and timely maintenance of office accounts payable and travel arrangements by processing necessary forms and keeping accurate records.
- Provide for the availability of complete records of office assets by ordering and maintaining inventories of supplies.
- Contribute to the efficient operation of the office by performing various administrative support tasks as necessary.

KNOWLEDGE, SKILLS & ABILITIES:
Knowledge of English grammar, spelling, and arithmetic as typically found in high school graduation level or equivalent, and working understanding of accounting and accounts payable record keeping.

Ability to easily attain a thorough understanding of Government procedures; basic organizational skills.

Ability to use word processor, typewriter, calculator, and other office machines.
BENCHMARK POSITION EVALUATION
Position Title: Clerk Typist
Dept.: Executive Council Office
BM No.: AR5a
Total Points: 113
Job Shape: +3

GROUP ALLOCATION RATIONALE: Performs office support activities

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
C - activities are straightforward, but there is a great variety of them and it would take several months to become proficient
1 - performs a unit function in the ECO
X - has contact with departmental members outside the immediate work unit to receive instructions
80 - low rating: duties are routine and followed according to established procedure, e.g. copy typing, purchase orders, accounts payable transactions

MENTAL DEMANDS
B - routine work assignments limit the independent judgement exercised
2 - limited requirement for analysis or interpretation
d - low rating: problems are not difficult to solve i.e. type, process, and code records of accounts payable per established procedure
13

ACCOUNTABILITY
B - activities are established and clearly delineated requiring little deviation from norm
1 - indeterminate direct $ impact
N - assists departmental members as required; processing and coding transactions
20 - high rating: has a certain amount of control over own work procedures and their timing, depending on the request; performs various administrative support tasks as needed

WORKING CONDITIONS
- Normal office conditions
Section Four - Benchmarks
Job Evaluation Manual
Original Issue Date: 1985/10/25

BENCHMARK POSITION DESCRIPTION

Position Title: Regional Secretary
Dept.: Human Resources
BM No.: AR7b

BASIC FUNCTION:
Provide support services to a field Social Development Worker and other staff to contribute to
the timely and effective provision of social services to citizens in remote communities.

NATURE AND SCOPE:
The position reports to a Social Development Worker (Supervisor) along with a Junior Social
Development Worker and two Community Alcohol Workers.

The position is the only provider of support services to the Social Development Worker and staff
members for approximately 100 client cases per year. Although much of the position's work is
routine and/or submitted for approval to his/her supervisor, the position is required to work
independently, as the social workers operate extensively in the field. Because the work of the
office deals with the lives and activities of others, confidentiality is maintained by the position for
all aspects of his/her work.

Secretarial and receptionist duties are major functions of the position. He/she answers phones,
takes messages, transfers calls, and makes appointments for the social workers in their
absences. All office documents are typed, including internal records, client materials, Court
documents, etc., copied, and filed as necessary. The position also opens and closes case files.
Tasks involved in this work include selecting appropriate forms for files, duplicating all materials
and delivering them to head office, and keeping files up to date for social workers.

The position maintains all office records and accounts. These include telephone logs, time
sheets, petty cash records, photocopy records, travel claims and vehicle reports. The position
schedules time to complete these records, submits them for the Senior Social Development
Worker's approval, and sends them to the head office. The position inserts current materials
received from the main office to the policy manual.

During the social workers’ absences, the position acts as a case aide. Applications are
accepted and information is presented to clients. The position responds to inquiries and
problems as far as he/she is authorized. Clients are often irate or depressed, and although the
position is not qualified to counsel them, he/she listens to them and helps calm them. With the
approval of the Senior Social Development Worker or of another supervisor in Whitehorse, the position can issue assistance monies in critical cases.

The position assists individuals, particularly senior citizens, with document completion. He/she works with Government forms, such as tax forms, pension applications, etc., as well as with individuals’ personal bills.

The position is a Notary Public, and is called upon to notarize all social assistance and Court documents for the area.

As the sole support staff member at this office, the position performs other support tasks as necessary.

**SPECIFIC ACCOUNTABILITIES:**

- Contribute to the efficient provision of social services through this office by performing necessary secretarial and receptionist duties.
- Contribute to the provision of social services through this office by providing information and assistance to applicants, particularly in the absence of social workers.
- Expedite the provision of social services by performing the duties of a Notary Public.

**KNOWLEDGE, SKILLS & ABILITIES:**

Thorough understanding of the problems and needs of the office’s clients and of the services provided them by social workers.

Ability to work well with others and to communicate effectively.

Ability to operate typewriters, photocopiers, calculators, dictaphones, and other office machines.

Successful completion of job-related business administration courses and general knowledge as typically found at the high school graduation level or equivalent.
BENCHMARK POSITION EVALUATION

Position Title: Regional Secretary
Dept.: Human Resources
BM No.: AR7b

Original Issue Date: 1985/10/25

TOTAL POINTS: 138

GROUP ALLOCATION RATIONALE: Performs office support activities

<table>
<thead>
<tr>
<th>EVALUATION FACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>KNOWLEDGE AND SKILLS</td>
</tr>
<tr>
<td>C - combination of basic office skills such as typing, filing, operation of office machines, appreciation of social services in role as case aide</td>
</tr>
<tr>
<td>1 - performs a unit function in a field office</td>
</tr>
<tr>
<td>N - interacts with clients, senior citizens, etc. required to listen and calm irate/depressed clients</td>
</tr>
<tr>
<td>92 - low rating: a broad range of skills is required, rather than in-depth knowledge of any one</td>
</tr>
</tbody>
</table>

| MENTAL DEMANDS                  |
| C - undertakes many types of activities involving a high level of interruptions as the position is the sole provider of support services in the office |
| 2 - problems encountered have established methods for resolution; situations require analysis |
| f - high rating: some interpretation of eligibility for financial assistance is required in the social workers’ absence |

| ACCOUNTABILITY                  |
| C - some choice is made to select courses of action, especially when dealing with clients, although procedures are still followed; acts as a Notary Public; confidentiality required in all aspects of work |
| 1 - indeterminate direct $ impact |
| N - assists clients as required (facilitative role) |
| 26 - medium rating: position is often in office alone as social workers operate extensively in the field |

<p>| WORKING CONDITIONS              |</p>
<table>
<thead>
<tr>
<th>- Normal office conditions</th>
</tr>
</thead>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title:  Accounting Clerk
Dept.:  Education
BM No.:  AR9b

BASIC FUNCTION:
Maintain financial control of departmental commitments and expenditures to ensure budgets are not exceeded.

NATURE AND SCOPE:
The position reports to an Administration Officer along with an Accounting Clerk and three other Clerks.

The position performs the processing tasks to record all expenditure transactions for the department. Procedures are established for these activities although the position self-paces the work and keeps the Supervisor informed of account balances to ensure they do not exceed their budget.

At the end of each accounting period, expenditures are reconciled with the general ledger and manual reports are prepared to compare budgeted amounts against actual expenses along with outstanding commitments. This ensures transactions are legitimate and provides an accurate and up to date financial picture for the department.

The position distributes these reports to the Yukon schools to notify them of their financial status.

The position reviews for accuracy and proper coding documents including petty cash claims, invoices, travel advances before approving reimbursements.

He/she exchanges information on budgets with Principals, School Secretaries, School Superintendents and departmental members.

SPECIFIC ACCOUNTABILITIES:
- Contribute to the financial control of the department by monitoring commitments and expenditures.
- Provide Yukon schools with up-to-date financial information on a regular basis.
- Maintain accuracy of financial transactions by checking and preparing claims and advances.
KNOWLEDGE, SKILLS & ABILITIES
Thorough understanding of the principles, techniques and tools of accounting and record keeping.

Ability to communicate diplomatically with others.

General knowledge as typically found through post secondary coursework and experience in accounting functions.
BENCHMARK POSITION EVALUATION

Position Title: Accounting Clerk  
Dept.: Education  
Total Points: 159  
BM No.: AR9b

Accounting Clerk

Total Points: 159  
Job Shape: +2

GROUP ALLOCATION RATIONALE: Performs office support activities

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

C - competence in accounting procedures to perform accounts reconciliation
1 - performs accounting activities
X - exchanges information with Principals, School Secretaries in addition to other unit members
106 - high rating: knowledge must be at strong technical level in order to provide information required by schools

MENTAL DEMANDS

C - data is received, reviewed, corrected or adjusted before reimbursements are made
2 - limited interpretation of data is required, with simple analysis according to established routines
f - high rating: daily problems encountered are not always familiar since activities concern people and money in the many Yukon schools

ACCOUNTABILITY

C - procedures and priorities are established but there is some control over the timing to meet known deadlines
1 - indeterminate direct $ impact
N - processes financial transactions concerning commitments and expenditures
30 - high rating: reconciles accounts and informs supervisor of account balances to ensure relevant budgets are not exceeded

WORKING CONDITIONS

- Normal office conditions
BENCHMARK POSITION DESCRIPTION
Position Title: Payroll Supervisor
Dept.: Finance
BM No.: AR13a

BASIC FUNCTION:
Direct and supervise the activities of payroll clerks to ensure payrolls are produced accurately and on schedule.

DIMENSIONS:
Personnel Complement:
Permanent Employees: 6

NATURE AND SCOPE:
The position reports to a Manager of Accounting Services along with an Accounts Payable Supervisor and an Accounts Receivables Supervisor.

The following staff report to the position:

Senior Payroll Clerk (1) – This subordinate assists with the supervision of Clerks and with ensuring that payrolls are correct and on schedule. He/she also handles payroll for a selected group.

Payroll Clerk (4) – These subordinates check payroll information, calculate adjustments, and prepare computer input. They also issue manual cheques when necessary.

Clerk (1) - This subordinate controls the paper flow, creates and maintains files and types for departmental members.

The position trains subordinate staff, reviews their work, and assists with problems.

Accounting summaries are prepared each accounting period by the position. Liabilities are paid and liability accounts are balanced in the General Ledger. Bank transfers are prepared to cover payroll with the position assisting in bank reconciliations. The position ensures T-4s are balanced and distributed on schedule to employees and Revenue Canada.

The Computer Services Department handles the computerized payroll system and the position works closely with them to suggest changes and improvements. He/she advises the Production Unit when edits are correct and the payroll balances so that payrolls can be completed.
The position works closely with the Manager of Accounting Services to keep the Manager informed of significant payroll activities, to review potential changes in the department and to discuss problems.

**SPECIFIC ACCOUNTABILITIES:**
- Provide the Yukon Government with accurate and timely payroll cheques by directing their preparation.
- Ensure the smooth functioning of the department by supervising activities, helping to correct errors and keeping payrolls in continual balance.
- Contribute to an efficient payroll system by recommending system improvements to the Computer Services Department.
- Ensure payroll cheques are covered by preparing transfers to accounts and performing bank reconciliations.
- Ensure the Yukon Government payroll is produced accurately every two weeks.

**KNOWLEDGE, SKILLS & ABILITIES**
Thorough understanding of the principles, techniques, and tools of accounting and record keeping.

Familiarity with computerized payroll systems.

Ability to plan and organize activities to meet tight deadlines.

Supervisory experience.

General knowledge as typically found through post secondary coursework in accounting and several years experience.
GROUP ALLOCATION RATIONALE: Performs office support and administrative activities in addition to supervision of subordinates.

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
D - requires knowledge of accounting and supervisory skills
1 - managerial skills are limited to the supervision of the subfunctional activity of payroll
Y - accomplishes results through the supervision of staff
160 - med rating: solid knowledge of the MSA system and legislation related to taxation of pay and benefits

MENTAL DEMANDS
C - procedures and deadlines are established with the position ensuring that they are followed
3 - provides procedural input to improving payroll system and resolves various payroll problems posed by staff or other government personnel
g - low rating: most activities are according to procedures and established schedules
40

ACCOUNTABILITY
C - activities and deadlines are clearly delineated; monitors activities, troubleshoots problems and contributes to system efficiency
1 - indeterminate direct $ impact
S - assists with the efficient operation of the unit and recommends changes
46 - high rating: work reflects the impact of payroll production, i.e. accurate and on schedule

WORKING CONDITIONS
- Normal office conditions
BENCHMARK POSITION DESCRIPTION

Position Title: Labour Services Officer  
Dept.: Justice

BM No.: AR14a

BASIC FUNCTION:
Audit and mediate issues between private sector employers and employees to ensure understanding of and compliance with the Employment Standards and Fair Practices Act.

NATURE AND SCOPE:
The position reports to a Labour Services Administrator, along with the Chief of Occupational Health and Safety, a Clerk Typist, and a Researcher.

This position is distinguished from the entry level Field Inspector by the greater degree of independence with which assignments are completed, the complexity of the investigations and prosecutions handled and the degree of responsibility for finalization of work assignments. Activities typically include inspections, investigations and prosecutions which, because of their technical or complex nature, necessarily require a greater degree of experience.

The position initiates investigations in response to complaints, usually received from employees, regarding problems between employers and employees. The incumbent gathers and analyzes information regarding the complaints in order to identify the issues and confirm that they are covered by the Employment Standards Act or the Fair Practices Act. In cases that are not, the position may suggest alternative courses of action and make referrals to the complainant.

Investigation may include specialized skills like accounting and, in each case, requires thorough knowledge of the application and interpretation of germane legislation. The position is required to be conversant with due legal process in negotiating settlements, and is encouraged to keep matters away from more costly and time-consuming litigation. Complainants’ claims may be revised to respond to employer compliance.

In cases of non-compliance, the position may audit employer payrolls and files, initiate court action, prepare, swear, file and serve information, summons, subpoenas, notices, and affidavits as necessary. As issues and compliance afforded by employers vary by case, the position uses independent judgement in the choice and ordering of actions.

The position serves as an information resource to employees, employers, and the public, in general and as related to cases. Complaints and employers are informed of their rights and options under pertinent legislation. Negotiation and conciliation skills are required in mediation.
proceedings, which can become emotional, and tact and diplomacy in collecting data from those uncooperative in providing it.

The position provides continuous assessments, of the needs of employers and employees. In this effort, the position compiles monthly and yearly statistics regarding types of cases and action taken, conducts research of trends and developments, and acts as liaison with Territorial, Provincial, and Federal governments, contracting agencies, labour and interested groups, and others.

The position acts as secretary to the Employment Standards Advisory Board by accepting and reviewing applications for variances under the Employment Standards Act, scheduling meetings, preparing agendas, attending meetings, taking minutes, preparing cabinet submissions and Orders-In-Council to effect the board’s decisions and by forwarding signed Orders-In-Council to applicants.

This position requests, receives, and records claims wages from employers who owe them for the Employment Standards Suspense Account. After clearing, these wages are sent to the employees. The account is reconciled quarterly and yearly.

SPECIFIC ACCOUNTABILITIES:
- Ensure that appropriate issues under jurisdiction of the Employment Standards Act are examined by interviewing complainants and establishing applicability of the Act.
- Ensure that complainants and employers are fully informed of their rights and alternatives, through familiarity with and communication of applicable legislation.
- Provide for informed decision-making through accurate and objective investigation of issues.
- Ensure that conflicts are equitably settled through the effective use of mediation and conciliation techniques.
- Provide for meeting the Department’s need for information-based planning by keeping informed of trends and developments in the Territory and in the field, and by providing assessments to the Department.

WORKING CONDITIONS:
Deal with upset employees and uncooperative employers.

KNOWLEDGE, SKILLS & ABILITIES
Demonstrated skill in investigation, mediation and conciliation techniques.
Working knowledge of governmental due process and the judicial system. Specialized skills, as necessary, to perform investigations.

General knowledge as typically found at the high school graduation level.

Minimum of two years experience as an entry level Field Inspector, or an equivalent combination of training and experience.
GROUP ALLOCATION RATIONALE: Performs administration and enforcement activities

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>D</td>
<td>knowledge of accounting, legislation, legal due process; mediation/conciliation skills required</td>
</tr>
<tr>
<td>1</td>
<td>performs one major subfunction relating to labour issues</td>
</tr>
<tr>
<td>Y</td>
<td>mediates proceedings requiring negotiation and conciliation skills</td>
</tr>
<tr>
<td>160</td>
<td>medium rating: solid knowledge of topic areas, legislation and regulations</td>
</tr>
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MENTAL DEMANDS

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>D</td>
<td>selects alternative courses of action using legislation as a guide; gathers and analyzes information based on inspections and investigations</td>
</tr>
<tr>
<td>3</td>
<td>assesses, interprets and advises employers, employees and the public on their rights and potential courses of action</td>
</tr>
<tr>
<td>h</td>
<td>low rating: actions and recommendations are made according to prescribed legislation and regulations</td>
</tr>
<tr>
<td>46</td>
<td></td>
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</tbody>
</table>

ACCOUNTABILITY

<table>
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<tr>
<th>Level</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>D</td>
<td>is directed by the legislation but decides on implementation, e.g. interview employer, audit employer files, summons, subpoenas, affidavits, etc.</td>
</tr>
<tr>
<td>1</td>
<td>indeterminate direct $ impact</td>
</tr>
<tr>
<td>S</td>
<td>recommends and persuades others to take certain courses of action; cannot force results</td>
</tr>
<tr>
<td>53</td>
<td>low rating: activities are within those allowed under the legislation</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS

<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>normal office conditions</td>
</tr>
<tr>
<td>1</td>
<td>little danger exists</td>
</tr>
<tr>
<td>B</td>
<td>sometimes the position must deal with emotional complainants and defensive employers</td>
</tr>
<tr>
<td>6</td>
<td>low rating: uncomfortable situations can be avoided if necessary by utilizing other methods, such as litigation</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION
Position Title: Deputy Registrar of
Dept.: Justice – Corporations Consumer and Corporate Affairs
BM No.: AR14b

BASIC FUNCTION:
Administer the regulatory function of the Unit to provide a timely and accurate system of corporation, partnership, and other institutions’ registration.

DIMENSIONS:
Personnel Complement:
Permanent Employees: 4

NATURE AND SCOPE:
The position reports to an Administrator of Corporate Affairs.

The position administers and participates in the regulatory tasks of the corporate affairs function for the Department. Institutions that are affected by regulation include corporations, societies, cooperatives, partnerships, securities, real estate, and personal securities.

The following subordinates report to the position:

   Clerk Typist (4) – Each subordinate specializes in one area of regulation: societies, securities and real estate, corporations, and personal property securities. For each type of regulation, the subordinate receives and processes documentation submitted by and responds to inquiries from registrants and others. Other administrative support tasks are performed.

The position supervises and serves as a resource to all four subordinates. Daily work flow and scheduling is reviewed, and when there are problems, alternative solutions are suggested. Because of the complexity and fluctuations of legislation affecting the Unit’s field, the position often offers interpretation and information to subordinates.

The subordinates perform the administrative support and processing duties of the registration procedure. The position evaluates and authorizes 1) names registrants have chosen for their institutions (societies, corporations, etc.), and after name approval 2) the complete final registrations. The position determines that names chosen by registrants are unique and that both names and registrations meet the requirements of all appropriate legislation, regulations, and Department policy. Final registrations are examined for completeness and for correctness.
of internal processing. If a registration is deficient in any way, the position or one of his/her subordinates notifies the registrants.

The position assesses the needs of the regulatory function and initiates new and/or adjustments to legislation and internal policy. New systems and procedures are developed, and comparable legislation and processing systems in other jurisdictions are examined for adaptation for Yukon. The position meets with Government programmers and analysts to develop new or additional programming to meet new administrative needs, and necessary documents and procedures are composed.

Telephone and written explanations are given to law firms, banks, corporations, securities firms, Government and enforcement agencies, the public, officials of other jurisdictions, and others in response to inquiries.

The position receives and investigates complaints and recommends enforcement responses. Report documents are prepared as necessary. The position may perform a direct investigation or may delegate that task. A summary of each investigation is composed.

The position conducts special audits of real estate firms on their premises. Financial records are examined for conformity of trust monies accounts maintenance. The position also reviews the annual financial statements of societies. Both of these activities involve meeting with Yukon and other government officials, regulatory agency representatives, and real estate firms, and society representatives as needed.

SPECIFIC ACCOUNTABILITIES:

- Ensure that registrations by corporations, societies, partnerships and others are processed in a timely and accurate manner by establishing and enforcing policies and procedures.
- Ensure that registrations are for unique entities, that their names reflect that, and that registrations comply with legislation and regulations by reviewing all registrations and approving or rejecting.
- Ensure the availability of systems, processing measures, and legislation that are current and reflect the Government's needs by suggesting new legislation, developing procedures, and composing forms and documents as needed.
- Contribute to the availability of information concerning the registration of corporations, securities, etc. by responding to requests for information of the public, firms, officials, subordinates, and others.

- Contribute to the enforcement of registration legislation by investigating complaints and auditing internal and external systems.

**KNOWLEDGE, SKILLS & ABILITIES:**
Thorough knowledge of companies and securities ordinances and regulations.

Ability to interpret legislation and regulations.

Supervisory skills and/or experience

Familiarity with computer registries.

Solid knowledge of legislation or business practices equivalent to a post-secondary or graduate degree in corporate law or business administration.
BENCHMARK POSITION EVALUATION

Position Title: Deputy Registrar of Justice – Corporations Consumer and Corporate Affairs
Dept.: Job Shape: +2

Total Points: 267

BM No.: AR14b

GROUP ALLOCATION RATIONALE: Performs administration and regulatory activities

<table>
<thead>
<tr>
<th>EVALUATION FACTOR</th>
<th>KNOWLEDGE AND SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>D -</td>
<td>in-depth technical knowledge of regulations (corporate law or business administration) to initiate new or revised legislation</td>
</tr>
<tr>
<td>1 -</td>
<td>managerial skills are limited to supervising the subfunctional activity of Corporate Registration</td>
</tr>
<tr>
<td>Y -</td>
<td>achieves results through subordinates</td>
</tr>
<tr>
<td>160 -</td>
<td>medium rating: performs quasi legal activities related to complex and fluctuating legislation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVALUATION FACTOR</th>
<th>MENTAL DEMANDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>D -</td>
<td>decides on alternative courses of action both internally (establishes policies and procedures) and externally (suggests new legislation) while adhering to the legal requirements of the registration legislation</td>
</tr>
<tr>
<td>3 -</td>
<td>analyzes data to interpret and advise on registrations, complaints, inquiries and special audits of real estate firms, but encounters few unique problems</td>
</tr>
<tr>
<td>h -</td>
<td>low rating: although fluctuating legislation contributes to the variety of problems encountered, the rules and procedures of the legislation still must be followed</td>
</tr>
</tbody>
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<tr>
<th>EVALUATION FACTOR</th>
<th>ACCOUNTABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>C -</td>
<td>work is controlled by the requirements of the legislation</td>
</tr>
<tr>
<td>1 -</td>
<td>indeterminate direct $ impact</td>
</tr>
<tr>
<td>D -</td>
<td>make final decision of subordinates’ activities and recommendations regarding registrations</td>
</tr>
<tr>
<td>61 -</td>
<td>medium rating: develops procedures but in accordance with legislation requirements</td>
</tr>
</tbody>
</table>

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<tr>
<th>EVALUATION FACTOR</th>
<th>WORKING CONDITIONS</th>
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<tbody>
<tr>
<td>-</td>
<td>Normal office conditions</td>
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</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Senior Assessor
Dept.: Community & Transportation Services
BM No.: AR15a

BASIC FUNCTION:
Develop and maintain current and accurate property assessment rolls by regularly inspecting and valuing all property throughout Yukon.

NATURE AND SCOPE:
The position reports to a Director of Assessment Services along with three field Assessors, an Assessment Technician, a Property Assessment Clerk, and a Secretary.

The position performs the more complex assessments such as mines and other large commercial or industrial properties. Building plans are interpreted, building valuation manuals and construction estimating techniques are applied, reference to the current real estate situation is made. A physical inspection is performed to study topographical services and then, for assessment purposes, the building value is determined.

The position acts as lead hand for the three other Assessors. He/she coordinates reassessments of communities, assigns tasks, and reviews the work to ensure uniformity of output. If needed, the position will teach them appraisal techniques and practices. He/she reports back on the assessment teams’ quality of work and progress.

The position also reviews annual programs with the Director and assists with planning and scheduling assignments to ensure that they are in accordance with the deadlines contained in the Assessment and Taxation Act.

When legal hearings are conducted, the position appears in court as a witness to defend those assessments under appeal.

As the senior assessor in the department, the position handles public inquiries concerning explanation of legislation, procedures and other assessment details. He/she also maintains continuous contact with municipal elected and appointed officials, other federal and territorial departments, and company tax agents to exchange information and explain assessment legislation and practices.

SPECIFIC ACCOUNTABILITIES:
- Provide an accurate appraisal of individual properties in order that property owners
pay an equitable tax.
- Contribute to the efficient functioning of assessor team by coordinating work and reviewing output for quality and consistency.
- Participate in the overall planning of assessment projects according to legislation requirements and deadlines.

WORKING CONDITIONS:
Conducts physical inspections throughout the year so is exposed to poor weather, rough and muddy roads, and unruly dogs.

KNOWLEDGE, SKILLS & ABILITIES:
Ability to organize and direct project teams.

Ability to be tactful and remain calm under public criticism.

Ability to quickly understand the construction industry and real estate market in Yukon.

General knowledge as typically found at the high school graduation level plus technical knowledge equivalent to a certificate in appraisal and/or assessments.

Experience as a practicing assessor or appraiser.
BENCHMARK POSITION EVALUATION:
Position Title: Senior Assessor
Dept.: Community & Transportation Services
Total Points: 282
BM No.: AR15a

GROUP ALLOCATION RATIONALE: Administers and enforces government programs for property assessment

Knowledge and Skills

<table>
<thead>
<tr>
<th>EVALUATION</th>
<th>FACTOR</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>D 1 N 160</td>
<td>KNOWLEDGE AND SKILLS</td>
<td>knowledge of technical area of appraisal and assessment; performs activities in the one subfunction of assessment; acts as lead hand for field assessors; handles public enquiries; high rating: requires detailed knowledge to conduct complex assessments of mines, large commercial and industrial properties</td>
</tr>
</tbody>
</table>

Mental Demands

<table>
<thead>
<tr>
<th>EVALUATION</th>
<th>FACTOR</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>D 3 i 53</td>
<td>MENTAL DEMANDS</td>
<td>selects alternative courses of action according to the legislation and required timeframes; interprets and explains legislation, assesses property and determines equitable tax for Yukoners; high rating: makes recommendations on the planning and scheduling of complex community assessments throughout the Yukon</td>
</tr>
</tbody>
</table>

Accountability

<table>
<thead>
<tr>
<th>EVALUATION</th>
<th>FACTOR</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>D 1 S 61</td>
<td>ACCOUNTABILITY</td>
<td>is directed by legislation, but conducts assessments and coordinates field assessor activities to get projects completed on schedule; indeterminate direct $ impact; actions are participative, i.e. coordinates assessments and reviews; participates in planning and scheduling of assignments; medium rating: reviews annual programs with supervisor; reviews output of assessor teams for quality and consistency; defends assessment under appeal in court</td>
</tr>
</tbody>
</table>

Working Conditions

<table>
<thead>
<tr>
<th>EVALUATION</th>
<th>FACTOR</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>L 1 B 8</td>
<td>WORKING CONDITIONS</td>
<td>normal working conditions; little danger exists; exposed to inclement weather, mud, rough roads; high rating: conducts physical, inspections year-round</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION
Position Title: Employment Programs Coordinator
Dept.: Education
BM No.: AR15b

BASIC FUNCTION:
Design and administer government employment development programs to provide a range of employment opportunities to Yukoners.

NATURE AND SCOPE:
The position reports to a Director of Manpower, Planning and Industrial Training along with a Manager, Industrial Training.

The position researches other programs offered in different jurisdictions, obtains comments from government officials, and assesses information collected to identify major gaps and ideal program mix. He/she then designs employment programs to serve the needs of a cross section of Yukoners.

Program guidelines and handbooks are prepared, and benefits for sponsors are worked out with the Workers’ Compensation Board. Programs include Venture Capital, Job Retention, Cyprus Anvil Program, Youth Employment and Training.

Once developed, programs are marketed to ensure the public is aware of them. This requires the position to work with the Public Affairs Department to organize an advertising strategy.

The position receives proposals for employment assistance, assesses them and makes recommendations to the Review Committee. For certain programs, the position determines if applicants meet guideline requirements and makes the funding decisions. When assistance is denied to individuals/businesses, the position may have to explain the rationalization to the upset applicant.

Monies allocated and expended are recorded and progress reports are prepared. The position ensures agreements are adhered to as envisaged and responds to enquiries about the various available programs, content, and guidelines.

Throughout the year, the position evaluates, revises and updates current programs to ensure that they meet the program objectives and needs of Yukoners. Information is obtained through personal interviews and discussions with government departments and sponsors. The position then analyzes this information and prepares evaluation reports which include methods for improvement.
SPECIFIC ACCOUNTABILITIES:
- Design employment programs which will provide opportunities to the unemployed and employment threatened residents by assessing the current employment situation and developing programs and benefits which will meet particular needs.
- Administer programs by assessing applications, recommending funding decisions and monitoring the monies expended.
- Evaluate and develop improvements to programs to meet the changing needs of Yukoners.

KNOWLEDGE, SKILLS & ABILITIES:
Organizing skills to plan and undertake varying activities.

Ability to deal tactfully and patiently with the public.

Ability to quickly become familiar with federal and provincial employment development programs.

General knowledge of business and marketing at a level equivalent to several years of post secondary education plus experience in an administrative position.
BENCHMARK POSITION EVALUATION

Position Title: Employment Programs Coordinator
Dept.: Education
BM No.: AR15b

Total Points: 291
Job Shape: +1

GROUP ALLOCATION RATIONALE: Administers Government employment programs

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
D - knowledge of specialized area of employment program development and marketing
1 - performs activities in one subfunction relating to employment programs
N - promotes programs to the public; ensures applicants adhere to program rules; explains denial of assistance to applicants
160 - high rating: requires broad knowledge base for analyzing, designing, evaluating, and marketing programs

MENTAL DEMANDS
D - assesses applications; designs programs and ensures their continued effectiveness through evaluation, revision, and update
4 - Yukon’s employment needs vary over time and decisions must reflect this e.g. researches and evaluates potential programs, decides on applicability for Yukon
j - low rating: encounters occasional unique problems with programs design and evaluation activities
61

ACCOUNTABILITY
D - designs and evaluates programs according to general objectives; recommends or makes final funding decision; monitors monies expended
1 - indeterminate direct $ impact
S - changes programs and/or guidelines to influence results
70 - high rating: general objectives are set and position has discretion in how to achieve them via the employment programs development; ensures that agreements are adhered to

WORKING CONDITIONS
- Normal office conditions
BENCHMARK POSITION DESCRIPTION
Position Title:    Taxation Administrator
Dept.:     Finance
BM No.: AR16a

BASIC FUNCTION:
Supervise and participate in the collection and documentation of Yukon commodities taxes to
provide for an efficient and effective tax collection process.

DIMENSIONS:
Personnel Complement:
Permanent Employees: 2

NATURE AND SCOPE:
The position reports to a Director of Taxation Services.

The focus of this position is three-fold: the position supervises the work of the taxation staff,
assists the staff with its work when there is an overflow, and acts as a liaison between the office
and the Director, other departments, etc. Activities fluctuate according to the types and
amounts of work to be completed by the office at any time.

The following subordinates report directly to the position:

   Property Tax Clerk (1) – This subordinate accounts for and reconciles revenue received
from assessment and property tax legislation during each period, handles lien
procedures, debt collection from squatters and lease holders, and issues tax certificates.
The subordinate responds to property tax-related questions and inquiries from members
of the public.

   Fuel and Tobacco Tax Technician (1) – This subordinate accounts for and reconciles
revenues received from fuel, tobacco, and insurance premium tax legislation each
period. A variety of other accounting tasks are performed, including audits of monthly
returns and permits issuance. The subordinate responds to questions from the public
concerning fuel and tobacco taxes.

   Home Owner Grants Clerk (Casual) – This position exists each summer to check and
compute grant applications. Cheque requests for grants are issued.
The supervision of these subordinates includes several activities. Subordinates are trained and evaluated, and the position encourages efficient and effective collection of commodity taxes within the confines of Government regulations and policy. Audits are planned and conducted by the position. Advice and assistance are given to subordinates upon their request.

The position contributes to the development and implementation of legislation, regulations, policies, directives, and procedures regarding tax revenues. Yukon taxation legislation is compared to that of other jurisdictions, analyzed, and proposals are composed for the Director. The position also liaises with representatives of other Territorial departments for reciprocal assistance and/or advice.

The position assists the Property Tax Clerk in processing property liens, and assists all staff members as necessary.

The position performs a variety of other duties, including the administration of the home owners grant program, and performs the work of special projects assigned by the Director. The use and limitations of the EDP system are reviewed, and the position makes suggestions for change regarding the system’s taxation revenues recording and collecting functions.

SPECIFIC ACCOUNTABILITIES:
- Provide for an efficient commodities tax collection staff by training subordinates, assessing their work, and assisting them as necessary.
- Contribute to the development of taxation policy and legislation by reviewing that of Yukon and those of other jurisdictions and preparing proposals.
- Contribute to the development of the EDP system by reviewing office uses and making suggestions for change.

KNOWLEDGE, SKILLS & ABILITIES:
Thorough understanding of the tools, techniques, and principles of taxation accounting, on the level of a qualified CGA or RIA and/or post-secondary degree in accounting; substantial experience in taxation.

Ability to quickly understand the Yukon Government’s taxation and commodities taxation systems.

Ability to communicate effectively with subordinates and others.
BENCHMARK POSITION EVALUATION

Position Title: Taxation Administrator
Dept.: Finance
BM No.: AR16a
Total Points: 315
Job Shape: +1

GROUP ALLOCATION RATIONALE: Administers a financial program

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

E - position requires an official accounting designation
1 - managerial skills are limited to supervising the subfunctional activity of taxation administration
N - directs subordinates and exchanges information with other government personnel; mainly lead hand capacity
184 - medium rating: specialized area of taxation accounting; develops and implements policies and procedures regarding tax revenues; knowledgeable of EDP systems

MENTAL DEMANDS

D - designs internal and external methods and procedures while adhering to the legal requirements of the taxation legislation
3 - analyzes data to interpret and advise on collection activities, regulations, and tax audits, which are areas familiar to the position
i - high rating: the many areas require the development of courses of action, procedures, etc. to handle newly encountered problems

ACCOUNTABILITY

D - uses discretion in planning methods to collect taxes, ensuring taxation audits are conducted, providing advice and assistance to staff and other departments
1 - indeterminate direct $ impact
S - recommends methods and procedures to influence results
70 - high rating: government policies and taxation legislation are main constraints to activities; contributes to development of EDP system

WORKING CONDITIONS

- Normal office conditions
BENCHMARK POSITION DESCRIPTION

Position Title: Chief Ambulance and Fire Inspector
Dept.: Community & Transportation Services
BM No.: AR17a

BASIC FUNCTION:
Oversee fire and ambulance operations and fire prevention programs throughout Yukon to provide residents with a safe environment at optimum cost.

DIMENSIONS:
Personnel Complement:
Permanent Employees: 6

NATURE AND SCOPE:
The incumbent reports to the Director, Protective Services (Fire Marshal) along with the Chief Building inspector, Chief Electrical Inspector, Chief Boiler Inspector, EMO Coordinator and Plumbing/Gas Inspector.

The Department provides emergency fire and ambulance services to 18 communities throughout the Territory. This service relies on effective and reliable help from over 150 volunteers. The position directs firefighting and ambulance operations, and is the chief authority on matters involving fire code compliance on proposed and existing structures.

The following subordinates report to the position:

Fire Inspector (1) – This subordinate directs the recruitment, training, and operations of approximately 100 volunteer firefighters throughout Yukon.

Ambulance Shift Supervisors (4) – these subordinates each supervise two other full-time Attendant and one Casual Attendant at Whitehorse Ambulance Station in the provision of emergency medical care and transportation.

Rural Ambulance Inspector (1) – This subordinate directs the recruitment, training, and operations of approximately 100 ambulance attendants at 13 ambulance stations throughout Yukon.
The position’s duties are varied, and may range from budgetary input to the on-site instruction of volunteer firefighters to mediation of a public complaint over ambulance service, testing fire alarm and sprinkler systems, and evaluating the dangers of a flammable liquid spill. Required tasks involve regular travel throughout the Territory.

As Chief Inspector the position is required to provide functional guidance to subordinate Inspectors. This may include the coordination of fire investigations, determining fire causes, and preparing comprehensive reports on same. The incumbent is also required to ensure fire code compliance on new construction and existing structures by reviewing and approving plans for proposed buildings.

The position is accountable for the overall coordination of volunteer services. Functional guidance is provided to subordinates who train volunteers and full-time employees. The incumbent may also be called upon to participate in training by delivering lectures and presentations. Duties may also include the contribution to, and editing of, training manuals for the Department.

The position’s work is performed with considerable independence with only matters of a policy or complex nature being referred to a supervisor. Duties include regular contact with the public on presentations and fire code matters, plus other governmental departments when coordination is required. The position is accountable for development and maintenance of a system that monitors fire safety statistics and trends. The position evaluates these trends and prepares strategies to facilitate improvement.

Work is evaluated on the basis of written reports and overall effectiveness of the fire prevention and inspection program together with effectiveness of fire and ambulance services provided.

**SPECIFIC ACCOUNTABILITIES:**
- Provide for compliance with fire safety by supervising the Fire Inspector, reviewing plans and specifications of proposed construction projects, and inspecting building plans and structures to ensure fire code compliance.
- Ensure adequate supplies and facilities by maintaining inventories, overseeing maintenance of equipment, and by specifying and ordering new equipment and vehicles within budgetary constraints.
- Provide for trained volunteer and full-time personnel by directing adequate training programs, organizing and encouraging participation of emergency service personnel
in conferences, seminars and competitions, and by personally interviewing candidates for vacant positions.

- Provide for availability of data regarding fire loss trends on which to base fire prevention programs by gathering and maintaining statistical data on fire losses.
- Ensure maximum knowledge of fire causes through effective coordination of fire investigation.
- Ensure progress toward optimum fire prevention preparedness by overseeing a program for the servicing of portable fire extinguisher units located in Yukon Territorial Government buildings.

**WORKING CONDITIONS:**

Exposure to burns, toxic fumes, and smoke inhalation at fires.

Accidents during routine work-related driving as well as high speed driving in emergency vehicles.

**KNOWLEDGE, SKILLS & ABILITIES:**

Graduation from a recognized fire training school, supplemented with considerable experience in fire inspection, investigation and training work, preferably including some experience in the operation of an ambulance.

Considerable knowledge of: National Building Code and Standards, fire fighting techniques and practices and inspection and investigation procedures.

Some knowledge of the operation of an ambulance services.

Ability to provide training programs in fire fighting, fire prevention and first aid.

Ability to establish and maintain effective working relationships with subordinate staff, business and community officials and members of the general public and other Government employees.

Possession of a valid St. John Advanced First Aid Certificate and ability to obtain a valid Yukon Operator’s License, Class 3.
BENCHMARK POSITION EVALUATION

Position Title: Chief Ambulance and Fire Inspector  
Dept.: Community & Transportation  
BM No.: AR17a  

Total Points: 347  
Job Shape: +3

GROUP ALLOCATION RATIONALE: Administers government programs

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

D - broad knowledge of several areas, e.g. fire inspection, investigation, and training, ambulance service operation, considerable knowledge of various codes and standards; inspection and investigation techniques

1 - management skills apply to safety services encompassing fire and ambulance operations

Y - strong supervisory skills to motivate subordinates who rely on volunteers throughout Yukon

184 - high rating: requires a solid knowledge of fire and ambulance operations in order to plan, provide and assess these services in Yukon communities

MENTAL DEMANDS

D - procedures are generally established as fire and ambulance standards exist; position decides when to test fire alarm systems, how to coordinate a fire investigation, etc.

3 - fire inspection requires analysis of variety of data with a degree of interpretive thinking in familiar areas

i - high rating: some creativity required, e.g. determines methods to change undesirable fire safety trends; develops training sessions

ACCOUNTABILITY

D - direct responsibility for effectiveness of fire and ambulance programs; chief authority on fire code compliance

1 - indeterminate direct $ impact

D - makes final decisions to achieve results e.g. fire code compliance; coordination of volunteer services

92 - medium rating: supervisor reviews written reports and effectiveness of programs
## WORKING CONDITIONS

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>some walking, climbing to perform on-site investigations</td>
</tr>
<tr>
<td>2</td>
<td>exposure to unsafe buildings, toxic fumes, dangerous liquids, etc.</td>
</tr>
<tr>
<td>B</td>
<td>regular travel throughout territory</td>
</tr>
<tr>
<td>10</td>
<td>medium rating: environmental conditions can be dangerous; emergency situations can be stressful</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Nursing Home Attendant
Dept.: Health & Human Resources
BM No.: IS6a

BENCHMARK POSITION DESCRIPTION

BENCHMARK POSITION DESCRIPTION

BASIC FUNCTION:
Perform personal care and maintenance tasks in a senior residential home to contribute to the health, safety and comfort of residents.

NATURE AND SCOPE:
The position reports to a Nurse Supervisor, along with eight other Nursing Home Attendants, five Certified Nursing Aides, seven Laundresses, two Clerk Typists, a Cook, a Custodian, and two Domestic Aides.

The position’s work takes place in a residential home offering multi-level care for infirm and other senior citizens. The position has three major functions: to give minor treatments as directed and personal and general assistance to residents; to maintain the facility; and to perform required administrative or documentation duties. The position works one of three shifts, as the home is staffed at all times.

The position provides many assigned and unassigned services directly to residents to enhance their safety, health, and comfort. Assistance is given with personal hygiene activities, walking, skin care, eating, laundry, pet and plant care, and all similar activities which residents may not be able to complete themselves. Assistance is geared to the capabilities of each resident, and is also limited by the position’s commitments to other duties. The position also devotes as much time as is possible on one-to-one interaction with residents, talking, helping them with their correspondence, taking their personal belongings to the laundry, etc.

A variety of general maintenance tasks are performed by the position to contribute to the safety and pleasantness of the home. Light bulbs are changed, clogged pipes cleared, bed linens changed, equipment cleaned and sterilized, etc. The position administers minor medical treatments for such problems as cuts, bruises, and sores, under the direction of a Certified Nursing Aide. The position is required to know and perform CPR in emergencies. He/she also coordinates doctors’ appointments with residents and staff members.

Additional types of duties performed by the position include clearing dishes from tables after meals and resetting tables, cleaning the dining room and making sure that residents have juices in their rooms. The position assists other staff members in organizing and supervising a
recreation program for residents. The position is charged with evacuating residents from the Lodge in the event of a fire or other emergency.

During each shift, any physical or mental changes in residents are reported to the Certified Nursing Aide and the position may be assigned to special monitoring of troubled residents. Many residents have alcohol abuse or other psychological illnesses. The position checks resident rooms, in general and especially at night, in an effort to help residents who are depressed or drinking.

SPECIFIC ACCOUNTABILITIES:
- Contribute to the physical and mental comfort of Lodge residents by assisting them with their physical needs and personal activities.
- Contribute to the safety of the Lodge by performing a variety of cleaning and maintenance tasks.
- Contribute to the assessment and treatment of residents by medical professionals by reporting all unusual or dangerous behavioural changes and by assisting in residents’ medical care.

WORKING CONDITIONS:
Frequently lifts residents and furniture weighing up to 200 pounds.

Exposed to frequent verbal and occasional physical abuse by residents.

Stress due to lack of privacy, even during breaks from work.

Cleans incontinent patients.

KNOWLEDGE, SKILLS & ABILITIES:
Thorough understanding of the problems and needs of Lodge residents.

Compassion and patience in working with residents.

Ability to lift residents and to help them with hygienic activities.

Ability to clean equipment and materials and to perform minor maintenance tasks.

General knowledge, as typically found at the Grade 8 level and job-related coursework, including CPR.
BENCHMARK POSITION EVALUATION

Position Title: Nursing Home Attendant
Dept.: Human Resources
BM No.: IS6a
Total Points: 128
Job Shape: +3

GROUP ALLOCATION RATIONALE: Responsible for providing support care services to residents of a Seniors’ care facility.

EVALUATION FACTOR

**KNOWLEDGE AND SKILLS**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>performs personal care and maintenance tasks for seniors including infirm residents</td>
</tr>
<tr>
<td>1</td>
<td>works in a Senior’s residential complex</td>
</tr>
<tr>
<td>N</td>
<td>interpersonal skills required in dealing with facility residents</td>
</tr>
<tr>
<td>80</td>
<td>medium rating: requires knowledge of CPR and administers minor medical treatments under direction; performs broad range of domestic support services</td>
</tr>
</tbody>
</table>

**MENTAL DEMANDS**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>B</td>
<td>works under specific directions in providing care</td>
</tr>
<tr>
<td>2</td>
<td>deals with people oriented problems requiring immediate attention</td>
</tr>
<tr>
<td>d</td>
<td>low rating: deals with ongoing routine situations, e.g. personal hygiene, eating</td>
</tr>
<tr>
<td>13</td>
<td></td>
</tr>
</tbody>
</table>

**ACCOUNTABILITY**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>B</td>
<td>position contributes to ongoing multi-level care activities of infirm and other senior residents, e.g. personal hygiene, eating, general maintenance</td>
</tr>
<tr>
<td>1</td>
<td>indeterminate direct $ impact</td>
</tr>
<tr>
<td>N</td>
<td>actions enhance safety, health and comfort of residents</td>
</tr>
<tr>
<td>20</td>
<td>high rating: reflects responsibility for people i.e., evacuation in event of emergency, reporting unusual or dangerous behaviour</td>
</tr>
</tbody>
</table>

**WORKING CONDITIONS**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>lifts residents but usually with assistance from others</td>
</tr>
<tr>
<td>2</td>
<td>deals with abusive residents; danger of falling or slipping while lifting residents</td>
</tr>
<tr>
<td>C</td>
<td>stress of constantly complaining residents and/or incontinent residents requiring changing and bathing</td>
</tr>
<tr>
<td>15</td>
<td>medium rating: deals with verbal abuse and stress of depressed residents</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Recovery Unit Attendant
Dept.: Health & Human Resources
BM No.: IS10a

BASIC FUNCTION:
Assist clients through initial recovery process from alcohol/drug abuse.

NATURE AND SCOPE:
The position reports to a Supervisor, Detoxification Centre. The position admits clients to the Centre by collecting information regarding his/her health, recent use of alcohol or drugs in terms of when used and also quantity. Physical signs of the detoxifying client are monitored and basic first aid is provided, if required. Potentially difficult situations are defused and the client’s medical needs are assessed. This could include calling an ambulance or assisting the client to hospital.

One-to-one basic counselling is provided to the client in an effort to help him/her look at addictive behaviour and its alternatives. Assistance is also provided in organizing the personal affairs of clients by making appointments with doctors, social workers, or lawyers. This is done to alleviate stress for the client and provide a measure of control over his/her life.

A written assessment of the client is prepared, outlining his/her social and drinking or drug use history, and recommendations and referrals to social agencies such as Mental Health, Family Services, Alcohol and Drug Services, and treatment facilities are made, where appropriate. Client files are maintained and updated as required. The position also acts as a liaison between social services and the client by attending case conferences.

In addition, the position maintains a safe, warm atmosphere by ensuring the operation of the Detox Centre through: preparing meals, performing housekeeping and janitorial duties, doing laundry, disinfecting beds, etc. Some of these duties are delegated to clients, while others are performed by the position incumbent.

There are no subordinate positions reporting to this position, but the position is one of two positions working together on a shift. An important activity of this position is to work cooperatively with his/her shift partner and to make decisions with that partner.
SPECIFIC ACCOUNTABILITIES:
- Admit intoxicated clients into the Detox Centre and assess client needs.
- Monitor physical signs of clients and provide basic first aid or arrange for other needed medical services.
- Assist clients in organizing their personal affairs and act as liaison with outside agencies.
- Provide one-to-one basic counselling to clients in order to help them look at addictive behaviour.
- Contribute to the smooth operation of the Detox Centre.

WORKING CONDITIONS:
Lifts people and groceries on a regular basis.
Exposed to communicable diseases and violent clients on a regular basis.
Exposed to stress of dealing with people in crisis situations on a regular basis.
Experiences little or no privacy during working hours.
Works regularly on a shift basis.

KNOWLEDGE, SKILLS & ABILITIES:
Knowledge of alcohol/drug addiction.
Ability to deal with people in a crisis situation.
Knowledge and experience in basic counselling skills.
Knowledge as typically acquired through an advanced First Aid course or a registered nursing program.
Evidence of a positive attitude and maturity.
BENCHMARK POSITION EVALUATION

Position Title: Recovery Unit Attendant  Dept.: Justice  BM No.: IS10a
Total Points: 184  Job Shape: +2

GROUP ALLOCATION RATIONALE: Responsible for the wellbeing of people in the Detoxification Centre (short term stays)

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

C - requires detailed knowledge of first aid, basic counselling, and basic addiction management
1 - works in the Detoxification Centre
N - required to work with detoxifying clients and influence their initial recovery process
106 - medium rating: solid knowledge of alcohol and drug addiction

MENTAL DEMANDS

C - independent judgement required in dealings with clients including written assessment of clients with recommendations and referrals
3 - problems faced on a daily basis which must be solved on a one-to-one basis with clients
G - low rating: position focuses on efforts to influence client to adopt different attitudes and behaviour toward alcohol/drugs
26

ACCOUNTABILITY

C - position closely supervised and relies heavily on clearly defined set of alternatives for action
1 - indeterminate direct $ impact
S - actions support the development and adoption of different alcohol/drug behaviour and attitudes
35 - low rating: actions have short term impact only on clients

WORKING CONDITIONS

S - requires periodic lifting of clients of up to 200 lbs.
2 - exposed to potential physical harm from violent, intoxicated clients
C - exposed to unpleasant smells, sights and stress
17 - high rating: due to the risk of physical harm and management of clients in crisis situations
BENCHMARK POSITION DESCRIPTION

Position Title: Corrections Officer  Dept.: Justice
Corrections Officer - Main Centre

BM No.: IS11a

BASIC FUNCTION:

Supervise inmate activities and monitor security to provide a safe and educational rehabilitative environment for clients.

NATURE AND SCOPE:

This position reports to a Senior Corrections Officer, along with another Corrections Officer, two Junior Corrections Officers, and a Recreation Officer.

The position works at the Whitehorse Correctional Centre, a facility housing inmates with sentences of up to two years less a day, as well as remanded prisoners who face further court actions. Security ranges from minimum to maximum. The position encourages positive attitudes and behaviours of inmates, both by programmed, directed education and by acting as a role model.

Inmates’ total daily activities are supervised by the position and others. The position oversees such inmate activities as work, meals, personal hygiene, exercise, sleep and recreation. The goal is that these activities are performed in accord with Centre regulations and with good work and attitude habits. Visiting periods, church services, community trips and all other gatherings of residents are supervised. The position maintains order among residents and reports any concerns regarding discipline and security. Building security systems, both internal and external, are inspected by the position during his/her shift.

Examples of security-oriented tasks performed during shifts include conducting resident roll calls and counts, conducting searches of residents and their quarters for contraband and cleanliness, direct supervision of work at work projects, etc.

Inmates receive instruction from the position on personal and domestic hygiene, as well as on institutional life and Centre regulations. As necessary, the position refers inmates to other resources available at the Centre, such as social workers, teachers, and nurses, and follows up on these referrals as he/she deems appropriate. Additionally, recommendations relating to inmate counselling are made to the Senior Corrections Officer. The position makes oral and written reports to the Senior Corrections Officer regarding security, unusual inmate behaviour, and inmates’ progress. These reports can be used as court evidence.
The position acts as relief to the staff in the control area as necessary, and performs other Centre duties as requested by the shift supervisor or the Assistant Superintendent.

The position admits residents to the Centre as required. This includes such tasks as filling out forms and receives and recording new inmates’ personal clothing and belongings.

SPECIFIC ACCOUNTABILITIES:
- Contribute to the safety of Centre residents and staff by supervising all resident activities during assigned shifts.
- Contribute to the rehabilitation of inmates by personally educating and referring them to other educational and mental health resources.
- Contribute to inmate rehabilitation and Centre security and management by composing and presenting reports on inmate behaviour, security, etc.

WORKING CONDITIONS:
Continual exposure to potentially violent inmates and situations, particularly during occasional physical restraints of inmates.

Conducts body searches of (new) inmates, approximately two hours per week.

Stress due to continual verbal abuse from residents.

KNOWLEDGE, SKILLS & ABILITIES:
Complete understanding of and experience with the techniques and tools of corrections enforcement.

Training in fire fighting and ability to use fire fighting equipment.

Knowledge as typically acquired through a corrections officer training program (such as the Mount Royal Corrections Certificate program).

Ability to administer first aid and CPR

Ability to communicate effectively with inmates and facility staff members.
BENCHMARK POSITION EVALUATION
Position Title: Corrections Officer  Dept.: Justice
Total Points: 192  Job Shape: +4
BM No.: IS11a

GROUP ALLOCATION RATIONALE: Responsible for security of inmates with some counselling/rehabilitation duties in the Correctional Centre

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
C - requires training in techniques and tools of corrections enforcement
1 - works in the Correctional Centre
N - serves as role model for inmates, encouraging positive attitudes
106 - medium rating: solid technical knowledge of security measures required

MENTAL DEMANDS
C - independent judgement required in interactions with individual inmates
2 - institution relies heavily on procedures and rules
f - high rating: requires ability to react quickly to inmate actions, e.g. potentially violent inmates
23

ACCOUNTABILITY
C - position heavily supervised and relies on direction by others
1 - indeterminate direct $ impact
S - actions support the smooth running of the Correctional Centre, e.g. encouraging good work and attitude habits
40 - medium rating: reports of inmate behaviour can be used for court evidence

WORKING CONDITIONS
L - position engages in normal work activity, e.g. walking
3 - danger of physical harm while working continually with incarcerated inmates
C - mental stress associated with constant verbal abuse
23 - high rating: general unpleasant nature of a correctional institution
BENCHMARK POSITION EVALUATION

Position Title: Ambulance Shift Supervisor
Dept.: Community & Transportation Services
BM No.: IS12a

BASIC FUNCTION:

Contributes to the highest possible standard of ambulance services in Yukon Territory through saving lives, rescuing, and transporting sick and injured people.

DIMENSIONS:

Personnel Complement (Ambulance Attendants):
Permanent Employees: 2
Casual Employees: 1

NATURE AND SCOPE:

The position reports to a Chief Ambulance and Fire Inspector. The position supervises ambulance workers during a shift. The work of these subordinates is organized and on the job training is provided. The position ensures: that emergency calls are answered properly; that ambulances and the station are kept supplied and in clean condition; and that log books, trip records, time sheets, and related documents are maintained. Manning levels are monitored to ensure that sufficient personnel are available in case an ambulance goes out of town, or in case of staff sickness or personal leave. In addition, the position recommends improvements to the ambulance service.

The position is responsible for making quick decisions during life threatening situations on emergency calls. When necessary, the position provides first aid to the injured or sick patient prior to arrival at hospital. Liaison with the hospital emergency department staff is maintained regarding emergency calls and a patient’s condition. In addition, liaison is maintained with the RCMP regarding requests for information and with the various airlines regarding medical evacuations and cooperation with firefighters.

The position is responsible for the maintenance of ambulances and equipment. The monthly shifts are scheduled and overtime is distributed between permanent and casual employees. The incumbent also takes care of all uniforms in terms of distributing, ordering, replacing, and maintaining inventory.

In-service training is provided to the three subordinates reporting to this position.
SPECIFIC ACCOUNTABILITIES:
- Ensure that all emergency calls are properly handled.
- Supervise and train subordinate staff in proper procedures to be followed in responding to calls.
- Maintain liaison with hospitals, RCMP, and other outside agencies necessary for effective provision of service.
- Maintain ambulance and lifesaving equipment.

WORKING CONDITIONS:
Lifts stretchers with patients and rescue equipment on regular basis.

Periodically engages in high speed emergency driving.

Exposed to environmental hazards at accident scenes (e.g. fire).

Exposed to year-round weather conditions (snow, rain, slippery roads, cold, dirt, fumes, etc.).

Deals with unpleasant accident/homicide/suicide scenes, death, and related tragedies.

KNOWLEDGE, SKILLS & ABILITIES:
Possess valid St. John Standard and Advanced Certificates, plus CPR training and an extrication course.

Extensive experience in an ambulance operation.

Possess Class IV driver’s license (or equivalent), plus a defensive driving course.

Supervisory skills.

General knowledge as typically acquired through completion of Grade 10 education.

Knowledge as typically acquired through completion of a technical program leading to EMA diploma.
BENCHMARK POSITION EVALUATION
Position Title: Ambulance Shift Supervisor
Dept.: Community & Transportation Services
Total Points: 216 Job Shape: +2
BM No.: IS12a

GROUP ALLOCATION RATIONALE: Responsible for supervising non-professional health care service

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
C - requires detailed knowledge of first aid, CPR and life-saving techniques
1 - works in the ambulance service
N - requires good interpersonal skills to calm sick and injured people; supervises staff on a lead-hand basis
122 - high rating: supervises and trains staff and coordinates with other agencies, e.g. hospital, RCMP

MENTAL DEMANDS
C - independent judgement required in dealing with patients in a variety of situations, in scheduling shifts and ensuring equipment is up to standard
3 - requires effective problem solving in emergency situations
h - high rating: emergency situations vary in demands for action; makes 35 recommendations to the supervisor on operational changes, policies, procedures and the acquisition of new equipment

ACCOUNTABILITY
C - position responsible for daily operation of ambulance service on a given shift
1 - indeterminate direct $ impact
S - actions support the provision of high quality ambulance service
46 - high rating: reflects responsibility for maintaining the ambulance station to established standards and the impact the quality of service has in emergency situations

WORKING CONDITIONS
S - lifts stretchers with patients and equipment (with assistance)
2 - potential exposure to traffic accidents when driving and at emergency scenes
B - exposed to blood and related unpleasant conditions and stress in life-and-death situations
13 - high rating: much stress associated with dealing with life-and-death situations
BENCHMARK POSITION DESCRIPTION

Position Title:   Mail Clerk
Dept.:      Government Services
BM No.:  OS3a
(Central Mail Services)

BASIC FUNCTION:
Deliver mail and perform other mail services to contribute to the timely and efficient travel of mail in and out of Yukon Government offices.

NATURE AND SCOPE:
The position reports to a Mail Service Supervisor along with one other Labourer. The Mail Service Supervisor also supervises the work of a Shipper-Receiver/Mail Clerk and of a Telex/Dex Operator.

This position performs a variety of mail services, including mail delivery, sorting, and receiving. Mail is delivered to Government departments not located in the Territorial Administration Building. Although mail delivery is the position’s most important function, other tasks are performed as time and mail volume allow.

The position drives to Government departments in and around Whitehorse in a half-ton delivery truck four times daily. Mail is hand-delivered to addressees and outgoing mail is picked up and returned to the mail room. The position’s delivery route and destinations change daily as assigned by the Mail Service Supervisor. Freight is delivered to the airport and picked up and delivered to recipient departments from the airport. The position schedules trips to the airport into regular mail delivery trips as possible. All freight transactions are recorded in a log.

Mail for the Yukon Government is received from a post office courier, who delivers it to a Government loading area four times daily. The position loads this mail onto carts and pushes it to the mail room. The position assists in sorting mail into slots in preparation for its delivery to the different departments.

The position uses the delivery truck to return boxes of record files from outlying departments to the Records Centre as necessary. A paper shredder is operated when time permits to eliminate stockpiles of confidential waste paper.
SPECIFIC ACCOUNTABILITIES:
- Contribute to the prompt and efficient delivery of mail to its Government recipients by receiving, sorting, and delivering mail and freight.
- Contribute to the accessibility of Government records by picking up and returning boxes of records to the Records Centre.

WORKING CONDITIONS:
Spends approximately one-half to one hour per day lifting mail bags, file boxes, and freight weighing up to 60 pounds.

Exposed to potential accidents while driving two hours per day.

Drives in all weather conditions.

Exposed to heavy paper dust 20 percent of the day.

KNOWLEDGE, SKILLS & ABILITIES:
Driver’s license for half-ton delivery truck and excellent driving skills.

Ability to communicate effectively with others and to locate addressees of mail.

Ability to schedule unexpected work into daily routine.

Ability to use paper shredder and mail sealing/postage machine.

General knowledge as typically found with some high school education.
### BENCHMARK POSITION EVALUATION

**Position Title:** Mail Clerk  
**Dept.:** Government Services  
**BM No.: OS3a**

- **Total Points:** 93  
- **Job Shape:** +5

#### GROUP ALLOCATION RATIONALE:
Performs semi-skilled labouring functions

#### EVALUATION FACTOR

<table>
<thead>
<tr>
<th>KNOWLEDGE AND SKILLS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>duties are straightforward and routine; delivering and picking up mail and operating paper shredder, and mail sealing/postage machine</td>
</tr>
<tr>
<td>1</td>
<td>works in mail services office for Yukon Government offices</td>
</tr>
<tr>
<td>X</td>
<td>deals with departmental personnel and staff at airport freight office; major requirement is courtesy</td>
</tr>
<tr>
<td>61</td>
<td>low rating: skills required are not very complex, and essentially learned on-the-job</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MENTAL DEMANDS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>work is highly routinized with little room for variation, e.g. delivery of mail, pick-up of freight at airport</td>
</tr>
<tr>
<td>1</td>
<td>position relies upon recall of location of routes to Government offices, rather than analysis to solve problems</td>
</tr>
<tr>
<td>b</td>
<td>low rating: daily routine seldom varies except for sequence of trips; job is of minimum complexity requiring little problem solving</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNTABILITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>work procedures and expected results are clearly defined</td>
</tr>
<tr>
<td>1</td>
<td>indeterminate direct $ impact</td>
</tr>
<tr>
<td>N</td>
<td>provides processing of mail in and out of Government offices, with minimal impact on outcome</td>
</tr>
<tr>
<td>15</td>
<td>low rating: little control over work flow; work is controlled by definition of work duties which must be followed without deviation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORKING CONDITIONS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>periodically lifts mailbags and heavy freight</td>
</tr>
<tr>
<td>1</td>
<td>little danger of physical harm</td>
</tr>
<tr>
<td>B</td>
<td>delivers mail in all kinds of weather conditions</td>
</tr>
<tr>
<td>9</td>
<td>high rating: exposed to dust, and possible traffic accidents while driving</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Building Maintenance Worker  
Dept.: Government Services  
BM No.: OS8a

BASIC FUNCTION:
Perform simple and technical building maintenance and repair tasks to contribute to the safety, efficiency, value and appearance of Government buildings.

NATURE AND SCOPE:
The position reports to a Building Maintenance Supervisor, along with seven Carpenters, two Maintenance Workers, a casual Carpenter, four casual painters, and a contract Supervisor.

The position performs general maintenance tasks ranging from simple to technical carpentry, and basic welding and other related methods of repair. The position may work with others or alone, depending on assigned jobs, which takes place throughout the Territory in all Government buildings. These include such buildings as schools, group homes, garages, and workshops.

Job assignments are received daily from the Building Maintenance Supervisor. The position visits work sites, assesses jobs, and determines the materials, tools and equipment required. These are obtained from the Government shop, and if, necessary, materials are purchased from local hardware stores, glass stores, etc. If jobs are far from Whitehorse, the position makes these preparations for materials and tools in advance. If needed, materials are not immediately available, the position must still provide for building safety while waiting for materials. For example, he/she may board over a window while waiting for glass.

A wide variety of repairs and maintenance are performed on roofs, cabinets, floors, walls, windows, doors, and furniture. The position repairs and replaces locks, hinges, and door closures, single pane and thermopane window glass, ceramic tiles and linoleum, drywall, etc. The position is required to install and perform repairs on these and many other materials, and must know the special qualities of the techniques to be employed for each.

The position arranges his/her schedule to allow for jobs that take more or less time and materials than originally planned.

The position sometimes assists other Government maintenance people, such as plumbers or electricians, in their work. He/she also sweeps and cleans the maintenance shop as necessary.
SPECIFIC ACCOUNTABILITIES:
- Contribute to the safety, security, efficiency, and value of Government buildings by performing carpentry-related repairs and maintenance.
- Contribute to the general maintenance of Government buildings by assisting other maintenance personnel as required and performing miscellaneous repair tasks.

WORKING CONDITIONS:
Carries building tools and materials weighing from 20 to 100 pounds daily.

Constantly works in a variety of positions, including standing, bending, and reaching.

Continual potential for minor or major injury from lifting heavy weights, working with sharp-edged glass, working in all weather conditions, working on roofs, and working with unfinished wood, operation of power tools.

Regular exposure to dust and dirt. Exposure to adverse weather conditions during outdoor work.

KNOWLEDGE, SKILLS & ABILITIES:
Thorough understanding of and ability to use the tools, techniques, and principles of carpentry.

Basic knowledge of welding, plumbing, electronics, and other building maintenance fields.

Ability to work independently.

General knowledge as typically found with some high school education.
BENCHMARK POSITION EVALUATION

Position Title: Building Maintenance Worker
Dept.: Government Services
Total Points: 155

BM No.: OS8a
Job Shape: +3

GROUP ALLOCATION RATIONALE: Performs function of a skilled labouring position

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

C - requires fully competent vocational skills, e.g. tools, techniques and principles of carpentry

1 - performs general maintenance tasks in Government buildings

X - deals with building fabric suppliers and individuals at repair sites, basic information exchange

92 - medium rating: requires wide variety of practical skills in general building maintenance

MENTAL DEMANDS

B - actions fairly standard, e.g. replacing broken window

2 - requires ability to develop makeshift/temporary repairs

e - high rating: performs simple estimating of materials and cost

17

ACCOUNTABILITY

B - duties are assigned on a daily basis outlining nature of task, e.g. broken window, repair damaged lock

1 - indeterminate direct $ impact

S - actions support ongoing maintenance of government buildings

26 - medium rating: determines the materials, tools and required equipment

WORKING CONDITIONS

M - requires considerable amount of lifting of building materials and equipment

3 - significant danger of falling from ladders/roofs, etc. being hurt by glass; operation of power tools

B - exposed to dust and dirt; adverse weather conditions periodically

20 - medium rating: may work outdoors in remote locations in awkward positions; physical effort is frequent but not continuous
BENCHMARK POSITION DESCRIPTION

Position Title: Heavy Equipment Operator
Dept.: Community & Transportation Services
BM No.: OS10a

BASIC FUNCTION:
Perform road maintenance tasks as assigned to contribute to the safety and improvement of Yukon roads.

NATURE AND SCOPE:
The position reports to a Road Camp Supervisor. A variety of highway maintenance tasks are performed by the position, which utilizes an array of heavy and light equipment. These include graders, trucks, tractor trailers, loaders, dozers, gradealls, bushwackers, steamers, tar pots, sweepers and power saws. The majority of the position’s work is performed outdoors.

Work and machine assignments are received from the Road Camp Supervisor daily. The position reviews safety and mechanical feature of assigned machines before moving them to the work sites. Features reviewed include tires, lights and safety flashers, oil levels, coolant levels and air systems. Minor repairs are completed as necessary.

The position performs many types of maintenance. Roads are bladed, crowns developed, and road banks graded. The same roads are plowed free of snow and ice in the winter. The position operates an underbody sander on icy roads. Tractor trailers are operated to deliver maintenance materials to work sites, as are dump trucks. Brush and trees are cleared using dozers, bushwackers, and power saws. The position cleans roads and intersections with sweepers and cleans culverts and sewers with steamers. Other types of equipment are used to perform other maintenance tasks as required. Culvert cleaning and jobs such as clearing brush and changing or erecting new road signs are performed on foot and by hand. Tasks vary according to the season, weather and maintenance priorities.

Because the position’s work generally takes place on publicly-owned roadways, the position has frequent contact with the public. He/she answers driver enquiries regarding weather, distances, road conditions, etc. The position must be cautious when working near moving vehicles on roadways alert to both general motorists’ and other road maintenance workers’ vehicles. Road traffic can pose safety threats and hinder efficient work.
SPECIFIC ACCOUNTABILITIES:
- Contribute to the maintenance and safety of Yukon roads by performing assigned maintenance tasks calling for heavy and light equipment.
- Contribute to the safe, efficient operation of road maintenance equipment by checking each machine before its use and performing minor maintenance and repair tasks.
- Contribute to the Department’s assistance of citizen and tourist motorists by responding to inquiries with directions and suggestions.

WORKING CONDITIONS:
Lifts maintenance materials and equipment, such as sand and sign post hammers, weighing up to 80 pounds, approximately 50 hours per year.

Bends, stretches, and manoeuvres while operating machines and when working on foot and by hand.

Exposed to physical threats from moving motor vehicles and maintenance machines, burns from steamers and thick dust from sweepers, approximately 80 percent of working time.

Works and drives in all weather conditions, particularly in bad winter weather conditions, in the attempt to improve driving for other motorists.

Exposed to high noise, smoke and exhaust levels approximately 30 percent of the time.

KNOWLEDGE, SKILLS & ABILITIES:
Ability to operate graders, tractor trailer and dump trucks, loaders, dozers, steamers and possession of appropriate operator’s licenses.

Thorough understanding of road maintenance goals, principles, tools and techniques.

Ability to use maintenance machines and tools in poor weather and other driving conditions.

Ability to work independently and with others.

Ability to perform minor maintenance tasks.

General knowledge as typically found through some high school education.
BENCHMARK POSITION EVALUATION

Position Title: Heavy Equipment Operator  
Dept.: Community & Transportation Services  
BM No.: OS10a

Total Points: 181  
Job Shape: +3

GROUP ALLOCATION RATIONALE: Performs functions of a skilled machine operator, but is not a member of a licensed trade

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

C  - requires detailed knowledge of heavy and light equipment operation e.g. graders, tractor trailers, tar pots, etc. performs minor maintenance of equipment as necessary
1  - works in highway maintenance function
X  - has ongoing contact with tourists and road travellers – major requirement is courtesy
106 - high rating: many pieces of equipment are complex to operate

MENTAL DEMANDS

C  - range of tasks is relatively complex and multifaceted
2  - requires judgement in forming crowns, blading roads, etc.
f  - high rating: requires caution when working near moving vehicles on roads;
23  - operation of machinery in various environmental conditions

ACCOUNTABILITY

C  - work assigned by superior and deals only with aspects of roadway maintenance
1  - indeterminate direct $ impact
S  - actions support ongoing maintenance of Yukon roadways, often works alone and is responsible for safe driving condition of roads
35  - low rating: little scope for freedom to take action

WORKING CONDITIONS

M  - does much climbing, lifting and working in awkward positions
2  - some danger from potential falls, faulty operation of mechanical equipment, steam from machinery, and negligent motorists
C  - considerable exposure to adverse weather and environmental conditions, e.g. dust, ice and snow; high noise level; constant exposure to vibrations during operation of large equipment
17  - medium rating: constant exposure to hazards from operation of and proximity to machines and negligent motorists; adverse working conditions often present
BENCHMARK POSITION DESCRIPTION:

Position Title: Road Camp Supervisor
Dept.: Community & Transportation Services
BM No.: OS15a

BASIC FUNCTION:
Supervise the maintenance of assigned roads to contribute to the safety and improvement of Yukon roadways.

DIMENSIONS:
Personnel Complement: 11 – varies

NATURE AND SCOPE:
The position reports to the Highway Superintendent along with seven other Road Camp Supervisors and seven Crew Supervisors.

The position supervises the maintenance of approximately 100 miles of highway as well as the maintenance of a local airport, a refuse site, and community and recreational roads. The position’s charge is to meet acknowledged standards of safety, allowing for the possibilities of road and structure damage due to accidents, weather, etc. while deploying resources and labour within the confines of a predetermined budget. “Maintenance” may include activities such as repair, reconstruction, and snow or other material removal, often performed in emergency conditions.

The following subordinates report directly to the position:

- Heavy Equipment Operator (4) – performs many types of basic road and structure maintenance and operates five or more pieces of heavy equipment.

- Junior Heavy Equipment Operator (2) – performs many types of basic road and structure maintenance and operates from one to four pieces of heavy equipment.

- Labourer (2) – performs a variety of maintenance tasks on roads and structures but does not operate heavy equipment.

- Heavy Duty Mechanic – Must be a journeyman diesel/gas mechanic. Repairs heavy equipment used at sites and other motor vehicles.

The position also supervises varying numbers of contract and casual workers.
Maintenance goals are set by the position, who evaluates road and highway conditions by personally driving on and inspecting them. Maintenance work sites are also visited and inspected. Work progress and subordinate performance are reviewed at these times. The position rarely performs on-site maintenance work, but does offer suggestions and direction to increase productivity and goal achievement. The position holds training meetings in the shop to increase subordinate safety and training.

Similar maintenance supervision and direction are performed for work by the position’s subordinates on local roads, a refuse site, and a local airport. A related goal of the position is to prevent public health hazards caused by or occurring in the use of these structures.

The position performs the administrative work associated with his/her work crew. Person and activity hours are documented on Government-supplied forms, to be used by the position and others for payroll calculations, budget planning and cost/wear analyses of equipment. Annual and monthly budget reports are reviewed to aid budget planning and goal and activity determinations. The position also keeps records of the activities and work hours of airport personnel.

Written and oral communication is maintained with the Highway Superintendent, the Department of Public Works, the RCMP, and others.

SPECIFIC ACCOUNTABILITIES:
- Provide for the performance of routine and emergency road maintenance by establishing goals and priorities, and supervising their execution.
- Ensure that designated highway and other structures are maintained to meet Yukon standards by reviewing repairs and other maintenance work and suggesting improvements as necessary.
- Contribute to the Government’s maintenance planning process by performing administrative and record keeping tasks to provide necessary information.

WORKING CONDITIONS
May be required to help lift heavy equipment on job sites when required.

Drives at least half of working hours: exposed to potential motor vehicle accidents caused by weather or other vehicles.
Work outdoors with exposure to toxic fumes caused by road and other maintenance materials, dirt and dust approximately 10 percent of the time.

Physical danger associated with working on road construction site with heavy equipment and vehicular traffic present.

**KNOWLEDGE, SKILLS & ABILITIES:**

Thorough knowledge of and/or experience in road and structure maintenance and related tools and materials.

Knowledge of all light and heavy equipment used on supervised work sites.

Ability to work well with others and strong supervisory skills.

Ability and/or experience in performing administrative duties.

General knowledge as typically found through some high school education.
BENCHMARK POSITION EVALUATION
Position Title: Road Camp Supervisor
Dept.: Community & Transportation Services
BM No.: OS15a
Total Points: 289
Job Shape: +3

GROUP ALLOCATION RATIONALE: Performs functions of supervisor of heavy equipment operators

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
D - requires skills as equipment operator plus supervisory skills
1 - managerial skills are limited to supervising a subfunctional activity within Highway Maintenance
Y - most work accomplished through supervision of operators
160 - medium rating: solid range of vocational type skills; knowledgeable of required standards for road maintenance, planning and scheduling skills

MENTAL DEMANDS
D - uses independent judgement in managing section of road
3 - faced with diverse range of day-to-day problems
h - low rating: limited range of solutions to the day-to-day problems of road
46 - maintenance

ACCOUNTABILITY
D - manages section of road at a distance from superior
1 - indeterminate direct $ impact
S - actions support ongoing road maintenance
70 - high rating: due to degree of autonomy in daily supervision of activities; responsibility for ensuring safety of crew, and level of productivity

WORKING CONDITIONS
S - requires some climbing and lifting of heavy equipment while assisting subordinates
2 - exposed to potential motor vehicle and heavy equipment accidents on work site
C - works outside year round in all kinds of weather, and exposed to thick dust and dirt
13 - low rating: exposure to conditions not imminently hazardous
BENCHMARK POSITION DESCRIPTION

Position Title: Cashier
Dept.: Yukon Liquor Corporation
BM No.: PS6a

BASIC FUNCTION:
Perform cashiering, customer service, store maintenance, and stocking functions to contribute to the efficient and effective operation of a liquor store.

NATURE AND SCOPE:
The position reports to a Liquor Store Manager, along with two other Cashiers, a Clerk and an Assistant Manager.

The position works in the Whitehorse Government-owned liquor store. Both cashier tasks and various other related jobs are performed. Cashier-oriented tasks require most of the position’s time and call for extensive contact with the public. The position is personally responsible for accuracy in all money transactions and overages and shortages, and must pay the Corporation for any shortages. A constant duty is to watch for shoplifters.

The process of serving each customer requires several steps. The position may be asked for locations, prices, or quality of products, and must be able to provide brief descriptions. As customers check out, the code number of each purchased item is typed into a computerized cash register, as are any credits for returned empty bottles. As customers pay, their Canadian or United States currency amounts are entered into the register. United States currency is automatically converted by the register. The register computes customers’ change, the position verifies amounts received, change is returned to the customers, and the purchases are packed.

The position is prohibited by law from selling liquor to intoxicated customers. The position explains the requirements of the law to intoxicated individuals and relieves them of alcoholic products; intoxicated customers occasionally become hostile and/or threatening. The position also verifies the identification of any customers he/she believes to be under the legal drinking age.

The liqueur and crackling wine sections of the store are maintained by the position. Cases of bottles are carried from the warehouse to the section. The position wipes each bottle before stocking it on the shelves. The position assists other employees in stocking other parts of the store. Bags and machine tapes are also stocked as necessary.
The position receives empty bottles from customers, counts and stacks them on pallets, and issues refund slips.

A monthly inventory is conducted in which the position participates by counting stock.

**SPECIFIC ACCOUNTABILITIES:**
- Contribute to the quality of service received by store customers by processing bottle returns and customer purchases and packing their purchases in a fast and efficient manner.
- Contribute to the fulfillment of the law by examining customers as necessary for age and intoxication and observing the store for shoplifters at all times.
- Contribute to the efficiency and attractiveness of the store by stocking liquors and other supplies as needed.
- Contribute to the monthly inventory by counting stock.

**WORKING CONDITIONS:**
Carries cases of liquor weighing from 35-40 pounds approximately 2-5 hours per week.

Occasionally exposed to irate customers.

Exposed to unsanitary empty beer bottles.

**KNOWLEDGE, SKILLS & ABILITIES:**
Working knowledge of a variety of liquors.

Ability to operate computerized cash register.

Ability to make change accurately and rapidly.

Courtesy and helpfulness in working with customers.

Knowledge of English grammar and arithmetic equivalent to a grade 10 level.
BENCHMARK POSITION EVALUATION:
Position Title: Cashier
Dept.: Yukon Liquor Corporation
BM No.: PS6a
Justice

Total Points: 119
Job Shape: +4

GROUP ALLOCATION RATIONALE: Performs retail sales activities

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

<table>
<thead>
<tr>
<th>B</th>
<th>requires some knowledge of store stock and of how to operate a computerized cash register</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>activities relate to the specific subfunction of cashier tasks</td>
</tr>
<tr>
<td>N</td>
<td>serves customers and deals with possible underage or intoxicated customers</td>
</tr>
<tr>
<td>80</td>
<td>medium rating: job takes several months to learn due to facets of cashiering, stockkeeping, inventory counts, etc.</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS

<table>
<thead>
<tr>
<th>B</th>
<th>work is prescribed by procedures and established retail requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>requires memory of products and procedures rather than analysis</td>
</tr>
<tr>
<td>C</td>
<td>high rating: determines when to restock assigned shelves; judges the customer</td>
</tr>
<tr>
<td>11</td>
<td>for legal age and sobriety</td>
</tr>
</tbody>
</table>

ACCOUNTABILITY

<table>
<thead>
<tr>
<th>B</th>
<th>work is prescribed plus supervisor can be called upon if necessary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>indeterminate direct $ impact</td>
</tr>
<tr>
<td>N</td>
<td>assists customers and other staff members</td>
</tr>
<tr>
<td>20</td>
<td>high rating: position is responsible for accuracy of money transactions</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS

<table>
<thead>
<tr>
<th>S</th>
<th>carries cases of liquor to stock store</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>little possibility of injury</td>
</tr>
<tr>
<td>B</td>
<td>some dust and dirt encountered when stocking shelves and stacking returned bottles; encounters unruly customers</td>
</tr>
<tr>
<td>8</td>
<td>medium rating: spends much of day standing and walking about the store which is not strenuous but can be tiring</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Purchasing Assistant
Dept.: Government Services
BM No.: PS10a

BASIC FUNCTION:
Facilitate the Government’s purchasing function to ensure that departments receive quality supplies at the best price and delivery schedules.

DIMENSIONS:
Personnel Complement:
Permanent Employees: 3
Casual Employees: 1

NATURE AND SCOPE:
The position reports to a Purchasing Manager, along with two Purchasing Officers.

The position purchases supplies for Government departments and performs a variety of administrative support and supervisory tasks related to the purchasing function. While some purchasing requests may be made on a routine basis, others may be infrequent or unique. Certain departments, such as Education, make seasonal requests, creating greater purchasing demands at certain times of the year.

The following subordinates report to the position:

Clerk Typist (3) – These subordinates facilitate the Request for Purchase procedure by performing administrative support tasks such as typing, reviewing authorizations, recording data, etc. Telephone and counter inquiries are answered.

Clerk Typist (1) – Casual – This subordinate types purchase orders, Requisitions on Standing Offer Agreements and tenders as requested by the Purchasing Officers.

The position trains, assigns work to, and supervises the work of these subordinates. The position performs the work of any of the subordinates during absences.

Purchasing duties require a majority of this position’s time. Requests for Purchase are received in the office and are reviewed by the position for completeness and clarity of description of the items requested. Originating departments are contacted as needed for further information. Through phone calls and by telex the position examines all potential vendors for prices per item,
delivery time and arrangements, and like quality. A vendor is chosen by the position and the order is confirmed with the originating department.

Although vendors, orders, and other components of purchasing change with each request, the general purchasing tasks the position performs are similar. One type of exception is orders related to publishing, where the position may need to locate a Canadian representative for a US-based or other foreign publishing company.

The position processes all invoices for the Department. Late shipments and incorrect invoices are investigated and corrected. The position reconciles computer printouts with cards, compiling statistics and basing a financial report on them each month.

Letters and memos are typed as requested by the Purchasing Officers and are also composed and typed by the position. Vehicle specifications and other data are entered on the ETV 300 as time is available. All purchase orders are proofread before they are printed. The position maintains the Commodity Vendor Index System by disposing of old catalogues as new ones are received, sending commodity cards to new vendors, issuing vendor numbers, and creating files. Delinquent vendors are sent reminder notices.

Enquiries from other departments and the public regarding purchasing are answered in person, by phone, telex, and mail.

**SPECIFIC ACCOUNTABILITIES:**
- Ensure that Government departments receive the best supplies available by processing Requests for Purchases and choosing appropriate vendors.
- Ensure that documentation and other purchasing-related administrative support work is completed efficiently and accurately by supervising and participating in support work.
- Contribute to the availability of current information concerning Yukon purchasing by compiling statistics and composing a financial report each period.
- Contribute to maintaining a qualified pool of vendors by keeping the Commodity Vendor Index System current.

**WORKING CONDITIONS:**
- Normal office environment.
KNOWLEDGE, SKILLS & ABILITIES:
Skill in accounting.

Ability to quickly understand the needs and functions of Yukon Government departments.

Supervisory skills.

Ability to work well with vendors and others.

Organizational abilities.

Knowledge of English grammar and mathematics as typically found at the high school graduation level.
GROUP ALLOCATION RATIONALE: Performs a purchasing function

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

C - knowledge of purchasing functions and basic accounting
1 - performs one subfunction of purchasing
N - lead hand supervision of the purchasing function
122 - high rating: specialized purchasing knowledge required

MENTAL DEMANDS

C - purchasing requests change but the routines are similar
2 - some analysis to select vendors; assists staff with purchasing problems;
investigates incorrect invoices, ensures best supplies available are obtained
f - high rating: some unique requests to resolve e.g. publishing orders
26

ACCOUNTABILITY

C - follows established procedures for variety of purchases
1 - indeterminate direct $ impact
S - participates directly in program delivery
35 - low rating: majority of work is according to established routine

WORKING CONDITIONS

- Normal office conditions
BENCHMARK POSITION DESCRIPTION

Position Title:  Liquor Store Manager – Dawson
Dept.:  Yukon Liquor Corporation
BM No.:  PS13a

BASIC FUNCTION:
Manage and participate in the operation of the liquor store to ensure friendly and reliable service to the public and to perform Territorial Agency functions on demand.

DIMENSIONS:
Personnel Complement:
Permanent Employees:  1
Casual Employees:  1

NATURE AND SCOPE:
The position reports to an Operations Manager along with six other Store Managers, a Warehouse Manager and two Clerks.

The position manages the store operation and maintains policies and procedures of the Yukon Liquor Corporation to provide a high standard of service to the public. He/she also acts as Territorial Agent and provides the public with appropriate government forms, issues licenses, plus collects designated monies as required.

The following subordinates report to the position:

  Assistant Manager (1) – This subordinate is responsible for cash register sales, unloading and shelving stock, cleaning the store, shipping and receiving.

  Casual Clerk (1) – This summer assistant operates the cash register, helps with cleaning the store and stocking shelves.

The position trains, assigns work to, and supervises the work of these subordinates. He/she ensures staff is knowledgeable enough with the stock to assist customers.

The store handles around $1.5 million in annual sales and thus the position accounts for this cash on a daily basis. Bookkeeping activities include maintaining the store’s ledgers and submitting forms and reports as required by the operation manual to provide management with statistics and an ongoing record of the store operation.
Sales and cash registers must be balanced and bank deposits are made daily. The position also must ensure the security of this money.

Stock and supplies are ordered as necessary and scheduled to provide an ongoing selection of products. Stock is received, checked for damage and recorded. Shelves are then filled by the position and his/her subordinates, and the proper display of prices and sweetness ratings completed.

The position plans and participates in the monthly physical inventory count for stock control purposes.

The position also directs and participates in shipping empty bottles and cans back to the central warehouse for refund. The pallets are loaded and the proper papers completed. Shipments are recorded in the appropriate ledger.

When unruly and/or intoxicated, customers are encountered by staff, or shoplifters are apprehended, the position assumes control of the situation by evicting the customer or calling the police. He/she completes police reports and appears in court as a witness.

The position, as Territorial Agent, orders and maintains an adequate supply of government forms such as game, motor vehicle licenses, vital statistics, legal affairs, health care. He/she records the collection of monies relating to these forms, issues related licenses/cards in accordance with applicable regulations and prepares weekly and monthly reports.

SPECIFIC ACCOUNTABILITIES:

- Ensure that the store operates in an efficient manner and that the public has a good liquor selection at all times by planning and controlling the shipping and receiving of stock.
- Provide customers with friendly and knowledgeable service through the supervision and training of subordinates.
- Contribute to the management of liquor in Yukon by completing required reports, statistics and ledgers.
- Provide Territorial Agent functions by issuing licenses, maintaining an adequate supply of forms and collecting related monies.
WORKING CONDITIONS:
Carries cases of liquor weighing 35-40 pounds to stock shelves on a daily basis.

Loads pallets with empty cans and bottles.

Exposed to unruly and/or intoxicated customers.

Exposed to unsanitary empty beer bottles.

KNOWLEDGE, SKILLS & ABILITIES:
Skill in basic bookkeeping.

Supervisory skill.

Ability to work well with the public and others.

Ability to quickly become familiar with computer generated reports and inventory activities.

General knowledge as typically found at the high school graduation level, plus some experience in retail sales supervision and management.
BENCHMARK POSITION EVALUATION

Position Title: Liquor Store Manager – Dawson
Dept.: Yukon Liquor Corporation
BM No.: PS13a

JUSTICE

Total Points: 239
Job Shape: +3

GROUP ALLOCATION RATIONALE: Performs retail sales and supervisory activities

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

D - knowledge of retail sales, Territorial Agent functions and supervisory skills
1 - performs activities to operate a store
N - lead hand supervision of staff; tact and diplomacy required when dealing with inebriated customers or explaining the requirements for various licenses
140 - med rating: solid knowledge of the various aspects of retail sales and the territorial agent functions

MENTAL DEMANDS

C - procedures and methods are established; position experiences interruptions from customers and staff
3 - plans monthly inventory counts, orders stock and supplies
g - low rating: most problems have been encountered before by the position or by 35 counterparts in other Yukon stores

ACCOUNTABILITY

C - procedures exist but position determines priority and timeframes
2 - handles around $1.5 million annual sales
S - some influence over results by performing appropriate stocking and servicing activities
53 - medium rating: financial impact is in the middle of level 2

WORKING CONDITIONS

M - frequently carries cases of liquor to stock shelves
2 - some threat of physical abuse when apprehending shoplifters
B - dust, dirt and strong odors encountered when stocking shelves and stacking returned bottles; occasionally handles unruly customers
11 - low rating: incidence of shoplifting and thus exposure to physical harm is low
BENCHMARK POSITION DESCRIPTION

Position Title: Liquor Store Manager -
Dept.: Yukon Liquor Corporation
BM No.: PS14a
Whitehorse

BASIC FUNCTION:
Manage and participate in the operation of the liquor store to ensure friendly and reliable service to the public.

DIMENSIONS:
Personnel Complement:
Permanent Employees: 5
Casual Employees: 2

NATURE AND SCOPE:
The position reports to an Operations Manager along with six other Store Managers, a Warehouse Manager and two Clerks.

The position manages the store operation and maintains policies and procedures of the Yukon Liquor Corporation to provide a high standard of service to the public.

The following subordinates report to the position:

  Assistant Manager (1) – This subordinate assists in all aspects of store management including stockkeeping, retail sales, shipping and receiving.

  Clerk (1) - This subordinate participates in all aspects of the operation plus assists with the supervision of the cashiers.

  Cashiers (3) – These subordinates operate the cash registers and serve customers; they help with stocking and perform janitorial activities.

The position trains, assigns work to and supervises the work of these subordinates. He/she ensures staff is knowledgeable enough in the stock to assist customers.

The store handles over $4 million in annual sales and thus the position accounts for this cash on a daily basis. Bookkeeping activities include maintaining the store’s ledgers and submitting forms and reports as required by the operation manual to provide management with statistics and an ongoing record of the store operation.
Sales and cash registers must be balanced and bank deposits are made twice daily. The position also must ensure the security of this money.

Stock activities form a major part of the job. Stock and supplies are ordered twice a week and scheduled to provide an ongoing selection of products. Stock is received, checked for damage and recorded. Shelves are then filled by the position or his/her subordinates, and the proper display of prices and sweetness ratings completed.

The position plans the monthly physical inventory count for stock control purposes.

The position also directs the shipping of empty bottles and cans back to the central warehouse for refund. The pallets are loaded and the proper papers completed. Shipments are recorded in the appropriate ledger.

When unruly and/or intoxicated customers are encountered by staff, or shoplifters are apprehended, the position assumes control of the situation by evicting the customer or calling the police. He/she completes police reports and appears in court as a witness.

**SPECIFIC ACCOUNTABILITIES:**
- Ensure that the store operates in an efficient manner and that the public has a full liquor selection at all times by planning and controlling the shipping and receiving of stock.
- Provide customers with friendly and knowledgeable service through the supervision and training of subordinates.
- Contribute to the management of liquor in Yukon by completing required reports, statistics and ledgers.

**WORKING CONDITIONS:**
Occasionally carries cases of liquor weighing 35-40 pounds.

Exposed to unruly and/or intoxicated customers.

Exposed to unsanitary empty beer bottles.

**KNOWLEDGE, SKILLS & ABILITIES:**
Skill in basic bookkeeping.

Supervisory skill.
Ability to work well with the public and others.

Ability to quickly become familiar with computer generated reports and inventory activities.

General knowledge as typically found at the high school graduation level, plus several years experience in retail sales supervision and management.
BENCHMARK POSITION EVALUATION
Position Title: Liquor Store Manager - Dept.: Yukon Liquor Corporation
Whitehorse
Total Points: 272
Job Shape: +3
BM No.: PS14a

GROUP ALLOCATION RATIONALE: Performs retail sales activities

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
D - knowledge of retail sales and supervisory skills
1 - performs activities to operate a store
Y - achieves results through subordinate staff
160 - med rating: solid knowledge of the various aspects of retail sales, coordination of activities for a large store

MENTAL DEMANDS
C - procedures and methods are established; position experiences interruptions from customers and staff
3 - plans monthly inventory counts, orders stock and supplies
g - low rating: most problems have been encountered before by the position or by counterparts in other Yukon stores
40

ACCOUNTABILITY
C - procedures exist but position determines priority and timeframes
3 - handles over $4 million in annual sales
S - some influence over results by appropriate stocking and servicing activities
61 - low rating: financial impact is just into the 3 level

WORKING CONDITIONS
S - carries cases of liquor to stock shelves on occasion
2 - some threat of physical abuse when apprehending shoplifters
B - dust, dirt and strong odors encountered when stocking shelves and stacking returned bottles; handles unruly customers
11 - medium rating: incidence of shoplifting and thus exposure to physical harm is fairly frequent
BENCHMARK POSITION DESCRIPTION
Position Title: Purchasing Manager
Dept.: Government Services
BM No.: PS17a

BASIC FUNCTION:
Manage all purchasing activities for the Yukon Territorial Government to provide a uniform level of centralized purchasing services to all government departments and agencies.

DIMENSIONS:
Personnel Complement:
Permanent Employees: 3

NATURE AND SCOPE:
The position reports to a Director of Supply Services, as do the Queen’s Printer, the Warehouse Manager, the Transportation Manager and the Records Manager.

The Supply Services Purchasing division is responsible for all purchasing requirements for the government. The division (and as manager, the position) serves as a coordinator between suppliers of goods and Yukon Territorial Government departments.

The following subordinates report directly to the position:

  Purchasing Officers (2) – These subordinates purchase various goods and services from private vendors, and write the specifications of orders.

  Clerk Typist (1) - the primary function of this subordinate is to assign work to and monitor the progress of two other Clerk Typists and a Document Control Clerk, and to oversee general office activities.

The position oversees all activities of the purchasing function, from supervision of employees to contract management and vendor selection. The position supervises the use of a budget of between two and three million dollars, and prepares projections for future budgets.

A major goal of the position is to promote development of the Yukon business community through fair and consistent purchasing practices. The incumbent visits and negotiates with local suppliers to obtain an agreement that meets Government needs; at the same time, he/she must bear in mind the mutually supportive nature of the relationship between the Government and local suppliers, and negotiate accordingly.
The position ensures that Government departments follow sound procurement practices by establishing policies and procedures, and monitoring that they are followed. The position must ensure that the Purchasing budget is projected, received, and accounted for accurately and completely, and that the Government is efficient in its purchasing.

The position performs purchasing as well as managerial duties. Vendors are selected, and contracts’ specifications, conditions, and other terms are written. The position provides monthly variance reports to the Director of Supply Services, with substantiations and justifications of budget spending variances.

The position provides written and verbal advice to the Space Allocation Committee, and maintains and reports all requests for common furniture and equipment.

**SPECIFIC ACCOUNTABILITIES:**
- Ensure the timely purchasing of materials for the Government by performing and overseeing purchasing tasks.
- Provide for availability of data for Government purchasing planning by projecting budgets for future fiscal years.
- Provide for the most efficient, orderly responses to department needs by developing purchasing policies and procedures.
- Provide for responsiveness to Government and community needs by maintaining contact and arranging mutually satisfactory contracts with suppliers.

**KNOWLEDGE, SKILLS & ABILITIES:**
Extensive purchasing experience, including government purchasing.

Supervisory experience.

Ability to analyze suppliers’ bids and make beneficial choices for the Government.

Ability to establish and maintain effective working relationships with suppliers and intra- and inter-departmental staff.

Thorough knowledge of business administration or purchasing as normally found at the post-secondary or graduate level.
## BENCHMARK POSITION EVALUATION

**Position Title:**  Purchasing Manager  
**Dept.:** Government Services  
**BM No.:** PS17a  
**Total Points:** 346  
**Job Shape:** +2

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### GROUP ALLOCATION RATIONALE:
Performs purchasing activities and supervises same

### EVALUATION FACTOR

#### KNOWLEDGE AND SKILLS

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>-</td>
<td>specialized knowledge to perform and supervise centralized purchasing activities for Yukon Government</td>
</tr>
<tr>
<td>1</td>
<td>-</td>
<td>performs the subfunction of purchasing</td>
</tr>
<tr>
<td>Y</td>
<td>-</td>
<td>purchasing results are achieved through the supervision of staff</td>
</tr>
<tr>
<td>184</td>
<td>-</td>
<td>high rating: high level of purchasing knowledge to prepare policies and procedures</td>
</tr>
</tbody>
</table>

#### MENTAL DEMANDS

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>-</td>
<td>complex purchasing activities provides range of alternate choices; supervising the use of a sizeable budget; selects vendors</td>
</tr>
<tr>
<td>4</td>
<td>-</td>
<td>evaluates policies and procedures; modifying as necessary, and ensures their enforcement</td>
</tr>
<tr>
<td>j</td>
<td>-</td>
<td>low rating: situations may vary, but most type of problems of have been encountered</td>
</tr>
<tr>
<td>70</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

#### ACCOUNTABILITY

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>-</td>
<td>directs the purchasing function, changing procedures or subordinate’s performance as needed</td>
</tr>
<tr>
<td>1</td>
<td>-</td>
<td>indeterminate direct $ impact</td>
</tr>
<tr>
<td>D</td>
<td>-</td>
<td>has delegated authority to make final decisions e.g. agreements with local suppliers; writes and selects specifications, conditions and terms</td>
</tr>
<tr>
<td>92</td>
<td>-</td>
<td>medium rating: position ensures purchasing activities are efficient and uses discretion to achieve this; supervisor can be accessed if needed</td>
</tr>
</tbody>
</table>

#### WORKING CONDITIONS

- Normal office conditions
BENCHMARK POSITION DESCRIPTION

Position Title: Youth Service Worker
Dept.: Health and Human Resources
BM No.: SS12a

BASIC FUNCTION:
Counsel and nurture clients in a group home toward a more stable and positive lifestyle.

NATURE AND SCOPE:
This position reports to a Senior Youth Service Worker. The position is responsible for assisting clients in a group home setting by: supervising their daily activities; organizing community activities; helping with school related activities; initiating disciplinary actions when necessary and counselling clients on an individual or group basis. These activities are geared to encouraging behaviour which is consistent with the goals of the individual treatment plans developed for each resident of the group home. Recommendations and observations about each resident are used when reviewing and planning individual treatment. Individual treatment plans are developed by the assigned Social Worker, the Home Supervisor with input from the Senior Youth Service Worker.

Residents are taught life skills such as personal hygiene, meal preparation, housekeeping and custodial duties. Crises are faced on a daily basis and deal with disciplinary issues and other matters. Ongoing contact is maintained with a number of outside agencies and people, including social workers, teachers, doctors, probation officers, RCMP and members of the resident’s family. In addition, the position is responsible for assisting more junior workers in their dealings with residents.

SPECIFIC ACCOUNTABILITIES:
- Assist in developing treatment programs for individual residents of a group home.
- Provide ongoing support for the group home residents in coping with the realities of the group home setting and preparing themselves for eventual re-entry to society.
- Maintain discipline with defiant or reluctant residents.

WORKING CONDITIONS:
Engages in a wide variety of sporting activities with residents.

Ongoing problem of physical aggression from residents.

Ongoing stress associated with working in a group home setting, with high noise levels.
Works midnight shifts.

**KNOWLEDGE, SKILLS & ABILITIES:**

Previous experience of working in residential child care.

Knowledge as typically acquired from a Child Care Diploma program or a Bachelor’s degree in Social Sciences.

Good understanding of human behaviour.
**ENVIRONMENTAL RATIONALE:** Performs technical functions in a social work capacity

### EVALUATION FACTOR

#### KNOWLEDGE AND SKILLS

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>Requires detailed knowledge of counselling techniques and human behaviour in dealing with group home residents</td>
</tr>
<tr>
<td>1</td>
<td>Works in group home setting</td>
</tr>
<tr>
<td>N</td>
<td>Requires tact and diplomacy in teaching residents life skills and supporting them in efforts to change attitudes/behaviour</td>
</tr>
<tr>
<td>140</td>
<td>Medium rating: solid knowledge of the topic is to monitor work of junior staff, and clients</td>
</tr>
</tbody>
</table>

#### MENTAL DEMANDS

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Assists in provision of group home setting for residents including daily activities, community activities and discipline</td>
</tr>
<tr>
<td>3</td>
<td>Requires resolution of day-to-day crises, e.g. discipline</td>
</tr>
<tr>
<td>g</td>
<td>Low rating: problems associated with an individual resident follow general patterns; programs are developed by senior workers and other agency staff</td>
</tr>
<tr>
<td>35</td>
<td></td>
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</tbody>
</table>

#### ACCOUNTABILITY

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Implements and monitors individual treatment plans under direction and acts as a resource to outside agencies and specialists</td>
</tr>
<tr>
<td>1</td>
<td>Indeterminate direct $ impact</td>
</tr>
<tr>
<td>S</td>
<td>Actions support residents in efforts to change attitudes/behaviour</td>
</tr>
<tr>
<td>40</td>
<td>Medium rating: actions directly affect residents and their learning of basic life skills</td>
</tr>
</tbody>
</table>

#### WORKING CONDITIONS

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>Little lifting or unusual activity typically required</td>
</tr>
<tr>
<td>2</td>
<td>Risk of injury from clients due to on-going problem of physical aggression from residents</td>
</tr>
<tr>
<td>B</td>
<td>Day-to-day stress associated with noise levels and lack of privacy</td>
</tr>
<tr>
<td>10</td>
<td>Medium rating: potential risk of physical injury from clients; ongoing emotional stress associated with working in group home setting.</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Social Worker - Seniors Programs
Dept.: Health & Human Resources
BM No.: SS13a

BASIC FUNCTION:
Provide counsel and support services to Yukon Territory senior citizens and their families to assist in their full awareness and use of available resources.

NATURE OF SCOPE:
This position reports to the Supervisor of Social Services. The position fulfills several related functions for the senior citizens of Yukon Territory. The major duty involves providing counselling and other support services to the elderly and their families in their present living arrangements, working with clients to identify problems and develop solutions, and assessing programs over time. The position may refer clients to other support services, while basing such decisions on an extensive knowledge of Federal, Territorial, and private local resources.

The position itself must serve as an alternate resource, having broad knowledge of and providing advice on pensions, benefits, and services available to seniors. The position assists seniors with filling out applications and the correct procedures to follow in cases of cheque loss. Other information and assistance is provided as needed.

As part of the Social Assistance Program, the position assesses the eligibility of clients for benefits, and administers funds according to program regulations. The position assists clients to become independent of the program, and/or to maintain a positive self-image, through counselling and other services.

The position serves two roles for the Macaulay Lodge Placement Committee. As Secretary to the Committee, the position coordinates all meetings and their minutes, and presents all client applications to the committee. As a Committee member, the position gives background information to the Committee concerning any clients who are applying for admittance to the Lodge. The physical, mental, and social functioning of applicants are assessed. Evaluations of present living situations and possible alternatives to the Lodge are presented. The position contributes to final decisions.

SPECIFIC ACCOUNTABILITIES:
- Provide for the well-being of senior citizens by providing counselling and information regarding alternatives resources.
- Provide for other forms of social aid to seniors by assisting with a variety of non-counselling tasks.
- Assess applicants for the Social Assistance Program and assist them with applications and approaches to independence.
- Contribute to the effective functioning of the Macaulay Lodge Placement Committee by acting as Secretary and by presenting information and helping to assess it.

**WORKING CONDITIONS:**

Deals with potentially depressed clients.

Occasional stress from dealing with unhappy clients during home visits.

**KNOWLEDGE, SKILLS & ABILITIES:**

Counselling and case management skills.

Technical knowledge of Federal and other resources available to the elderly, and an understanding of the unique needs of Northern Canada communities.

Knowledge as typically acquired through a combination of post secondary education and related experience with emphasis on problems of the elderly.
BENCHMARK POSITION EVALUATION

Position Title: Social Worker - Seniors Programs
Dept.: Health and Human Resources
BM No.: SS13a

Total Points: 234
Job Shape: +1

GROUP ALLOCATION RATIONALE: Performs the functions of a junior social worker within programs for senior citizens

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

D - works as a social worker in a junior capacity and in single area of focus, i.e. counselling and support service for seniors and their families
1 - works specifically with senior citizens throughout Yukon Territory
N - tact and diplomacy required in providing advice and counselling to seniors and their families
140 - medium rating: emphasis on resource referral and eligibility assessment requiring extensive knowledge of Federal, Territorial, and private resources

MENTAL DEMANDS

C - similar procedures for assessing eligibility for assistance within the constraints of legislation
3 - interprets legislation and assesses client behaviour and needs; develops solutions requiring keen awareness of resources available
h - high rating: client needs are highly variable, requiring judgement to interpret appropriately
40

ACCOUNTABILITY

C - job dimensions pre-established; position works under supervision; assesses physical/mental/social functions of seniors and contributes to final decisions
1 - indeterminate direct $ impact
S - actions support assistance programs for seniors
46 - high rating: reflects direct impact on several related functions for senior citizens

WORKING CONDITIONS

L - little lifting or unusual activity typically required
1 - little risk of physical harm from clients
B - periodic stress due to home visits dealing with unhappy people
8 - high rating: reflects emotional stress in dealings with potentially depressed clients, and with various physical/mental/social demands of senior citizens
BENCHMARK POSITION DESCRIPTION

Position Title:  Government Records Archivist
Dept.:  Education
BM No.:  SS14a

BASIC FUNCTION:
Acquire, preserve, catalog, and maintain significant Yukon Government and other records to provide accurate historical documentation for public and Government use.

DIMENSIONS:
Personnel Complement:  1
Casuals:  Varies

NATURE AND SCOPE:
The position reports to the Assistant Territorial Archivist, as do a Research Assistant, an Access Researcher, a Clerk Typist, and an Archives Librarian. The position is routinely called upon to make independent decisions affecting the quality of the archives collection and the budget available to purchase more historical records.

The Archives unit carries out the mandate of the Archives Act, which requires that significant records of the Yukon Territorial Government be preserved and be made available to the public for research.

The position acquires and arranges historical records of Territorial and Yukon municipal governments. This involves maintaining contact with the Yukon Records Manager and with municipality managers to coordinate and schedule the transfer of records. The position supervises the sorting and arranging of these records, compiles and publishes a record-finding guide and responds to inquiries concerning records. The position makes decisions as to which records to keep permanently and which to discard. The position judges the cost of storage of each record against its importance as documentation.

The position also performs many of these tasks when acquiring maps, posters, and sound recordings of historical value. The position also researches and determines the historic value of all maps, posters, and sound recordings, and purchases those which will improve the quality of the collection. The cost of each purchase is weighed against the significance of the addition to the collection.

The position supervises a permanent, full-time Library Clerk as well as casuals, volunteers, and summer students for varying time periods. The frequency and duration of this type of
supervision is determined by available funding and employment programs. Occasionally, the position will share these temporary supervisory duties with other supervisors. Temporary workers may be involved with one specific project, such as compiling an inventory. Depending on the requirements of the work, the position may supervise a number of projects and/or employees simultaneously. Since materials received for archives may be in poor or damaged condition, the position oversees their proper handling and storage and arranges for restoration of damaged materials in order of assessed priority.

The position also contributes to research and provides reference services. Component tasks include processing Access to Information requests, responding to letters of inquiry, and responding to questions and assisting with research during regular, rotating shifts at the reference desk. The position trains new staff in these tasks. The position also prepares Archives displays.

Records management policy is set by the Interdepartmental Records Management Committee. The position prepares background papers for the Committee, and makes recommendations regarding the historic values of records.

SPECIFIC ACCOUNTABILITIES:
- Contribute to the development of a representative archive of Yukon Territorial Government records by selecting Government and municipal records and purchasing other records that will add to the quality and completeness of the archive.
- Provide for efficient work with the archive by supervising the work of and training a subordinate, temporary workers, and volunteers.
- Contribute to services provided to researchers working with the archive by responding to requests and questions, and assisting with locating and researching of records.
- Ensure that records are kept in the best possible condition by arranging for reconstruction as necessary and supervising their handling and storage.

KNOWLEDGE, SKILLS & ABILITIES:
Possess good analytical and research skills.

Knowledge of archival techniques and procedures, the cataloguing and care of documents, and the organization of large bodies of public documents.

Knowledge of the history and development of Yukon Territory, the Canadian North, and the organization of the Territorial Government.
Knowledge as typically acquired through post-secondary or graduate education in History, Archival Science, Political Science, or a related discipline.

Ability to use tape recorders, tape copying equipment, microfilm viewers and cleaners, and movie projectors.
BENCHMARK POSITION EVALUATION

Position Title: Government Records Archivist
Dept.: Education
Total Points: 274
Job Shape: +1
BM No.: SS14a

GROUP ALLOCATION RATIONALE: Performs functions of an Archivist

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
E - functions as an archivist needing knowledge of Yukon history
1 - work involves maintaining significant collection of government records
N - maintains contact with municipalities to coordinate record transfer and storage; provides service and advice
160 - low rating: range of activities has a narrow focus

MENTAL DEMANDS
D - acquires and arranges historic records, exercising discretion in appropriate archival handling procedures
3 - interprets value of material in deciding what to keep
i - high rating: deals with wide range of materials, e.g. maps, posters, sound recordings, etc.
53

ACCOUNTABILITY
D - decides which records to keep and evaluates costs
1 - indeterminate direct $ impact
S - actions directly support the retention of archival information
61 - medium rating: prepares background information for policy and program planning; contributes to research and provision of reference services

WORKING CONDITIONS
- Normal office conditions
BENCHMARK POSITION DESCRIPTION

Position Title:      Dept.:      BM No.:  SS15a
Senior Addictions Worker Health and Human Resources

BASIC FUNCTION:
Provide alcohol and drug treatment services to residents of Yukon Territory.

DIMENSIONS:
Personnel Complement:
Permanent Employees:    3

NATURE AND SCOPE:
The position reports to a Program Coordinator. The position acts as a team leader in providing alcohol/drug treatment programs. Responsibilities include the day-to-day supervision, orienting and training of staff. Case management meetings are held and client records and various statistical reports are maintained. The position also counsels clients and leads treatment groups. Programs are evaluated and recommendations for new or modified programs are developed.

The position is also responsible for public relations meetings and offers various education/awareness programs. These programs are offered at the schools and also through the media. Involvement in interagency activities is also a responsibility of this position.

There are three subordinate positions reporting to this position:

  Addictions Counsellor (2) – These positions provide outpatient counselling, prepare assessment reports, and develop treatment plans for alcohol and drug services clients.

  Community Alcohol Worker (1) – This position provides community services for alcohol and drug services clients, including treatment and prevention programs.

SPECIFIC ACCOUNTABILITIES:
- Provide alcohol and drug treatment services to clients.
- Supervise and train subordinate staff.
- Review and evaluate existing programs and recommend modifications or the development of new programs.
- Develop public relations and education/awareness programs.
WORKING CONDITIONS:
Works with potentially abusive clients.

KNOWLEDGE, SKILLS & ABILITIES:
Extensive knowledge of alcohol/drug treatment field.

Previous supervisory experience.

Knowledge as typically obtained through a combination of post secondary education in the Social Health field and related experience.

Previous field experience in treating alcohol/drug problems.

Experience in counselling techniques.
BENCHMARK POSITION EVALUATION

Position Title: Senior Addictions Worker  Dept.: Health and Human Resources  BM No.: SS15a
Total Points: 282  Job Shape: +1

GROUP ALLOCATION RATIONALE: Performs the functions of a social worker in working with alcohol/drug addicted clients

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
D - works as a social worker requiring specialized knowledge of addiction treatment
1 - works in the alcohol/drug abuse treatment programs
N - acts as leadhand for staff providing alcohol/drug abuse treatment services
160 - high rating: functions as team leader in providing various treatment services and thus must have thorough grounding in principles and practices

MENTAL DEMANDS
D - recommends new or modified treatment programs
3 - evaluates effectiveness of treatment programs on ongoing basis through case management meetings and other means
i - high rating: deals with client cases requiring special attention; reviews cases of subordinates
53

ACCOUNTABILITY
D - leads treatment groups and case management sessions
1 - indeterminate direct $ impact
S - actions support the treatment of alcohol/drug abuse problems
61 - medium rating: impact of actions is on the fairly narrow area of alcohol/drug treatment

WORKING CONDITIONS
L - little lifting or unusual activity typically required
1 - little risk of physical injury from clients
B - subject to job stress due to dealings with unpleasant client conditions
8 - high rating: due to level of stress associated with unpredictable client behaviour from effects of alcohol/drugs
BENCHMARK POSITION DESCRIPTION

Position Title: Regional Social Worker
Dept.: Health & Human Resources
BM No.: SS16a

BASIC FUNCTION:
Ensure safety and well being of families and children by protecting children and enabling all people to have the basic securities – food, shelter and clothing.

DIMENSIONS:
Personnel Complement:
Permanent Employees: 2
Contract Employees: 1

NATURE AND SCOPE:
The position reports to a Regional Supervisor. The position is responsible for investigating complaints of child neglect or abuse. Family counselling is provided in an effort to ensure that children are safe. This may lead to the need to remove children from their homes and to help improve the family’s functioning. In order to assist this, it is necessary for the position to be familiar with the resources available for children and their families, the Children’s Act, and other legislation.

Another key responsibility of the position is to provide Social Assistance services to clients. This involves interviewing clients requesting financial aid, determining their eligibility, and completing the necessary forms.

In addition, the position is involved in a number of other activities. The position participates on an interagency committee providing a range of educational services, including: family planning/life planning workshops, “Lady Beware Series”, spousal assault, etc.

Under the auspices of the Young Offenders Act, the position acts as a probation officer. Counselling services are provided to individuals and families requiring social, emotional and legal help. Clients are referred to other local and Yukon resources as necessary.

The position also manages an area office, and has three subordinates reporting to him/her:

   Community Addictions Worker (1) – This position provides limited counselling in alcohol and drug addiction/consumption. The position works predominantly in the schools
conducting alcohol awareness programs. Poster campaigns and community education programs are also conducted.

Community Social Services Worker (1) – This contract position provides family counselling and social services to remote communities in the area.

Clerk Typist (1) – This position is responsible for all receptionist duties, filing, typing, distribution of mail, managing the paper flow, and performing various intake functions. In addition, the position also conducts initial interviews with clients.

The position is also responsible for the management of an area office with services offered in a number of nearby communities.

**SPECIFIC ACCOUNTABILITIES:**

- Provide child protection and family counselling services.
- Assess eligibility and process applications for Social Assistance.
- Manage an area office and supervise and train subordinates who also provide services to clients.
- Organize and deliver various community-based educational programs and act as a resource to communities.

**WORKING CONDITIONS:**

Deals with potentially violent clients, battered women and abused children.

Drives throughout area of responsibility in all types of weather conditions.

**KNOWLEDGE, SKILLS & ABILITIES:**

Ability to handle emotional stress.

Knowledge as typically found through a combination of post secondary education in Social Work and related experience.

Knowledge of Young Offenders Act, Children’s Act, Social Assistance, and other legislation.

Ability to communicate effectively.

Possess valid driver’s license.
**Position Title:** Regional Social Worker  
**Dept.:** Health and Human Resources  
**BM No.:** SS16a  
**Job Shape:** +1  
**Total Points:** 326

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**GROUP ALLOCATION RATIONALE:** Performs functions of a social worker with a wide general caseload

**EVALUATION FACTOR**

**KNOWLEDGE AND SKILLS**

- **E** - works as social worker with a specialized knowledge of both child welfare services, and related legislation; plus management ability for operation of an area office
- **1** - managerial skills are limited to supervising the delivery of child welfare and social assistance programs
- **Y** - results of position are accomplished through subordinates
- **184** - low rating: reasonably well-defined legislation, precedents, programs and managerial requirements

**MENTAL DEMANDS**

- **D** - investigates neglect/abuse complaints and provides family counselling within limits of legislation
- **3** - requires day-to-day problem solving of range of issues
- **i** - high rating: range of issues confronted is fairly broad and sensitive with services provided to several communities

**ACCOUNTABILITY**

- **D** - requires independent judgement regarding emotional and physical safety of clients in remote locations separated from supervisor
- **1** - indeterminate direct $ impact
- **S** - actions support improvement of the safety and well-being of families and children
- **70** - high rating: actions have a direct impact on broad area of child welfare and family functioning

**WORKING CONDITIONS**

- **L** - little lifting or unusual activity typically required
- **2** - potential for injury from angry clients, e.g. in removing children from homes
- **B** - deals with stress from home visits revealing conditions such as alcoholism, incest, etc.
- **11** - high rating: due to risk of injury from angry clients and ongoing emotional job stress
BENCHMARK POSITION DESCRIPTION

Position Title: Supervisor, Yukon Public Libraries
Dept.: Education
BM No.: SS18a

BASIC FUNCTION:
Plan, develop, coordinate, and implement library facilities and service improvements to provide Territory-wide library services within budgetary constraints.

DIMENSIONS:
Personnel Complement: 2
Annual Grants: Approximately $100,000
Annual Operating Budget: Approximately $100,000

NATURE AND SCOPE:
This position reports to the Director, Libraries and Archives, along with a Technical Services Librarian and a Territorial Archivist.

The Yukon Territory is served by a main public library in Whitehorse, nine branch libraries, and nine community libraries. The branches are governed by a Board of Directors; some hire a paid librarian, while others are directed and staffed by volunteers.

The position performs a variety of duties in three major areas of responsibility. The position directly supervises the functioning of the Whitehorse Public Library and Audio-Visual Services and provides consultative services to the branch and community libraries. The goal of all three areas of the job is to provide the best possible public library services to the citizens of Yukon Territory.

The following subordinates report directly to the position:

Supervisor, Whitehorse Public Library – This subordinate administers the daily procedures and routines of the library and supervises and trains the library staff.

Supervisor, Audio-Visual Services – This subordinate oversees the selection of audio-visual equipment and software, in conjunction with the Public Services Librarian, and the maintenance of equipment. This subordinate also trains the Audio-Visual Services staff.
The position works with these subordinates in interviewing and hiring their staffs. The position also provides technical and professional advice to the 18 branch and community staff and volunteer librarians.

The position develops Whitehorse Public Library policy and procedures, and initiates and directs planning to create new services and improve existing ones. He/she visits all libraries and attends Board meetings and continues communications by mail and phone between visits. Communication is critical as much of the position’s effort is in negotiating with and encouraging communities regarding improvements to their library services, and motivating librarians. The position identifies communities with a perceived need for better library services and determines the most effective form of improvements. Technical and professional advice is provided, and the position trains paid and volunteer librarians in central and community library procedures, and in the rudiments of research. The position selects materials for all libraries, such as books, periodicals, audio tapes, etc., and has input to budget formation and expenditures.

Services provided by libraries are publicized by the position. A weekly column published in the Yukon News is coordinated and written by the position, and he/she develops publicity materials and advertisements in conjunction with the Public Affairs Bureau. The position organizes and promotes film, story-telling, and other programs, and organizes and takes part in author tours and major book festivals. Library tours are coordinated.

The position consults the Technical Services Division Librarian when planning future operations, such as automation of library procedures. Shipping schedules and the development of policies and procedures are also discussed with the Technical Services Librarian. The position solicits requests from the Whitehorse Public Library and branches, and orders furniture and equipment.

The position writes numerous reports, documenting past activities and future plans. Subjects of reports have included annual reports, road trip reports, and others.

The position organizes and participates in annual conferences for librarians and trustees, and supervises and coordinates related logistical tasks. The conferences are designed to offer training and inspiration to librarians and trustees, especially those from remote communities.

**SPECIFIC ACCOUNTABILITIES:**

- Provide for an efficient and growing library network in Yukon by encouraging development of library resources, and providing technical advice.
- Ensure a competent and motivated staff of library workers by hiring and training paid staff and training volunteer staff.
- Ensure guided growth for libraries by planning and choosing new purchases with the Director, Libraries and Archives and the Technical Services Division.
- Contribute to the growth of community interest in Yukon libraries by publicizing library services through articles, advertisements and activities.

**WORKING CONDITIONS:**
Travels throughout the Yukon periodically to visit libraries and other facilities.

**KNOWLEDGE, SKILLS & ABILITIES:**
Thorough understanding of and ability to communicate principles of large and small library organization.

Supervisory and personnel skills.

Ability to form and manage budgets.

Ability to work with a wide range of people.

Knowledge as typically acquired through graduate work in library science and expertise working in a public library.
BENCHMARK POSITION EVALUATION

Position Title: Supervisor, Yukon Public Libraries
Dept.: Education
BM No.: SS18a

Total Points: 404
Job Shape: +2

GROUP ALLOCATION RATIONALE: Performs functions of a librarian with supervisory responsibility.

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

E - functions as a librarian with well-developed administrative skills
1 - managerial skills are limited to supervising the delivery of Public Library services
Y - results of position accomplished through subordinates and volunteers
212 - medium rating: strong management coordination role performed across territory

MENTAL DEMANDS

E - responsible for planning territorial public library program
3 - requires ongoing contact with communities to determine local needs; provides technical and professional advice to many branches and librarians
j - high rating: initiates and directs planning of library services, and promotion of these services throughout Yukon

ACCOUNTABILITY

D - directs efforts of staff in providing library services within established program goals and objectives
1 - indeterminate direct $ impact
D - has delegated responsibility for public library programs
106 - high rating: activities have impact on relatively large number of staff and volunteers, and members of the general public

WORKING CONDITIONS

L - little lifting or unusual activity required
1 - little risk of physical harm
B - requires travel throughout Territory periodically
6 - low rating: overall risk of injury low
BENCHMARK POSITION DESCRIPTION

Position Title: Supervisor of Placement and Support Services
Dept.: Health & Human Resources
BM No.: SS20a

BASIC FUNCTION:
Oversee the planning and delivery of the Child Welfare Placement and Support Services program to ensure a high quality of children’s social services at optimum cost.

DIMENSIONS:
Personnel Complement:
Permanent: 4
Contract: 1

NATURE AND SCOPE:
The position reports to the Director of Community and Family Services, along with a Juvenile Probation Officer, a Supervisor of Youth Services, North and South Field Supervisors, and a Supervisor of Family and Children’s Services.

The position has overall accountability for the Child Welfare Placement and Support Services program. Decisions affect a variety of services, including adoption, foster home care, and group home living situations, as well as client children and families. The position is accountable for policy-making, through the supervision of subordinates engaged in these duties.

The following subordinates report to the position:

Senior Placement Worker – This subordinate manages a specialized caseload in the area of child welfare services and placements with particular emphasis on permanent wards, adoption, custody, group homes, and consultation on placement recommendations. He/she acts as the Supervisor of Placement and Support Services in the absence of the position.

Placement Worker – This subordinate manages a specialized caseload in the area of child welfare services and placements with emphasis on permanent wards, adoption, foster homes, group homes and custody reports.
Foster Home Worker – This subordinate manages a caseload in the area of child welfare services and placements with emphasis on permanent wards and recruitment, training, support, assessment, and placement of foster home providers.

Native Placement Worker – This subordinate manages a caseload in the area of child welfare services and placements with an emphasis on the recruitment, support, and assessment of native foster homes, and works with native children-in-care. In addition, the position provides referral and counselling services to native families.

Day Care Coordinator – This half-time subordinate coordinates and consults with this position on all activities related to the licensing of day care facilities in Yukon. The subordinate also completes regular inspections of day care facilities to ensure that minimum standards are met, and functions as Secretary to the Day Care Services Board.

A major function of the position is the support and supervision of staff members. He/she meets regularly, and as needed, with individuals and groups of staff members, to provide direction, advice, and interpretation of legislation and policy as well as guidance on client cases. Subordinates are trained and developed by the position, and their activities are regularly reviewed. Branch functions are required to comply with Territorial and Federal mandates.

Six group homes, the Receiving Home, area offices, and foster homes are administered by the position. Staff and foster families are recruited, contracted, and developed. The position works with these service providers to develop policies and procedures within the parameters of the Child Welfare Placement and Support Services Program and to analyze budget allocations and needs. Overall program compliance and effectiveness is monitored and adjustments are made as needed.

Specific Day Care legislation determines the goals and standards of the Day Care function. The position monitors and reviews the activities of the Day Care Coordinator and the Day Care Services Board to ensure the availability of quality day care services meeting Yukon standards.

The position participates with Department heads in the planning, development, and implementation of related programs, facilities, and other resources.
SPECIFIC ACCOUNTABILITIES:

- Ensure a high quality of children’s social services at optimum cost by overseeing planning and delivery of the Child Welfare Placement and Support Services program.
- Ensure effective direct placement services and policy relevance through the training and supervision of full and part-time placement staff.
- Provide for the care of children with special needs through close coordination with other supervisors and managers in the Department.
- Ensure that the Yukon’s changing needs are met by participating in the planning and development of programs and facilities for children-in-care.
- Ensure that day care quality standards are met and promote high quality day care services through direct supervision of work conducted under the Day Care legislation.
- Ensure that the Department’s six group homes and the Receiving Home program meet the needs of children-in-care by recruiting staff and directing contracting, policy development, direct programming, and budgeting.

KNOWLEDGE, SKILLS & ABILITIES:

Thorough knowledge and understanding of legislation and policy relevant to child welfare.

Substantial knowledge of counselling and therapy techniques, plus knowledge of normal and abnormal behaviour of all age groups.

Expertise in community development skills.

Proven managerial skills.

Knowledge as typically acquired through extensive post secondary coursework in the theory and principles of social sciences.
BENCHMARK POSITION EVALUATION:
Position Title: Supervisor of Placement and Support Services
Dept.: Health and Human Resources
BM No.: SS20a
Total Points: 458
Job Shape: +2

GROUP ALLOCATION RATIONALE: Position is responsible for managing placement and social support services in the child welfare function.

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
E  - functions as a social worker with specific involvement in child welfare;
knowledgeable of adoption, foster home care, group homes, and related
legislation and policy
1  - managerial skills are limited to supervising a variety of child welfare services
Y  - results of position accomplished through subordinates
212 - medium rating: solid knowledge of legislation, policies and programs in other
jurisdictions and good managerial skills to coordinate activities

MENTAL DEMANDS
E  - direction given by general government policy
4  - requires evaluation and development of programs of a variety of social services;
input into objectives and policy making
I  - high rating: decisions regarding policy and programming, placement of children in
adoptive homes or alternate care must reflect sensitivity to the needs of
children and families and the dynamics of the specific situation

ACCOUNTABILITY
E  - sets program parameters for delivery by others
1  - indeterminate direct $ impact
D  - has delegated responsibility for specific child welfare programs
140 - medium rating: financial accountability for six group homes and receiving home;
ensures the delivery of quality social services

WORKING CONDITIONS
- Normal office conditions
BENCHMARK POSITION DESCRIPTION

Position Title: Junior Computer Operator
Dept.: Government Services
BM No.: ST7a

BASIC FUNCTION:

Enter data, monitor program runs, and print data to contribute to the efficient and accurate processing of government information.

NATURE AND SCOPE:

The position reports to a Senior Computer Operator.

The position performs computer data processing support tasks and acts as a liaison between the Government’s computer processing function and users. Work is performed at the request of other staff members, through the submission of run request forms. Although all jobs are unique, the tasks required for their completion are generally routine. The position's challenge is to select and perform the appropriate tasks for each type of job, ensuring that input, responses and printing are correct. Any problems are referred to the position’s supervisor for resolution. Accuracy is crucial, as errors may result in wasted expenditures.

The position is responsible for the entry, running, and printing of jobs on the host computer facility. This entails such tasks as entering data on VM and DOS consoles through appropriate programs, mounting tapes and diskettes, choosing proper paper for the printer for each job, and monitoring the printer to ensure that each job prints out correctly. Program parameters are adjusted as necessary to fit data. The position ensures that all input, output, and run request forms for each job are kept together. Each job is documented and signed by the position.

The position responds to questions of and problems encountered by system users in person and by telephone. System MSC users' messages are answered promptly. System users are also notified by telephone when the system is temporarily down, and again when it resumes functioning. The position determines that persons in the computer room are authorized to be there.

Tape drives and printers are periodically cleaned by the position.
SPECIFIC ACCOUNTABILITIES:
- Contribute to the effective and efficient processing of Government data by entering, manipulating, and printing data in appropriate formats.
- Ensure accuracy of information processed.
- Ensure that system users are notified of serious computer problems by personally informing them as necessary.
- Contribute to staff access to the computer system by assisting them with questions and problems.
- Provide for the continued normal functioning of tape drives and printers by cleaning them periodically.

WORKING CONDITIONS:
Frequent lifting of boxes of paper weighing up to 40 pounds.
Continual exposure to display screen radiation.
Continual high noise level created by printers and other machines.

KNOWLEDGE, SKILLS & ABILITIES:
Knowledge of VM and DOS systems.
Ability to operate computer consoles, drives, and printers.
Ability to communicate effectively with system users.
Knowledge as typically acquired through completion of grade 12 and job-related computer programming and operations courses, such as those offered at technical institutions.
GROUP ALLOCATION RATIONALE: Performs technical functions in the data processing function of Government Services

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

C - performs skilled operation of complicated computer hardware and modifies software parameters as necessary
1 - tasks are performed in the operations subfunction
X - interacts with computer system users
92 - medium rating: solid level of technical knowledge is required in monitoring computer system flows and speed is a factor

MENTAL DEMANDS

C - performs and selects appropriate tasks according to type of job and demands of computer system; ensures use of appropriate programs and selection of hardware
2 - position selects and performs run sequences – analysis required
e - low rating: little scope for judgement
17

ACCOUNTABILITY

C - work performed according to run request forms, procedure are clearly defined with some discretion in selection and performance of appropriate tasks for each type of job
1 - indeterminate direct $ impact
N - processes and monitors jobs in the run stream
23 - low rating: contributes to effective processing of data while ensuring accuracy per established procedures

WORKING CONDITIONS

S - lifts boxes of paper and transports computer tapes
1 - risk of physical harm minimal
B - works with constant high noise levels
9 - high rating: due to constant high noise levels
BENCHMARK POSITION DESCRIPTION

Position Title: Drafting Technician & Layout Designer
Dept.: Renewable Resources
BM No.: ST9a

BASIC FUNCTION:

Develop and create cartographic and graphic materials as requested to produce functional, attractive results meeting specifications.

NATURE AND SCOPE:

The position reports to a Director of Administration. The position performs cartographic and general graphic design and production for the whole Renewable Resources Department. While most projects are unique, some are annual revisions of yearly publications. The position receives individual project requests from Department staff, sets priorities for the timely completion of multiple projects and internally produces as much of each project as is cost-efficient for the Government. The position is expected to work independently, with only occasional reviews of finished and in-progress work by the supervisor.

The majority of the position’s time is spent on a variety of production-related tasks. These may include meeting with relevant staff to define the goals and requirements of graphics projects; performing production tasks, such as design, layout, lettering, bluelining prints, photographic procedures, technical drawing, and others; and determining which work can be done most efficiently through the Department graphics function, or through Government and local printers, photographic services, etc. The position selects appropriate outside services.

Projects range from map creation and revision to charts and tables, covers for publications, diagrams, questionnaires, wall displays, slides and overhead projections, and others. The position must be prepared for a wide variety of projects and requirements and to use various skills and types of equipment. These include operation of a computerized lettering machine (Linex 801), Leroy head letterer, blue liner, drafting utensils, photographic and reduction/enlargement equipment, and other skills and equipment as necessary. Finished products must be both functional and attractive, without sacrificing either aspect.

The position does not formally supervise any subordinates, but does oversee the work of a service contract Drafting Technician. The position assigns and schedules work to the contract Technician, and reviews his/her work as necessary.
The position orders stock for all Department drafting work. This involves both routine bulk orders, and special orders for particular projects. In both cases, the position bases actions on a knowledge of all possible suppliers, their resources and prices, and the elapsed time to be expected between orders and deliveries.

SPECIFIC ACCOUNTABILITIES:
- Provide for finished products that meet the needs of department staff by working with staff to determine goals and specifications of each project.
- Ensure the completion of attractive and functional graphic presentations of data by employing technical graphics skills and procedures.
- Ensure the completion of all graphics projects by assigning tasks to and reviewing the finished work of a service contract Drafting Technician.
- Ensure that only common graphics materials are stocked in bulk by ordering special materials from time to time for specific projects and bulk quantities of often-used materials on a regular basis.

KNOWLEDGE, SKILLS & ABILITIES:
Working knowledge of cartography.

Ability to use the tools of graphics and cartographics.

Ability to make decisions regarding graphics formats, contents, etc.

Coursework or post secondary coursework in commercial and/or fine arts, and/or extensive experience in graphics and drafting.
BENCHMARK POSITION EVALUATION:

Position Title: Drafting Technician & Layout Designer
Dept.: Renewable Resources
BM No.: ST9a

Total Points: 167
Job Shape: +2

GROUP ALLOCATION RATIONALE: Performs technical functions in the graphics function of the Renewable Resources department

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

C - requires vocationally based training in cartography
1 - work is performed within the graphics design area
X - position required to interact with outside suppliers
106 - high rating: high level of accuracy required in the drafting and layout of work; determines how to meet requirements of project

MENTAL DEMANDS

C - projects are unique, but require a common set of graphic design skills; selects most effective services for completing projects
3 - judgement required to choose approach to each project, e.g. lettering, photographic layouts, etc.
g - low rating: approaches chosen from a defined range of alternatives, e.g. use local printers, outside suppliers
26

ACCOUNTABILITY

C - position works independently with occasional reviews
1 - indeterminate direct $ impact
S - results of graphic design projects support overall departmental programs, e.g. covers for departmental publications
35 - low rating: range of work methods is clearly defined, e.g. design, layouts of graphics projects; oversees work of service contract technician

WORKING CONDITIONS

- Normal office conditions
BENCHMARK POSITION DESCRIPTION
Position Title: Engineering Aide
Dept.: Community & Transportation Services
BM No.: ST10a

BASIC FUNCTION:
Assists in the development of detailed drafting designs for the surveying of road sections identified for realignment and/or widening and, in the field, supervise a survey crew.

NATURE AND SCOPE:
The position reports to a Program Engineer. The position supervises a road survey crew engaged in realignment and widening projects on highways, secondary, and recreational roads throughout Yukon. Contract details are received from the Supervisor and the position meets the contractor on the job site to clarify the job details and specifications. The work of a survey crew of casual employees is supervised, and daily reports on project progress are prepared. On a monthly basis, progress reports are prepared in order that the contractor may be paid.

The position is responsible for drafting kilometre sheets for highway contracts. In addition, data collected during field survey activity is inputted into a computer for analysis. Under supervision of the position, grade stakes are placed for the contractor so that the contractor is aware of what needs to be done to that section of road (e.g. roadfill needed, material cutting, etc.). Any problems encountered by the contractor in the field are addressed by the position, either through direct action or through referral to a supervisor.

The position also drives a 5-ton truck for Benkelman Beam Tests. These tests use up to 18,000 lbs. of weight in the truck box, and are used to determine whether legal limits or repairs are needed on a section of road.

A survey crew of casual workers is supervised, consisting of an instrument person, a level person, a rod person and a chain person. The position is responsible for training these casuals and ensuring that they are performing their functions in the field properly.

SPECIFIC ACCOUNTABILITIES:
- Ensure that a road survey crew maintains established quality guidelines in surveying sections of road for realignment and/or widening.
- Monitor the progress of contractors performing realignment and widening projects in order to make regular payments.
- Develop detailed drafting designs for use in the field by the survey crew.
- Train casual survey crew members in the requirements of the survey function.

**WORKING CONDITIONS:**
Frequent lifting and carrying of survey transit equipment.

Working outdoors year round with continual exposure to snow, cold, dust and other environmental conditions.

Physical danger associated with working on a road construction site with heavy equipment and vehicular traffic present.

Continual stress associated with the need for quick accurate answers or solutions to surveying problems.

**KNOWLEDGE, SKILLS & ABILITIES:**
General knowledge as typically found at a Grade 12 level, with special emphasis on Mathematics and English.

Successful completion of specialized engineering technology courses such as a BCIT program; a Class 3 license with Air Brake endorsement or a number of years of relevant surveying experience.
BENCHMARK POSITION EVALUATION

Position Title: Engineering Aide
Dept.: Community & Transportation Services
BM No.: ST10a

Total Points: 180
Job Shape: +2

GROUP ALLOCATION RATIONALE: Performs technical surveying functions in the road maintenance function

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

C - knowledge of surveying and engineering technology needed
1 - duties carried out in the road survey function
N - provides lead-hand supervision of casual survey crews; discusses projects with contractor
106 - medium rating: solid knowledge to ensure accuracy and to meet quality guidelines for surveying

MENTAL DEMANDS

C - judgement limited by the nature of the surveying task, e.g. use of transit equipment, stake placement
3 - analysis of survey data and stake placement requires some interpretation
G - low rating: judgement limited by standards and procedures
26

ACCOUNTABILITY

C - project details defined by the position's supervisor; clarifies job details and specs with contractor and supervises survey crew
1 - indeterminate direct $ impact
S - duties support realignment/widening of roads
35 - low rating: range of work methods is clearly defined, e.g. staking of grades, transit sightings

WORKING CONDITIONS

S - position requires carrying of survey equipment
2 - danger of potential accidents from traffic and construction equipment
C - position works outdoors year round
13 - low rating: danger minimized by adherence to accepted safety precautions and procedures
BENCHMARK POSITION DESCRIPTION
Position Title: Soils Technician
Dept.: Community & Transportation Services
BM No.: ST13a

BASIC FUNCTION:
Coordinate the testing, analysis, and quality control of soils materials used on Department road maintenance and construction projects to contribute to the efficiency and safety of highway construction.

DIMENSIONS:
Personnel Complement:
Contract Employees: 1
Casuals: Varies

NATURE AND SCOPE:
The position reports to a Program Engineer (Civil Engineer), along with three Engineering Technicians, a Junior Engineer, and varying numbers of casual and contract Technicians. The position coordinates and participates in the operations of the soils testing laboratory and performs and supervises related analysis. Soils materials are used by Departmental staff for highway construction and maintenance. Construction projects and soils excavations take place in the summer months only, and the position’s work is oriented to construction schedules. The position works both in the field and the office, and spends a large amount of time travelling to and between work sites.

The following subordinates report directly to the position:

Soils Technicians (1-7) – These contract and casual employees perform all tests required for soils analysis. These include tests such as sieve analyses, field densities, relative densities, fracture counts, plastic index tests, and other related duties. These subordinates also monitor contractor performance by performing quality control tests at soils excavation sites.

Advice and recommendations are offered to the Technicians upon request and during supervision of their work. All necessary travel and testing arrangements for Technicians working at sites are completed. The position participates in the work of these subordinates and also performs technical soils analysis and administrative tasks.
The position is notified of tasks to be performed by his/her supervisor and by other Program Engineers. These include such work as identifying soils investigation sites, writing reports detailing findings, providing cost estimates for soils investigations and excavations, etc. Much of this work is based on soils gathering and testing performed by the technicians. Recommendations are given to the Project Engineers. Land use permits are obtained by the position as needed.

The Department hires contractors to excavate and crush gravel for road construction and maintenance projects. The position is charged with assuring that gravel quality meets Yukon standards. He/she determines the best gravel sources near designated construction sites, submits pit plans, and procures land use permits. Pre-site investigations are conducted and cost estimates are calculated. Technicians are assigned by the position to monitor contractor’s work, perform periodic gravel quality tests, and assure that all specifications and Yukon regulations are adhered to. The position directs quantity surveys and completes appropriate forms for payment at months ends and project conclusions. He/she deals extensively with contractors.

The position reviews the laboratory’s equipment and supplies and orders new stocks as necessary. Vendors are contacted in an effort to purchase cost-efficient supplies. Appropriate order forms are completed and delivered to Purchasing.

The position organizes and participates in the training of new geotechnical staff members.

**SPECIFIC ACCOUNTABILITIES:**

- Ensure that contractors provide the Department with quality soils materials by supervising a quality control function and liaising with contractors.
- Contribute to the effective functioning of the geotechnical unit by supervising and performing testing and analysis procedures.
- Provide for the availability of appropriate soils testing tools and supplies by ordering necessary stock for the laboratory as required.
- Provide for the availability of accurate soils materials information for Department planning by composing reports and cost estimates and offering suggestions and recommendations to managers.

**WORKING CONDITIONS:**

Carries soil samples weighing up to 50 pounds approximately 10 percent of the time.
Exposed to potential motor vehicle accidents when driving to work sites, approximately 40 percent of the time.

Exposed to potential falls at excavation and test sites.

Exposed to a considerable amount of dirt and thick dust, as well as to rain, snow, and cold.

**KNOWLEDGE, SKILLS & ABILITIES:**

Extensive training and/or experience in soils testing and analysis; thorough understanding of the tools, techniques, and principles of soils materials testing and analysis.

Ability to use nuclear densometers, Washington densometers, sieves and sieve shakers, relative density equipment, liquid limit machines, Benkelman Beam Apparatuses, and 5-ton single-axle dump trucks.

Good working knowledge of highway construction and maintenance techniques and of Yukon’s special highway needs.

Supervisory skills.

Familiarity with contracting procedures and ability to work constructively with others.

Undergraduate degree in engineering, soils testing, or related field or equivalent training and experience.
## BENCHMARK POSITION EVALUATION

**Position Title:** Soils Technician  
**Dept.:** Community & Transportation services  
**BM No.:** ST13a  
**Total Points:** 239  
**Job Shape:** +1

### GROUP ALLOCATION RATIONALE:
Perform technical functions in the road maintenance and construction function of the department.

### EVALUATION FACTOR

#### KNOWLEDGE AND SKILLS

- **D** - comprehensive engineering knowledge of soils testing and operation of scientific equipment, e.g. nuclear densometer
- **1** - work is performed within the road maintenance function
- **N** - performs lead-hand supervision of contract employees and deals with outside suppliers and contractors
- **140** - medium rating: requires technical knowledge to ensure accuracy and adherence to quality standards

#### MENTAL DEMANDS

- **D** - varying procedures for site selection and planning and use of scientific equipment (e.g. use of Washington densometer), limit the latitude for independent judgement
- **3** - test interpretation requires judgement within established limits, e.g. tolerances in sieve analysis results
- **h** - low rating: performs analysis of test results on a recurring basis
- **40**

#### ACCOUNTABILITY

- **C** - position notified of tasks by superiors, but may choose best method, e.g. density testing
- **1** - indeterminate direct $ impact
- **S** - actions support the work of Program Engineers
- **46** - high rating: has a high degree of freedom in deciding how best to accomplish results; accurate soils material information required for planning and cost estimates

#### WORKING CONDITIONS

- **S** - carries soil samples of up to 50 lbs.
- **2** - exposed to potential motor vehicle accidents and hazards at the work site
- **C** - usually exposed to thick dust or rain, snow and cold
- **13** - low rating: danger of injury not imminent; exposure to environmental conditions is primarily during the construction season
BENCHMARK POSITION EVALUATION:
Position Title: Conservation Officer
Dept.: Renewable Resources
BM No.: ST14a

BASIC FUNCTION:
Administer and enforce statutes and policies which relate to the management of fish and wildlife resources.

NATURE AND SCOPE:
The position reports to a Senior Conservation Officer. The position is responsible for the enforcement of territorial statutes protecting fish and wildlife resources. This is accomplished through patrols, investigations, and acting on complaints. A key responsibility of this position is public relations and education. The function is to explain the rationale behind government wildlife management programs. Public complaints about nuisance wildlife are investigated and action taken to resolve the problem (e.g. trapping of bears, shooting of wolves). In addition, the position provides assistance to the biological section in conducting game surveys, collecting biological samples, and assisting in wolf control programs.

Other duties include the monitoring of registered traplines to ensure compliance with legislation. This involves patrolling of the traplines in order to ensure a legal harvest of furbearing animals. Seasonal campground attendants are hired and supervised in order to provide a level of service acceptable to tourists and residents using campground facilities. As well, the activities of licensed guides and outfitters are monitored to ensure compliance with legislation in order to maintain a reputable industry.

In addition to extensive contacts with the public, a range of other contacts is maintained and includes the Crown Attorney and the RCMP in law enforcement matters, wildlife biologists, guides, outfitters, trappers, taxidermists, and other departmental staff. The nature of the work requires that the position exercise independent judgement by virtue of being in the field and away from direct supervision.

SPECIFIC ACCOUNTABILITIES:
- Ensure that Yukon fish and wildlife resource management legislation, regulations, and policies are enforced.
- Provide a public relations/education service to the public.
- Investigate public complaints regarding nuisance wildlife.
- Ensure that public campgrounds are maintained at a high standard.
WORKING CONDITIONS:
Frequent lifting of equipment including canoes, backpacking gear, traps, and boat and skidoo trailers.

Extensive walking, hiking, and backpacking, sometimes for extended periods of time (e.g. up to two weeks).

Frequent tracking, trapping or shooting of injured or nuisance wildlife.

Frequent travel by small aircraft, helicopters, boats, skidoos, and other forms of wilderness transportation.

Frequent use of tranquilizers to immobilize wildlife for tagging, pulling teeth, etc. (note: not highly toxic tranquilizers)

Ongoing exposure to environmental conditions year round.

Periodic requirement to handle dead and rotting carcasses.

KNOWLEDGE, SKILLS & ABILITIES:
Knowledge equivalent to that obtained in a diploma program in Renewable Resource Management with emphasis on Fish and Wildlife Law enforcement.

Experience in the operation of outdoor recreation equipment.

Ability to become familiar with northern issues, e.g. native land claims.

Possession of a valid driver’s license or eligibility to obtain one.

A number of years of work experience in dealing with conservation issues.
BENCHMARK POSITION EVALUATION

Position Title: Conservation Officer  Dept.: Renewable Resources
BM No.: ST14a
Total Points: 259  Job Shape: +2

GROUP ALLOCATION RATIONALE: Performs technical functions in the fish and wildlife resource management function

<table>
<thead>
<tr>
<th>EVALUATION</th>
<th>FACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KNOWLEDGE AND SKILLS</strong></td>
<td></td>
</tr>
<tr>
<td>D  -</td>
<td>wide variety of skills at full vocational level requiring specialized technical skills</td>
</tr>
<tr>
<td>1  -</td>
<td>tasks performed in the fish and wildlife resource function</td>
</tr>
<tr>
<td>N  -</td>
<td>regularly deals with the general public in an enforcement and public relations capacity</td>
</tr>
<tr>
<td>140  -</td>
<td>medium rating: specialized technical knowledge within a relatively focused area required in carrying out duties</td>
</tr>
<tr>
<td><strong>MENTAL DEMANDS</strong></td>
<td></td>
</tr>
<tr>
<td>D  -</td>
<td>deals with many different situations and must decide how to resolve issue within defined limits</td>
</tr>
<tr>
<td>3  -</td>
<td>must interpret and enforce conservation legislation in field away from supervisor</td>
</tr>
<tr>
<td>h  -</td>
<td>low rating: relatively narrow degree of interpretation carried out in area of expertise, e.g. conservation management</td>
</tr>
<tr>
<td>40  -</td>
<td></td>
</tr>
<tr>
<td><strong>ACCOUNTABILITY</strong></td>
<td></td>
</tr>
<tr>
<td>D  -</td>
<td>makes decisions at own discretion in given situations, e.g. to charge someone caught poaching</td>
</tr>
<tr>
<td>1  -</td>
<td>indeterminate direct $ impact</td>
</tr>
<tr>
<td>S  -</td>
<td>tasks support overall enforcement of conservation management</td>
</tr>
<tr>
<td>53  -</td>
<td>low rating: decisions are limited to a large degree by regulations</td>
</tr>
<tr>
<td><strong>WORKING CONDITIONS</strong></td>
<td></td>
</tr>
<tr>
<td>M  -</td>
<td>much physical effort required, e.g. backpacking, lifting dead or injured animals, equipment (often alone)</td>
</tr>
<tr>
<td>3  -</td>
<td>regularly files in small planes and is in proximity to tranquilized animals</td>
</tr>
<tr>
<td>C  -</td>
<td>considerable exposure to bad weather and periodic exposure to rotting animals</td>
</tr>
<tr>
<td>26  -</td>
<td>medium rating: adverse working conditions present continually</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Trapper Education Specialist
Dept.: Renewable Resources
BM No.: ST15a

BASIC FUNCTION:
Coordinate and participate in the small animal fur harvest and fur trapping industry to contribute
to the development to the development of the industry and the management of animal
populations.

DIMENSIONS:
Personnel Complement:
Contracts: 2
Casuals: Varies

NATURE AND SCOPE:
The position reports to a Senior Small Game Biologist, along with a Fur Biologist, a Wolf
Biologist, a Small Game Technician, and varying numbers of casual Technicians.

The government practices a small animal/furbearer population control policy. Goals of this
policy include maintaining population levels which allow and encourage fur trapping, controlling
populations to prevent over-population and its attendant problems, and conserving populations
to prevent population declines.

The position performs activities oriented toward promoting the harvest of Yukon’s small
furbearing animal populations for furs. The position acts as a liaison between the Territorial
Government and Yukon fur trappers. The position spends substantial amounts of time working
in both the field and the office. The position develops and supervises the delivery of trapper
education programs.

The following subordinates report directly to the position:

Trapper Education Coordinator – Prepares and delivers a trapper education program.
This includes preparing an itinerary, advertising course availability, arranging course
materials, coordinating the program with an instructor, and writing a final report at the
close of each year’s program(s).
Trapper Education Visitor – Instructor for the trapper education program. Visits locations and teaches efficient trapping methods to trappers.

The position also supervises the work of varying numbers of casual Technicians. Casual workers are hired to assist with field projects, including capturing, tagging, and releasing animals, and monitoring them by radio. They may also assist with kill trapping.

The position participates in many of the activities of his/her subordinates, and also spends time in planning and developing approaches to improved trapping. Certain of the position's activities, in addition to their own value, give the position current and pertinent information on which to base trapping planning. These activities include exchanging fur trapping-related information with other agencies and institutions, monitoring Yukon's annual fur harvest, and assisting the Fur Biologist in designing wildlife studies.

The registered trapline system is maintained by the position with the aid of field staff and computer programmers. The traplines provide fur harvest information to the position, and he/she keeps records of all changes in boundaries and ownership of the lines. The position also assists other branch staff as time allows with field and office work.

The position represents the government on the national and international levels for issues relating to the fur industry, and corresponds with representatives of other territories/provinces and nations. He/she sits on the Board of Directors of the Fur Institute of Canada.

The position provides information and suggestions in the Department’s fur industry policy development process.

**SPECIFIC ACCOUNTABILITIES:**

- Contribute to the controlled growth of the Yukon fur trapping industry by working with trappers to increase trapping efficiency.
- Contribute to the availability of information on annual fur harvests and animal population levels by performing activities that directly and indirectly provide information related to the fur harvesting industry.
- Contribute to furbearer policy development by providing current information and suggestions.
**WORKING CONDITIONS:**
Carries animal carcasses and equipment weighing up to 400 pounds up to 30 percent of the time.

Performs field work requiring driving snow machines and hiking.

Exposed to all weather conditions.

Exposed to contagious diseases carried by animals.

Potential hazard in flying in small planes in rough weather over remote territory, up to 10 percent of the time.

Exposed to animal carcass stench and gore.

**KNOWLEDGE, SKILLS & ABILITIES:**
Thorough understanding of the tools, techniques, and principles of animal trapping and examination.

Ability to communicate effectively with others.

Working management skills.

Thorough understanding of the Yukon fur industry and its relationship to the Yukon economy.

Bachelor of Science degree in biology or related field, or equivalent knowledge and skills.
BENCHMARK POSITION EVALUATION
Position Title: Trapper Education Specialist
Dept.: Renewable Resources
Total Points: 294
BM No.: ST15a

GROUP ALLOCATION RATIONALE: Performs technical functions and is involved in the fur trapping industry programs

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
D - thorough understanding of tools, techniques and principles of animal trapping and examination
1 - tasks performed in the fur trapping industry programs
Y - uses persuasion in trying to get people to change fur trapping practices
160 - medium rating: solid knowledge of the political and cultural issues to plan a program to bring about an attitude change

MENTAL DEMANDS
D - varying methods for planning and developing programs within the limits of fur industry policy
3 - spends time planning and developing approaches to improved trapping
i - high rating: uses judgement in promoting effective conservation and liaison with Fur Industry Council
53

ACCOUNTABILITY
D - develops and supervises trapper education programs and improved trapping approaches
1 - indeterminate direct $ impact
S - activities support attainment of fur industry program goals
61 - medium rating: has influence on shaping future targets

WORKING CONDITIONS
S - handles carcasses, equipment typically with others
3 - flies in small planes or travels by canoe or snowmobile in remote areas
C - deals frequently with dead carcasses and bad weather
20 - low rating: relative exposure to hazards is low
BENCHMARK POSITION DESCRIPTION

Position Title: Wildlife Management Biologist (Small Furbearing Animals)

Dept.: Renewable Resources

BM No.: ST16a

BASIC FUNCTION:

Develop furbearing populations management plans and policies options to provide information for Department and Government wildlife planning.

DIMENSIONS:

Personnel Complement:
Casual Employees: Varies
Contract Employees: Varies

NATURE AND SCOPE:

The position reports to a Senior Wildlife Management Biologist – Small Game, along with two other biologists, a clerk typist, one technician, and casuals.

The position develops and facilitates implementation of policies concerning the territory’s furbearing game populations. A broad range of knowledge is employed regarding a variety of species and ecosystems and their natural and human uses. Related activities are performed in the field and in the office. The position supervises the work of varied numbers of casuals and contract employees on a project-by-project basis.

The position proposes, designs, and administers field research and management projects to monitor furbearer population levels and distributions. Directly or from delegated subordinates, the position obtains laboratory and field biological, fur harvest, and human consumption data. Based on this information, management plans and strategies are developed and proposed which reflect biological limitations of species, groups of species, and ecological areas, Departmental policy, and human use. Human uses include fur harvesting, hunting for consumptive and non-consumptive purposes, and tourism. Policy is oriented to a compromise on furbearer use between population maintenance and population use, while considering the political ramifications of limiting populations and/or limiting human use.

Reports are prepared utilizing technical writing skills, analyzing population and biological data to provide a background for planning, management, and policy development. The position prepares and uses computer programs, reviews current literature in the field, and interprets field and lab reports.
The position prepares and presents population management plans and strategies. This may include proposing trapping regulations, designing trapper education systems, and designing public education systems. The position may consult and work with senior wildlife management biologists. Suggestions are presented to Department policy managers.

The public, businesses, Department staff, and staff members of other government departments are informed by the position of management plans and related scientific information. Oral and written published and unpublished reports and data syntheses are presented. Land and other resource use and planning can be affected by Department plans and management.

SPECIFIC ACCOUNTABILITIES:
- Contribute to Department and Government wildlife planning by proposing furbearing animals management and policy planning options.
- Provide for the availability of current data regarding furbearers by analyzing and preparing reports on related laboratory and field data.
- Contribute to an understanding of Department functioning and goals and available biological information by formally and informally educating the public and Government staff.
- Contribute to the availability of current furbearer data by performing field and laboratory biological data gathering techniques.

WORKING CONDITIONS:
Carries field equipment weighing up to 100 pounds up to two hours per day.

Exposure to potential skiing, snowshoeing, hiking, canoeing, and snowmobiling accidents approximately three cumulative weeks per year.

Exposure to motor vehicle accidents through driving approximately 10,000 kilometres per year, and to air travel accidents through flying approximately 100 hours per year in small planes.

Potential accidents involving drowning or hypothermia when working in the field.

Exposure to extreme winter and summer conditions during field work.

Substantial use of animal tranquilizers.
KNOWLEDGE, SKILLS & ABILITIES:
Thorough understanding of biological principles and data gathering techniques and tools, including radio telemetry equipment, animal drugs, etc.

Thorough understanding of the Yukon’s furbearing small game populations.

Ability to analyze biological data and present findings verbally and through technical written reports.

Ability to direct the field and laboratory work of subordinates.

Ability to recognize and address furbearer population problems.

Ability to survive in remote locations in the field, either with additional staff or alone.

Bachelor’s or graduate degree in biological sciences, or equivalent technical knowledge and experience.
BENCHMARK POSITION EVALUATION

Position Title:   Dept.:       BM No.:  ST16a
Wildlife Management Biologist Renewable Resources
(Small Furbearing Animals)
Total Points:  338  Job Shape:  +1

GROUP ALLOCATION RATIONALE: Performs technical functions in the wildlife management function.

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

E - thorough understanding of biological principles and data gathering techniques and tools; comprehensive knowledge of the use of animal drugs
1 - works in the wildlife management function
N - performs an educational function with the public, business, other Government members
184 - medium rating: solid technical skill and theoretical knowledge required to design and administer field research; prepare population management plans and strategies

MENTAL DEMANDS

D - varying methods for designing and administering field research within the limits of wildlife planning strategies
3 - plans and develops approaches to manage small furbearing animal levels and uses
i - high rating: needs sensitivity to deal with political reality of limiting populations
61

ACCOUNTABILITY

D - proposes, designs and administers field research, and population management plans
1 - indeterminate direct $ impact
S - recommendations support management of furbearing stocks
70 - high rating: reflects degree of control over work methods and specific accountability for small furbearing populations

WORKING CONDITIONS

S - carries field equipment up to 100 lbs. in weight
3 - frequently flies in small aircraft and travels outdoors
C - adverse working conditions continually present in the field
23 - med rating: frequently in field and handles animal tranquilizers
BENCHMARK POSITION DESCRIPTION
Position Title: Construction Project Manager
Dept.: Government Services
BM No.: ST16b

BASIC FUNCTION:
Monitor all phases of project construction for compliance to specifications to ensure the timely completion of safe, cost-efficient structures.

DIMENSIONS:
Personnel Complement:
Permanent Employees: 2
Casual Employees: 1
Project Size: $10,000 - $10,000,000

NATURE AND SCOPE:
The position reports to a Construction Manager, together with an Architect. A wide variety of types and sizes of construction projects are completed for the Government. Projects costing $10,000 or less are built by Government employees, and those costing over $10,000, by independent contractors. Construction ranges from new structures to additions to and changes of old structures. Work is affected by the seasons, with most construction taking place in the summer, when each project Manager oversees from 20 to 30 projects concurrently. The position independently manages all phases of projects, and refers to a Construction Manager when in need of support or advice.

The following subordinates report directly to the position:

    Construction Inspectors (1-3) – These subordinates inspect construction projects and report findings as assigned by the position.

The major thrust of the position’s work is in the overall management and coordination of projects. The position monitors projects’ adherence to approved schedules, budgets, and construction specifications: he/she is entrusted with the best use of public funds in each budget. The position primarily relies on the reports and on-site work of the Construction Inspectors for project progress information, but may review projects during on-site inspections.

The position works extensively with client Yukon Government departments. He/she acts as liaison between departments and Government or private design consultants at the commencement of projects, helps analyze construction bids and choose contractors, and
assists in the development of project budgets. Advice and decisions are based on a thorough understanding of national, regional, and local building codes and by-laws, and a working knowledge of all aspects of building construction.

Much of the position’s effort goes toward monitoring the work of subordinates and construction crews. Staff are recruited, trained, supervised, and evaluated. The position resolves unforeseen difficulties during construction, and serves as an information resource for subordinates.

Occasionally the position will function as general contractor for a project. In such cases, the position performs tasks such as working with design groups, fitting project options into available budgets, hiring construction staff, and other organizational tasks. The position also acts as general superintendent of all related work.

SPECIFIC ACCOUNTABILITIES:
- Ensure that construction projects progress in accord with schedules and budgets and in conformance with Territorial building regulations by delegating and supervising related tasks and overseeing all facets of project construction.
- Contribute to the planning of construction projects by providing technical expertise as a consultant to Government departments.
- Contribute to quality construction by helping compose requests for proposals, analyze bids, and choose contractors, and by monitoring contractors’ work.
- Provide for the timely and cost-efficient construction of projects by monitoring construction and related expenditures on-site.

WORKING CONDITIONS:
Occasional exposure to poor environmental conditions while travelling to a work site or at a work site.

KNOWLEDGE, SKILLS & ABILITIES:
Thorough understanding of national and Yukon building codes and standards.

Ability to use the tools, techniques and principles of engineering and construction.

Ability to plan and manage projects and to manage project staffs.

Ability to analyze needs and communicate suggestions to address them.

Post-secondary technical education, and/or equivalent experiential knowledge.
BENCHMARK POSITION EVALUATION

Position Title: Construction Project Manager
Dept.: Government Services
BM No.: ST16b

Total Points: 321
Job Shape: +1

GROUP ALLOCATION RATIONALE: Performs technical functions involved in construction projects for the departments of the Yukon Government.

EVALUATION

FACTOR

KNOWLEDGE AND SKILLS

D  -  needs knowledge of engineering/construction methods and project management skills
1  -  managerial skills are limited to supervising the subfunctional activity of construction projects
Y  -  achieves results through subordinates
184  -  high rating: well developed supervisory/project management skills required to complete projects

MENTAL DEMANDS

D  -  ensures adherence to approved schedules, budgets and construction specifications
3  -  reviews reports and on-site work of staff to assess project status
i  -  high rating: requires strong day-to-day problem solving skills
61

ACCOUNTABILITY

D  -  independently manages all phases of projects and refers to manager when advice needed
1  -  indeterminate direct $ impact
S  -  activities support successful project completion
70  -  high rating: high accountability for ensuring that client department’s budget is spent appropriately; monitors contractors’ work

WORKING CONDITIONS

L  -  little lifting or activity usually required
1  -  not usually exposed to hazards of construction sites
B  -  periodically exposed to poor environmental conditions while on site checks
6  -  low rating: travelling and discomfort of walking about sites is of minimal inconvenience.
BENCHMARK POSITION DESCRIPTION
Position Title: Senior Speech Pathologist
Dept.: Health & Human Resources
BM No.: ST18a

BASIC FUNCTION:
Develop and implement an effective and comprehensive program of speech, language and hearing services for the communicatively handicapped in Yukon.

DIMENSIONS:
Personnel Complement:
Permanent Employees: 3

NATURE AND SCOPE:
The position reports to a Director of Health Services. The position is responsible for assessing the current speech, language, and hearing services offered in Yukon. Service needs of the territory are determined through contacts with teachers, public health nurses, doctors, and staff at the Child Development Centre and a seniors' residential lodge. An appropriate service plan is developed and submitted to superiors for review and approval.

Services to the communicatively impaired are provided directly by this position and through the efforts of subordinates. Initial interviews are conducted with patients in order to obtain developmental and medical histories; diagnostic tests are conducted and results interpreted; treatment plans are developed and reviewed with parents and patients; therapy is provided; and case follow-up documentation developed.

These services are typically provided at the Communication Disorder Clinic. The position is responsible for the day-to-day operation of this Clinic. The following subordinates report directly to the position:

   Speech Pathologist (1) – Duties include assessment of speech and language disorders in school-age children; preparation of assessment reports; patient treatment; consultation with teachers, doctors, learning assistants and public health nurses, and follow-up services.
Audiologist (1) – Duties include development and implementation of audiology programs; conducting diagnostic assessments; consulting with doctors and teachers; conducting hearing aid evaluations; providing information to industry regarding noise induced hearing loss; and supervising a hearing screening program provided by public health nurses.

Clerk-Typist (1) – Duties include typing of reports, letters, memoranda; filing; reception of clients; scheduling of appointments, telephone answering; sorting and directing mail.

The position provides information regarding the operation of the Clinic to its supervisor on a regular basis in meetings held every two weeks or as required. Special professional development projects are organized for Clinic staff as well as other related professionals, and public awareness programs are also developed or coordinated. In addition, consultative services are provided to the rural communities throughout Yukon.

Finally, the position orders and obtains equipment and supplies for the Clinic. This includes ordering diagnostic tests, therapy materials, equipment, etc. within the limits of an approved budget.

SPECIFIC ACCOUNTABILITIES:
- Ensure the development of effective speech, language, and hearing services, for the communicatively handicapped of Yukon.
- Assess speech and language disorders of children and adults and develop appropriate remedial programs.
- Ensure the smooth operation of the Communication Disorder Clinic.
- Train and develop staff involved in the delivery of services to the communicatively handicapped.
- Act as a professional resource to the community regarding speech, language, and hearing issues.

WORKING CONDITIONS:
Potential exposure to common childhood diseases.

Periodic dealings with stressful cases.

Occasional travel to rural areas of Yukon
Lifting of portable audiometer and tympanoscope equipment.

**KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge equivalent to that usually obtained through studies at a Master's degree level in Speech/Language Pathology.

A number of years of work experience in the field.

Previous supervisory experience.
**BENCHMARK POSITION EVALUATION**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Dept.:</th>
<th>BM No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Speech Pathologist</td>
<td>Health &amp; Human Resources</td>
<td>ST18a</td>
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</table>

<table>
<thead>
<tr>
<th>Total Points:</th>
<th>Job Shape:</th>
</tr>
</thead>
<tbody>
<tr>
<td>390</td>
<td>+1</td>
</tr>
</tbody>
</table>

**GROUP ALLOCATION RATIONALE:** Performs a scientific/health services function

### EVALUATION FACTOR

#### KNOWLEDGE AND SKILLS

<table>
<thead>
<tr>
<th>E</th>
<th>functions as an accredited speech pathologist</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>works in the speech, language, and hearing service function</td>
</tr>
<tr>
<td>N</td>
<td>deals regularly with schools, patients, parents, and staff in an advisory and treatment function</td>
</tr>
<tr>
<td>184</td>
<td>medium rating: professional knowledge required in designing individual treatment programs</td>
</tr>
</tbody>
</table>

#### MENTAL DEMANDS

<table>
<thead>
<tr>
<th>E</th>
<th>defines, sets up, and assesses speech pathology programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>required to evaluate effectiveness of programs, and to develop treatment plans</td>
</tr>
<tr>
<td>I</td>
<td>high rating: issues dealt with tend to be conceptual and difficult to measure</td>
</tr>
<tr>
<td>92</td>
<td></td>
</tr>
</tbody>
</table>

#### ACCOUNTABILITY

<table>
<thead>
<tr>
<th>D</th>
<th>develops speech language and hearing programs; directs activities of subordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>indeterminate direct $ impact</td>
</tr>
<tr>
<td>D</td>
<td>activities direct the delivery of speech/hearing programs</td>
</tr>
<tr>
<td>106</td>
<td>high rating: position is in charge of only treatment program in Yukon; effective therapy is crucial to well-being of handicapped</td>
</tr>
</tbody>
</table>

#### WORKING CONDITIONS

<table>
<thead>
<tr>
<th>L</th>
<th>position involves normal office conditions of sitting, standing, etc.</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>exposed to common childhood diseases, e.g. colds, etc.</td>
</tr>
<tr>
<td>B</td>
<td>deals periodically with stressful cases and periodic travel to rural areas</td>
</tr>
<tr>
<td>8</td>
<td>high rating: due to stress associated with difficult handicapped clients</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Senior Project Supervisor
Dept.: Community & Transportation Services
- Municipal Engineering

BM No.: ST19a

BASIC FUNCTION:

Complete municipal engineering projects in a timely manner to create safe and efficient sewer, water, and roadway systems for the Territory.

DIMENSIONS:

Personnel Complement: 3

NATURE AND SCOPE:

The position reports to Director, Municipal Engineering, along with a Utility Systems Advisor, a Municipal Services Officer, and one other Civil Engineer. The position acts as project head for municipal engineering projects and as a general engineering consultant to the municipalities. The position supervises approximately 20 engineering projects per year, involving from 10-12 communities throughout the Territory. Project costs range from $10,000 to $1,000,000. Twice yearly the position identifies engineering construction needed in Territorial communities and prepares a list of potential projects, including cost estimates for each and a prioritization according to need. This list is submitted to the Cabinet, which confirms priorities and determines which projects will commence during the following six months. The position supervises each project.

These projects include constructing, improving, or replacing water systems, roadway facilities, and sewer systems. New construction takes place primarily in developing areas. Projects are complicated by the Yukon’s short construction season, permafrost, and other special construction factors. Because of the size of the Territory, most of the position’s project management is conducted at a distance from the actual work site.

The following subordinates report to the position:

Engineering Technician (3) – These subordinates supervise construction, monitoring work quality and contract compliance, reporting on project progress, and designing and implementing revisions of plans as necessary. Assistance is provided to the position in the preparation of tender documents, and these subordinates respond to queries from, and liaise with, utility companies, community officials, and the public. They may also supervise survey crews.
The position reviews the daily work of these subordinates, determining that the quality of contractors’ work meets Yukon standards and that work is performed on schedule. He/she also provides guidance and suggestions to the subordinates. The position occasionally supervises the work of additional positions. These may include a Draftsperson, a Contract Survey Crew Chief, and casual workers.

At the commencement of each project, the position designs the final product, plans the work necessary to create it, and develops a list of materials and a budget. By anticipating the size and scope of the project and taking experience and market conditions into account, the position plans funding allocations. Plans are presented to the municipal board for approval; if plans are rejected, the position repeats some or all of these steps before resubmitting the plans. Utilities involved in the project are consulted, specifications determined, and the completed plans presented to the Contract Administrator to be tendered for bid. The position interviews the lowest bidder(s) and awards the contract. If the project or a part of one is highly technical, the position may hire an expert consultant. The position may delegate some of these tasks. Through written reports, the position informs the Director, Municipal Engineering, of project progress and cost.

Engineering designs, tender documents, reports, capital funding applications, and other documents are reviewed. The position looks for omissions and assumptions, checks calculations, verifies information, and generally checks for completeness and correctness. A report documenting his/her findings is written and submitted.

The position maintains correspondence with community administrators, utility companies, and various Government agencies and departments through meetings and telephone and written correspondence. The public is informed via memos and news releases written by the position. The position often corresponds with community administrators and public works personnel in his/her capacity as municipal engineering consultant. In this effort, the position assists in problem-solving and educates local staff in construction and maintenance techniques.

**SPECIFIC ACCOUNTABILITIES:**

- Ensure that high quality municipal engineering projects are completed in a timely and efficient manner by supervising their planning and construction.
- Ensure that specialized project analysis and construction needs are met by interviewing and hiring qualified consultants.
- Ensure that communities have a valid and responsive source of municipal engineering information by acting as a consultant.
- Contribute to the timely, efficient completion of projects by keeping the public and appropriate administrators and organizations informed of project requirements and progress.
- Contribute to the accuracy and quality of Department documents and engineering designs by reviewing, critiquing, and reporting on them.
- Contribute to department project planning by compiling information on municipal engineering needs and delivering it to the Cabinet on a regular basis.

WORKING CONDITIONS:
Occasional exposure to poor environmental conditions while travelling to work sites and at work sites.

KNOWLEDGE, SKILLS & ABILITIES:
Thorough understanding of the principles, tools, and techniques of civil engineering.

Thorough understanding of the needs of municipalities regarding sewer, water, and roadway systems.

Ability to manage a number of complex projects concurrently at a physical distance from them.

Ability to communicate effectively in writing and orally.

Skill in accounting, cost estimating, and budget planning.

Bachelor’s Degree in Civil Engineering and, preferably, substantial related experience.
BENCHMARK POSITION EVALUATION

Position Title: Senior Project Supervisor
Dept.: Community & Transportation Services
BM No.: ST19a

Total Points: 416
Job Shape: +1

GROUP ALLOCATION RATIONALE: Performs technical functions on municipal projects as a professional engineer

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>functions as a professional engineer</td>
</tr>
<tr>
<td>1</td>
<td>managerial skills are limited to supervising a subfunctional activity within Municipal Engineering</td>
</tr>
<tr>
<td>Y</td>
<td>results of position accomplished through subordinate engineering technicians</td>
</tr>
<tr>
<td>212</td>
<td>medium rating: well developed supervisory/project management skills required to manage 20 projects/year; designs, plans, and budgets individual projects</td>
</tr>
</tbody>
</table>

MENTAL DEMANDS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>considerable latitude for independent judgement in the design of specific projects</td>
</tr>
<tr>
<td>4</td>
<td>daily review and analysis of work in progress on projects; interpretation of community needs, development of designs</td>
</tr>
<tr>
<td>k</td>
<td>low rating: emphasizes project completion as opposed to program development</td>
</tr>
<tr>
<td>92</td>
<td></td>
</tr>
</tbody>
</table>

ACCOUNTABILITY

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>develops and maintains project management procedures; prepares project plans and cost estimates for municipal projects</td>
</tr>
<tr>
<td>1</td>
<td>indeterminate direct $ impact</td>
</tr>
<tr>
<td>S</td>
<td>activities support provision of improved services to municipalities</td>
</tr>
<tr>
<td>106</td>
<td>high rating: strong financial accountability for project budget dollars, and supervision of approximately 20 engineering projects per year</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>L</td>
<td>little lifting or unusual activity required</td>
</tr>
<tr>
<td>1</td>
<td>not usually exposed to hazards of construction sites</td>
</tr>
<tr>
<td>B</td>
<td>may sometimes be exposed to poor environmental conditions</td>
</tr>
<tr>
<td>6</td>
<td>low rating: travelling and discomfort of walking about work sites is of minimal inconvenience</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Administrator – Seniors’ Residence
Dept.: Health & Human Resources
BM No.: ST19b

BASIC FUNCTION:

Responsible for the medical and non-medical operational management of a Seniors’ residence.

DIMENSIONS:

Personnel Complement:
Permanent Employees: 25
Casual Employees: 10

NATURE AND SCOPE:

This position reports directly to a Director of Human Resources. The position assists the Director in establishing and revising goals and objectives in policies. Operational procedures based on these goals and objectives are developed and implemented. The operational budget for the Lodge is prepared and presented to the Director for review and approval, and expenditures in accordance with the budget are approved. In addition, the position directs the preparation of monthly statements and the maintenance of accounting records.

The position supervises the following permanent employees:

Certified Nursing Assistants (5)
Nursing Home Attendants (9)
Clerk Typists (2)
Senior Cook (1)
Custodian (1)
Domestic Aides (2)
Laundress (1)
Cook (2)
Kitchen Helper (2)

The daily operations of the Seniors’ residence are managed. One component of this is the development and administration of a personnel program with the following components: interviewing, hiring, orienting, evaluating, and disciplining employees. Provides direction to staff, both medical and non-medical. Gives and oversees provision of injections and medication as prescribed by physicians. Ensures that resident personal files and necessary medical
records are maintained. Coordinates the involvement of other professionals or agencies who are involved with residents. Any complaints regarding the operation of the Seniors’ residence are investigated and appropriate action is either taken directly or the matter is referred to the Director. Finally, professional contacts are maintained with community agencies and health care organizations.

**SPECIFIC ACCOUNTABILITIES:**
- Ensure a high standard of medical and non-medical care and services are provided to Seniors.
- Develop operational plans, procedures and budgets for the Seniors’ residence.
- Ensure the supervision and development of residence staff.
- Provide input to the development of goals and objectives for the residence.

**WORKING CONDITIONS:**
Acts as the only registered nurse at the residence.

Deals regularly with illness and death of residents.

**KNOWLEDGE, SKILLS & ABILITIES:**
Current Registered Nurse registration, with additional knowledge of geriatric care (both medical and psycho-social aspects).

Knowledge of business/health administration practices, with special emphasis on financial management.

Previous supervisory experience.
**BENCHMARK POSITION EVALUATION:**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Dept.:</th>
<th>BM No.:</th>
<th>ST19b</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator – Health and Human Resources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seniors’ Residence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Points:</strong> 422</td>
<td><strong>Job Shape:</strong> +3</td>
<td></td>
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</tr>
</tbody>
</table>

**GROUP ALLOCATION RATIONALE:** Administers the provision of medical and non-medical geriatric care at a Seniors' residence.

**EVALUATION FACTOR**

**KNOWLEDGE AND SKILLS**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E - functions as a professional nurse in a management capacity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 - managerial skills are exercised in the administration of a geriatric care facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Y - results of position accomplished through subordinates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>212 - medium rating: well developed operational management skills required and knowledge of geriatric nursing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MENTAL DEMANDS**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E - considerable latitude for independent judgement in the operation of the facility within established goals and objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 - deals with a variety of problems daily, e.g. resident/staff problems, patient care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>j - high rating: judgement and sensitivity required for operational management; resolving conflicting demands for time and attention; overseeing medications, and provision of counselling to residents</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACCOUNTABILITY**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E - develops and implements operational procedures and contributes heavily to overall development and achievement of goals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 - indeterminate direct $ impact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D - charged with daily operation of geriatric care centre, including financial responsibility, through subordinate staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>122 - low rating: operational management requirements are fairly clearly delineated</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WORKING CONDITIONS**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L - position requires normal range of sitting, standing, and walking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 - little risk of physical harm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B - deals periodically with sick and dying patients</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 - high rating: is the only registered nurse on the premises to deal with critical health problems of senior citizens</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Systems Project Manager
Dept.: Government Services
BM No.: ST19c

BASIC FUNCTION:
Direct and manage the delivery of information systems planning, development, and maintenance services to selected Government departments. In addition, the position consults with and provides advice to client departments regarding information systems within their departments.

DIMENSIONS:
Personnel Complement:
Permanent Employees: 3

NATURE AND SCOPE:
This position reports to Director, Systems and Computing Services. The position is responsible for the orderly development of information systems within client departments. This is accomplished by orienting and educating client managers as to possible applications of information systems technology in their programs, the need for information systems planning, and the role of the central agencies in relation to information systems. The position works with managers to define needs and establish information system development priorities. The efforts of the client departments are then guided in determining resource requirements and strategies for meeting the developed plans. Following this, the position assists the departments in implementing their plans by helping them develop management submissions and by guiding them through the project approval process.

The position also consolidates the various departmental plans into an overall five-year capital plan for the development of information systems within Government. Policies, guidelines and procedures are developed outlining how information systems are to be developed and managed within Government. Human resource plans to meet anticipated systems development demands and strategies to develop and acquire the needed resources from internal and private sources are developed.

Ongoing information system development projects are managed to ensure adherence to approved budgets and timeframes. Activities in this area include: ensuring user participation; developing detailed work plans, schedules and estimates; allocating internal resources to projects and acquiring private sector contractors; evaluating work in progress; and coordinating
resource commitments with other Branch staff. The work of systems analysts and programmers assigned to each project is supervised, and these staff are developed to meet the longer term needs of the Branch and the individual employee. In addition, existing systems are reviewed to ensure that they continue to meet user needs.

SPECIFIC ACCOUNTABILITIES:
- Ensure that information system requirements of certain Government departments are identified and met.
- Provide information and an educational service to client departments regarding information system applications of potential benefit.
- Manage ongoing information system projects to ensure that they are within budget and timeframe estimates.
- Supervise the work of subordinate staff assigned to information system development projects.
- Provide input to overall Branch planning and budget processes.

WORKING CONDITIONS:
- Normal office conditions.

KNOWLEDGE, SKILLS & ABILITIES:
Knowledge of overall business practices and computer sciences as typically obtained from a degree in Business Administration.

Previous project management experience.

A number of years of previous work experience, with specific experience in systems analysis and systems project development.
BENCHMARK POSITION EVALUATION

Position Title: Systems Project Manager  
Dept.: Government Services  
BM No.: ST19c  
Total Points: 424  
Job Shape: 0

GROUP ALLOCATION RATIONALE: Administers technical function in the systems and computing services function

**EVALUATION FACTOR**

**KNOWLEDGE AND SKILLS**

<table>
<thead>
<tr>
<th></th>
<th>EVALUATION</th>
<th>FACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>professional level knowledge of computer science, business practices and project management</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>managerial skills are limited to the supervision of a subfunctional activity within systems development</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>performs more complex aspects of systems planning and development in the supervision of subordinates; provides information on education service to client departments</td>
<td></td>
</tr>
<tr>
<td>212</td>
<td>high rating: well developed project management skills required; detailed knowledge of information systems</td>
<td></td>
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</tbody>
</table>

**MENTAL DEMANDS**

<table>
<thead>
<tr>
<th></th>
<th>EVALUATION</th>
<th>FACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>position, by very nature, constantly works in new areas developing methodologies</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>work is to define problems and to work through a plethora of possible solutions</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>high rating: position coordinates and solves problems in a variety of areas where no immediate precedents exist</td>
<td></td>
</tr>
<tr>
<td>106</td>
<td></td>
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</tbody>
</table>

**ACCOUNTABILITY**

<table>
<thead>
<tr>
<th></th>
<th>EVALUATION</th>
<th>FACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>position responsible for defining how results can be best achieved; manages system development projects within budget and timeframe</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>indeterminate direct $ impact</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>activities support the development of systems for program managers</td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>high rating: ensure projects are within budget; proposals need to be financially sound, meet defined needs and be correctly prioritized</td>
<td></td>
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</tbody>
</table>

**WORKING CONDITIONS**

<table>
<thead>
<tr>
<th></th>
<th>FACTOR</th>
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<tbody>
<tr>
<td></td>
<td>Normal office conditions</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Carpenter
Dept.: Government Services
BM No.: TR12a

BASIC FUNCTION:

Assist in the maintenance, repair and renovation of Government buildings to contribute to their safety and efficiency.

NATURE AND SCOPE:

The position reports to a Building Maintenance Supervisor, along with seven other Carpenters, a Carpenter Supervisor, three Building Maintenance Workers and four Painters.

The position performs a broad variety of activities in maintaining, repairing, and renovating Government buildings. This work takes place in Whitehorse and throughout the Territory, as the position travels to each work site. Job size and the length of time necessary to complete each job vary. The position may work alone, with other carpenters, or with a Supervisor and crew.

The position works on many types of structures, from schools and office buildings to garages, road maintenance camps, and trailers. Accordingly, the position performs a variety of activities. These include, but are not limited to, glazing, leveling, shoring up buildings, laying ceramic tile, installing wood and drywall, fence and roof repair, and others. The position installs doors, frames and hardware; sets up trailers; pours concrete; and performs other carpentry-related tasks as necessary.

The position uses and maintains all needed power and hand tools, such as table saws, chisels, squares, radial arm saws, etc. Materials needed for each job are cut to the necessary sizes and prepared for construction.

Written or oral instructions are given daily to the position by the Supervisor. The position independently visits the work sites and assesses the work needed for small jobs. He/she also talks with building incumbents to obtain a sense of their expectations according to the Building Code and within the Department’s building standards.

The Supervisor will accompany the position on the first day at a work site for large jobs. Together they assess the work needed and the position receives a list of materials to be used.
SPECIFIC ACCOUNTABILITIES:
- Contribute to effective repair, maintenance and renovation of Territorial buildings by performing all necessary carpentry tasks.
- Provide for the availability of needed carpentry materials by maintaining power and hand tools and ordering and preparing building materials.
- Provide for the efficiency and effectiveness of carpentry performed by analyzing and planning the work to be done, either independently or with the Supervisor.

WORKING CONDITIONS:
Five to ten percent of each work day spent lifting 40-80 pound materials.

Frequent awkward working positions, such as bending to lay tile.

Hazardous working periods on scaffolds, below overhead doors, and when removing broken glass.

Exposure to insulation and other types of dust.

Exposure to frequent, high-pitched noise from power tools.

Exposure to adverse weather conditions during outdoor work.

KNOWLEDGE, SKILLS AND ABILITIES:
Extensive knowledge of carpentry and maintenance tools and techniques as acquired through journeyman certification.

Ability to plan job tasks.

Thorough knowledge of the Building Code and ability to quickly become familiar with the Yukon Territorial Government building standards.

General knowledge of reading, arithmetic as generally found at the high school graduation level and specific, job-related coursework, and/or substantial experience in the field.
BENCHMARK POSITION EVALUATION

Position Title: Carpenter
Dept.: Government Services
Total Points: 212
BM No.: TR12a

GROUP ALLOCATION RATIONALE: Performs certified trade activities in the maintenance and renovation branch

EVALUATION FACTOR

<table>
<thead>
<tr>
<th>KNOWLEDGE AND SKILLS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>- full competence in trades area</td>
</tr>
<tr>
<td>1</td>
<td>- performs specific trades tasks</td>
</tr>
<tr>
<td>X</td>
<td>- discusses repair expectations with building incumbents; may work alone, with other carpenters, or with supervisor and crew</td>
</tr>
<tr>
<td>122</td>
<td>- medium rating: solid knowledge and application of carpentry skills</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MENTAL DEMANDS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>- similar procedures to assess the work required and estimate supply needs for smaller jobs; orders goods under $200 directly</td>
</tr>
<tr>
<td>3</td>
<td>- plans work which needs to be done including the materials and timing</td>
</tr>
<tr>
<td>g</td>
<td>- low rating: performs different types of repair activities but within building codes and safety requirements and in maintenance and renovation function</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNTABILITY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>- work is controlled by building codes, safety standards, supervisory review</td>
</tr>
<tr>
<td>1</td>
<td>- indeterminate direct $ impact and likely minor impact on human life if repairs are done improperly</td>
</tr>
<tr>
<td>S</td>
<td>- suggests options for attaining own repairs</td>
</tr>
<tr>
<td>40</td>
<td>- medium rating: competent performance required to do smaller tasks on own and to review larger projects with foreman</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WORKING CONDITIONS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>- lifts materials, climbs, works in awkward positions e.g. laying ceramic tile</td>
</tr>
<tr>
<td>3</td>
<td>- significant danger of falling, being hurt by glass, operation of power tools</td>
</tr>
<tr>
<td>B</td>
<td>- exposure to dust, high-pitched noise, adverse weather conditions periodically</td>
</tr>
<tr>
<td>20</td>
<td>- medium rating: physical effort is frequent but not continuous</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Heavy Equipment Mechanic  
Dept.: Highways – Shop  
Community & Transportation Services  
BM No.: TR12b

BASIC FUNCTION:
Repair and maintain pieces of construction equipment to ensure that they remain in proper working order.

NATURE AND SCOPE:
The position reports to a Central Workshop Supervisor along with eight other Heavy Equipment Mechanics.

The position performs a variety of mechanical repairs on government road servicing and building equipment. The work may vary from routine servicing to extensive repairs such as an engine overhaul. Accordingly, the jobs vary in length of time from a few hours to a few months.

When vehicles arrive at the maintenance shop, the position receives a maintenance report from the Central Workshop Supervisor indicating the mechanical problem. The position assesses the repairs needed and if necessary, discusses the problem with the equipment operators, examines the vehicle and takes it for a test run, if possible. The assessment is compared to the worksheet and inconsistencies are discussed with the Central Workshop Supervisor. Sometimes little or no maintenance information exists to assist the position with identifying particular problems.

Instructions in a service manual and on the worksheet are followed to dismantle and reassemble the vehicle. The position determines the new parts required, and after obtaining the approval signature of the Central Workshop Supervisor, passes the parts order to the appropriate personnel.

Occasionally, welding may be required in which case the position will either do it him/herself, or call upon an official welder. These activities include arc welding, gas welding and cutting.

The position uses a variety of mechanics’ hand tools, hydraulic presses, electrical testing equipment, and welding equipment; special tools and supplies are requested from the tool crib attendant.

He/she is expected to keep the work area in a safe and organized state by sweeping floors, picking up debris, putting away tools and rolling up cords and hoses.
SPECIFIC ACCOUNTABILITIES:
- Contribute to efficient repair and maintenance of government construction equipment by determining parts required and performing the necessary mechanical repairs.
- Provide a safe and clean work environment by keeping the shop area organized and tidy.

WORKING CONDITIONS:
Fifteen percent of each work day spent lifting 10-50 pound materials, with occasional requirement to lift 150 pound wheels.

Exposure to exhaust fumes, acid, welding flashes.

Exposure to drafts and dust as day is spent in shop area with cement floors.

KNOWLEDGE, SKILLS & ABILITIES:
Extensive knowledge of mechanical repair tools and techniques.

Ability to plan job tasks and accurately determine parts needed.

General education equivalent to a high school level plus a journeyman heavy equipment certificate.
BENCHMARK POSITION EVALUATION

Position Title: Heavy Equipment Mechanic
Dept.: Highways – Shop
Community & Transportation Services
BM No.: TR12b

Total Points: 220
Job Shape: +2

GROUP ALLOCATION RATIONALE: Performs certified trade activities

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

D - knowledge at the journeyman trades level
1 - performs activities within the one subfunction of heavy equipment repairs
K - contacts are primarily with fellow workers, Central Workshop Supervisor; incidental contact with equipment operators to clarify vehicle condition reports
122 - high rating: high competence in trades area to deal with the complexities of a variety of equipment and related components

MENTAL DEMANDS

C - follows procedures in service manual and worksheet
3 - analyzes mechanical problems, determines parts required
h - high rating: works on a number of different types of heavy duty equipment
35 - including extensive repairs

ACCOUNTABILITY

C - work is assigned by Central Workshop Supervisor; reference can be made to service manual
1 - indeterminate direct $ impact
S - activities support the repair and maintenance of equipment
46 - high rating: work performed has a direct impact on the operating life of the equipment and an indirect impact on human life

WORKING CONDITIONS

M - walks on concrete floors constantly; bends in odd positions to make repairs; lifts heavy materials
2 - exposed to acids, welding flashes
C - constant exposure to fumes, dust
17 - medium rating: work requires frequent movement and lifting of materials
BENCHMARK POSITION DESCRIPTION

Position Title: Building Inspector

Dept.: Community & Transportation Services

BM No.: TR13a

BASIC FUNCTION:
Enforce building codes and regulations to ensure that structures in the Territory are safely built and maintained.

NATURE AND SCOPE:
The position reports to a Chief Building Inspector, along with one other Building Inspector.

The position administers the Territory’s building permit application procedure and inspects building construction, alteration, and repair sites to enforce the Building Standards Act, development and zoning by-laws, and related regulations and standards. The position frequently interprets these laws to address particular cases effectively.

Through inspection, the position discovers 1) if a permit has been obtained for the construction in progress, and 2) if construction is proceeding in accord with Building Standards Act and any applicable standards and regulations. Many areas of a building may be reviewed in detail, including foundations, walls, frameworks, heating installations, fireplaces and chimneys, plumbing installations, etc. Aspects of the construction may be discussed on-site with contractors and property owners. The position composes a report after each inspection, detailing any infractions and making recommendations for their correction. Sites may be revisited several times, at the discretion of the position.

Building permit applications are received by mail and inspected. The position reviews building plans for conformity with applicable codes and denies or issues permits as appropriate.

The position assists the Fire Marshal with inspections of occupied buildings and the Plumbing Inspector with inspections of new construction.

SPECIFIC ACCOUNTABILITIES:
- Contribute to the construction of safe buildings in Yukon by performing thorough inspections during building construction.
- Ensure that construction plans conform to appropriate codes and regulations by reviewing them during the permit application process and during construction.

WORKING CONDITIONS:
Driving throughout the Territory in all seasons and weather.

Performs on-site inspections of incomplete buildings.

Judgement calls are required when dealing with changes to existing buildings which involve considerable political pressure to remain flexible.

**KNOWLEDGE, SKILLS & ABILITIES:**
Thorough understanding of the tools, techniques, and principles of building construction.

Thorough knowledge of the Building Standards Acts and ability to quickly become familiar with all other Yukon building ordinances and regulations.

Ability to recognize, assess, and identify corrections for all types of building construction problems. Requires driving and walking around construction areas.

Knowledge at the level of vocational training and Journeyman status in a trade, and/or equivalent experiential knowledge.
**BENCHMARK POSITION EVALUATION**

**Position Title:** Building Inspector  
**Dept.:** Community & Transportation Services  
**BM No.:** TR13a  
**Total Points:** 254  
**Job Shape:** +1

---

**GROUP ALLOCATION RATIONALE:** Performs activities requiring a trades background

---

**EVALUATION FACTOR**

**KNOWLEDGE AND SKILLS**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td></td>
<td>requires trades background and knowledge of building ordinances and regulations</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>performs activities in building inspection</td>
</tr>
<tr>
<td>N</td>
<td></td>
<td>deals with property owners and contractors to give advice, interpret and enforce building laws</td>
</tr>
<tr>
<td>160</td>
<td></td>
<td>high rating: requires sophisticated knowledge of a variety of trades areas</td>
</tr>
</tbody>
</table>

**MENTAL DEMANDS**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td></td>
<td>similar procedures and activities are limited by the laws, standards, etc. which the position enforces</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>handles problems in several areas of building construction, interprets codes, regulations, blueprints</td>
</tr>
<tr>
<td>g</td>
<td></td>
<td>low rating: problem solving is limited by the requirements of the various laws and safety standards</td>
</tr>
</tbody>
</table>

**ACCOUNTABILITY**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td></td>
<td>activities are limited by the review and assistance provided by the Chief Building Inspector</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>indeterminate direct $ impact</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td>recommends to building owners and contractors courses of action to facilitate their receiving building approval</td>
</tr>
<tr>
<td>46</td>
<td></td>
<td>high rating: inspects and issues permits at own discretion; details infractions and makes recommendations for their corrections</td>
</tr>
</tbody>
</table>

**WORKING CONDITIONS**

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td></td>
<td>walking around construction sites is required</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>occasional exposure to potential harm during inspections</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>drives in inclement weather and inspects incomplete buildings which may be dirty, etc.</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>high rating: performs on-site reviews of buildings which requires driving, walking around construction areas</td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION

Position Title: Chief Electrical Inspector
Dept.: Protective Services
Community & Transportation Services
BM No.: TR16a

BASIC FUNCTION:
Monitor and inspect the installation and maintenance of all electrical systems in the Territory to contribute to the safety of Territory residents.

DIMENSIONS:
Personnel Complement:
Permanent Employee: 1

NATURE AND SCOPE:
The position reports to a Chief Building Inspector, along with two Building Inspectors, and the Plumbing and Heating Inspector.

The position administers electrical inspection for the Territory, ensuring that electrical systems are installed and maintained correctly, safely and in accordance with the Canadian Electrical Code and Government standards. This entails a variety of activities from administering the Code to fit the Yukon Territory’s unique requirements to performing inspections. An important aspect of this effort is encouraging an atmosphere of cooperation and good will between the Department and merchants, the local construction industry, and citizens.

The following subordinate reports to the position:

   Electrical Inspector – This subordinate enforces the Electrical Act by performing electrical inspections, examining construction plans for Code requirements, and responding to public inquiries on the phone and at the counter.

The position both supervises this subordinate in his/her inspection work and performs inspections.

The position examines Code rules for potential conflicts with local conditions and makes alternate requirements for rules to apply in Yukon Territory.

He/she reviews electrical plans for commercial and industrial buildings to be constructed, looking for compliance and efficiency. A registry is maintained of electrical contractors, emphasizing their qualifications, bonding, and performance.
The position provides technical advice to local tradespeople, particularly regarding unusual electrical problems. This counsel may be given in person or on the telephone.

Both routine electrical investigations and special fire investigations are performed by the position. In cases where a fire’s cause is unknown or suspected to be of electrical origin, the position conducts an on-site investigation and/or a product examination. In routine cases, the position examines installations for compliance with codes and Government standards, and interviews the installer(s) to determine that they possess adequate knowledge and information to continue installation work. The position spends approximately 15 percent of his/her time driving.

**SPECIFIC ACCOUNTABILITIES:**

- Ensure timely and accurate electrical inspections throughout Yukon by supervising the work of two Electrical Inspectors, and by performing inspection work personally.
- Ensure the existence of electrical codes and standards meeting the needs of Yukon Territory by reviewing Code Rules and writing auxiliary rules as necessary.
- Provide for safe installation of and maintenance of electrical systems in compliance with Government standards by reviewing and commenting on electrical plans for new structures.
- Contribute to the monitoring of Territorial electrical systems and their use by performing inspections as appropriate.

**WORKING CONDITIONS:**

Entering and working in finished and unfinished construction sites.

Driving in poor weather.

Judgement calls are required which involve considerable political pressures to remain flexible.
KNOWLEDGE, SKILLS & ABILITIES:
Thorough knowledge of electrical systems, the Canadian Electrical Code, and Government Electrical standards.

Knowledge of and ability to use the tools and techniques of electrical inspection.

Ability to administer a Territory-wide program in a timely and thorough manner.

Ability to work effectively with contractors and builders, other Government employees and the public.

Journeyman Electrician Certificate, plus knowledge of electronics or electrical engineering at the secondary or post-secondary level.
BENCHMARK POSITION EVALUATION:

Position Title: Chief Electrical Inspector
Dept.: Protective Services/Community & Transportation Services
Total Points: 323

BENCHMARK POSITION EVALUATION:
Position Title: Dept.: BM No.: TR16a
Chief Electrical Inspector Protective Services/Community & Transportation Services
Total Points: 323

GROUP ALLOCATION RATIONALE: Performs certified electrician activities

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
E - detailed knowledge of electrical trade, codes and legislation to inspect, investigate and modify as required electrical systems throughout the Yukon
1 - activities are performed in electrical inspection
N - recommends, interprets and enforces laws with electrical contractors, local tradespeople
184 - medium rating: solid knowledge of electrical trade to be able to direct others

MENTAL DEMANDS
D - exercises judgement in modifying the Code to fit local conditions and in enforcing present regulations
3 - advises on unusual electrical problems and assists with fire investigations in addition to handling routine inspections
i - high rating: problems can be unique and unfamiliar, particularly those relating to fire investigation or local tradespeople’s enquiries
61

ACCOUNTABILITY
D - reviews and writes auxiliary rules to the Canadian Code to meet Yukon specific requirements
1 - indeterminate direct $ impact
S - assists electrical contractors by recommending courses of action
70 - high rating: works within the rules of the electrical codes, altering them if necessary and informing staff and contractors of revised rules

WORKING CONDITIONS
L - site visits require walking, driving
1 - occasional exposure to physically harmful conditions during inspections and fire investigations
B - working in unfinished construction sites, and in poor weather to conduct on-site inspections; drives in inclement weather throughout the territory
8 - high rating: there is a requirement to do site reviews and investigations in unfinished or damaged environments
SECTION FIVE - MANAGEMENT BENCHMARKS

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MG 1  Clerk Assistant - Administrative → page 3
2  Registrar of Land Titles → page 6
3  Director of Assessment → page 10
4  Public Administrator and Chief Coroner → page 14
5a Manager, Financial Operations → page 19
5b Area Highway Maintenance Superintendent → page 23
6a Director, Administration → page 27
6b Director, Marketing → page 32
7a Construction Manager → page 37
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9a Director, Fish & Wildlife → page 67
9b General Manager, Yukon Liquor Corporation → page 71
10 Assistant Deputy Minister, Highways & Transportation → page 76
### B. BENCHMARK RATINGS SUMMARY

#### MG GROUP

<table>
<thead>
<tr>
<th>CLASS</th>
<th>TITLE</th>
<th>K/S</th>
<th>M/D</th>
<th>ACC</th>
<th>W/C</th>
<th>JOB SHAPE</th>
</tr>
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<tbody>
<tr>
<td>MG1</td>
<td>Clerk Assistant, Administrative</td>
<td>D1N</td>
<td>Med</td>
<td>C3g Low</td>
<td>C2S Low</td>
<td>---</td>
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<tr>
<td>MG2</td>
<td>Registrar of Land Titles</td>
<td>D1N</td>
<td>High</td>
<td>D3i High</td>
<td>C1D High</td>
<td>---</td>
</tr>
<tr>
<td>MG3</td>
<td>Director of Assessment</td>
<td>D1Y</td>
<td>Med</td>
<td>D3i High</td>
<td>D2S Med</td>
<td>---</td>
</tr>
<tr>
<td>MG4</td>
<td>Public Administrator and Chief Coroner</td>
<td>E1N</td>
<td>Med</td>
<td>D3i High</td>
<td>D1D Med</td>
<td>---</td>
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<tr>
<td>MG5a</td>
<td>Manager, Financial Operations</td>
<td>E1Y</td>
<td>Med</td>
<td>D4j Low</td>
<td>D3S Low</td>
<td>---</td>
</tr>
<tr>
<td>MG5b</td>
<td>Area Highway Maintenance Superintendent</td>
<td>E1Y</td>
<td>Med</td>
<td>D4j Low</td>
<td>D3S High</td>
<td>---</td>
</tr>
<tr>
<td>MG6a</td>
<td>Director, Administration</td>
<td>E1Y</td>
<td>High</td>
<td>D4k High</td>
<td>D3S High</td>
<td>---</td>
</tr>
<tr>
<td>MG6b</td>
<td>Director, Marketing</td>
<td>E1Y</td>
<td>High</td>
<td>E4k Low</td>
<td>D2D Med</td>
<td>L1B Med</td>
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<tr>
<td>MG7a</td>
<td>Construction Manager</td>
<td>E2Y</td>
<td>Low</td>
<td>E4k Low</td>
<td>E2D Low</td>
<td>---</td>
</tr>
<tr>
<td>MG7b</td>
<td>Director, Manpower Development</td>
<td>E1Y</td>
<td>High</td>
<td>E4l High</td>
<td>E2D Low</td>
<td>---</td>
</tr>
<tr>
<td>MG7c</td>
<td>Director, Finance and Administration</td>
<td>E2Y</td>
<td>Med</td>
<td>E4k Low</td>
<td>E3S Med</td>
<td>---</td>
</tr>
<tr>
<td>MG8a</td>
<td>Director, Finance and Administration</td>
<td>E2Y</td>
<td>Med</td>
<td>E4k Low</td>
<td>E4S Low</td>
<td>---</td>
</tr>
<tr>
<td>MG8b</td>
<td>Regional Superintendent of Schools</td>
<td>F1Y</td>
<td>Med</td>
<td>E4k Low</td>
<td>E3S High</td>
<td>L1B Low</td>
</tr>
<tr>
<td>MG8c</td>
<td>Director, Highway Engineering</td>
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<td>E4k Low</td>
<td>E3D Low</td>
<td>---</td>
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<tr>
<td>Grade</td>
<td>Job Title and Organization</td>
<td>Level</td>
<td>Salary 1</td>
<td>Salary 2</td>
<td>Salary 3</td>
<td>Grade Difference</td>
</tr>
<tr>
<td>-------</td>
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</tr>
<tr>
<td>MG9a</td>
<td>Director, Fish &amp; Wildlife</td>
<td>F2Y Low</td>
<td>E4l High</td>
<td>E2D Med</td>
<td>---</td>
<td>+1</td>
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<tr>
<td>MG9b</td>
<td>General Manager, Yukon</td>
<td>E2Y High</td>
<td>E4k Low</td>
<td>E3D Low</td>
<td>---</td>
<td>+3</td>
</tr>
<tr>
<td></td>
<td>Liquor Corporation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MG10</td>
<td>Assistant Deputy Minister,</td>
<td>F3Y Low</td>
<td>F4m High</td>
<td>E3D High</td>
<td>---</td>
<td>+1</td>
</tr>
<tr>
<td></td>
<td>Highways &amp; Transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BENCHMARK POSITION DESCRIPTION
Position Title: Clerk Assistant – Administrative
Dept.: Legislative Assembly
BM No.: MG1

BASIC FUNCTION:
Provide budgetary, personnel and administrative support services to the Members and staff of the Yukon Legislative Assembly and the Chief Electoral Officer.

DIMENSIONS:

<table>
<thead>
<tr>
<th>Personnel Complement:</th>
<th>Budget: 1985-86</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct: 2</td>
<td>Payroll: $1,750,000</td>
</tr>
<tr>
<td>Indirect: 0</td>
<td>Capital:</td>
</tr>
<tr>
<td></td>
<td>Other: $ 579,000</td>
</tr>
</tbody>
</table>

NATURE AND SCOPE:
The position reports to the Clerk of the Legislative Assembly along with the Clerk Assistant – Legislative and a Clerk Steno.

The position performs the administrative, financial and personnel functions for the Legislative Assembly Members and staff. The Deputy Minister, M.L.A.’s and their staff, and Electoral Officers are advised on parliamentary procedures, financial matters and staffing needs. Continual improvements to the administrative systems together with planning for the future needs of the Legislative Assembly are required to support members in representing their constituents and fulfilling their role as legislators.

The following subordinates report directly to the position:

Clerk Typist (1) – This subordinate processes, records and maintains a variety of expenditure documents and provides secretarial services to the Members and Clerk’s office.

Clerk Typist (1) – This subordinate is a casual position responsible for providing support services to the Members and the Clerk’s Office during a session of the Yukon Legislative Assembly.
The position provides for an efficient operation of the Legislative Assembly through budgetary responsibility for authorizing and monitoring expenditures and provision of personnel services to support staffing needs. The position works closely with Members, the Elections Administrator and other staff to ensure salaries and expenses are issued and accounted for in accordance with legislative statutes. As a knowledgeable representative of the Department, the position may be called upon to respond to questions from the public and the media regarding business of the Assembly, its Committees and Members.

The position acts as a Clerk to the Standing Committee on Statutory Instruments and to the Committee of the Whole assisting them to conduct business efficiently within the principles and procedures of parliamentary law. Advice and research services are based on a thorough understanding of parliamentary practice, the Standing Orders of the Legislative Assembly and Government regulations.

SPECIFIC ACCOUNTABILITIES:
- Ensure efficient and cost effective support services for the Yukon Legislative Assembly by organizing staff, facilities and equipment and administering the Department budget.
- Ensure expenditures of the Legislative Assembly are appropriated according to the Financial Administration Act and Management Board Directives by authorizing payments.
- Monitor expenditures of the Legislative Assembly and recommend corrective action where cash flow problems or over-expenditures occur by supervising the maintenance of cost control records.
- Develop improvements to administrative systems and plan for the future needs of Members and staff of the Legislative Assembly by continually evaluating procedures and programs.

SELECTION CRITERIA:
Thorough knowledge of administrative, financial, and personnel support procedures, and of parliamentary practices and procedures.

Ability to deal tactfully and diplomatically with politicians, government officials, the public and the media.

Ability to conduct research using statutory law, financial and personnel manuals.

Sound administrative and accounting experience and good organizational skills.
**BENCHMARK POSITION EVALUATION**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Dept.:</th>
<th>BM No.:</th>
<th>Total Points:</th>
<th>Job Shape:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk Assistant – Administrative</td>
<td>Legislative Assembly</td>
<td>MG1</td>
<td>221</td>
<td>+2</td>
</tr>
</tbody>
</table>

**GROUP ALLOCATION RATIONALE:** Advises on the management of financial, human, and material resources in the Legislative Assembly.

**EVALUATION FACTOR**

**KNOWLEDGE AND SKILLS**

| D | requires knowledge of administrative, financial, and personnel support procedures, and of parliamentary practices and procedures |
| 1 | work is performed within the Clerk of the Legislative Assembly function |
| N | provides advice on parliamentary procedures to Standing Committee members and requires tact and diplomacy in dealing with politicians, government officials, the public and the media. |

140 - medium rating: requires sound administrative experience and good organizational skills

**MENTAL DEMANDS**

| C | provides support services within a variety of established procedures and policies |
| 3 | determines requirements in order to provide adequate support services during and out of session, e.g. staffing, office space, etc. |
| g | low rating: problems encountered are of a generally routine or recurring nature |

35

**ACCOUNTABILITY**

| C | duties controlled by procedures and methods but position exercises some discretion in selecting appropriate course of action |
| 2 | position has moderate financial impact administering the department’s budget |
| S | actions support efficient operation of the Legislative Assembly |

46 - low rating: rules of Committee and parliamentary procedure provide guidelines for decision-making; financial and administrative decisions controlled by established government policies and procedures

**WORKING CONDITIONS**

- normal
BENCHMARK POSITION DESCRIPTION

Position Title: Registrar of Land Titles
Dept.: Justice
BM No.: MG2

BASIC FUNCTION:
Supervise and participate in all Yukon land registration activities to maintain accurate, current records for the Government and facilitate sales closings.

DIMENSIONS:
Personnel Complement: 2
Casuals: 1

NATURE AND SCOPE:
The position reports to the Director, Legal Services, along with the Public Administrator/Chief Coroner and Solicitors.

The position supervises and participates in the registration of all land transactions occurring in Yukon, and supervises the performance of related activities. Between 3,000 and 4,000 transactions are registered annually in compliance with the Canadian Land Titles Act. Lands involved include Federal, Territorial, and private holdings.

The following subordinates report directly to the position:

Deputy Registrar of Land Titles – This subordinate receives, examines and registers instruments submitted for registration. He/she acts as the Registrar of Land Titles in the incumbent’s absence.

Clerk Typist – This subordinate provides secretarial and receptionist services for the unit. He/she also conducts searches and requests for historical land information as required.

Clerk – This subordinate performs a variety of support services, including assisting clients at the counter, filing documents and survey plans, and assisting other staff members with registrations and other work as requested.

The position supervises all activities of and trains these subordinates as necessary.
The position’s most critical function is assuring the accuracy and timeliness of all land registrations. All instruments submitted regarding sales are examined closely, existing records or properties are compared to those submitted, and any necessary additional information is obtained before transactions are registered. All instruments submitted and reviewed must conform to appropriate statutes, and the position interprets the Land Titles Act as needed. Registrations of subordinates are reviewed for accuracy. Most registrations are completed within 24 hours of their submittals, although both buying and selling parties and their solicitors may request more rapid registrations. The position balances the need for accuracy against the need to complete registrations swiftly.

The Department is legally accountable for the accuracy of registrations. Errors can result in costly litigation, although most cases are settled out of court. An assurance fund, funded by a percentage fee taken from every property sale, is maintained for the purpose of paying for any errors in registration.

The position defends all staff activities and decisions in court as necessary.

All registration instruments and other documents are retained in the office. Copies are sent to owners, appropriate municipalities, Yukon assessors, and other Government staff as necessary. A substantial amount of the position’s effort is devoted to developing improved information storage and retrieval systems.

The position develops annual budget forecasts for the unit, calculating costs for salaries and operating expenses.

The position liaises with Federal Regional Surveyors, the Crown Attorney’s office, and other Yukon and Federal department representatives. Information and documents are exchanged, and the position works with Federal employees to interpret land registration legislation and policies. He/she also is a member and attends meetings of the Whitehorse Law Society Real Estate Subsection to maintain contact and good relations with members, the solicitors who are likely to represent clients for land registration.

The position monitors the Yukon legislature for any activities regarding land registration.
SPECIFIC ACCOUNTABILITIES:
- Provide for the timely and accurate registration of land transactions by personally performing and training and supervising subordinate staff in registration activities.
- Provide for the unit’s increased efficiency by developing and implementing improved information and document storage and retrieval systems.
- Provide for the efficient, effective functioning of the unit by liaising with Federal and Territorial government staff and with solicitors involved in land registrations.
- Provide for the continued cost-efficient operation of the unit by preparing annual operating budget costs estimates.

SELECTION CRITERIA:
Thorough understanding of the nature and types of Yukon land transactions.

Post-secondary degree and/or substantial knowledge of land management, real estate law, and conveyancing.

Facility with the tools, techniques, and principals of Yukon land registration.

Strong managerial and supervisory skills.

Ability to communicate effectively with others, both verbally and in writing.
GROUP ALLOCATION RATIONALE: Manages the Land Titles office, developing and implementing improved information and document storage and retrieval systems.

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

D - requires knowledge of land management, real estate law and conveyancing; knowledge of the nature and types of Yukon land transactions; knowledge of the procedures, policies and legislation related to Yukon land registration; acquired through post-secondary education and related experience

1 - performs activities to administer the registration of land titles

N - requires tact and diplomacy to deal with federal and territorial officials, members of the legal profession and the general public

160 - high rating: requires in-depth knowledge of pertinent legislation and regulations

MENTAL DEMANDS

D - exercises independent judgement within limitations of Yukon ordinances and Federal Statutes, e.g. Land Titles Act (Canada), Land Surveys Act (Canada), Mechanics’ Lien Ordinance, etc.

3 - closely examines a variety of information to ensure accuracy of registrations; interprets land registration legislation and policies as required

i - high rating: position required to develop and implement improvements to policies and procedures for overall administration of the Land Titles program

ACCOUNTABILITY

C - work is controlled by the requirements of the legislation

1 - indeterminate direct dollar impact

D - makes final decisions regarding land registrations

70 - high rating: position is legally accountable for accuracy of registrations and decisions can only be overthrown by recourse to litigation

WORKING CONDITIONS

- Normal office conditions
BENCHMARK POSITION EVALUATION:

Position Title: Director of Assessment
Dept.: Justice
Workers' Compensation Board

BM No.: MG3

BASIC FUNCTION:
Direct the enforcement of the Assessment provisions of the Workers’ Compensation Act.

DIMENSIONS:
Personnel Complement: Budget 1985-86:
Direct: 4 Payroll: $170,000
Indirect: 3

NATURE AND SCOPE:
The position reports to the Executive Director of the Workers' Compensation Board.

The position ensures that all employers operating in the Yukon are registered with the Workers' Compensation Board and that sufficient revenue is collected from these employers to cover the costs of claims.

The following subordinates report directly to the position:

Assessment Auditor (1) - This subordinate conducts payroll audits of employers throughout the Yukon Territory, obtains Certified Statements of Payroll from employers located outside the Territory and answers various enquiries by employers in the field concerning assessment matters.

Assessment Officers (2) – These subordinates perform duties pertaining to registration of employers, processing of Annual Payroll Returns, assisting in collection of assessments and calculating merit rebates.

Assessment Stenographer (1) – This subordinate types all Assessment Department material, maintains assessment files, answer enquiries or directs them to appropriate staff.

The position trains, assigns work to and supervises the work of these subordinates.
The position interprets and enforces the Assessment provisions of the Workers' Compensation Act and Board policies. Decisions are selected based on a sound knowledge of administrative, financial, and auditing procedures related to assessment. An employer’s industry classification is determined for the purpose of assessment rating; unregistered employers traced; and assessments collected according to established guidelines. The major challenge is maintaining a good working relationship and liaison with employers and employers’ associations.

As the senior representative of the Assessment Department, the position is the spokesperson for the Yukon Workers' Compensation Board at the annual convention of the Workers’ Compensation Boards of Canada. Continual contacts are maintained with employers’ associations, counterparts in the boards across Canada, company executives and other departments of the Yukon Government.

**SPECIFIC ACCOUNTABILITIES:**
- Ensure accurate classification of employers’ industries for assessment rating by interpreting legislation and Board policies.
- Direct the efficient auditing of employers and collection of assessments by coordinating work and reviewing output for quality and consistency.
- Maintain good working relationships with employers through personal contact with employers, their associations and industry representatives.

**SELECTION CRITERIA:**
Requires sound knowledge of administrative, financial, and auditing procedures and a good working knowledge of the Workers' Compensation Act.

Ability to organize and direct staff.

Ability to communicate tactfully with employers and to speak publicly as spokesperson for the Board.
**BENCHMARK POSITION EVALUATION**

**Position Title:** Director of Assessment, Workers’ Compensation Board  
**Dept.:** Justice  
**BM No.:** MG3  
**Total Points:** 293  
**Job Shape:** +3

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**GROUP ALLOCATION RATIONALE:** Directs the activities of a unit responsible for the enforcement of the Assessment provisions of the Workers’ Compensation Act.

**EVALUATION FACTOR**

<table>
<thead>
<tr>
<th><strong>KNOWLEDGE AND SKILLS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>D - requires sound knowledge of the administrative, financial and auditing procedures related to assessments; good working knowledge of the Workers’ Compensation Act</td>
</tr>
<tr>
<td>1 - activities carried out within the single subfunction of assessments</td>
</tr>
<tr>
<td>Y - results of position accomplished through subordinates</td>
</tr>
<tr>
<td>160 - medium rating: requires well-developed supervisory and general administrative skills</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>MENTAL DEMANDS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>D - selects alternative courses of action according to the legislation and the policies of the Workers’ Compensation Board</td>
</tr>
<tr>
<td>3 - determines classification of employer’s industry for the purpose of assessment rating: traces unregistered employers; interprets and enforces Assessment sections of the Act and policies of the Workers’ Compensation Board</td>
</tr>
<tr>
<td>i - high rating: recommends changes and revisions to the Act, methods and procedures</td>
</tr>
<tr>
<td>53</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ACCOUNTABILITY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>D - goals and objectives are laid out in the Workers’ Compensation act and by the Worker’s Compensation Board and the position selects appropriate methods to accomplish objectives</td>
</tr>
<tr>
<td>2 - financial size of impact is moderate</td>
</tr>
<tr>
<td>S - actions support the collection of sufficient revenue from employees to cover the costs of claims</td>
</tr>
<tr>
<td>80 - medium rating: funds administered are subject to strict guidelines over which the position has little control</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>WORKING CONDITIONS</strong></th>
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<tbody>
<tr>
<td>- normal</td>
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*Section Five - Management Benchmarks*  
*Job Evaluation Manual*  
*Original issue date: 1986/07/24*
BENCHMARK POSITION DESCRIPTION
Position Title: Public Administrator and Chief Coroner
Dept.: Justice
BM No.: MG4

BASIC FUNCTION:
Manage the Public Administrator and Chief Coroner’s office, developing and modifying procedures to meet legislative requirements.

DIMENSIONS:
Personnel Complement: Direct: 4
Indirect: 26
Budget 1985-86:
Payroll:
Capital:

NATURE AND SCOPE:
The position reports to the Deputy Minister of Justice along with the Judicial Administrator, the Chief Probation Officer, the Director of Corrections, the Director of the Workers’ Compensation Board and the Director of the Yukon Liquor Corporation.

The position performs the duties of Chief Coroner and Public Administrator for the Yukon ensuring that documentation and procedures are applied to meet the statutory provisions for death legislation and estates administration.

The following subordinates report directly to the position:

Administrator of Estates (1) – This subordinate administrates the estates of deceased persons, manages the office and is assistant to the Public Administrator in all matters.

Secretary (1) – This subordinate maintains files and records, takes dictation and types deeds of conveyance, legal documents and general correspondence.

Accounting Clerk (1) – This subordinate maintains all financial records and tax returns for estates, advises on investment alternatives, and assists with budget preparation and variance reporting.
Clerk Typist (1) – This subordinate types general correspondence, applications for benefits and form letters; does filing and performs receptionist duties under the direction of the Administrator of Estates.

The position trains, assigns work to and supervises the work of these subordinates.

The position manages the investigations of deaths throughout the Yukon by directing the work of coroners and coordinating the efforts of the RCMP, pathologists, physicians and morticians. Autopsies are authorized, instructions for possession and transportation of bodies are given and arrangements for autopsies outside of the Yukon are coordinated through the Chief Coroner’s office. The position ensures that the investigation is complete and that all documents such as autopsy reports and death registrations and that all procedural and statutory provisions are met. Communication with all involved parties is necessary to clarify the causes and circumstances surrounding deaths. The position decides whether an Inquest is warranted and arrangements are coordinated by office staff. Expenditures related to investigations and autopsies are authorized by the position and processed by office staff.

The position directs the work of coroners located throughout the Yukon and provides recommendations to the Cabinet on appointment and revocation of appointments for coroners. Under the direction of this position the RCMP provides assistance in investigations, security of bodies, attendance at autopsies, provision of documents, and ensuring witnesses and jurors attend Inquests.

The position manages the Public Administrator’s office ensuring that statutory provisions and required documentation for estate administration are met. Involved parties are notified of instructions for disposition of personal effects and advised of the statutory provisions of death legislation, tax and trust requirements. Completed documents such as tax returns, legal documents to secure Court Orders and deeds of conveyance are reviewed and processed. The position invests funds held in trust and liaises with the Department of Finance and financial institutions to ensure continuity of procedures and appropriate terms of investment.

The position acts as Official Guardian for children taken into public care. The position reviews reports from social workers and appoints a Child Advocate or resource person. The position oversees the wardship until an Official Guardian is appointment by the Court and ensures the completion of appropriate documents.
SPECIFIC ACCOUNTABILITIES:
- Ensure that deaths are investigated and statutory provisions are met by supervising the work of Yukon coroners and directing the efforts of the RCMP, physicians and morticians.
- Manage the Public Administrator’s office by issuing instructions, advising on statutory provisions, liaising with Consuls and financial institutions and holding money in trust.
- Ensure that children under public care are represented by a Child Advocate.
- Ensure procedures and legislation are current by maintaining up-to-date manuals for coroners, liaising with the Legal Department, proposing amendments to legislation and exchanging information with other coroners, research organizations and government agencies.

SELECTION CRITERIA:
A combination of legal/medical professional based body of knowledge acquired through substantial post-secondary education and/or experience.

Ability to organize and direct staff.

Ability to communicate with tact and diplomacy in dealings with families of deceased persons and creditors of estates.
BENCHMARK POSITION EVALUATION

Position Title: Public Administrator and Chief Coroner
Dept.: Justice
BM No.: MG4

Total Points: 337
Job Shape: +3

GROUP ALLOCATION RATIONALE: Manages the Public Administrator and Coroner’s office, developing and modifying procedures to meet legislative requirements.

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

E - requires a combination of legal/medical professional based body of knowledge acquired through substantial post-secondary education and/or experience
1 - managerial skills apply to activities encompassing the subfunctions of estates administration and death investigations
N - requires tact and diplomacy in dealings with families of deceased persons and creditor of estates
184 - medium rating: requires sound knowledge of legislation and procedures relating to coroner’s and public administration function

MENTAL DEMANDS

D - exercises independent judgement within limitations of varied and complex legislation, e.g. accept or reject offers to purchase assets; determine if inquiry or inquest into cause of death to be held
3 - requires analysis of variety of information, e.g. reports and documents related to death investigations, estate administration, and guardianship of minors
i - high rating: deals with a wide range of documents, e.g. coroner’s, RCMP, and autopsy reports, death registrations, income tax returns, deeds of conveyance, social worker reports, Court documents, etc.

ACCOUNTABILITY

D - reviews, recommends, and implements changes to legislation, methods, procedures, and policies
1 - indeterminate direct $ impact
D - has delegated responsibility for administration of estates and guardianship of minors
92 - medium rating: decisions are made within the confines of the controlling legislation

WORKING CONDITIONS

- normal
BENCHMARK POSITION DESCRIPTION

Position Title: Manager, Financial Operations
Dept.: Community & Transportation Services
BM No.: MG5a

BASIC FUNCTION:
Manage and coordinate ongoing financial operations of the Department, including financial reporting and control systems, budget preparation and assembly, financial reviews and financial planning.

DIMENSIONS:

Personnel Complement: 2
Direct: 2
Indirect: 4
Budget: 1984-85
Payroll: $210,000
O & M: $220,000

NATURE AND SCOPE:
The position reports to the Assistant Director, Finance and Administration along with the Manager of Special Projects and two Clerk Typists.

The position is responsible for the control of all departmental financial operations to ensure compliance with financial legislation, regulations, directives, and policies within limits set by budgetary processes, revolving fund provisions or cost recovery agreements. The position is also responsible for the control of standard cost accounting systems used for construction, maintenance and mechanical operations. The majority of this work is accomplished through the following subordinates who report directly to the position:

Accounting Clerks (2) – One of these subordinate positions is responsible for the accounts receivable function and the provision of research assistance to the Manager. The other position supervises accounting staff (4) who are responsible for all centralized departmental accounting functions such as accounts payable and payroll.

The position prepares various departmental financial reports, including variance reporting and year end financial statements. This entails personal contact with department managers, Branch Heads and the Deputy Minister and communicating the results of financial operations to them. The departmental budget is coordinated by the position, which involves directing the budget preparation, compiling and submitting the document to Finance Department, determining cash flows and developing long range forecasts. While the budget is coordinated by the position,
final accountability for the budget rests with the unit/program managers and final responsibility for budget coordination rests with the Director, Finance and Administration.

Financial advice is provided to various cost account centres in the Department to ensure adherence to Government legislation, policy and procedures and overall Departmental requirements. From time to time, in cooperation with the Manager of Special Projects, the position is responsible for the preparation of analysis and development of management information and data systems. Regular contacts are maintained with Department of Finance and Government Services personnel. In addition, frequent contact is maintained with Federal Government officials regarding cost-shared arrangements, as well as other territorial government officials such as Auditor General and Internal Audit.

SPECIFIC ACCOUNTABILITIES:
- Manage all ongoing financial operations of the Department by ensuring compliance with financial legislation, regulations, directives, and policies within established limits.
- Coordinate Departmental budget by directing budget preparation, compilation for review, determination of cash flows, and development of long range forecasts.
- Provide financial guidance to unit managers by giving advice regarding financial adherence to various regulations and legislation.
- Recommend and implement changes in information systems and procedures by preparing analysis and developing management information and data systems.

SELECTION CRITERIA:
Knowledge of accounting principles and practices as typically acquired through completion of a professional accounting designation (CGA, RIA) plus several years senior administrative experience, or an equivalent combination of experience and training.

Knowledge of government financial systems, costing systems, and management information systems.

Well-developed supervisory and general administrative skills.
BENCHMARK POSITION EVALUATION:
Position Title: Manager, Financial Operations  Dept.: Community & Transportation Services
Total Points: 384  Job Shape: +1

BM No.: MG5a

GROUP ALLOCATION RATIONALE: Manages a unit responsible for and advises on the management of departmental financial resources and operational systems.

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
E - requires professional accounting designation as well as sound knowledge of government financial systems, costing systems, and management information systems
1 - coordinates and manages the financial operations of the department
Y - results of position accomplished through subordinates
212 - medium rating: requires well-developed supervisory and general administrative skills

MENTAL DEMANDS
D - latitude for independent judgement limited by varied and complex financial operations, e.g. budgetary processes, revolving fund provisions, and cost recovery agreements
4 - evaluates and recommends changes in operational systems and procedures in all branches, e.g. preventative maintenance systems, more effective deployment of resources, costing on projects, etc.
j - low rating: varying types of problems but in most cases are not unique
80

ACCOUNTABILITY
D - determines methods of attaining goals and objectives set by Director
3 - $ size of budgets coordinated is substantial
S - recommends and implements changes in systems and procedures to influence results
92 - low rating: final accountability for allotted unit budgets rests with unit/program managers, plus final responsibility for coordination of department budget rests with Director, Finance and Administration

WORKING CONDITIONS
- normal
BENCHMARK POSITION DESCRIPTION

Position Title: Area Highway Maintenance Superintendent
Dept.: Community and Transportation Services
BM No.: MG5b

BASIC FUNCTION:
Manage the maintenance of the Yukon Government’s roadways in an assigned area to assure their conditions meet Departmental standards.

DIMENSIONS:
Personnel Complement:
Permanent  40-50
Seasonal  150-175
Annual Operating Budget: $8 – 10m

NATURE AND SCOPE:
The position reports to the Director, Highway Maintenance along with two other Area Superintendents, the Administrative Officer, the Supervisor, Driver Training, the Transport Foreman, the Sign Shop Foreman and the Crusher Crew Foreman.

The Department maintains the Yukon’s entire roadway system as well as its airports. The Territory’s roadway system is divided into three geographic areas, each managed by an Area Superintendent. Each area includes several camps which have crews of from three to five equipment operators and mechanics under the supervision of a Road Foreman. These crews grade and shape the roadways (paved, calcium chloride, and gravel), repair holes and other defects and perform a variety of other tasks such as clearing culverts and drainage ditches, removing obstructive brush, maintaining airport runways and buildings, and freeing frozen culverts of ice with steam equipment. Each area includes about 2,500 kilometres of roadway.

The position’s role is that of directing all these maintenance operations in an assigned geographic district.

The following subordinates report directly to the position.

Road Foremen (7-9) – Each subordinate supervises road maintenance and shop operations in an assigned area. Typically, each Foreman has a crew of four or five Heavy Equipment Operators and one or more mechanics who maintain the roadway.
system from a shop or “camp”. During summer months, each shop or “camp” may have up to twenty people performing the road and equipment maintenance work. Equipment in each camp normally includes Cat 12 graders, 3.5 yard Arctic Cat loaders, D-6 or D-7 Cat bulldozers, a mobile steamer, and a tractor. The principal work of the subordinates is the day-to-day supervision of patrolling and maintaining the roadways and appurtenances. While each of the Road Foremen supervises the daily road maintenance tasks, the Superintendent provides broader and longer-range guidance to those operations. This includes such actions as planning future road work for upgrading the highway system, developing annual budgets for the maintenance work, and making certain people, equipment and materials are properly organized and available for effective accomplishment of objectives.

The position is in daily contact by radio or telephone with foremen to assist them with questions about such matters as personnel problems, report preparation or availability of equipment and materials. The incumbent travels frequently to work sites to assure that work is being performed to Departmental quality and safety standards.

The incumbent regularly monitors expenditures to assure work is being performed within budget. This task includes reviewing time and activity records to assure the proper accounting for the work.

Substantial attention also is given to determining that necessary equipment is available and properly maintained. This includes developing and communicating maintenance procedures as well as anticipating seasonal work and the types and amounts of equipment needed to carry it out.

The position acts independently in such situations as determining how to carry out normal maintenance work or resolving worker grievances. The incumbent confers with the Manager, Highway Maintenance on matters such as those involving major emergency road repairs where substantial expenses will be incurred or where maintenance work orders are insufficiently funded.
SPECIFIC ACCOUNTABILITIES:
- Assure that assigned roadways, airports and structures are maintained to Departmental standards by effective direction of area maintenance operations.
- Provide a sound basis for area direction and control by developing annual operating plans, schedules and budgets.
- Assure the availability of proper, safely maintained equipment for area maintenance work by directing an effective equipment maintenance program and performing equipment scheduling.
- Assure a work force in the area capable of effective maintenance service by training and developing key subordinates.
- Assure the cost effectiveness of area maintenance operations by monitoring work in progress and costs compared to budgets and initiating needed corrective action.
- Provide for the safety of area work crews by carrying out an effective program of safety training and safety enforcement.
- Provide for a favourable labour climate conducive to productive work performance by fair administration of the collective agreement.

SELECTION CRITERIA:
Substantial experience in repair, construction and maintenance of road, street and airport systems and in heavy equipment maintenance.

Post-secondary or graduate level management education and experience in supervising the work of others, and in developing and following operating and capital budgets.

Yukon drivers license, Class 1 with air endorsement.
BENCHMARK POSITION EVALUATION
Position Title: Maintenance Superintendent  BM No.: MG5b
Dept.: Community & Transportation Services
Area Highway

**Group Allocation Rationale:** Manages the maintenance of Yukon’s roadways in an assigned area.

### Evaluation Factor

<table>
<thead>
<tr>
<th>Evaluation Factor</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Knowledge and Skills</strong></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>requires substantial experience in construction and maintenance of road, street, and airport systems and in heavy equipment maintenance</td>
</tr>
<tr>
<td>1</td>
<td>performs activities to maintain Yukon’s roads and airports</td>
</tr>
<tr>
<td>Y</td>
<td>results of position accomplished through subordinates</td>
</tr>
<tr>
<td>212</td>
<td>medium rating: requires well-developed supervisory and management skills including the ability to develop and follow operating and capital budgets</td>
</tr>
<tr>
<td><strong>Mental Demands</strong></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>within assigned geographic area and approved budgets, ensures effective deployment of staff, equipment, and materials to accomplish maintenance operations</td>
</tr>
<tr>
<td>4</td>
<td>plans future highway upgrading operations, develops budgets and schedules for maintenance work, develops and communicates equipment maintenance procedures, etc., all of which require analysis and evaluation of a variety of data</td>
</tr>
<tr>
<td>j</td>
<td>low rating: varying types of problems but in most cases are not unique</td>
</tr>
<tr>
<td>80</td>
<td></td>
</tr>
<tr>
<td><strong>Accountability</strong></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>determines operational methods to accomplish generally defined objectives</td>
</tr>
<tr>
<td>3</td>
<td>financial impact of position’s end results is substantial</td>
</tr>
<tr>
<td>S</td>
<td>activities support the provision of properly maintained highways for Yukon travellers</td>
</tr>
<tr>
<td>122</td>
<td>high rating: strong financial accountability and supervision and coordination of a large staff covering a large area</td>
</tr>
<tr>
<td><strong>Working Conditions</strong></td>
<td></td>
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<tr>
<td>-</td>
<td>normal</td>
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</table>
BENCHMARK POSITION DESCRIPTION

Position Title:  Director, Administration
Dept.: Renewable Resources  
BM No.: MG6a

BASIC FUNCTION:
Administer the Department’s finance and personnel functions to assure the availability of financial information and qualified staff to complete Department projects.

DIMENSIONS:

Personnel Complement:  2
Department Staff:  70
Department Casuals:  150
Budget Administered:  $7.0m

NATURE AND SCOPE:
This position reports to the Deputy Minister, along with the Director, Policy, the Director, Lands, Parks and Resources, the Director, Fish & Wildlife, and the Director, Agriculture.

The position administers the personnel and finance functions of the Department and monitors and arranges for improvements to the Department’s physical plant.

The position’s work is complicated by the seasonal nature of the Department’s activities. Many more employees perform office and field work during the warm weather and expenditures are accordingly higher and more frequent.

The following subordinates report directly to the position:

   Administrative Assistant – This subordinate supervises and administers the department’s personnel, purchasing, and building and equipment maintenance and repair functions and activities. The Administrative Assistant supervises four subordinates.

   Financial Officer – This subordinate supervises the daily payment of invoices and the manual commitment and expenditure system, the reconciling of the manual and computer records systems, the collection of revenue, and the billing of cost-sharing agreements. The Financial Officer supervises three subordinates.
The position supervises all phases of annual budget planning and use. Budgets are prepared for presentation to the Minister and Deputy Minister and, later, to the Legislative Assembly for approval. All budgets and their expenditures must conform to Department and Government mandates and regulations. At the same time, budgets must allow adequate funds for Departmental project completions. The position monitors all expenditures and reconciles financial records manually and by computer. Financial reports are prepared for the Minister, and the position provides Departmental financial information to central Government agencies as required.

The Department’s staff is composed of permanent and casual workers. The position recruits and hires staff members and together with their immediate supervisors, monitors their work. The position is also accountable for completing termination procedures.

With staff members and with other Government agencies, the position obtains and enhances Departmental work space, equipment, and work environments. In this, as in other capacities, the position functions as a trouble shooter and resource for all staff members. The position provides information, interpretation and direction concerning Governmental and Federal policies, Department finance and personnel matters, and other work-related topics and problems. This assistance may be provided in writing or verbally. The position visits staff work locations, both in the office and in the field, to exchange such information.

**SPECIFIC ACCOUNTABILITIES:**

- Provide efficient and cost-effective financial services to the Department by preparing budgets, monitoring expenditures, and reconciling records.
- Assure the Department of a qualified staff by hiring, developing, and monitoring the work of employees, and following established termination procedures.
- Provide adequate working facilities and environments to employees by analyzing and enhancing the Department’s physical plant and responding to related staff concerns.
- Provide that Departmental work is performed and completed efficiently and in accord with policy and regulations by giving information and assistance to all staff as required.

**SELECTION CRITERIA:**

Extensive understanding of and experience with Government procedures.
Thorough understanding of the unique renewable resources needs of the Yukon Territory and its citizens.

Thorough knowledge of Yukon policies and legislation.

Extensive administrative experience and ability.

Excellent written and oral communications abilities and facility in working with people.

Strong abilities in accounting, financial record keeping, and budget preparation.

Post-secondary degree in accounting, finance or economics.
BENCHMARK POSITION EVALUATION
Position Title: Director, Administration  Dept.: Renewable Resources
Total Points: 472  Job Shape: +1
BM No.: MG6a

GROUP ALLOCATION RATIONALE: Manages the Administration Branch and advises on the management of financial, human, and material resources in the Department of Renewable Resources.

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

E - requires an in-depth knowledge of government administration including financial, personnel, purchasing, and data processing principles and practices; familiarity with the department’s programs and relevant legislation and regulations acquired through substantial post-secondary education and considerable administrative experience

1 - subfunctions supervised provide general administrative services, including financial control, to the Department of Renewable Resources

Y - results of position accomplished through subordinates

244 - high rating: reflects the high level and variety of knowledges and skills required, including strong managerial skills required to coordinate the administrative and support activities for the territory-wide and seasonal programs of the department.

MENTAL DEMANDS

D - latitude for independent judgement limited by a variety of complex procedures e.g., budgetary processes, personnel procedures, computer services, field operations throughout the territory

4 - problems encountered require analysis and evaluation of a variety of data in varying areas, e.g. financial implications of cost-sharing agreements, cost of land claims, and proposed new/revised policies or programs

k - high rating: reflects the variety and magnitude of problems encountered, e.g. 106 financial, personnel, computer systems, etc. all of which are complicated by the seasonal nature of the Department’s territory-wide activities
ACCOUNTABILITY

D - within established policies and set goals, develops and establishes accounting, inventory control, and personnel procedures

3 - financial size of department budgets coordinated is substantial

S - participates and shares in end results of the coordination and administration of the Department’s budget

122 - high rating: although the measurable financial accountability is at the low end of the 3 level, Capital Projects relate mainly to campgrounds establishing an infrastructure for tourism which has a significant indirect impact on territorial public

WORKING CONDITIONS

- normal
BENCHMARK POSITION DESCRIPTION

Position Title: Director, Marketing
Dept.: Tourism
BM No.: MG6b

BASIC FUNCTION:

Develop and implement tourism marketing strategies and policies; plan and coordinate promotion and liaison within the tourism industry.

DIMENSIONS:

Personnel Complement: Direct 4, Indirect 3, (Casual) 24
Budget: 1985-86
Payroll: $455,700
Capital:
O & M: $1,328,200

NATURE AND SCOPE:

The position reports to the Deputy Minister, Tourism along with the Director of Development, the Director of Heritage, a Policy Analyst, the Expo ’86 Coordinator (a term position), the Director of Administration and a Secretary.

The development of marketing programs aimed at increasing Yukon’s share of domestic and international tourism markets is essential to supporting a key area of the Yukon’s economy. The challenge of the position is to ensure public funds allocated to tourism foster the growth of the industry.

The following subordinates report directly to the position:

- Marketing Officers (3) – These subordinates conduct market research studies, develop advertising material and direct mail programs.

- Secretary (1) – This subordinate provides secretarial services to the Director and department staff.

The position trains, assigns work to and supervises the work of these subordinates.
The position develops marketing objectives and strategies based on research studies which evaluate tourism satisfaction with the existing programs, expenditure patterns and place of origin. A data base of information is maintained to support research on consumers’ preferences and that information is continually reviewed and updated to assess consumer demand for tourism products.

The position works extensively with industry associations and executives to coordinate joint marketing programs, obtain industry input to marketing plans and to provide assistance to the Yukon tourism industry. The position represents Tourism Yukon as a spokesperson at domestic and international conferences, meetings and trade shows and responds to the media as directed by the Deputy Minister. The position collaborates with other governments such as Tourism Canada, the Alaska Visitors Association Marketing Council as well as specific airlines to exchange information and negotiate joint advertising campaigns.

The position implements marketing programs, directing advertising agencies, outside suppliers and contractors and allocating branch resources to ensure timely, and cost-effective marketing elements. The preparation, production and distribution of tourism literature is coordinated by the position to encourage interest in the Yukon and to provide specific information for tourists.

The position assists the Deputy Minister with the financial administration of the department by preparing budgets and variance reports.

SPECIFIC ACCOUNTABILITIES:
- Develop and implement marketing programs by directing market studies and data collection, directing the participation of private sector firms and associations, designing methodologies to evaluate their effectiveness.
- Encourage tourist interest in the Yukon by coordinating the development and distribution of literature and advertising.
- Provide assistance to the Yukon tourism industry by liaising with industry representatives and jointly developing marketing programs.
- Participate in the development of tourism policy by advising the Deputy Minister on marketing strategies and resource allocation.

WORKING CONDITIONS:
Requires a significant amount of both domestic and international travel.

**SELECTION CRITERIA:**
Extensive knowledge of tourism marketing techniques and strategies acquired through substantial experience.

Ability to conduct market research.

Ability to communicate effectively with staff, industry groups and the media.
Position Title: Director, Marketing
Dept.: Tourism
BM No.: MG6b
Total Points: 479
Job Shape: +1

GROUP ALLOCATION RATIONALE: Develops and implements tourism marketing strategies and policies; plans and coordinates promotion and liaison with the tourism industry

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
E - requires extensive knowledge of tourism marketing techniques and strategies acquired through substantial experience; research and analysis skills
1 - performs activities to promote Yukon to domestic and international tourism markets
Y - high level interpersonal skills required to “sell” the Yukon to tour operators; results of position accomplished through subordinates
244 - high rating: requires in-depth knowledge of tourism marketing as well as well-developed supervisory/program management skills

MENTAL DEMANDS
E - considerable latitude for independent judgement in developing and implementing marketing objectives and strategies
4 - analyzes a variety of research data to identify marketing needs; develops, implements, and evaluates the effectiveness of marketing plans
k - low rating: problems encountered are in a relatively narrow area and solutions reflect coordination with other branches, particularly tourism policy
106

ACCOUNTABILITY
D - within general policies and guidelines, determines marketing program guidelines, procedures, and priorities
2 - moderate immediate financial impact
D - has authority to reallocate resources within and for expenditure and control of allotted branch budget
122 - medium rating: direct financial impact is in the middle of level 2

WORKING CONDITIONS
L - little unusual physical effort required
1 - little risk of physical harm or injury
B - requires significant amount of both domestic and international travel
7 - medium rating: although the amount of travel is significant, it is not substantial
BENCHMARK POSITION DESCRIPTION

Position Title: Construction Manager
Dept.: Government Services
BM No.: MG7a

BASIC FUNCTION:
Plan and manage the building construction program for the Yukon Government which recognizes short and long term objectives and meets standards for quality, timeliness and budgetary constraints.

DIMENSIONS:
Personnel Complement: Direct 5
Indirect: 23
Payroll $700,000
Capital: $2,000,000

NATURE AND SCOPE:
The position reports to the Director of Public Works along with the Maintenance Manager and a Secretary.

The building construction program may involve up to 100 construction and design projects underway concurrently. The challenge of this position is to provide each with direction, guidance and decisions on cost, scheduling, quality and client satisfaction. Supervision is exercised over groups of professionals and technical subordinates engaged in survey, design, construction inspection and related activities. A high degree of independent judgement is exercised in planning projects and programs and in resolving complex administrative and technical problems.

The following subordinates report directly to the position:

Project Managers (3) – These subordinates manage construction projects of varying size and complexity, provide assistance to client departments in preparing construction estimates and monitor projects to ensure completion on time and budget and compliance to specifications.
Design Architect (4) – These subordinates prepare and coordinate preparation of building designs, construction and design estimates, review the work of engineering and architectural consultants, review and supervise the work of in-house draftspersons and design technologists.

The position trains, assigns work to and supervises the work of these subordinates.

The position has overall responsibility for planning of building construction. Organization, direction and coordination of designs, plans, layouts and field or project inspections are important as well as the preparation of plans, review of plans, specifications, estimates, construction reports and contract documents.

Inspection of projects is occasionally required to ensure contractor compliance, review of work by subordinates and to resolve project problems. A key responsibility of the position is the final inspection of projects and authorization that the project is completed and accepted.

As many Yukon building projects are designed by architects and consulting engineers, the position provides overall supervision and coordination to ensure compliance with user programs, building standards and maintenance practices.

The position provides for quality control as well as financial control by supervising the preparation of tender specifications, conferring with contractors on contract interpretation, negotiating contractual definitions of scope of work and contract changes and approving submissions for payment of claims.

Occasionally, the position assumes the Director’s responsibilities in his absence.

SPECIFIC ACCOUNTABILITIES:

- Ensure that the Building Construction Program is planned and managed in accordance with building standards, Government policy and user needs by supervising project managers and contracted groups through all phases of the project.
- Ensure quality control of projects, compliance with legal and budgetary requirements by supervising tender issue and contract administration.
- Provide Government departments with technical expertise by assisting them in planning and managing construction projects.
- Provide policy guidelines for building construction consistent with codes, regulations and overall Government policy.
SELECTION CRITERIA:
Professional engineer with a broad knowledge of the principles and methodologies of building design, construction and functional planning.

Ability to communicate effectively and with considerable tact.

Several years experience at a responsible and independent management level in private industry.
GROUP ALLOCATION RATIONALE: Manages and directs the activities of professional, technical, and support staff engaged in building design and construction.

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

E - works as a professional civil engineer with a broad knowledge of the principles and methodologies related to building design and construction; requires considerable related experience, including management experience

2 - managerial skills encompass the coordination of the planning and design of building projects and all phases of the construction programs from start to completion, on a territory-wide basis

Y - results of position accomplished through subordinates, consultants, and contractors

244 - low rating: specialized expertise is contracted for building projects as required

MENTAL DEMANDS

E - exercises considerable independent judgement in planning construction projects and programs within established policy, financial limits and sound engineering practice

4 - resolves administrative and technical problems through analysis of engineering data, evaluation of designs, interpretation of building codes and standards, etc.

k - low rating: construction projects, and therefore problems to be resolved, reflect a limited number of type of building, consultant specialized assistance is available for many unique problems

ACCOUNTABILITY

E - within broadly outlined goals and objectives of user/client departments and program objectives determined with the Director, develops and implements building programs, determining practical and economical methods of construction

2 - size of the job’s impact on end results of the Construction Section is moderate

D - has authority to reallocate resources within and for expenditure and control of allotted section budget

160 - low rating: reflects sharing of accountabilities with client departments

WORKING CONDITIONS

- normal
BENCHMARK POSITION DESCRIPTION

Position Title: Director, Manpower Development
Dept.: Education
BM No.: MG7b

BASIC FUNCTION:
Direct the planning, development, and maintenance of an effective Manpower Development Program for the Yukon Government.

DIMENSIONS:
Personnel Complement: Direct: 2 Indirect: 4
Budget: 1985-86 Payroll: $1,000,900
Capital: $20,000 O & M: $1,029,300

NATURE AND SCOPE:
The position reports to the Deputy Minister of Advanced Education and Manpower along with the Director, Yukon College, the Branch Administrator and the Director, Program Research and Planning.

The position provides for the effective development, maintenance and the on-going evaluation of apprentice training, tradesmen’s qualifications, certification, industrial training, Manpower Consultative Services and employment development programs and supports senior management in policy and strategic planning.

The following subordinates report directly to the position:

Manager, Employment Development (1) – This subordinate implements, maintains and evaluates employment development programs, including joint Federal/Territorial programs.

Manager, Industrial Training (1) – This subordinate implements and coordinates programs related to apprenticeship training, tradesmen’s qualifications, industry-based programs and Manpower Consultative Services throughout the Yukon.

The position trains, assigns work to and supervises the work of these subordinates.
The major challenge of this position is to oversee the development of a coordinated strategy to maintain and expand apprenticeship, industry-based training, manpower and employment development programs. While major policy issues require the approval of the Assistant Deputy Minister, the position is expected to be the initiator of policy review and development in consultation with the Director, Program Research and Planning.

The position is designated Superintendent of Apprenticeship Training and Tradesmen’s Certification and directs the development, maintenance and delivery of the training and certification programs through continuous work with Trade Advisory Committees and the Territorial Apprentice Advisory Board. As Chairman of the Apprenticeship Board, the position is authorized to appoint Advisory, Examination and Program Development committees. Legislation and regulations are monitored and evaluated to ensure their relevance to the operational requirements of Advanced Education and Manpower.

Through the staff assigned, the position approves industrial training proposals, provides consultative assistance to employers in the development of training programs and monitors industry-based training programs.

The position is responsible for the design and operation of the Yukon Territorial Government In-House Apprenticeship Training Program. Recruitment, placement and maintenance of positions are carried out in close cooperation with the department managers and with the Advanced Education and Manpower Branch Administrator.

A Manpower Consultative Services Program is provided to assist industry in improving the productivity of Yukon’s labour market. Employment development initiatives are undertaken to meet the short term employment needs of Yukon’s residents and to ensure their competitiveness in the labour market. The position must work closely with businesses, labour and other Territorial and Federal departments in the development and monitoring of these programs.

The position represents the department on interprovincial and Federal government committees and participates in the negotiation of Federal, Provincial and Territorial agreements and programs.
SPECIFIC ACCOUNTABILITIES:
- Provide training, certification and development programs to meet Yukon’s changing needs and in accordance with legislation and policy by directing their design and operation providing consultative assistance to industry and monitoring program effectiveness.
- Encourage productivity enhancement in the Yukon labour market by advising employers on manpower planning and human resource development.
- Initiate policy review and development by monitoring the impact of programs and proposing regulatory and legislative changes.

SELECTION CRITERIA:
Broad knowledge of current legislation, programs and initiatives in manpower planning, industrial training and advanced education achieved through substantial experience.

Good organization and communication skills.

Ability to communicate diplomatically between labour and management on training issues.
**BENCHMARK POSITION EVALUATION:**

**Position Title:** Director, Manpower Development Education  
**Dept.:**  
**BM No.:** MG7b  
**Total Points:** 526  
**Job Shape:** +2

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**GROUP ALLOCATION RATIONALE:** Directs the activities of a branch responsible for an effective Manpower Development Program through the planning, development, and maintenance of related programs

<table>
<thead>
<tr>
<th>EVALUATION FACTOR</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td><strong>KNOWLEDGE AND SKILLS</strong></td>
<td></td>
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<tr>
<td>E - broad knowledge of current legislation, programs, and initiatives in manpower planning, industrial training, and related adult and advanced education, achieved through substantial experience</td>
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<tr>
<td>1 - coordinates the related activities of Manpower Planning, Apprenticeship, and Industrial Training, and Tradesmen Certification across the Territory</td>
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<tr>
<td>Y - results of position accomplished through subordinates</td>
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<tr>
<td>244 - high rating: requires well-developed planning, analytical, supervisory, and financial management skills; coordination of activities extends to provincial jurisdictions and national programs</td>
<td></td>
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<tr>
<td><strong>MENTAL DEMANDS</strong></td>
<td></td>
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<tr>
<td>E - under general direction from ADM, Advanced Education and Manpower, exercises independent judgement in setting goals and objectives for the Branch</td>
<td></td>
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<tr>
<td>4 - analyzes and evaluates a variety of data in order to effectively develop, maintain, and evaluate branch programs; initiates policy review and development and plans strategies for branch programs</td>
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<tr>
<td>I - high rating: although aided in planning and development activities by precedents in other jurisdictions, few programs are transferrable to Yukon without modification; new/modified programs are constantly needed in response to changing market and manpower conditions</td>
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<tr>
<td><strong>ACCOUNTABILITY</strong></td>
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<tr>
<td>E - within departmental policies and general direction from ADM, develops, plans, implements, and maintains programs</td>
<td></td>
</tr>
<tr>
<td>2 - financial size of job’s direct and immediate impact on end results is moderate</td>
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<tr>
<td>D - has control over expenditures of allocated budget</td>
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<tr>
<td>160 - low rating: budget levels for the Branch are finalized by the ADM who negotiates employment program funding</td>
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<tr>
<td><strong>WORKING CONDITIONS</strong></td>
<td></td>
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<tr>
<td>- normal</td>
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</table>
BENCHMARK POSITION DESCRIPTION

Position Title:  Director, Finance and Administration
Dept.:  Justice
BM No.:  MG7c

BASIC FUNCTION:
Provide centralized financial, personnel, administrative and information services to the Department and administer cost-shared programs.

DIMENSIONS:

Personnel Complement:  Direct:  5  Indirect:  3
Payroll:  $314,000  O & M:  $45,000
Budget:  1985-86  Capital:  $9,821,000
Recoveries:  $429,000

NATURE AND SCOPE:
The position reports to the Deputy Minister, Justice along with the following positions:

- Director, Policy & Planning
- Director, Consumer and Corporate Affairs
- Executive Director, W.C.B.
- General Manager, Y.L.C.
- Director of Corrections
- Director of Courts
- Director of Legal Services

The position is responsible for advising other senior departmental management on a broad range of financial, personnel, administrative and information matters. The range of advice covers:

- the financial status of the department
- the financial and administrative impacts of existing or proposed policies, program changes, cabinet submissions
- how to best develop and formulate branch budgets
- the most effective allocation and utilization of financial and human resources
- guidelines which ensure that branch personnel adhere to systems, procedures, statutes and regulations
Recommendations are usually prepared for the Deputy Minister, who typically makes the final decision. The position is also responsible for developing, implementing and maintaining sound financial, personnel and administrative and information systems and procedures. The development and maintenance of short and long range O & M and capital budgets is coordinated, and all departmental accounting functions are controlled in compliance with the Financial Administration Act. In addition, the position directs the provision of personnel services and statistical information services. Various government cost-shared and fully funded programs such as Legal Aid, Native Court Workers, Police Services, Special Native Constables, and Compensation for Victims of crime are administered. Financial and administrative advice is provided to the Yukon Liquor Corporation and the Workers’ Compensation Board. The position typically works independently and with initiative within the objectives and priorities set in conjunction with the Deputy Minister. The various acts and regulations governing financial and personnel activities plus Generally Accepted Accounting Principles (GAAP) guide the position.

The work of the position is accomplished primarily through the following subordinates who report directly to the position:

Secretary – This subordinate performs secretarial activities for the branch.

Administrative Officer – This subordinate provides personnel and administrative services for the department and supervises one permanent position.

Supervisor, Financial Operations – This subordinate provides financial services for the department and supervises two permanent positions.

Systems Researcher – This subordinate develops information and statistical reports for the department.

Legal Aid Clerk – This subordinate administers the Legal Aid Office.

The position liaises with a broad range of contacts throughout the territorial government, especially the Public Service Commission, Finance and Internal Audit; and various Federal government departments. In addition, participation on inter-departmental committees such as the Departmental Administrators Liaison Committee is periodically required.
SPECIFIC ACCOUNTABILITIES:
- Advise senior departmental management by providing information on financial, personnel, administrative and information matters.
- Provide current and reliable information to the department by developing, implementing and maintaining financial, personnel and administrative and information system and procedures.
- Manage departmental budget planning by coordinating completion and maintenance of short and long range budgets.
- Direct the control of all accounting functions of the department by developing and implementing comprehensive accounting controls.
- Direct the provision of personnel services to the Department by designing and implementing a human resource strategy.
- Direct the provision of statistical information services to the department by assessing current and future systems needs.
- Administer government cost-shared and fully-funded programs by assisting in negotiation of contracts and evaluating the cost-effectiveness of programs.

SELECTION CRITERIA:
Knowledge of accounting and financial management in the public sector, as typically acquired through an undergraduate degree with emphasis in finance, accounting, business or public administration accounting or a formal accounting designation (C.A., R.I.A., C.G.A.).

Familiarity with computerized financial and data collection systems.

Highly developed interpersonal and management skills, including ability to plan, organize and coordinate staff activities; ability to handle concurrent tasks with conflicting priorities; analytical, organizational and writing skills.

Several years of related administrative and financial management.
BENCHMARK POSITION EVALUATION

Position Title: Director, Finance and Administration
Dept.: Justice
BM No.: MG7c

Total Points: 562
Job Shape: +2

GROUP ALLOCATION RATIONALE: Provides centralized financial, personnel, administrative, and information services to the department and administers cost-shared programs.

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

E - requires an indepth knowledge of accounting and financial management, personnel, administrative and information systems and procedures acquired through substantial post-secondary education and considerable related administrative and financial management experience

2 - managerial skills encompass coordination of the financial, personnel, and information systems activities, the cost-shared and fully funded program related activities (e.g. Legal Aid); and participation in an advisory capacity in financial and administrative matters in the Yukon Liquor Corporation and Workers’ Compensation Board

Y - results of position accomplished through subordinates

280 - medium rating: requires well-developed supervisory skills and a good working knowledge of programs, legislation, and regulations relevant to the department

MENTAL DEMANDS

E - within distinct departmental policies and established guidelines, exercises independent judgement in changing and improving financial and personnel systems, controls, and procedures

4 - analyzes a variety of financial documents, evaluates cost effectiveness of programs, develops and implements internal financial, personnel, administrative, and information systems and procedures

k - low rating: in most cases, precedents and guidelines exist for solving problems

ACCOUNTABILITY

E - within departmental policies and general direction from the Deputy Minister, develops systems and procedures and implements systems through subordinate staff

3 - size of departmental budget administered is substantial

S - activities support the provision of financial, personnel, and administrative services to the department

160 - medium rating: financial impact is in the middle of level 3

WORKING CONDITIONS

- normal
BENCHMARK POSITION DESCRIPTION

Position Title: Director, Finance and Administration
Dept.: Community & Transportation Services
BM No.: MG8a

BASIC FUNCTION:
Direct the department’s financial, personnel, and administrative functions to assure the effective utilization of its financial and human resources.

DIMENSIONS:
- Personnel Complement: 4
- Total Subordinate Staff: 14-16
- Annual Operating Budget: $70+ M

NATURE AND SCOPE:
The position reports to the Deputy Minister, along with the Director of Policy and Planning, the Director of Lands, Housing and Assessments, the Director of Community Services, the Director of Municipal Engineering, and the Associate Deputy Minister of Highways and Transportation Services.

The Community and Transportation Services Department is one of the largest and most complex in the Yukon Government. Its budget comprises approximately 40 percent of the total Government budget and is divided for administrative and utilization purposes into sub-systems. A variety of functions, from Highways Maintenance to Corporate Affairs, fall within the Department’s jurisdiction. The position directs and administers all financial, personnel, and administrative operations of the Department.

The following subordinates report directly to the position:

Manager, Financial Operations – This subordinate administers and coordinates all Departmental financial operations, including financial reporting and control systems, budget preparation and assembly, financial reviews, and financial planning.

Manager, Administration and Special Projects – This subordinate provides central administrative services as well as specialized financial services outside of daily operations. Assistance is provided to such programs as the Employee Housing Buy Back Plan, the Lottery Commission, etc.
A major effort of the position is the cost and time-efficient coordination of the financial and administrative activities of the Department’s branches. The department is broken into three administrative units – Highways, Municipal and Housing – but is complicated by numerous and overlapping subsystems. Actual administrative and financial operations tasks are delegated, while the position concentrates on planning and development of the Department’s financial and administrative policies and procedures and on monitoring the financial and administrative operations of the branches.

Department branch annual budget forecasts are collected and combined by the position into a coherent, efficient total Department budget proposal.

The Deputy Minister is advised by the position regarding all Department financial and administrative matters. Recommendations are provided on all aspects of the Department, from program funding to staff hierarchies. Although the position and its assigned administrative and financial duties are not generally politically sensitive, advice and information may be presented to the Deputy Minister on topics which are.

The position contributes to the development and adjustment of departmental policies. When policies are changed and/or new policies developed, the requirements of the administrative and financial functions and the potential impacts of new or changed policies on these functions are explored and documented. Findings and recommendations are presented to the Deputy Minister and other policy formers.

The operations of the Yukon VHF Communication System are reviewed and monitored by the position. He/she also liaises with the Department of Communications regarding a proposed MSAT Communications program.

The position supervises and administers all activities of the department’s human resources function.

**SPECIFIC ACCOUNTABILITIES:**

- Assure the effective and efficient administration of the Department’s branches by directing and monitoring all administrative operations, policies, and procedures.
- Assure the efficient use of designated Department financial resources and the accurate and timely documentation of financial actions by directing and monitoring all financial operations and policies.

- Assure a staff capable of effective performance by directing and reviewing all activities of the Department’s personnel function.

- Contribute to the efficient functioning of the Branch and the Department by developing and determining internal policies and procedures and liaising with Department heads to develop Departmental policies and direction.

- Assure the efficient and effective operation of the Yukon VHF Communications System by monitoring and reviewing its operations and assisting in the development of proposed new systems.

**SELECTION CRITERIA:**

Substantial knowledge and experience in the administration of major programs and required staff.

Substantial knowledge of financial management of large programs and of the Community and Transportation Services Department's budget, programs, and unique financial organization.

Highly effective communications abilities.

Post-secondary or graduate level education in business administration, accounting, or a related field, and/or extensive administrative experience and abilities.
BENCHMARK POSITION EVALUATION

Position Title: Director, Finance and Administration  
Dept.: Community & Transportation Services  
BM No.: MG8a

Total Points: 586  
Job Shape: +3

GROUP ALLOCATION RATIONALE: Directs the financial, personnel and administrative operations of the department.

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

E - requires an indepth knowledge of accounting and financial management, personnel and administrative systems and procedures acquired through substantial post-secondary education and considerable related administrative and financial management experience

2 - managerial skills encompass coordination of the financial, personnel, and administrative activities of the department’s branches which are broken administratively into three units – Highways, Municipal Services and Housing

Y - results of position accomplished through subordinates

280 - medium rating: requires well-developed supervisory skills and a good working knowledge of programs, legislation, and regulations relevant to the department

MENTAL DEMANDS

E - within distinct departmental policies and established guidelines, exercises independent judgement in changing and improving financial and personnel systems, controls, and procedures

4 - analyzes a variety of financial documents, evaluates cost effectiveness of programs; plans and develops the Department's financial and administrative policies and procedures

k - low rating: in most cases, precedents and guidelines exist for solving problems

122

ACCOUNTABILITY

E - within departmental policies and general direction from the Deputy Minister, develops systems and procedures and implements systems through subordinate staff

4 - size of departmental budget administered is major

S - activities support the provision of financial, personnel, and administrative services to the department

184 - low rating: discretion over administration of approved budget levels rests with branch managers

WORKING CONDITIONS

- normal
BENCHMARK POSITION DESCRIPTION

Position Title: Regional Superintendent of Public Schools

Dept.: Education

BM No.: MG8b

BENCHMARK POSITION DESCRIPTION

Position Title: Regional Superintendent of Public Schools

BASIC FUNCTION:
Supervise and administer the development and delivery of public education services to Area I to assure the provision of quality services responsive to educational needs.

DIMENSIONS:

Personnel Complement: 13
Total Subordinate Staff: 147.5
Annual Operating Budget: $7.9 m approximately

NATURE AND SCOPE:
The position reports to the Assistant Deputy Minister, along with the Regional Superintendent of Schools – Area II, the Director of Curriculum, the French Language Coordinator, and the Senior Education Consultant.

The position is accountable for maintaining and improving the overall quality of school services provided in Yukon Area I which encompasses 12 primary and secondary schools. An emphasis is placed on high school education. A major thrust of the position is monitoring, assisting and improving the daily operations of the schools, while another is developing existing and new school services and policies.

The following subordinates report directly to the position:

- Senior Secondary Principal
- Junior Secondary Principals (3)
- Rural (K-12) Principals (3)
- Rural (K-11) Principal
- Rural (K-10) Principals (3)
- Rural (K-7) Principal
- Clerk Typist – This subordinate provides clerical support services to the position and performs research and other project assistant tasks as necessary.
The position administers Area I school operations. All teaching and administrative staff, including Teacher Aides, Remedial Tutors, Learning Assistants, Teachers, Principals, and Vice Principals, are recruited, interviewed, hired, placed and evaluated by the position. Periodically the position visits each school and its classrooms to assess its programs, staff, and facilities and to review implementation of Departmental policies, the School Act, and School Act Regulations. The position communicates with the School Services Inspector to improve school facilities, bussing, and maintenance activities.

Intervention is provided in disputes between school staff, students and their parents, and school communities. Problem situations may concern such issues as discipline, (perceptions of) teacher abilities, school curricula and goals, etc. As many of these issues are emotionally charged, the position is often called upon both to explain and interpret the Department’s policies and goals and to mediate between parties.

The position participates in Department goal and curricula development. He/she acts as a liaison between staff policy developers and community education groups, such as school committees, Native Band Councils, and other interest groups. The position obtains information from these community members on their curricular desires and needs, the successes and failures of programs and policies, anticipated needs, etc. He/she meets regularly with senior public education officials to transmit this information and to make suggestions and proposals concerning general Department policy and specific issues in Area I.

Budget forecasts are developed and submitted to the Assistant Deputy Minister. Individual school budgets are reviewed and monitored, and the position assists school principals with school expenditures, financial documentation, and planning. Information obtained in this process is used in the forecast development process.

The position works extensively with teachers and other school staff members to develop their capabilities.

**SPECIFIC ACCOUNTABILITIES:**

- Assure the timely delivery of quality public education services to Area I by supervising and administering all aspects of service performance and delivery.
- Provide for the availability of qualified staff by developing key subordinates, teachers, and other staff members.
- Contribute to effective school operations by mediating in school-community disputes and interpreting Department policy as necessary.
- Provide for responsiveness to school operations needs by researching and preparing budget forecasts.
- Contribute to the Department’s policy and goal planning processes by communicating information between planners and school services recipients and making suggestions as appropriate.

**WORKING CONDITIONS:**
Potential air and automotive accidents when travelling between schools, approximately 15 percent of working hours, in all weather conditions.

**SELECTION CRITERIA:**
Thorough understanding of Yukon’s educational policies and goals and of Area I’s facilities and needs.

Substantial knowledge of sound school administration and curriculum development techniques.

Substantial management skills and the ability to communicate effectively, in writing and verbally, with others.

Post-secondary degree, preferably in educational administration, and substantial experience as a school principal or administrator.
BENCHMARK POSITION EVALUATION
Position Title: Regional Superintendent of Schools
Dept.: Education
BM No.: MG8b

Total Points: 592
Job Shape: +3

GROUP ALLOCATION RATIONALE: Plans, organizes, supervises and evaluates the development and delivery of public education services.

EVALUATION FACTOR

KNOWLEDGE AND SKILLS
F - requires sound knowledge of school administration and curriculum development techniques; understanding of Yukon’s educational policies and goals and the area’s facilities and needs; acquired through substantial post-secondary experience and substantial related experience
1 - activities are carried out within the Public Schools education system
Y - results of position accomplished through subordinates
280 - medium rating: knowledge required is at the advanced professional level; requires well-developed supervisory skills to ensure the provision of quality services

MENTAL DEMANDS
E - exercises considerable independent judgement within policies, goals and related legislation and regulations
4 - monitors and improves daily operations of schools; develops new school services and policies; participates in development of goals and curricula; develops budget forecasts
k - low rating: most problems encountered are not unique and precedents for solutions exist
122

ACCOUNTABILITY
E - goals and objectives are set in consultation with the Assistant Deputy Minister; the position determines how to meet established objectives
3 - direct financial size of the job’s impact is substantial
S - activities support the provision of quality public education services to the area
184 - high rating: substantial long term impact is intended on the whole socio-economic fabric of the territory

WORKING CONDITIONS
L - little unusual physical effort required
1 - little risk of physical harm or injury
B - requires travel to schools in the area
6 - low rating: overall risk of injury low
BENCHMARK POSITION DESCRIPTION

Position Title: Director, Highway Engineering
Dept.: Community & Transportation Services
BM No.: MG8c

BASIC FUNCTION:
Manage the staff and activities of the Highway Engineering Department to assure the completion of construction projects in a timely, cost-efficient manner within Government standards.

DIMENSIONS:
Personnel Complement: 5
Contract Staff: varies
Casual Staff: varies
Total Subordinate Staff: Up to 52

NATURE AND SCOPE:
The position reports to the Associate Deputy Minister, along with the Director, Highway Maintenance, the Manager, Mechanical Operations, the Manager, Airport Operations and the Transport Services Administrator.

The Highways component of Community and Transportation Services is divided into Highway Engineering and Highway Maintenance units. The engineering unit completes new highway and highway improvement construction projects, and does not generally perform maintenance activities. Construction work is contracted to private sector firms while the engineering unit provides project design and quality control. Work is performed throughout Yukon.

The position initiates and supervises the completion of these projects and provides related financial and administrative control.

The following subordinates report directly to the position:

Program Engineers (3) – These subordinates are accountable for the timely and cost-effective completion of assigned projects through supervision of Engineering Technicians, who monitor daily field work.
Highways Technologist – This subordinate performs a variety of technical support services, including coordinating and operating data collection systems, reviewing research for applicability to Department activities and assisting in planning.

Engineering Clerk – This subordinate controls the paper flow for all engineering operations. This includes completing and processing time sheets, claims forms, etc., and maintaining a ledger of commitments and expenditures, a variety of filing systems and the Technical Library.

These subordinates are recruited, interviewed, and proposed for hire to the Associate Deputy Minister by the position.

Construction and improvement projects are identified and scheduled by the position in conjunction with his/her work on the annual budget forecast. Highway systems are analyzed for types and amounts of use and the urgency of needs for improved service. Projects are chosen and costs estimated for all projects to be completed during the coming year. Project cost figures and general operating costs are presented to the Associate Deputy Minister for approval.

The major effort of this position is the coordination and broad supervision of the unit’s project activities to assure that each is completed on schedule, within budget, and meets Yukon highway standards. Many activities are involved in fulfilling these goals. They include determining project component completion deadlines, staff assignments, design approvals, tender preparation, and choosing contractors to perform construction. Once construction has commenced, the position periodically inspects projects on-site. Based on construction progress and quality reports prepared by Program Engineers, the position may make design or finance changes or recommend changes to the Deputy Minister. All financial documentation is approved by the position.

Essentially the same activities are performed to facilitate road construction funded by DIAND and any work completed for Yukon Highway Maintenance. DIAND projects are scheduled and approved by Federal planners, adding another dimension of coordination to the position’s efforts.

Engineering support materials are obtained and their implementation directed by the position. Types and amounts of work performed by staff members are analyzed and needs are identified.
Working with other Government staff, the position designs necessary systems. He/she coordinates systems implementation and trains and monitors staff members in proper systems use.

Comments and suggestions regarding policy reviews and changes are provided upon request to Department heads. The position is also requested to determine the potential impacts on Highway Engineering of proposed activities by other organizations and Government departments.

The position represents the Department to a number of committees and programs, including the Northern Exploration Facilities Program and RTAC projects committees.

**SPECIFIC ACCOUNTABILITIES:**

- Assure the timely completion of highways engineering projects meeting Yukon standards by directing and monitoring project planning, staffing, and construction.
- Assure the cost-efficient design and completion of engineering projects by assessing general Department financial needs, budgeting a sound financial base for each, and monitoring project expenditures.
- Assure that project staff receive adequate work tools by assessing needs and designing and implementing support systems.
- Assure a staff capable of effective performance by training and developing key subordinates.
- Assure that Highways Engineering activities are considered during Department, Government, and private sector policy and project development processes by representing the unit at meetings, conferences, etc.

**SELECTION CRITERIA:**

Extensive knowledge of the principles, tools, and techniques of highways engineering with an understanding of the special requirements of Yukon’s northern location.

Substantial knowledge of and experience in the management of organizations, projects, and staff, including related financial management.

Ability to communicate effectively with others.

Post-secondary degree in Civil Engineering or related field.
BENCHMARK POSITION EVALUATION
Position Title: Director, Highway Engineering
Dept.: Community and Transportation Services
BM No.: MG8c
Total Points: 614
Job Shape: +4

GROUP ALLOCATION RATIONALE: Plans, organizes, directs and monitors all preliminary engineering, design and construction of highway projects.

EVALUATION

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<tr>
<td>KNOWLEDGE AND SKILLS</td>
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</table>
| E                                           | - | requires sound knowledge of highway engineering, construction and contract administration, including related financial management, acquired through post-secondary degree in Civil Engineering and substantial related experience
| 2                                           | - | coordinates the programming, design and construction of highways as well as the provision of technical/professional support to highway maintenance
| Y                                           | - | results of position accomplished through subordinates
| 280                                         | - | medium rating: requires well-developed organizational skills to coordinate projects across the Territory and to coordinate the demands of funding agencies, the needs of the communities and requirements under other programs

MENTAL DEMANDS

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| E                                           | - | exercises considerable independent judgement in designing projects, resolving conflicts and monitoring cost and quality
| 4                                           | - | reviews and analyzes construction progress and quality reports, may make design or finance changes; recommends contract awards and resolves conflicts
| k                                           | - | low rating: in most cases, precedents and guidelines exist for solving problems; unresolved conflicts are referred upwards
| 122                                         | - |  |

ACCOUNTABILITY

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| E                                           | - | within departmental policies and general direction designs and coordinates implementation of new support systems, authorizes contract payments and changes
| 3                                           | - | direct financial size of the job’s impact is substantial
| D                                           | - | makes final decisions on contract payments
| 212                                         | - | low rating: although the position has authority to make design or finance changes, substantial changes are recommended to the Deputy Minister for approval

WORKING CONDITIONS

- normal
BENCHMARK POSITION DESCRIPTION

Position Title: Director, Fish & Wildlife
Dept.: Renewable Resources
BM No.: MG9a

BASIC FUNCTION:
Manage the Yukon’s wildlife and fishery resource and participate in the development of related legislation and regulations and the overall policy and long-range planning of the department.

DIMENSIONS:
Personnel Complement: Budget: 1985-86
Direct: 4 Payroll: $1,800,000
Indirect: 17 Other: $ 500,000
Contract & Casual: 23+

NATURE AND SCOPE:
The position reports to the Deputy Minister, Renewable Resources along with the Director of Administration, Director of Lands, Parks and Recreation, and the Director of Policy.

The position has responsibility for the management, conservation, protection and effective use of Yukon’s wildlife and fish, and for the delivery of the department’s regional field services. Day-to-day direction of the branch as well as financial management and input to long-term strategic planning is provided.

The activities of the branch impact on the survival of various species of wildlife and on the lifestyle and leisure activities of residents and tourists. The position has the authority to interpret and administer major policies and programs, and authority to negotiate and discuss policy alternatives with various parties to an advanced stage, but does not have authority to commit the Department or Government.

The position is required to deal with the public, development companies, and a wide spectrum of interest groups respecting the present and future use of natural resources. The visibility of the position sometimes leads to pressure and controversy due to the variety of public interest groups with differing opinions. The position coordinates distinct but related functions including professional research, species management, conservation enforcement, and field services across the territory. In addition, the position coordinates programs with other jurisdictions.
Results are accomplished through the following subordinate positions, which report directly to the position:

Chief, Wildlife Management – This subordinate manages the wildlife and fisheries professional/technical section; establishes priorities for technical and research projects and evaluates programs; consolidates and coordinates species management plans.

Special Services Officer – This subordinate conducts investigations concerning major violations of rare and endangered species; provides information and advice on court cases pertaining to wildlife infractions; acts as key resource for Regional Officers; maintains public relations.

Regional Resource Managers (3) – These subordinates manage and administer field service activities in specific geographic regions; coordinate regional delivery of departmental services; monitor delivery of programs; prepare regional budgets, provide input to legislation and regulations.

SPECIFIC ACCOUNTABILITIES:
- Manage the day-to-day activities and long range planning for the effective use of Yukon's wildlife and fish resources by determining priorities and how to most effectively allocate and manage resources.
- Interpret and administer major wildlife and fish policies and programs through directing the efforts of subordinates in field service activities.
- Provide input on policy, legislation, regulations, and government positions on a wide spectrum of wildlife resource issues by advising the Deputy Minister.
- Coordinate the delivery of effective field services throughout the Territory by directing field staff.

SELECTION CRITERIA:
Thorough knowledge of the diverse areas of wildlife and fisheries management, including professional research, species management, conservation, enforcement, and the coordination and delivery of field services, as typically gained through a Masters degree in Biology.

Previous experience in the Renewable Resource field, preferably at the senior level.

Thorough knowledge of related legislation and policies in Yukon and related jurisdictions.
BENCHMARK POSITION EVALUATION

Position Title: Director, Fish & Wildlife  
Dept.: Renewable Resources  
BM No.: MG9a  

Total Points: 664  
Job Shape: +1

GROUP ALLOCATION RATIONALE: Manages the Territory’s wildlife and fishery resource; participates in the development of related legislation, regulations, policies and long-range plans of the department.

EVALUATION FACTOR

**KNOWLEDGE AND SKILLS**

F - requires sound knowledge in a diversity of areas relating to fish and wildlife management; thorough knowledge of related legislation and policies in Yukon and other jurisdictions; strong administrative skills

2 - coordinates distinct but related functions including professional research, species management, conservation enforcement, and field services across the territory; coordinates programs with other jurisdictions

Y - results of position accomplished through subordinates

320 low rating: requires broad understanding rather than specialized expertise in each of the areas covered

**MENTAL DEMANDS**

E - exercises considerable independent judgement within policies and goals established by Cabinet and the Deputy Minister

4 - participates in long-term strategic planning and development of new/revised policies, legislation, and programs; allocates and manages resources; develops means to ensure effective field programs

I - high rating: similar programs exist in other jurisdictions but require extensive

160 adaptation to Yukon environment and political conditions

**ACCOUNTABILITY**

E - goals and objectives for the branch are set by the Deputy Minister and the Director with the latter determining how objectives will be met

2 - direct financial size of the job’s impact is moderate

D - has authority for expenditure and control of approved branch budget - determines focus of resources

184 mid rating: financial accountability falls in the middle of level 2; branch activities impact on survival of various species of wildlife and on lifestyles and leisure activities of residents and tourists

**WORKING CONDITIONS**

normal
BENCHMARK POSITION DESCRIPTION
Position Title: General Manager
Dept.: Yukon Liquor Corporation
BM No.: MG9b

BASIC FUNCTION:
Plan and coordinate activities related to the control of liquor outlets and the retail selling of alcoholic beverages within the Territory.

DIMENSIONS:
Personnel Complement: 5 Direct
Payroll: $1,389,000
Indirect: 43 Capital: $1,415,000
O & M: $1,990,000

NATURE AND SCOPE:
The position reports to the Deputy Minister of Justice along with the Judicial Administrator, the Chief Probation Officer, the Director of Corrections, the Director of the Workers' Compensation Board and the Public Administrator and Chief Coroner.

The position directs and controls a network of corporate liquor stores (6), a central warehouse and a licensed outlet store and maintains a high level of service and a wide variety of liquor products for the public and licensed establishments. Continually assesses and evaluates information from subordinates to plan the strategic direction of the corporation and anticipate consumer needs.

The following subordinates report directly to the position:

  Corporate Administrator (1) – This subordinate provides administrative, personnel and legislative support by ensuring the availability of resources, documented procedures and research services.

  Operations Manager (1) – This subordinate manages the Liquor stores and Central Warehouse in accordance with established policies and procedures.

  Manager, Accounting Services (1) – This subordinate manages the accounting and financial functions of the Corporation together with the development of EDP systems.
Manager, Licensing and Enforcement (1) - This subordinate develops and directs a program for licensing and enforcement of the Corporation's activities.

Secretary (1) – This subordinate performs secretarial duties for the General Manager.

The position trains, assigns work to and supervises the work of these subordinates.

The position has overall responsibility for the provision of liquor products, licensing of establishments and enforcement of legislation and regulations governing liquor control. Maintaining a network of liquor stores, warehousing and outlets requires negotiating the acquisition or construction of buildings and overseeing the purchasing, importing, transporting and warehousing of liquor.

The position must balance the public's demand for a selection of products with the liquor stock levels available under budgetary restraints. Beer prices are negotiated with breweries on an annual basis by a bidding procedure that reduces the rate of mark-up on the lowest tenderer's product thereby encouraging more competitive bidding. The best available prices for recycling aluminum and empty beer bottles are negotiated by the position. Participation in the National Annual Canadian Westbound Secretariat Meetings enables the position to obtain advantageous freight rates.

The position ensures accounting systems comply with Government and Auditor General requirements and that finances are managed to obtain optimum revenues for the government. Expenditures are authorized, accounting and inventory control procedures are maintained, price changes approved and federal legislation on duties, excise and federal taxes are properly imposed. The position develops the annual and long-term operation and capital budgets and revenue forecasts for submission to the Board and to the Deputy Minister for legislative approval.

The position directs the program to license and control liquor distribution. The objective of the program is to achieve a balance between healthy attitudes that promotes moderation and upholds liquor laws and to discourage abuse.
The position acts as the liaison between the Board of Directors and the Deputy Minister to oversee the administrative and legislative requirements of the Corporation. Providing advice to the Government on policy matters related to alcohol, developing long range plans and proposing changes to legislation ensure that the government and regulatory objectives are being met.

The position acts as a spokesperson for the Yukon Government and Liquor Corporation on all matters related to the purchase, storing and sale of alcoholic beverages to the general public and represents the Corporation at provincial and federal Board and agency meetings.

**SPECIFIC ACCOUNTABILITIES:**
- Ensure the public receives a high level of service and a wide variety of liquor products by planning and directing the distribution and sale of liquor in the Yukon.
- Manage the budgeting and accounting for the Corporation by ensuring compliance with accounting practices, regulations and tax legislation.
- Provide a program for licensing and control of liquor operations by approving regulatory guidelines and recommending issuance of licenses.
- Ensure political and regulatory objectives are met by participating in the development of legislation and strategic planning for the Corporation.

**SELECTION CRITERIA:**
Indepth knowledge of liquor purchasing, merchandising, management, finance and inventory control acquired through substantial education and experience.

Ability to organize and direct staff.

Ability to communicate with tact and diplomacy in dealing with complaints from the public and enforcement of regulations.
BENCHMARK POSITION EVALUATION  
Position Title: General Manager  
Dept.: Yukon Liquor Corporation  
BM No.: MG9b  

<table>
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<th>Total Points</th>
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**GROUP ALLOCATION RATIONALE:** Plans and coordinates activities related to the control of liquor outlets and the retail selling of alcoholic beverages within the Territory.

**EVALUATION FACTOR**

**KNOWLEDGE AND SKILLS**
- **E** requires indepth knowledge of liquor purchasing and merchandising, and of management, finance, and inventory control acquired through substantial post-secondary education and experience.
- **2** managerial skills encompass the coordination of all the activities involved in the management of the Yukon Liquor Corporation e.g. licensing and enforcement; accounting and financial activities; purchasing, transporting and warehousing activities; operation and maintenance of liquor store outlets and warehouses; Territorial Agency services in rural areas.
- **Y** results of position accomplished through subordinates.
- **320** high rating: requires indepth knowledge in a broad range of areas.

**MENTAL DEMANDS**
- **E** exercises considerable independent judgement within the legislation and both social and political goals and objectives of the Corporation.
- **4** problems encountered require analysis and evaluation of a variety of data pertaining to varying situations e.g. enforcement of regulations, liquor store inventories, security systems for outlets and warehouses, etc.
- **k** low rating: in most cases, precedents for solving problems exist.
- **140**

**ACCOUNTABILITY**
- **E** under general direction of the Board of Directors and the Deputy Minister, analyzes plans and implements approved changes in objectives, legislation and policies.
- **3** financial impact is substantial.
- **D** directs and controls the corporation and ensures that it is operating within its mandate.
- **212** low rating: financial impact is at the low end of level 3, reflecting legislated limits on freedom to take action.

**WORKING CONDITIONS**
- normal
BENCHMARK POSITION DESCRIPTION

Position Title: Assistant Deputy Minister
Dept.: Community & Transportation Services
BM No.: MG10

Assistant Deputy Minister  Community & Transportation Services
Highways & Transportation

BASIC FUNCTION:
Plan and coordinate the design, construction and maintenance of airports and highways across the Territory, and the administration of weigh scales and motor vehicle legislation and regulations.

DIMENSIONS:

Personnel Complement: Budget: 1984-85
Direct: 7 Payroll: $11,086,000
Indirect 236 O & M: $30,712,000
Casual 250 Capital: $18,283,000
Recoveries:
Capital: $12,688,000
O & M: $13,041,000

NATURE AND SCOPE:
The position reports to the Deputy Minister of Community and Transportation Services along with the Director of Policy and Planning, Director of Lands and Housing, Director of Community Services, Director of Municipal Engineering, and Director of Finance and Administration.

The position is responsible for the management of the Highways and Transportation Branch, and has final authority and accountability for allotted program funds and end results of programs. Activities include the provision of advice on the administration and enforcement of the Highways, Motor Vehicle and Motor Transport Acts, such as recommending revisions and regulations to these Acts. Budgets are developed and proposed to maintain and improve the transportation infrastructure (roads and airports). The position negotiates Federal funding for the infrastructure and manages expenditures of approximately $50 million annually. Public complaints and political issues related to transportation are handled by the position.

Yukon interests are represented in negotiations dealing with the development of Federal policies related to transportation, and at interjurisdictional meetings to standardize practices, regulations, etc. Advice is provided to the Deputy Minister regarding issues such as operational policy, program requirements, technical feasibility of proposals, and methods of accomplishing
government objectives. Programs are monitored in terms of expenditures and performance standards; technical direction and advice is provided to managers, and a competent highways organization is developed.

Results are typically accomplished through the following subordinates who report directly to the position:

**Director, Highway Engineering** – This subordinate is responsible for the programming, design and construction of highways and the provision of technical/professional support to highway maintenance; detailed coordination with DIAND on the design and construction of ESA projects. This position supervises five positions directly and 13 indirectly.

**Director, Highway Maintenance** – This subordinate is responsible for budgeting, resource allocation, and overall management of road maintenance in Yukon. This position supervises 10 positions directly and 114 indirectly.

**Manager, Mechanical Operations** – This subordinate is responsible for the management of the highway equipment fleet including preventive maintenance, repair, workshops, and equipment standards and specifications. This position supervises three positions directly and 66 indirectly (plus 17 assigned apprentices).

**Manager, Airports** – This subordinate is responsible for the operation and maintenance of Arctic B & C Airports including detailed coordination with Transport Canada which is the funding agency. This position supervises two positions directly and 13 contract positions.

**Administrator, Transport Services** – This subordinate is responsible for the administration of weigh scales mobile enforcement, motor vehicle and driver licensing. In addition, the subordinate acts as Secretary to the Motor Transport Board. This position supervises three positions directly and 26 positions indirectly.

**Senior Clerk Typist (2)** – These subordinates provide secretarial services to the Associate Deputy Minister, and typing services to the sections located in the same building.
The range of problems encountered require analysis and evaluation of a variety of data in unrelated areas, and the assessment of the implications from political, administrative, technical and economic points of view. In addition, the precedents for solutions to problems are not necessarily available. For example, the variety of terrain in a northern climate poses particular problems of construction methods.

SPECIFIC ACCOUNTABILITIES:
- Provide transportation services to Yukon by directing the design and construction of airport and highway facilities.
- Ensure transportation services are provided in a cost-effective manner by administering and enforcing transportation legislation within program objectives and direction.
- Ensure adequate funding for transportation services by negotiating and administering funding programs with the Federal government.
- Provide advice to the Deputy Minister through briefs and recommendations on issues such as operational policy, program requirements and methods of accomplishing objectives.

SELECTION CRITERIA:
Many years of engineering experience spanning most highway and transportation disciplines and activities. A broad understanding of activities is more important than specialist knowledge.

Technical engineering knowledge as typically acquired through a minimum of a BS in Civil Engineering, or an equivalent combination of knowledge and experience.

Previous senior management experience.
BENCHMARK POSITION EVALUATION

Position Title: Assistant Deputy Minister
Dept.: Community & Transportation Services
Highways & Transportation

BM No.: MG10

Total Points: 948
Job Shape: +1

GROUP ALLOCATION RATIONALE: Plans and coordinates the design, construction, and maintenance of airports and highways across the Territory; also plans and coordinates the administration of weigh scales and motor vehicle legislation and regulations.

EVALUATION FACTOR

KNOWLEDGE AND SKILLS

F - requires an advanced level of understanding of professional engineering principles, techniques, and methodologies, covering a broad range of disciplines and activities related to highways and transportation; excellent administrative and management skills

3 - manages and coordinates complex and diverse activities and functions including highway engineering and maintenance, mechanical operations, operation and maintenance of airports, administration and enforcement of weigh stations and motor vehicle licensing

Y - results of position accomplished through subordinates

424 - low rating: specialist level in any related discipline or disciplines is not required but rather a broad understanding of all the disciplines and their interaction

MENTAL DEMANDS

F - exercises independent judgement within a broad framework with a large variety of policies, strategies, legislation, and regulations

4 - problems encountered require analysis and evaluation of a variety of data in unrelated areas and require assessment of implications from political, administrative, technical, and economic points of view when considering possible solutions

m - high rating: precedents for solutions to problems not necessarily readily available, e.g. solving particular problems of construction in a northern climate with its variety of terrains

ACCOUNTABILITY

E - responsible for airport and highway design and construction and for ensuring the administration and enforcement of related transportation legislation within established program objectives and direction

3 - financial size of the job’s impact is substantial

D - final authority and accountability for allotted program funds and end results of programs

280 - high rating: strong financial accountability as well as substantial long-term impact on socio-economic conditions of total territory through construction and maintenance of communication and transportation routes

WORKING CONDITIONS

- normal