

Sorted by Job #

Job #	Title	1	2	3	4	5	6	7	8	9	10	11	12	13	Range	Points
BML01	Manager (Class B Store)	F	E	D	C	E	F	F	DF	D	C	E	B	C	18	698
BML02	Assistant Manager (Class A Store)	F	E	D	C	D	E	E	DG	C	C	E	B	C	16	625
BML03	Manager (Class C Store)	F	D	D	C	D	F	F	DE	D	C	E	B	C	14	602
BML04	Assistant Manager (Class B Store)	F	D	D	C	D	D	E	DF	C	C	E	B	C	14	563
BML05	Supervisor (Class A Store)	F	D	D	C	D	D	D	DE	C	C	E	B	C	14	551
BML06	Product Consultant	E	D	C	C	C	C	D	B	C	C	D	B	B	11	440
BML07	Supervisor (Class B Store)	E	C	C	C	C	D	D	CD	C	C	E	B	C	11	420
BML08	Supervisor (Class C Store)	D	C	C	C	C	D	D	CD	C	C	E	B	C	11	375
BML09	Merchandising Clerk	B	B	C	C	B	C	C	A	C	B	E	B	C	G2/3	245
BML10	Warehouse Worker	B	B	A	C	A	A	C	A	C	C	E	C	D	G2/3	211
BML11	Senior Warehouse Worker	C	C	C	C	B	C	C	CC	C	C	E	C	D	G4	304
BML12	Assistant Supervisor	E	D	D	C	D	C	D	DH	D	C	E	C	D	13	519
BML13	Foreman, Distribution Operation	F	E	D	C	E	D	D	DI	D	C	E	C	C	16	665
BML14	Stockperson	F	E	C	C	D	D	D	CD	C	C	E	C	C	14	582
BML15	Stockworker	C	C	B	C	B	C	C	A	C	C	E	B	C	G4	281
BML16	Land Titles Officer	F	E	C	C	D	C	E	A	B	C	C	B	B	14	555
BML17	File Clerk	B	B	B	B	A	B	C	A	A	B	B	B	B	6	180
BML18	Estate Officer	F	E	C	B	D	E	D	A	C	C	C	B	C	14	565
BML19	Records Clerk	D	C	C	C	C	A	E	B	B	C	C	A	B	G4	342
BML20	Client Service Worker	C	C	C	B	B	D	C	A	C	C	C	C	D	G4	287
BML21	Court Clerk, Divorce and Family	E	D	C	C	C	C	D	A	B	C	C	C	B	11	427
BML22	Health Unit Aide	C	C	B	C	B	C	C	B	B	A	C	A	C	G2/3	257
BML23	Editorial Assistant	E	D	C	C	D	B	C	A	A	C	C	A	B	11	430
BML24	Building Maintenance Worker	A	B	A	C	A	A	C	A	C	A	E	D	E	6	188
BML25	Head Receiver	D	C	C	C	C	C	D	CD	C	B	E	B	C	G4	362
BML26	Payroll Clerk	D	C	C	C	C	D	D	A	A	C	C	B	B	G4	342
BML27	Toll Booth Operator	B	B	B	B	A	C	A	A	B	C	C	C	C	G2/3	196
BML28	Resource Services Clerk	E	D	C	C	D	D	C	B	A	C	C	A	A	11	445
BML29	Rehabilitation Officer	F	E	D	C	D	E	C	A	E	C	C	B	C	14	602
BML30	Labourer	A	A	A	B	A	A	B	A	B	A	F	B	D	6	151

Agency: Liquor Distribution Working Title: Manager (Class B Store)
Location: Various Level: Range 18

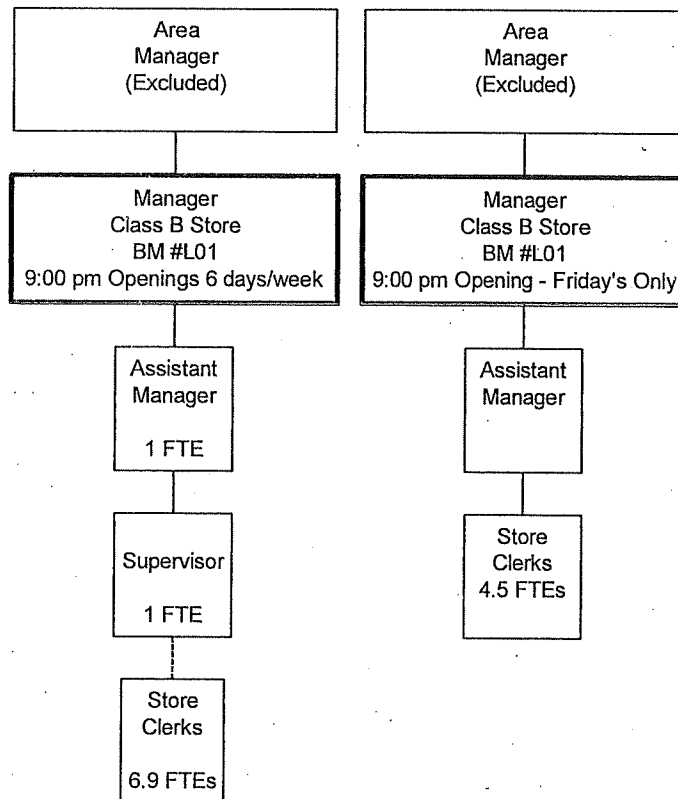
PRIMARY FUNCTION

Manages a multi-shift Class B Government Liquor Store (GLS) including maximizing revenue through merchandizing and customer relations.

JOB DUTIES AND TASKS

1. Manages the operation of a Class B GLS
 - a. reviews and analyzes all aspects of the stores operation
 - b. gives guidance and direction to staff through subordinate supervisors to implement improvements
 - c. communicates branch policies, procedures and regulations
 - d. reviews, provides input into and monitors the store budget, controls costs, examines variances & after assessment, chooses appropriate actions to correct budget variances
 - e. applies the various acts (Liquor Distribution Act, Liquor Control and Licensing Act, Litter Act and their respective regulations), Master and Component Collective Agreements
 - f. recommends changes to branch policy and implements changes of procedures
 - g. administers contracts with private companies related to store maintenance (landscaping, janitorial, plumbing, waste removal)
2. Maximizes revenue through merchandising and customer relations
 - a. following operational policies determines, implements and changes retailing programs in the store
 - b. guides staff in improved merchandising techniques
 - c. implements advertising displays/programs, fixture and layout changes from a diverse product base
 - d. monitors sales, stock levels and trends in particular products or brands
 - e. meets with supplier's and agent's representatives to discuss issues related to branch/store policy and suppliers product (availability of product, display location and quantities)
 - f. deals with complaints and concerns of customers, suppliers and agents
 - g. provides advice to the owners/operators of licensed premises with respect to sales patterns in the demographic area and ordering stock through the GLS
 - h. maintains customer relations in accordance with LDB vision
3. Provides leadership and direction to staff (8.9 FTEs); controls costs; and ensures safety of the store, staff and assets
 - a. develops and trains store staff through various individual and group methods
 - b. ensures that the objectives of the branch are met in terms of product knowledge, customer service, control of assets and sales
 - c. plans and organizes the promotional recruitment process and chairs the selection process
 - d. performs labour relations functions including supervision, hiring, discipline, authorizing leave, approving overtime and formally appraising employee performance
 - e. assesses and determines human resource requirements and recommends staffing levels
 - f. assesses the store's performance and operating procedures, organizes work loads and work schedules and resolves related problems
 - g. controls stock losses and discrepancies through inventory and cash control procedures
 - h. develops the safety risk assessment for the store and maintains adequate security at all times
 - i. apprises staff of the procedures to deal with shoplifters and deal with armed robbers according to Loss Prevention/Store Operations policies and directives
 - j. assists the Branch Loss Prevention department in its investigations of cash or stock losses, etc., by providing information, etc.
4. Performs other related duties
 - a. works with the Area Manager in the development of Area Operational Plans in order to meet the broader objectives of the Branch Business Plan
 - b. participates as a panel member for a variety of store competitions

*The charts below represent typical organizational structures for Class B stores



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Understand Liquor Control legislation and Liquor Distribution Branch goals and objectives to manage the operation of a Class B liquor store.	F	190
2	MENTAL DEMANDS Judgement to apply analysis and interpretation of Liquor Distribution Branch store management policy, marketing opportunities and customer behaviour and choose an approach using a combination of accepted Liquor Distribution Branch procedures and practices to manage a Class B liquor store.	E	150
3	INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to appraise employee performance and discuss performance problems.	D	45
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate cash register with some requirement for speed.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act: 5 Comparative Effects: IIIc</u> Guided by general Liquor Distribution Branch operational policies affects clients in a community by applying accepted methods in a different way to manage a Class B liquor store.	E	120
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to be accountable for a liquor retail operation.	F	43
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to manage the physical assets of a government liquor store.	F	43

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise workers, appraise employee performance and take disciplinary action (8.9 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to develop the risk assessment for the store to ensure employee and customer safety.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently respond to multiple demands of customers and staff.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently lift moderate weights.	E	24
12	SURROUNDINGS Exposure to almost always working in a site, open to the public, with background noise.	B	4
13	HAZARDS Moderate exposure to hazards from frequently lifting moderate weights.	C	6

Total Points: 698

Level: Range 18

Agency: Liquor Distribution Working Title: Assistant Manager (Class A Store)
Location: Various Level: Range 18

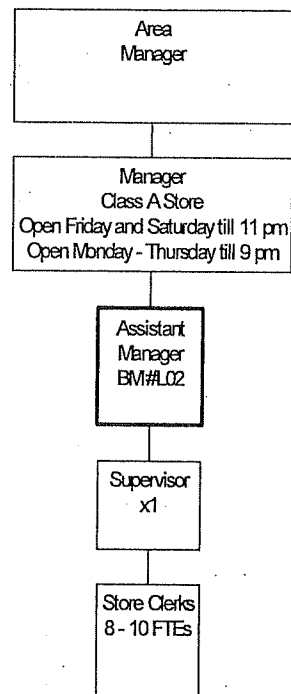
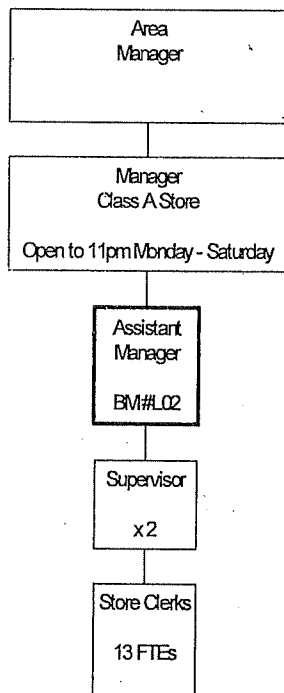
PRIMARY FUNCTION

Assist in managing a multi-shift Class A Government Liquor Store (GLS).

JOB DUTIES AND TASKS

1. Assists in managing a multi-shift Class A liquor store through shift supervisors and subordinate full-time and auxiliary staff
 - a. establishes and oversees the maintenance of the schedules
 - b. establishes and maintains employee lists
 - c. assigns tasks, establishes and upholds standards of performance, applies the Collective Agreement and formally appraises performance of subordinate employees
 - d. investigates staff relations issues and if appropriate takes disciplinary action
 - e. orients and trains staff and monitors Training Log
 - f. recommends to Manager approval of relief assignments, overtime, vacation and leave entitlement
 - g. assists with the day to day operation of the store to ensure it is ready for business at all times
 - h. participates with the Manager in the recruitment and selection process of employees
 - i. ensures work site safety measures are established and followed
 - j. conducts staff meetings on an ongoing basis
 - k. monitors Attendance Management Records and at trigger points takes action such as meeting with employee
 - l. keeps the Manager informed of store related issues
2. Maintains the financial records for a GLS
 - a. balances cash to register totals; completes total revenue and makes bank deposits; monitors litter fund balances, authorizes advances and coin ordering
 - b. orders product from suppliers and warehouse from a defined product base; certifies receipt of liquor product
 - c. implements operational and business plans such as shelf resets
 - d. assists the store manager in reviewing, administering and monitoring the store budget
 - e. establishes and maintains licensee customer and store financial records
 - f. prepares for Manager's signature imprest accounting actions
 - g. monitors variances and recommends to Manager methods to correct variances
3. Merchandises the product in the most effective manner
 - a. communicates with supplier representatives regarding listing and display of product
 - b. monitors contractor and agency representatives in the store
 - c. maintains customer relations in accordance with LDB vision
 - d. arranges for empty containers to be shipped out
 - e. displays product to maximize sales and profit, through the use of merchandising techniques and knowledge of local markets, within guidelines set by the Branch
 - f. maintains established inventory levels from a prescribed product base
 - g. recommends a varied product mix to maximize sales and profit by responding to and anticipating consumer demand
 - h. ensures store presentation is of the highest quality (e.g., eye catching displays, full shelves, dusted bottles, price tags, etc.)
4. Other related duties
 - a. participates in the purchase of capital equipment and repair of equipment (e.g., recommend new equipment, call for repair services, etc.)
 - b. ensures safety within the store including responding to incidents between staff and customers and refusing to serve intoxicated customers
 - c. watches for and deals with shoplifting incidents according to Loss Prevention/Store Operations Policy and directives
 - d. responds to security intrusion alarms during non-business hours
 - e. trains and advises staff on the use of security systems and policies

*The charts below represent typical organizational structures for Class A stores



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Understand Liquor Control legislation and Liquor Distribution Branch goals and objectives to assist in managing the operation of Class A liquor store	F	190
2	MENTAL DEMANDS Judgement to apply analysis and interpretation of store management policies and customer behaviour and choose an approach using a combination of accepted Liquor Distribution Branch procedures and practices to assist in managing a multiple shift Class A liquor store.	E	150
3	INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to appraise employee performance and discuss performance problems.	D	45
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate cash register with some requirement for speed.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act: 4 Comparative Effects: IIIc</u> Guided by general Liquor Distribution Branch operational procedures, affects clients in a community by selecting from alternative courses of action to assist in the management of a Class A multi-shift store.	D	75
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to administer a local budget.	E	33
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to advise and train workers on the use of security systems and policies.	E	33

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise employee performance and take disciplinary action (8 to 13 FTEs).	DG	23
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure safety procedures are followed by staff.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently respond to multiple demands.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently lift moderate weights	E	24
12	SURROUNDINGS Exposure to almost always work in a work site, open to the public, with background noise.	B	4
13	HAZARDS Moderate exposure to hazards from frequently lifting moderate weights.	C	6

Total Points: 625

Level: Range 16

Agency: Liquor Distribution
Location: Various

Working Title: Manager (Class C Store)
Level: Range 14

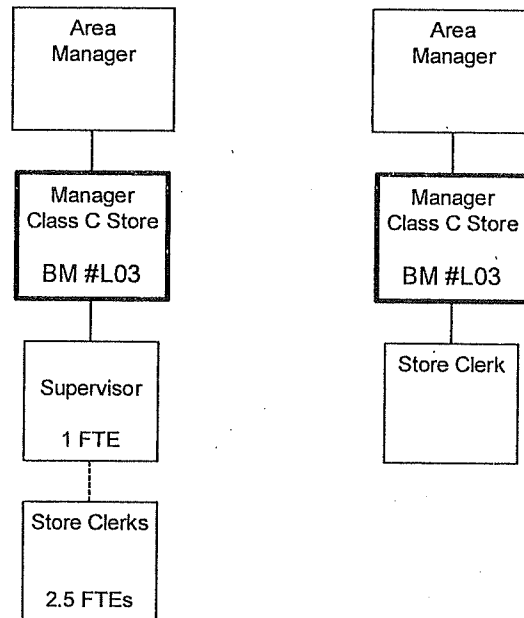
PRIMARY FUNCTION

Manages the operation of a Class C Government Liquor Store (GLS) including maximizing revenue through merchandising and customer relations.

JOB DUTIES AND TASKS

1. Manages the operation of a Class C GLS
 - a. reviews and assesses all aspects of the store's operation
 - b. gives guidance and direction to staff to correct operational inefficiencies and implement improvements
 - c. communicates branch policies, procedures and regulations
 - d. reviews, provides input into and monitors the store budget, controls costs, and examines variances, and after assessment chooses the appropriate actions, to correct budget variances
 - e. applies various acts (Liquor Distribution Act, Liquor control and Licensing Act, Litter Act and their respective regulations), Master and Component Collective Agreements
 - f. recommends changes to branch policy and implements changes of procedures
 - g. administers contracts with private companies related to store maintenance (landscaping, janitorial, plumbing, waste removal)
2. Maximizes revenue through merchandising and customer relations
 - a. varies retailing programs for the store's market and implements the programs in the store using established processes
 - b. guides staff in improved merchandising techniques
 - c. implements advertising displays/programs for a diverse product base and recommends fixture and layout changes
 - d. monitors sales, stock levels and trends in particular products or brands
 - e. meets with suppliers and agents representatives to discuss issues related to branch/store policy and suppliers' product (availability of product, display location and quantities)
 - f. deals with complaints and concerns of customers, suppliers and agents
 - g. provides advice to the owners/operators of licensed premises with respect to sales patterns in the demographic area and ordering stock through the GLS
 - h. maintains customer relations in accordance with LDB vision
3. Provides leadership and direction to staff; controls costs; ensures safety of the store, staff and assets
 - a. develops and trains store staff through various individual and group methods
 - b. ensures that the objectives of the branch are met in terms of product knowledge, customer service, control of assets and sales
 - c. performs labour relations functions including supervision, hiring, discipline, authorizing leave, approving overtime and appraising employee performance
 - d. assesses and determines human resource requirements and recommends staffing levels
 - e. assesses the store's performance and operating procedures, organizes work loads and work schedules and resolves related problems
 - f. controls stock losses and discrepancies through inventory and cash control procedures
 - g. develops the safety risk assessment for the store and maintains adequate security at all times
 - h. appraises staff of the procedures to deal with shoplifters and armed robbers according to Loss Prevention/Store Operations policies and directives
 - i. assists the Branch Loss Prevention department in its investigations of cash or stock losses, etc., by providing information, etc.
4. Performs other related duties
 - a. works with the Area Manager in the development of Area Operational Plans in order to meet the broader objectives of the Branch Business Plan
 - b. participates as a panel member for a variety of store competitions

*The charts below represent typical organizational structures for Class C stores



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Understand Liquor Control legislation and Liquor Distribution Branch goals and objectives to manage a Class C liquor store	F	190
2	MENTAL DEMANDS Judgement to assess known or readily available information and choose an approach using Liquor Distribution Branch policies and procedures to manage a Class C liquor store.	D	100
3	INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to appraise employee performance and discuss performance problems.	D	45
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate cash register with some requirement for speed.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 4 <u>Comparative Effects:</u> IIIc Guided by general procedures, affects clients in a community by selecting alternative courses of action to manage a Class C liquor store.	D	75
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Considerable financial responsibility to be accountable for a liquor retail operation.	F	43
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Major level of responsibility to manage the physical assets of a government liquor store.	F	43

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise workers, appraise employee performance and take disciplinary action (Up to 5 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to develop the risk assessment for the store to ensure employee and customer safety.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently respond to multiple demands of customers and staff.	C	12
11	PHYSICAL EFFORT Relatively heavy effort to frequently lift moderate weights.	E	24
12	SURROUNDINGS Exposure to almost always working in a site, open to the public, with background noise.	B	4
13	HAZARDS Limited exposure to hazards from frequently lifting moderate weights.	C	6

Total Points: 602

Level: Range 14

Agency: Liquor Distribution Working Title: Assistant Manager (Class B Store)
Location: Various Level: Range 14

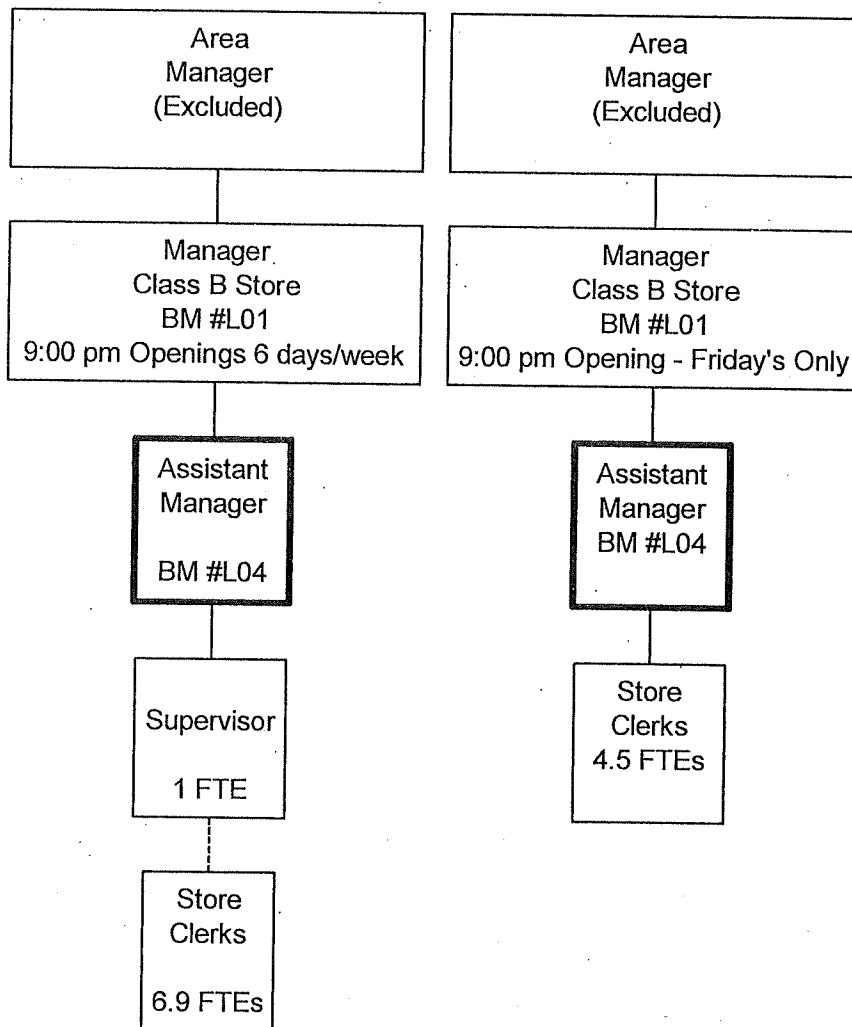
PRIMARY FUNCTION

Assist in managing a Class B multi-shift Government Liquor Store (GLS).

JOB DUTIES AND TASKS

1. Assists in managing a multi-shift Class B liquor store through a shift supervisor and subordinate full-time and auxiliary staff
 - a. establishes and maintains shift schedules
 - b. establishes and maintains employee lists
 - c. assigns tasks, establishes and upholds standards of performance, applies the Collective Agreement and formally appraises performance of subordinate employees
 - d. participates in the investigation of staff relations issues and when appropriate takes disciplinary action
 - e. orientates and trains staff and monitors Training Log
 - f. recommends to manager approval of relief assignments, overtime, vacation and leave entitlement
 - g. assists with the day to day operation of the store to ensure it is ready for business at all times
 - h. participates with the Manager in the recruitment and selection process of employees
 - i. ensures work site safety measures are established and followed
 - j. conducts staff meetings on an ongoing basis
 - k. monitors Attendance Management Records and at trigger points takes action such as meeting with employee
 - l. keeps the Manager informed of store related issues
2. Maintains the financial records for a GLS
 - a. balances cash to register totals; completes total revenue and makes bank deposits
 - b. monitors litter fund balances, authorizes advances and coin ordering
 - c. orders product from suppliers and warehouse from a defined product base; certifies receipt of liquor product
 - d. implements operational and business plans such as shelf resets
 - e. assists the store manager in reviewing, administering & monitoring the store budget
 - f. establishes and maintains licensee customer and store financial records
 - g. prepares for manager's signature imprest accounting actions
 - h. monitors variances and recommends to manager methods to correct variances
3. Merchandises the product in the most effect manner
 - a. communicates with supplier representatives regarding listing and display of product
 - b. monitors contractor and agency representatives in the store
 - c. maintains customer relations in accordance with LDB vision
 - d. arranges for empty containers to be shipped out
 - e. displays product to maximize sales and profit, through the use of merchandising techniques and knowledge of local markets, within guidelines set by the Branch
 - f. maintains established inventory levels from a prescribed product base
 - g. recommends a varied product mix to maximize sales and profit by responding to and anticipating consumer demand
 - h. ensures store presentation is of the highest quality (e.g., eye catching displays, full shelves, dusted bottles, price tags, etc.)
4. Other related duties
 - a. participates in the purchase of capital equipment and repair of equipment (e.g., recommend new equipment, call for repair services, etc.)
 - b. ensures safety of store including responding to incidents between staff and customers and refusing to serve intoxicated customers
 - c. watches for and deals with shoplifting incidents according to Loss Prevention/Store Operations policies and directives
 - d. responds to security intrusion alarms during non-business hours
 - e. advises and trains staff on the use of security systems and policies

* The charts below represent typical organization structures for Class B stores



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Understand Liquor Control legislation and Liquor Distribution Branch goals and objectives to assist in managing the operation of a Class B liquor store.	F	190
2	MENTAL DEMANDS Judgement to assess known or readily available information and choose an approach using a combination of accepted Liquor Distribution Branch policies and practices to assist in managing a Class B liquor store	D	100
3	INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to appraise employee performance and discuss performance problems.	D	45
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate cash register with some requirement for speed.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act: 4</u> <u>Comparative Effects: IIIc</u> Guided by Liquor Distribution Branch operational procedures, affects clients in a community by selecting from alternative course of action to assist in the management of a Class B liquor store.	D	75
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to certify receipt of goods as ordered and in acceptable condition to allow payment by someone else.	D	22.5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to advise and train staff on the use of security systems and policies.	E	33

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise employee performance and take disciplinary action (7.9 FTEs).	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure safety procedures are followed by staff.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently respond to multiple demands.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently lift moderate weights.	E	24
12	SURROUNDINGS Exposure to almost always working at a work site, open to the public, with background noise.	B	4
13	HAZARDS Moderate exposure to hazards from frequently lifting moderate weights.	C	6

Total Points: 562.5

Level: Range 14

Agency: Liquor Distribution
Location: Various

Working Title: Supervisor (Class A Store)
Level: Range 14

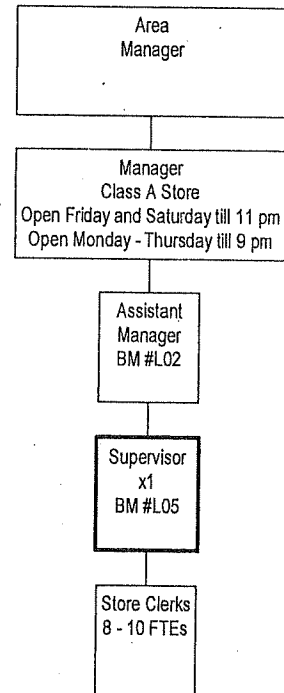
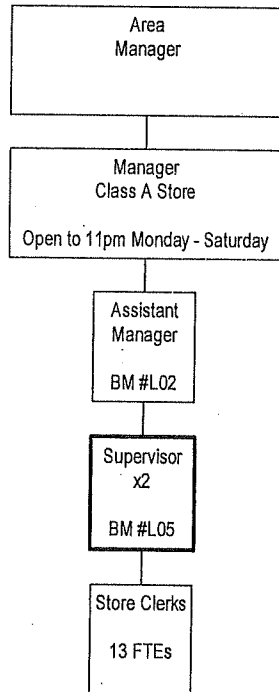
PRIMARY FUNCTION

Leads operations during a shift in a Class A, multi-shift Government Liquor Store (GLS).

JOB DUTIES AND TASKS

1. Leads operations during a shift in a multi-shift GLS through subordinate full-time and auxiliary staff
 - a. assigns tasks, ensuring standards of performance are maintained and formally appraising performance of subordinate employees
 - b. participates in the investigation of staff relations issues
 - c. orients new staff, assists in training and maintains the Training Log
 - d. participates in the organization of staff meetings (e.g., plans agenda, schedules meeting, ensures minutes are taken, etc.)
 - e. maintains Attendance Management Records in conjunction with the Assistant Manager
 - f. assists with the day to day operation of the store to ensure it is ready for business at all times
 - g. keeps the Manager and Assistant Manager informed of store related issues
 - h. maintains employee shift schedules
2. Assists in the general administration of the store
 - a. balances cash to register totals
 - b. completes total revenue and makes bank deposits
 - c. monitors litter fund balances, authorizes advances and coin ordering
 - d. orders approved product from suppliers and warehouse
 - e. certifies receipt of liquor product
 - f. monitors expenditures and prepares reports
 - g. establishes and maintains licensee customer records
3. Ensures product is merchandised in the most effect manner
 - a. liaises with supplier representatives regarding listing and display of product
 - b. monitors contractor and agency representatives in the store
 - c. maintains customer relations in accordance with LDB vision
 - d. arranges for empty containers to be shipped out
 - e. displays product to maximize sales and profit
 - f. maintains inventory levels and product mix
 - g. optimizes store presentation (e.g., eye catching displays, full shelves, dusted bottles, price tags, etc.)
 - h. determines storage requirements and movement of inventory
4. Other related duties
 - a. ensures safety of store including responding to incidents between staff and customers and refusing service to intoxicated customers
 - b. watches for and deals with shoplifting incidents according to Loss Prevention/Store Operations policies and directives
 - c. responds to security intrusion alarms during non-business hours

* The charts below represent typical organizational structures for Class A stores



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Understand Liquor Control legislation and Liquor Distribution Branch goals and objectives to lead operations during a shift in a multi-shift Class A liquor store.	F	190
2	MENTAL DEMANDS Judgement to assess known or readily available information and choose an approach using a combination of accepted Liquor Distribution Branch policies and procedures to lead operations during a shift in a Class A liquor store.	D	100
3	INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to appraise employee performance and discuss performance problems.	D	45
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate cash register with some requirement for speed.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act: 4 Comparative Effects: IIIb</u> Guided by Liquor Distribution Branch operational procedures, affects program delivery by selecting from alternative courses of action to lead operations during a shift in a Class A liquor store.	D	75
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to certify receipt of goods as ordered and in acceptable condition to allow payment by someone else.	D	22.5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility for movement and storage of store inventory.	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise employee performance in a multi- shift store (Up to 13 FTEs).	DG	23
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure safety procedures are followed by staff.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently respond to multiple demands.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently lift moderate weights.	E	24
12	SURROUNDINGS Exposure to almost always working in a work site, open to the public, with background noise.	B	4
13	HAZARDS Moderate exposure to hazards from frequently lifting moderate weights.	C	6

Total Points: 554

Level: Range 14

Agency: Liquor Distribution
Location: Various

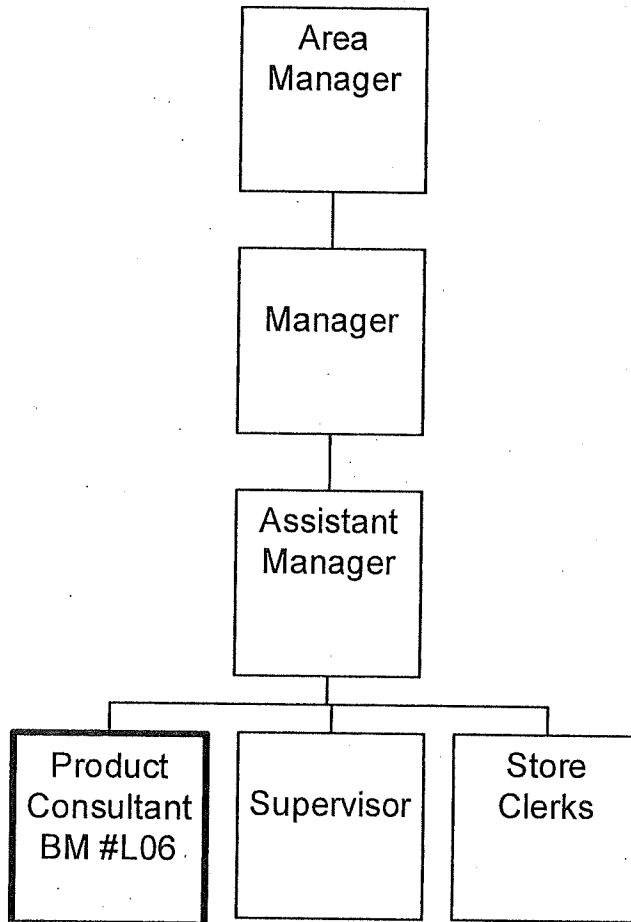
Working Title: Product Consultant
Level: Range 11

PRIMARY FUNCTION

Provides customer service and the administration and marketing of premium product lines including providing specialized product information and creating retail displays.

JOB DUTIES AND TASKS

1. Participates in enhancing the overall presentation of the store
 - a. consults with the Store Manager to ensure the shopping environment is clean, welcoming, and stocked with strategically placed displays and product information
 - b. coordinates with Order Clerk to eliminate stock outs & anticipate high volume demands
 - c. participates in the monthly Image Programme by implementing pre-determined advertising displays/programs and recommending fixture and layout changes based on store sales and demographic demands
2. Coordinates and develops image displays including open retail, free standing and end aisle location displays
 - a. develops product displays particular to the market trends within the specialty store system
 - b. ensures displays are placed to maximize revenue, and are clean, fully stocked and include product information
 - c. determines the locations, total number of displays, the category proximity to the display, and the number of products per category to display to balance display opportunities
 - d. reviews weekly sales performance assessments to determine, by price, which products are the best sellers and the minimum quantity of displays, included signage, that generates the most revenue
3. Provides customer service and answers inquiries such as product location, availability, special requests and orders
 - a. assists customers with product selection, suitability, information (including technical specifications), general product profiles, sensory evaluation and food and wine pairing
 - b. establishes & maintains client lists for new products, events, seminars & special releases
 - c. assists Liquor Retail Stores and Licensees with product information for listing and wine list selections
 - d. responds to concerns & complaints regarding the quality/suitability of specific products
 - e. approaches & assists customers by anticipating their needs & helping them to select product
 - f. conducts or assists at customer, industry, in-store &/or media tastings & special events
 - g. maintains customer relations in accordance with LDB vision
4. Participates in inventory management
 - a. recommends purchase of specialty items by reviewing product sales performance and identifying customer requests, market trends and demographic demands
 - b. recommends and maintains inventory of new or existing specialty listings
 - c. provides input to the purchase of specialty items by reviewing weekly sales statistics
 - d. recommends acquisition of cross-dock limited availability products and administers the quantity, location, activation and markers and monitors their timely disposal/sale
 - e. determines the storage requirements and movement of inventory of specialty products
 - f. performs bi-annual portfolio review to check products below performance levels and recommend replacement with revenue enhancing selections
 - g. coordinates with Store Manager and other Product Consultants on the reduction of portfolio products by display, tag end or inter-store transfers
5. Performs the duties of a Store Clerk and other related duties
 - a. provides product knowledge training for store and area staff, such as conducting tasting product seminars
 - b. signs for stock deliveries
 - c. operates cash register including receiving money and debit transactions
 - d. takes orders and processes license sales and enters data into computer for ordering
 - e. asks minors and intoxicated customers to leave, if required
 - f. stocks shelves and performs maintenance duties such as dusting, sweeping and cleaning up broken glass
 - g. receives and unloads liquor delivery trucks using electric pallet mover and pallet truck



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Understand and apply the accepted methods of liquor merchandising to provide advice as a specialist product consultant to customers, staff and supervisors.	E	145
2	MENTAL DEMANDS Judgement to assess customer requests, market trends and product information and choose an approach to recommend the acquisition of specialty stock and develop product displays.	D	100
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to conduct seminars and explain product information to customers, licensees and staff.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate cash register with some requirement for speed to process line-ups while bagging product and making change.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 3 <u>Comparative Effects:</u> IIIa Guided by specific procedures and past practices, affects program delivery by administering and marketing premium product lines including providing specialized product information and creating retail displays.	C	50
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to provide input to the purchase of specialty items by reviewing weekly sales statistics.	C	15
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to determine the storage requirements and movement of inventory of specialty products.	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training and/or instruction for the store and area staff.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to exercise caution to prevent accident or injury to others by refusing service to intoxicated individuals.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently listen to and respond to enquiries.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly lift moderate weights.	D	18
12	SURROUNDINGS Exposure to almost always working at a site open to the public, with background noise.	B	4
13	HAZARDS Limited exposure to hazards from regularly lifting moderate weights.	B	4

Total Points: 439.5

Level: Range 11

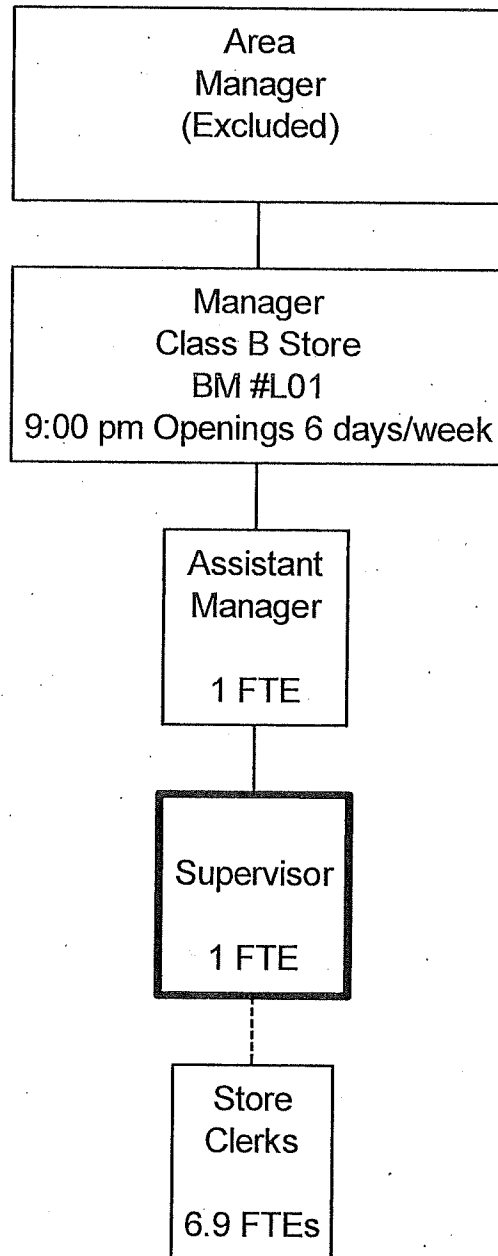
Agency: Liquor Distribution Working Title: Supervisor (Class B Store)
Location: Various Level: Range 11

PRIMARY FUNCTION

Leads operations during a shift in a Class B multi-shift Government Liquor Store (GLS).

JOB DUTIES AND TASKS

1. Leads operations during a shift in a multi-shift GLS through subordinate full-time and auxiliary staff
 - a. assigns tasks, ensuring standards of performance are maintained and provides input into performance appraisals
 - b. participates in the investigation of staff relations issues
 - c. orients new staff, assists in training and maintains the Training Log
 - d. participates in the organization of staff meetings (e.g., plans agenda, schedules meeting, ensures minutes are taken, etc.)
 - e. maintains Attendance Management Records in conjunction with the Assistant Manager and Manager
 - f. assists with the day to day operation of the store to ensure it is ready for business at all times
 - g. keeps the Manager and Assistant Manager informed of store related issues
2. Assists in the general administration of the store
 - a. balances cash to register totals
 - b. completes total revenue and makes bank deposits
 - c. monitors litter fund balances, authorizes advances and coin ordering
 - d. orders approved product from suppliers and warehouse
 - e. certifies receipt of liquor product
 - f. monitors expenditures and prepares reports
 - g. establishes and maintains licensee customer records
3. Ensures product is merchandised in the most effect manner
 - a. liaises with supplier representatives regarding listing and display of product
 - b. monitors contractor and agency representatives in the store
 - c. maintains customer relations in accordance with LDB vision
 - d. arranges for empty containers to be shipped out
 - e. displays product to maximize sales and profit
 - f. maintains inventory levels and product mix
 - g. optimizes store presentation (e.g., eye catching displays, full shelves, dusted bottles, price tags, etc.)
 - h. determines storage requirements and movement of inventory
4. Other related duties
 - a. ensures safety of store by responding to incidents between staff and customers, refusing service to intoxicated customers and ensuring staff follow safety procedures
 - b. watches for and deals with shoplifting incidents according to Loss Prevention/Store Operations policies and directives
 - c. responds to security intrusion alarms during non-business hours



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Understand and apply the accepted methods of liquor retailing to lead operations during a shift in a multi-shift Class B liquor store.	E	145
2	MENTAL DEMANDS Judgement to recognize the differences in a variety of known situations and determine the priority of tasks to lead operations in a Class B liquor store.	C	60
3	INTERPERSONAL COMMUNICATION SKILLS Discretion to explain corrective requirements regarding work quality to other employees as a shift supervisor.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate cash register with some requirement for speed.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 3 <u>Comparative Effects:</u> IIb Guided by specific procedures, affects program delivery by selecting a course of action to complete assignments using past practices and previous instructions to lead a shift in a Class B liquor store.	C	50
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to certify receipt of goods as ordered and in acceptable condition to allow payment by someone else.	D	22.5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility for movement and storage of store inventory.	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine work of assigned workers as a shift supervisor in a multi-shift store (6.9 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure safety procedures are followed by staff.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently respond to multiple demands.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently lift moderate weights.	E	24
12	SURROUNDINGS Exposure to almost always working in a site, open to the public, with background noise.	B	4
13	HAZARDS Moderate exposure to hazards from frequently lifting moderate weights.	C	6

Total Points: 420

Level: Range 11

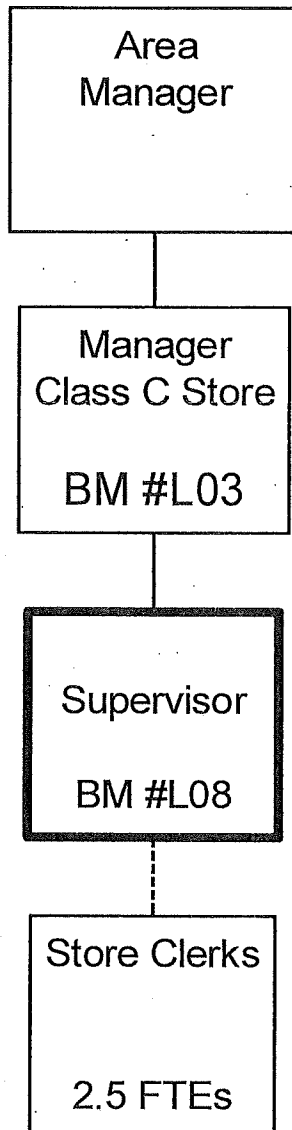
Agency: Liquor Distribution Working Title: Supervisor (Class C Store)
Location: Various Level: Range 11

PRIMARY FUNCTION

Lead operations in a single shift Class C Government Liquor Store (GLS).

JOB DUTIES AND TASKS

1. Leads operations in a single shift Class C GLS through subordinate full-time and auxiliary staff
 - a. assigns tasks, ensuring standards of performance are maintained and provides input into performance appraisals
 - b. participates in the investigation of staff relations issues
 - c. orients new staff, assists in training and maintains the Training Log
 - d. participates in the organization of staff meetings (e.g., plans agenda, schedules meeting, ensures minutes are taken, etc.)
 - e. maintains Attendance Management Records in conjunction with the Manager
 - f. assists with the day to day operation of the store to ensure it is ready for business at all times
 - g. keeps the Manager informed of store related issues
2. Assists in the general administration of the store
 - a. balances cash to register totals
 - b. completes total revenue and makes bank deposits
 - c. monitors litter fund balances, authorizes advances and coin ordering
 - d. orders approved product from suppliers and warehouse
 - e. certifies receipt of liquor product
 - f. monitors expenditures and prepares reports
 - g. establishes and maintains licensee customer records
3. Ensures product is merchandised in the most effective manner
 - a. liaises with supplier representatives regarding listing and display of product
 - b. monitors contractor and agency representatives in the store
 - c. maintains customer relations in accordance with LDB vision
 - d. arranges for empty containers to be shipped out
 - e. displays product to maximize sales and profit
 - f. maintains inventory levels and product mix
 - g. optimizes store presentation (e.g., eye catching displays, full shelves, dusted bottles, price tags, etc.)
 - h. determines storage requirements and movement of inventory
4. Other related duties
 - a. ensures safety of store by responding to incidents between staff and customers, refusing service to intoxicated customers and ensuring staff follow safety procedures
 - b. watches for and deals with shoplifting incidents according to Loss Prevention/Store Operations policies and directives
 - c. responds to security intrusion alarms during non-business hours



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Know how to carry out a variety of administrative and retail functions and understand how they relate to Liquor Distribution Branch retail programs and policies to lead operations in a single shift Class C liquor store.	D	100
2	MENTAL DEMANDS Judgement to recognize the differences in a variety of known situations and determine priority of tasks to lead operations in a single shift Class C liquor store.	C	60
3	INTERPERSONAL COMMUNICATION SKILLS Discretion to explain corrective requirements regarding work quality to other employees as a shift supervisor	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate cash register with some requirement for speed.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 3 <u>Comparative Effects:</u> IIb Guided by specific procedures, affects program delivery by selecting a course of action to complete assignments using past practices and instructions to lead operations in a single shift Class C liquor store.	C	50
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to certify receipt of goods as ordered and in acceptable condition to allow payment by someone else.	D	22.5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility for movement and storage of store inventory.	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine work of assigned workers as a shift supervisor (1 FTE).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure safety procedures are followed by staff.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently respond to multiple demands.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently lift moderate weights.	E	24
12	SURROUNDINGS Exposure to almost always working in a site, open to the public, with background noise.	B	4
13	HAZARDS Moderate exposure to hazards from frequently lifting moderate weights.	C	6

Total Points: 375

Level: Range 11

Agency: Liquor Distribution
Location: Various

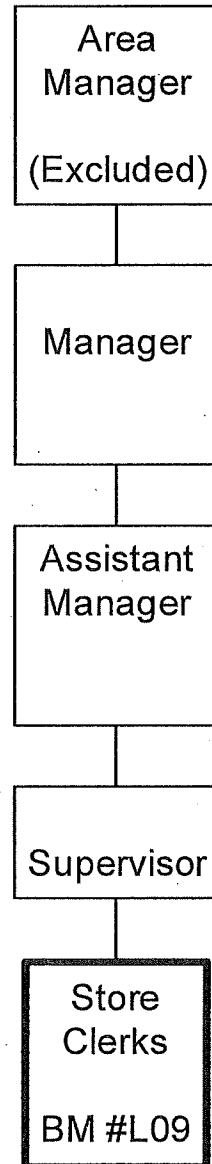
Working Title: Store Clerk
Level: Range G2/3

PRIMARY FUNCTION

To perform cashiering, customer service and warehouse duties in a liquor store.

JOB DUTIES AND TASKS

1. Performs cashiering and customer service duties
 - a. operates cash register including receiving money and debit transactions under their identity and password only
 - b. determines sobriety and age of customers and asks minors and intoxicated customers to leave if required
 - c. inventories shelf stock and reconciles against computer information to identify loss of stock due to shoplifting or administrative errors
 - d. takes orders for license sales and enters data onto computer for ordering
 - e. orders product and/or dry goods as requested
 - f. responds to customer inquiries regarding product
 - g. sets up promotional displays
 - h. receives bottle returns and issues refunds
 - i. stocks shelves with cases and bottles as required
 - j. performs maintenance duties such as dusting, sweeping and cleaning up broken glass
 - k. maintains excellent customer relations in accordance with LDB vision
2. Performs warehouse duties
 - a. receives and unloads liquor delivery trucks using electric pallet mover and pallet truck
 - b. unloads pallets and places stock in appropriate warehouse locations
 - c. prepares stock to fill orders for licensee and special occasion orders and validates order
 - d. retrieves stock for store shelves
 - e. signs for liquor and beer deliveries and validates accuracy
3. Other related duties
 - a. accesses computer terminal to provide reports
 - b. performs routine functions related to the recall of laid-off regular and auxiliary employees by calling from the seniority list and recording whether the person answered, can come in or declined
 - c. may sell permits (i.e., Special Occasion Licenses)



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Know several work tasks and how to do arithmetic to cashier, stock shelves, order and store stock and provide product information to customers.	B	40
2	MENTAL DEMANDS Judgement to select a known action in completing specific tasks to perform cashier, stock keeping and warehouse duties in a liquor store, respond to customer inquiries regarding product and determine sobriety and age of customers.	B	40
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of store policy to deal with intoxicated or unruly customers	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate cash registers with some requirement for speed to process client line-ups while bagging product and making change.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 2 <u>Comparative Effects:</u> IIa Guided by specific procedures, affects program delivery by changing the order of completion to perform cashing, stocking and warehousing duties in a liquor store and respond to customer inquiries.	B	30
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to sign for liquor and beer deliveries and validate accuracy of order.	C	15
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate electric pallet mover to move and store product.	C	15

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Little or no responsibility for human resources.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to prevent accident or injury to others by refusing service to intoxicated individuals.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Close attention to detail to regularly visually and by touch collect money and issue change.	B	6
11	PHYSICAL EFFORT Heavy physical effort to frequently lift moderate weight boxes of liquor products.	E	24
12	SURROUNDINGS Exposure to almost always working at a site open to the public, with background noise.	B	4
13	HAZARDS Moderate exposure to hazards from frequently lifting of moderate weight boxes of liquor products.	C	6

Total Points: 245

Level: Range G2/3

Replace w Original if found.

Retail Stores and Warehouse
Job Evaluation Plan

JOB DESCRIPTION

Benchmark Job #L10

Agency: Liquor Distribution Branch
Location: Vancouver

Working Title: Warehouse Worker
Level: Range G2/3
NOC Code: 7452

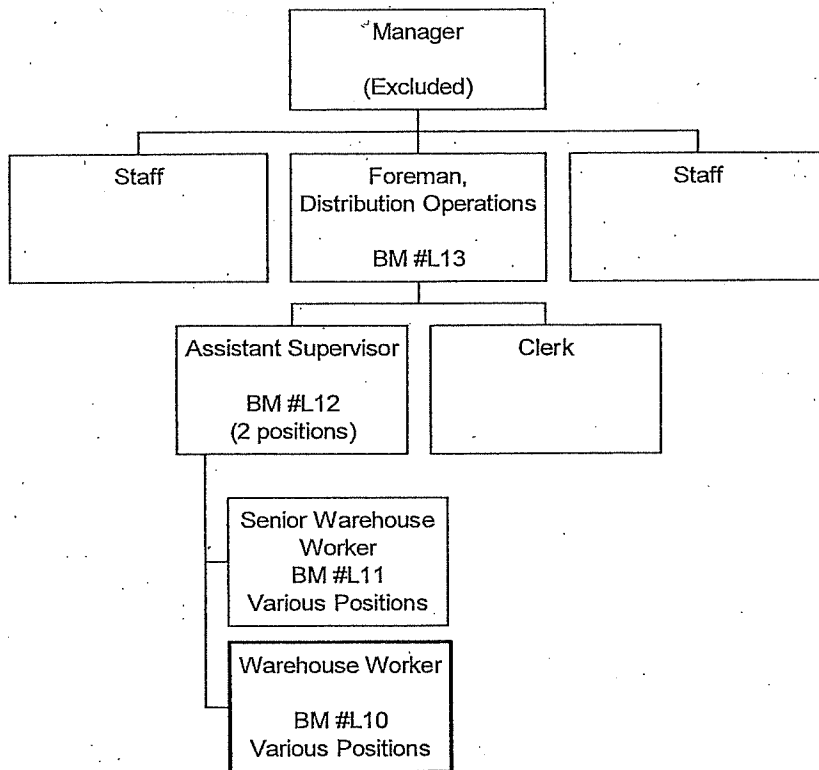
PRIMARY FUNCTION

To assist Senior Warehouse Workers and Assistant Supervisors by locating, storing, picking and packing of liquor product orders and other related products in the LDB warehouses.

JOB DUTIES AND TASKS

1. Receives and processes material in LDB warehouses
 - a. performs pre-operative check of equipment to be used, completes inspection form following set procedures, and reports all problems to supervisor
 - b. operates radio frequency linked computer terminal to complete liquor orders
 - c. determines the best starting point for each order in a designated zone, finds the product's location, ensures the correct product by scanning barcode, selects correct quantity and confirms the pick
 - d. determines the cut off for order zone portions and packs goods in both case or unit formats onto pallets or cartons, creating additional shipping labels from barcode laser printer as required and forwards products to shipping area for further processing
 - e. determines appropriate pallet or carton configuration based on product carton/unit size to maximize pallet stability and minimize use of additional pallets/cartons or other shipping materials
 - f. operates high lift Orderpicker as required for elevated product pick and pack, as well as other mobile equipment where other staff are exposed
 - g. replenishes bottle pick flow rack as directed by computer and determines how many cases to replenish based on flow rack location
 - h. reports inventory anomalies to supervisor for follow up
 - i. reports product or store order problems to stock control department
 - j. maintains security and informs management of any problems such as unknown persons in the warehouse or product in the wrong location
 - k. recycles materials within the warehouse (e.g., collecting plastic and cardboard)
 - l. assists in special projects such as wine festivals, etc. by picking and packing in non-standard configurations
2. Maintain a safe and clean working environment within the warehouse
 - a. keeps abreast of all new safety regulations and requirements as per monthly staff meetings
 - b. reports unsafe practices, conditions, safety problems and damage to management
 - c. carries out manual processes within the warehouse in the correct ergonomic manner (e.g., lifting correctly, keeping weights close to body)
 - d. removes string, plastic and cardboard from warehouse
 - e. collects and removes broken cases/bottles/product from active inventory
 - f. maintains record of breakage
3. Performs other related duties
 - a. informs supervisory staff of any problems within assigned areas of work such as personal conflicts
 - b. provides informational orientation to new employees

ORGANIZATION CHART
Benchmark Job #L10



REASON FOR CLASSIFICATION
Benchmark Job #L10
Job Title: Warehouse Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	JOB KNOWLEDGE Know several warehousing tasks which require the ability to read, write and use arithmetic to locate, store, pick and pack liquor products.	B	40
2	MENTAL DEMANDS Judgement to carry out warehousing tasks that are clear, but require selecting known actions, to locate, store, pick and pack liquor products.	B	40
3	INTERPERSONAL COMMUNICATION SKILLS Courtesy required to exchange information related to work duties with others within the warehouse.	A	10
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate an Orderpicker and other mobile equipment to move material in a warehouse.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 1 <u>Comparative Effects:</u> 1a Guided by set warehouse routines, affects program delivery by locating, storing and picking and packing liquor products in the LDB warehouse.	A	15
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Little or no financial responsibility.	A	5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate an Orderpicker and other mobile warehouse equipment to store and move liquor products in a warehouse.	C	15

REASON FOR CLASSIFICATION

Benchmark Job #L10
Job Title: Warehouse Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Provides informal orientation to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to operate an Orderpicker and other mobile equipment in proximity to others.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on computer screen to track and locate stock.	C	12
11	PHYSICAL EFFORT Heavy physical effort to regularly push, pull, lift or carry heavy stock items.	E	24
12	SURROUNDINGS Exposure to dust and noise in a warehouse almost always	C	6
13	HAZARDS Significant exposure to hazards from almost always working near moving equipment and forklifts in warehouse.	D	9

Total Points: 211

Level: Range G2/3

Replace w Original if found

Retail Stores and Warehouse
Job Evaluation Plan

JOB DESCRIPTION

Benchmark Job #L11

Agency: Liquor Distribution Branch
Location: Vancouver

Working Title: Senior Warehouse Worker
Level: Range G4
NOC Code: 7452

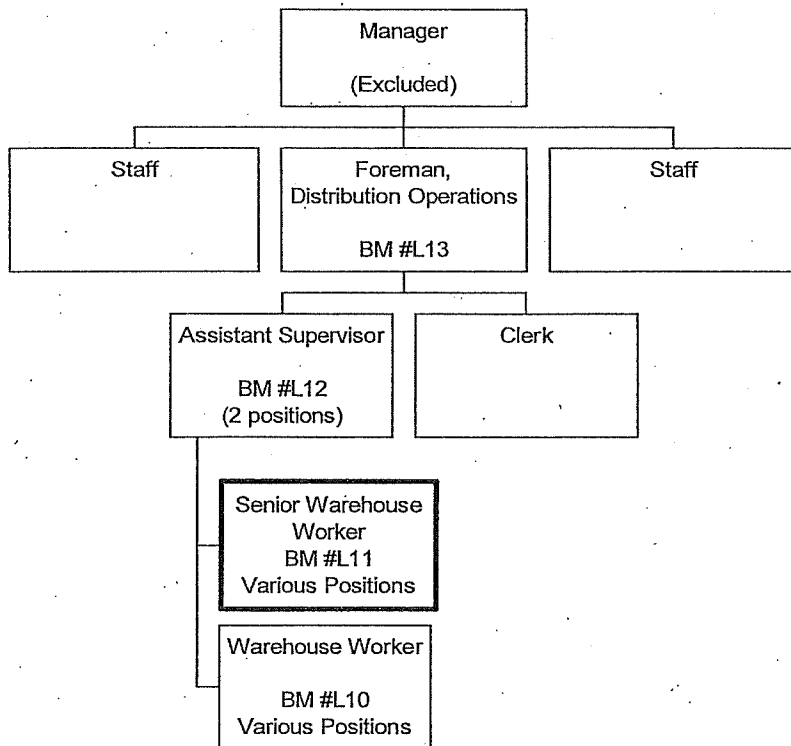
PRIMARY FUNCTION

To perform receiving, replenishment and shipping functions and participate in special projects within the Distribution Centre warehouse.

JOB DUTIES AND TASKS

1. Performs receiving, replenishment and shipping functions and projects such as annual inventory, stock rotation, wine festivals and on-pack operations within the warehouse
 - a. operates forklift and other warehouse equipment when processing customer orders for receipts, replenishment and shipment
 - b. performs pre-operative check of equipment to be used, completes inspection form following set procedures, and reports all problems to supervisor
 - c. secures products on pallets (e.g., shrink wrapping) and removes unsafe or broken pallets from circulation
 - d. labels orders and ensures clarity of label especially if special handling is required
 - e. maintains accurate paperwork, checks reports, completes daily report, signs for products at all stages and forwards paperwork to relevant administration unit
 - f. ensures product has been fully allocated to customer orders and resolves anomalies identified through the allocation process by changing product status from case to unit or unit to case
 - g. identifies inventory anomalies and informs management for follow up
 - h. maintains accuracy of receipts, put-aways (putting received stock in pick or storage location), replenishments, deliveries, orders, etc., and corrects errors
 - i. prioritizes work and ensures priority orders are dealt with as per supervisor requests
 - j. checks all requisition numbers at several stages of warehouse processing ensuring cross checks take place between different sections
 - k. proposes the most efficient use of trucks and truck space for deliveries, rack and storage space for product and staging and overflow areas for receipts
 - l. recycles materials within warehouse, including cardboard, plastic, etc.
 - m. maintains security and informs management of any problems, e.g. seal on trucks/trailers
 - n. loads and unloads trucks as necessary being aware of priority stores, to ensure receipts, replenishments and shipments of their product
 - o. operates computer terminals to check products, obtain printouts and work orders/amendments as necessary
 - p. performs inventory cycle counts as required, including radio frequency system usage
 - q. orders supplies, plastic/paper bags for stores and shrink wrap for warehouse
 - r. rotates stock as per product by shipment
 - s. participates in special projects such as Wine Festivals, etc. (e.g., performs warehousing duties for mini-warehouse within a warehouse with less structure/computer assistance)
 - t. enters inventory by pallet into warehouse system referencing purchase order, quantity and pack size
 - u. sorts and distributes pallets for use in distribution centre
 - v. decides where product is stored by through-put (i.e., predetermined guidelines) or volume of product received
 2. Provides guidance and support to other staff within the warehouse
 - a. inspects product for breaks, directs clean up staff regarding removal from inventory and maintains record of all breakages
 - b. trains or refreshes staff on warehouse policies and procedures
 - c. assigns and checks the work of junior warehouse staff
- Performs other related duties
- a. removes string, plastic & cardboard from warehouse; informs supervisor of condition of assigned work areas
 - b. reports warehouse safety problems to the supervisor (e.g., unsafe practices, conditions and damage)
 - c. keeps abreast of all new safety regulations and requirements by checking bulletin boards, attending training and staff meetings
 - d. makes suggestions to management regarding system modifications, policies and procedures

ORGANIZATION CHART
Benchmark Job #L11



REASON FOR CLASSIFICATION

Benchmark Job #L11

Job Title: Senior Warehouse Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	JOB KNOWLEDGE Know a variety of job functions and how they relate to warehouse operations to receive, record, store, ship and secure liquor and related products in a warehouse, sign for products at all stages.	C	60
2	MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to perform warehouse functions, receive product, process orders, resolve product and allocation anomalies, and propose most economical use of truck space for deliveries and rack and storage space for product.	C	60
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information to provide direction to junior warehouse staff on completion of work tasks.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate forklift to move material in a warehouse.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act: 2</u> <u>Comparative Effects: 11a</u> Guided by specific procedures, affects program delivery by changing the order of completion to perform several functions such as signing for products at all stages, ensuring product has been fully allocated to orders and resolving anomalies.	B	30
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to validate the receipt of liquor product at all stages of the warehouse operation.	C	15
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate forklift and other warehouse equipment to store and move liquor products in a warehouse.	C	15

REASON FOR CLASSIFICATION

Benchmark Job #L11

Job Title: Senior Warehouse Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Assigns and checks the work of junior warehouse staff (1 FTE).	CC	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to operate forklifts in where other workers are exposed.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on computer screen to track and locate stock.	C	12
11	PHYSICAL EFFORT Heavy physical effort to regularly push, pull, lift or carry heavy stock items.	E	24
12	SURROUNDINGS Exposure to dust and noise in a warehouse almost always.	C	6
13	HAZARDS Significant exposure to hazards from working near moving equipment and forklifts in warehouse almost always.	D	9

Total Points: 305

Level: Range G4

Agency: Liquor Distribution
Location: Vancouver

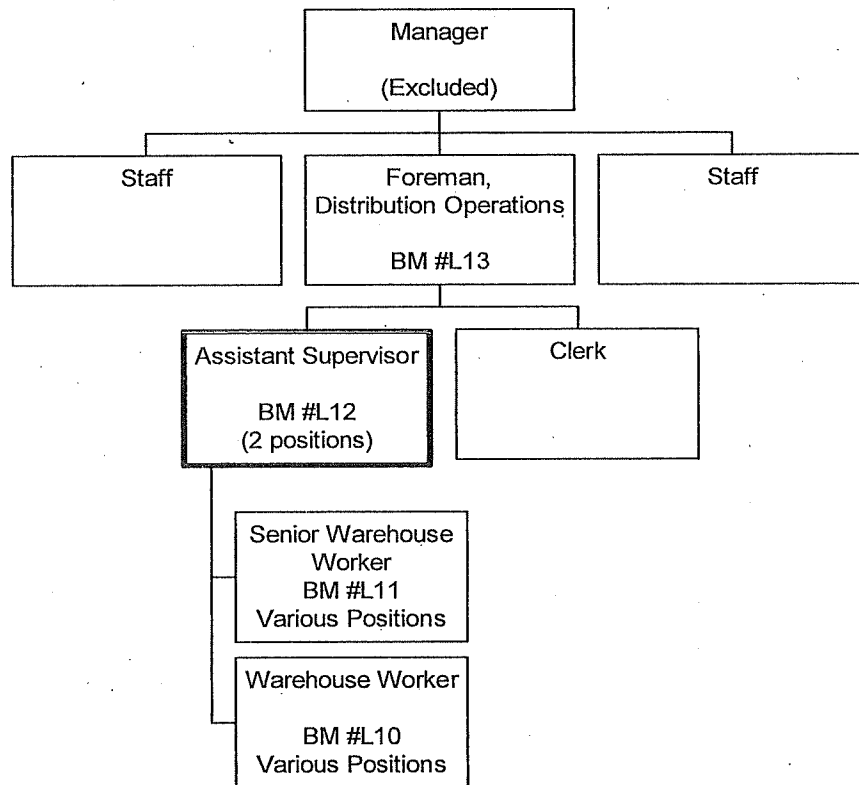
Working Title: Assistant Supervisor
Level: Range 13

PRIMARY FUNCTION

To supervise staff in the receiving, put-away, replenishment, pick & pack and shipping operations, as well as special projects throughout LDB warehouses.

JOB DUTIES AND TASKS

1. Schedules, reviews, monitors and adjusts the activity of staff in the warehouse and informs department supervisor
 - a. schedules warehouse staff to meet operational demands
 - b. schedules and allocates staff for other distribution departments
 - c. reviews employee reports such as work productivity and accuracy reports
 - d. monitors truck radios, dock monitors and TV's and dock intercom
 - e. recommends leave approvals and shift changes
 - f. controls and issues the security seals for trucks
 - g. informs LDB and outside contract carrier drivers of special instructions
 - h. coordinates unloading, collection, transportation preparation and forwarding of recycled materials
 - i. monitors store order progress through electronic Warehouse Operating System (WOS), and reassigns workers within warehouse zones to facilitate workload
 - j. provides knowledge, understanding of various functions and troubleshooting for the WOS system such as terminal re-boots and security authorizations
 - k. operates forklift to move product in the warehouse
 - l. coordinates special projects in the warehouse such as Wine Festival mini-warehouse
2. Provides supervision to staff in the warehouse
 - a. plans, assigns and reviews the workload of staff to maintain the shipping schedule, adjusting internal department staffing by zone, duty or department
 - b. ensures compliance with work priorities and standards
 - c. provides direction, training and coaching and works with employee to create a personal development plan (EPDP)
 - d. appraises employee performance and takes disciplinary action
3. Performs administrative and other related duties
 - a. monitors, reconciles and prepares written reports for the budget such as non-productive time
 - b. prepares daily staff production reports
 - c. prepares and sorts bills of lading, internal mail, invoices and vehicle keys for pick up by machine operators
 - d. processes and documents all departmental data/statistics such as shift productivity
 - e. enters employee payroll data into computer including applicable payroll codes, employee time, shift differential, substitution codes and department overrides for each employee on shift
 - f. arranges for weekly time approvals and forwards pay adjustment information to Payroll in absence of Foreman
 - g. responds to employee enquiries regarding payroll, leaves, etc.
 - h. determines training needs and coordinates and/or delivers training
 - i. uses computer for data input/verification such as current telephone numbers and addresses
 - j. prepares schedules in the various areas of the warehouse
 - k. ensures workers follow warehouse safety procedures and completes monthly safety audits
 - l. schedules appointments with outside carriers for both shipping and receiving
 - m. establishes and maintains online daily shipping or receiving log for use by various Distribution departments



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Understand and apply the accepted methods of industrial warehousing to monitor the progress of store orders in order to schedule and reassign warehouse staff by warehouse zone, duty or department to facilitate workload and to meet operational demands, and to coordinate special projects.	E	145
2	MENTAL DEMANDS Judgement to assess operational requirements and choose an approach using a combination of accepted warehouse procedures to direct the receipt, put-away, replenishment, pick & pack, and shipping of liquor products by warehouse staff, determine work schedules and reassign workers to meet operational demands and shipping/receiving schedules.	D	100
3	INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to appraise employee performance and discuss performance problems.	D	45
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use a word processor to produce various daily and monthly reports with some requirement for speed to meet deadlines.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act: 4 Comparative Effects: IIIb</u> Guided by general procedures, affects program delivery by selecting alternative courses of action to supervise staff to receive, replenish and ship liquor products in a warehouse to meet operational demands and shipping schedules.	D	75
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to monitor and reconcile budget data.	C	15
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control and issue security seals for trucks.	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise workers, appraise employee performance and take disciplinary action (15+ FTEs).	DH	25
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure workers exposed to or using mobile equipment (e.g., forklifts, pallet movers) follow warehouse safety procedures.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on computer screen to track and locate stock.	C	12
11	PHYSICAL EFFORT Heavy physical effort to regularly push, pull, lift or carry heavy stock items.	E	24
12	SURROUNDINGS Exposure to dust and noise in a warehouse almost always.	C	6
13	HAZARDS Significant exposure to hazards from working near moving equipment and forklifts in a warehouse almost always.	D	9

Total Points: 518.5

Level: Range 13

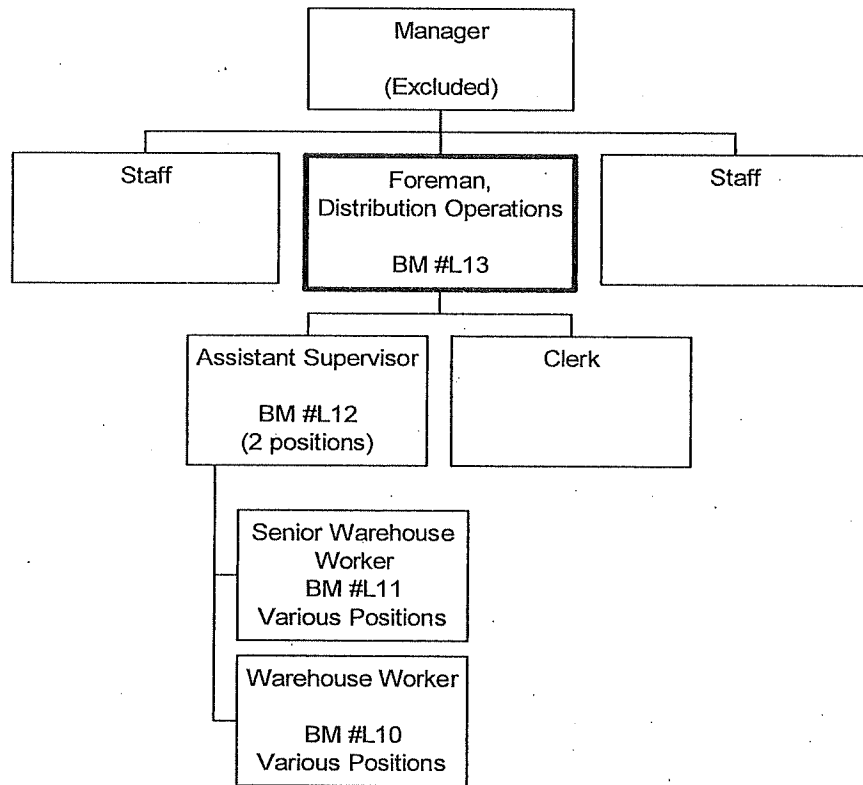
Agency: Liquor Distribution Working Title: Foreman, Distribution Operations
Location: Vancouver Level: Range 16

PRIMARY FUNCTION

To supervise employees working in the assembly, shipping, receiving and inventory control departments of the distribution centre, in the receipt, preparation, movement, verification and delivery of liquor products destined for retail and wholesale outlets.

JOB DUTIES AND TASKS

1. Organizes the preparation, movement and verification of liquor products destined for all liquor outlets
 - a. develops operational procedures to ensure that safety and security regulations are upheld and recommends and/or provides training if necessary
 - b. reviews monthly productivity reports and if problem areas are identified makes recommendations for improvements
 - c. maintains schedule roster and ensures adequate shift coverage according to production demands, updates timesheets and approves leaves
 - d. ensures that orders from the warehouse are complete, accurate and on schedule
 - e. responds to equipment needs, changing priorities and shipping schedules in the warehouse to meet production requirements
 - f. implements and utilizes warehouse systems and procedures to maximize efficiency and to maintain productivity standards
 - g. assigns staff to other departments based on operational requirements
 - h. arranges for maintenance, repair, safety inspections and certification of warehouse equipment and truck fleet
 - i. communicates with internal and external customers (including private sector owners of liquor stores and outside carriers) to provide optimum customer service
2. Supervises staff (15 to 30+ FTEs)
 - a. plans and organizes the recruitment process and chairs selection panels
 - b. supervises regular and auxiliary warehouse workers in a multi-shift operation
 - c. plans, assigns and reviews work and sets work priorities and standards
 - d. provides direction, training and coaching and works with employees to create a personal development plan (EPDP)
 - e. conducts formal appraisals of work performance and takes disciplinary action
3. Performs administrative duties
 - a. provides input into budget preparation including preparing fiscal period operational statements and identifying department needs and investigating and explaining variances
 - b. ensures that operations stay within departmental operating expense budget limits
 - c. prepares reports of Assembly, Shipping and Receiving production and enters data into computer system
 - d. conducts Joint Accident Investigations (management /union) and completes forms
 - e. ensures completion of first aid and WCB forms for accidents and injuries
 - f. responds to safety committee findings by developing new procedures or modifying existing procedures to correct operational hazards and prevent their reoccurrence
 - g. orders supplies required in the warehouse (e.g., safety apparel, stationery, seals, etc.) each month
4. Other related duties
 - a. operates counterbalance forklift and/or pallet mover to move product
 - b. performs spot checks of completed orders for accuracy
 - c. participates in monthly safety inspections of specific departments
 - d. sits on various committees (e.g., Safety Committee and Leaves Review Committee)



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Have a practical understanding of warehousing to organize the receipt, preparation, movement, verification and delivery of liquor products destined for retail and wholesale outlets.	F	190
2	MENTAL DEMANDS Judgement to apply analysis and interpretation of warehouse operations and choose an approach using a combination of accepted warehousing methods and equipment to coordinate and control the receipt of product and the preparation of products for distribution to liquor outlets, deploy and schedule staff and implement procedures and system changes.	E	150
3	INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to supervise employees and appraise work and discuss performance problems.	D	45
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordinate and dexterity required to operate a forklift and similar equipment in the warehouse.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 5 Comparative Effects: IIIb Guided by warehouse policies, affects program delivery by applying accepted methods in a different way to organize the receipt, preparation, movement, verification and delivery of liquor products destined for retail and wholesale outlets, implement operational changes and prepare production reports.	E	120
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide budget data on operational costs.	D	22.5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the storage and movement of liquor products in the warehouse.	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise regular and auxiliary warehouse workers, appraise employee performance and take disciplinary action (20+ FTEs).	DI	27
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to develop operational procedures for warehouse staff to ensure compliance with safety.	D	25
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance warehouse schedules to meet multiple deadlines.	C	12
11	PHYSICAL EFFORT Heavy physical effort to regularly push, pull, lift or carry heavy stock items.	E	24
12	SURROUNDINGS Exposure to dust and noise in a warehouse almost always	C	6
13	HAZARDS Moderate exposure to hazards from frequently working near moving equipment and forklifts in warehouse.	C	6

Total Points: 665

Level: Range 16

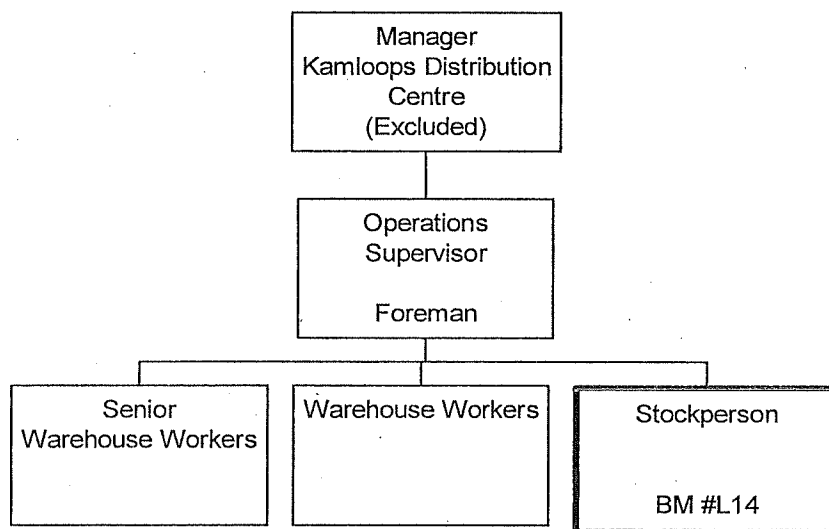
Agency: Liquor Distribution
Location: Kamloops

Working Title: Stockperson
Level: Range 14

PRIMARY FUNCTION: To ensure the physical stability, control, movement and availability of all product in the Kamloops distribution centre.

JOB DUTIES AND TASKS

1. Ensures the physical stability, control, movement and availability of all product in the distribution centre
 - a. monitors sales levels and adjusts reorder points and quantities to reflect sale levels of individual product
 - b. adjusts picking locations according to season and buying trends to ensure high volume products are available in an efficient work flow and to avoid spoilage of product by rotating stock
 - c. compares floor credit inventory count to ensure accuracy
 - d. compiles "stock out" report and looks into unavailable products (same code/different alcohol content/vintage/on-packs)
 - e. monitors incoming stock to ascertain correct coding for identification
 - f. maintains locator labels and determines appropriate placement of product in the warehouse to ensure efficient work flow
 - g. provides guidance on the placement of product to flow rack personnel
 - h. sorts and allocates special order products & completes delisting & new product forms
2. Performs administrative functions related to inventory control
 - a. documents and processes in-transit breaks and shorts with recommendations as to supplier billing and amounts
 - b. contacts suppliers, shippers and agents regarding labelling and packaging (e.g., inadequate or hazardous packaging, incorrect bar code, incorrect product in box)
 - c. examines quality control problems of products such as glass in product, wrong packaging, stale dated product
 - d. coordinates the authorized destruction and disposal of alcohol products
 - e. responds to queries from various departments regarding stock availability and recommends liquor product purchases
 - f. coordinates inventory taking and looks into discrepancies between book count and actual inventory
 - g. organizes, marks and allocates stock during stock taking & installs accurate bar codes
 - h. determines inventory levels and space requirements based on sales increases or decreases, seasonal variations, temporary price fluctuations, add on value items or image promotions
 - i. ensures proper handling, storage, shipment and reordering of dry goods and supplies such as tape, string, cardboard cartons, envelopes, etc
 - j. coordinates safe & accurate receipt, handling, storage & shipping of all advertising material
 - k. monitors available floor space including making appropriate arrangements for special events requirements
 - l. prepares and submits monthly warehouse capacity reports including budget data utilization reports
 - m. initiates and implements processes and procedures related to the control of stock movement and control within the distribution centre complex
 - n. produces computer reports such as inventory location and quantity and updates the Stockmaster Inventory Control report
3. Provides direction and guidance to staff (up to 5 FTEs) involved with product movement and inventory control
 - a. recommends training, discipline and leave approval as required
 - b. provides input into employee appraisals and EPDPs
 - c. provides one-on-one training & discusses corrective requirements regarding work quality
4. Performed other related duties
 - a. operates counterbalance forklift, straddle type forklift and/or pallet mover to move stock in the warehouse
 - b. coordinates or participates in special projects as directed such as warehouse cleaning project
 - c. provides assistance to and responds to queries from outside suppliers and agents



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Have a practical understanding of inventory control, management and allocation to control the movement and availability of liquor products in the distribution centre complex.	F	190
2	MENTAL DEMANDS Judgement to apply analysis and interpretation of seasonal variations, sales increases/decreases, and buying trends and choose an approach using a combination of accepted inventory control methods to determine inventory levels, adjust reorder points and stock quantities and ensure appropriate placement of product in the warehouse to ensure efficient work flow.	E	150
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to explain corrective requirements regarding work quality to staff involved in product movement and inventory control.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive a forklift in the distribution centre.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 4 <u>Comparative Effects:</u> IIIa Guided by general procedures, affects program delivery by selecting alternative courses of action to coordinate and control the storage, movement and inventory of product in the distribution centre to meet the needs of the Receiving, Shipping, Parts and Assembly departments.	D	75
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data and recommendations on the purchase of additional inventory to meet current and expected needs.	D	22.5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the movement and storage of liquor product in the distribution centre.	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and examine the work of staff involved in product movement and inventory control (1 to 5 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to operate a forklift where other workers are exposed.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance the schedule of movement, storage and retrieval of product to meet deadlines of the Receiving, Shipping, Parts and Assembly departments.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently carry or lift cases of moderate weight.	E	24
12	SURROUNDINGS Exposure to dust and noise in a warehouse almost always	C	6
13	HAZARDS Moderate exposure to hazards from frequently carrying or lifting cases of moderate weight	C	6

Total Points: 582

Level: Range 14

Ministry: Finance and Corporate Relations
Branch: Product Sales and Services,
Office Products Centre
Location: Victoria

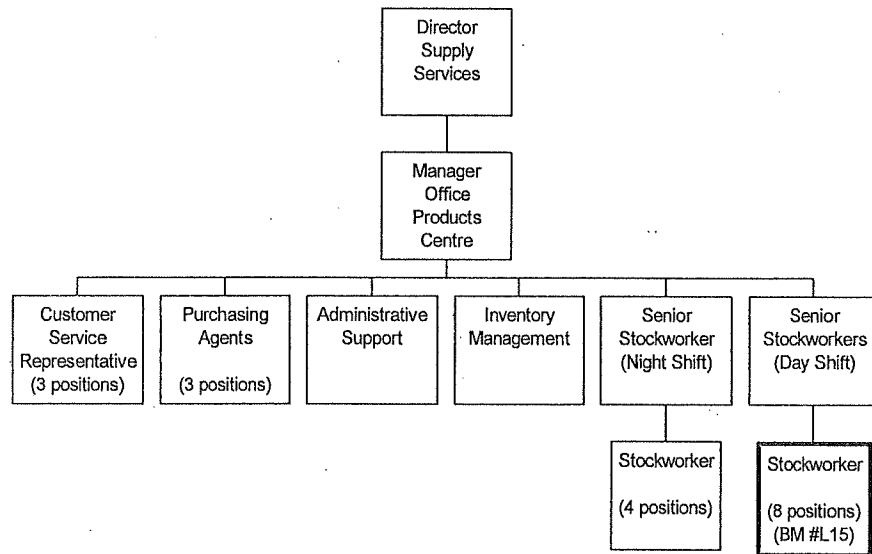
Working Title: Stockworker
Level: Range G4

PRIMARY FUNCTION

To receive, record, store, ship and secure print material and office products in a warehouse.

JOB DUTIES AND TASKS

1. Receives and processes material into the warehouse
 - a. checks quantity received against attached waybill, records shortages, damages or other discrepancies and completes related documentation
 - b. unloads shipments using forklift and pallet jacks and places incoming product in storage area
 - c. checks packing slips against purchase documents for differences in stock identification, product quality and quantity ordered and enters shipment details into automated inventory system on computer
 - d. processes packing slips and stock receipts to initiate payment of suppliers
 - e. checks back orders and separates sufficient incoming stock to fill back orders
 - f. completes weekly supplier performance reports
 - g. files incomplete purchase orders and fills when back order arrives
 - h. ensures that stock levels are maintained by entering shipments, returns and losses into computer inventory system
 - i. reports inventory discrepancies to supervisor
2. Processes customer orders
 - a. batches and consolidates customer orders
 - b. locates, picks and packs goods and materials into containers and forwards container to shipping area for further processing
 - c. determines the most efficient mode of transportation according to volume, priority, destination, customer specifications and shipping costs and completes shipping documentation
3. Processes orders returned by customers
 - a. ensures that return order documentation is complete and checks against return order
 - b. completes inventory adjustment reports for return orders without documentation
 - c. records shortages or damage, determines whether a restocking charge should be levied and gives credit or exchange on returned or damaged stock
4. Performs other related duties
 - a. maintains clean and safe environment in the warehouse
 - b. responds to customer enquiries and redirects calls as required



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Know a variety of job functions and how they relate to warehouse receiving operations to receive, record, store, ship and secure print material and office products in a warehouse, use computer to enter data and locate stock items, give credit or exchange on returned or damaged stock.	C	60
2	MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to perform warehouse functions, receive material, process requisitions, enter data and locate stock, track lost shipments and stock items, and upgrade orders to rush status if appropriate.	C	60
3	INTERPERSONAL COMMUNICATION SKILLS Tact required to obtain and verify information related to warehouse stock availability, refunds or tracking of shipments from customers and public.	B	20
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate forklift to move material in a warehouse.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 2 <u>Comparative Effects:</u> 11a Guided by specific procedures, affects program delivery by changing the order of completion to receive, record, ship, store and secure office inventory in a warehouse, use computer terminal to locate stock items, give credit or exchange on returned stock and batch stock orders for picking.	B	30
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to sign to give credit or refunds for returned stock.	C	15
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate forklift and pallet mover to store and move office product inventory in a warehouse.	C	15

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to operate a forklift in a warehouse where others are exposed.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on computer screen to track and locate stock.	C	12
11	PHYSICAL EFFORT Heavy physical effort to regularly push and pull heavy loaded freight dollies and pallets.	E	24
12	SURROUNDINGS Exposure to noise from machinery in warehouse frequently.	B	4
13	HAZARDS Moderate exposure to hazards from frequently working near moving equipment.	C	6

Total Points: 281

Level: Range G4

Ministry: Attorney General
Branch: Land Titles
Location: Kamloops

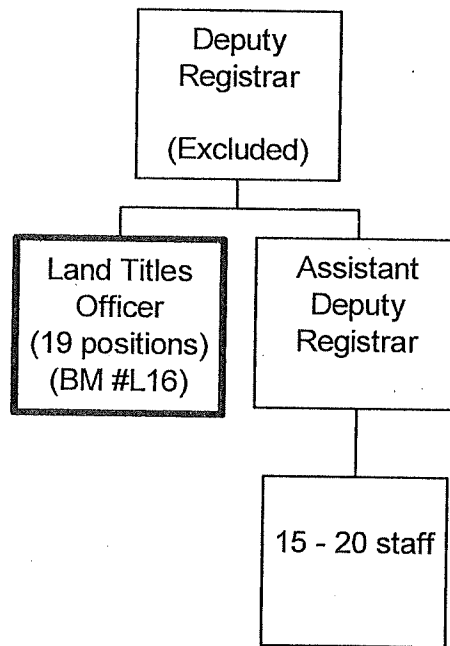
Working Title: Land Titles Officer
Level: Range 14

PRIMARY FUNCTION

To determine whether documents presented by an applicant are sufficient to establish an estate or interest in land and examine and rule on the acceptability of all classes of subdivision plans submitted to Land Titles.

JOB DUTIES AND TASKS

1. Examines applications and documents to determine if a good safeholding and marketable title has been established
 - a. examines documents attached to registration applications including debentures, supplemental trust deeds, bankruptcies and foreclosures to determine compliance with applicable guidelines, policies, Acts and regulations
 - b. searches existing documents and records to determine the current state of title to the land in question
 - c. registers applications after establishing that good safeholding and marketable title exists
 - d. processes certificates of pending litigation, caveats and judgements and serves notices by preparing and mailing formal documents
 - e. refers to the Deputy Registrar applications that are precedent setting or require special consideration
 - f. applies the Land Titles Act and numerous statutes and their regulations, legal precedents and general registry guidelines to register land titles transactions
2. Examines and rules on the acceptability of all classes of subdivisions submitted to Land Titles
 - a. examines plans against Surveyor General's Regulations, the Land Titles Act and other relevant legislation and checks that dimensions and areas are within closure limits
 - b. compares plans with existing survey records
 - c. registers various plans such as right of way plans, explanatory plans and by-law plans
 - d. issues titles for newly created lots
3. Communicates with applicants or their agents such as solicitors, notaries public, financial institution managers and surveyors regarding acceptability of applications or plans
 - a. confirms if applications or plans are defective
 - b. requests additional information or evidence necessary to file the applications or plans with the Land Titles Registry
 - c. provides information to BC Land Surveyors, solicitors and notaries public regarding plans held within Land Titles
4. Performs other related duties
 - a. provides direction to support staff in registry procedures
 - b. responds to inquiries in person and over the counter regarding registration of plans and documents
 - c. checks that applicable fees are charged for each application



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Understand the goals and objectives of the land titles program and related legislation to establish an estate or interest in land and rule on the acceptability of all classes of subdivision plans.	F	190
2	MENTAL DEMANDS Judgement to apply structured study, analysis and interpretation of land titles legislation such as the Land Titles Act, legal precedents and subdivision plans and choose an approach using a combination of accepted land titles procedures to register land titles and determine acceptability of subdivision plans.	E	150
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of land titles legislation and practices with parties who are transferring land titles or submitting subdivision plans.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use a keyboard to input land titles and sub-division plan information on a computer with some requirement for speed to meet legislated deadlines.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 4 <u>Comparative Effects:</u> IIIa Guided by general procedures, affects program delivery by selecting alternative courses of action to register land titles transactions by examining and accepting or rejecting titles applications and examining and ruling on acceptability of subdivision plans.	D	75
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to determine the appropriate land registration fees owing from a schedule.	C	15
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control processes used to rule on the acceptability of land titles and other legal documents to ensure the quality of land registry and subdivision file data against legal standards.	E	33

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to office support staff on registry procedures.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to calm clients who are angry or upset because their applications have been rejected.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently scrutinize land transaction documents and subdivision plans.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view applications, sub-division plans and computer screens.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with upset people.	B	4
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 555

Level: Range 14

Ministry: Health
Branch: Management Operations, MSP
Location: Victoria

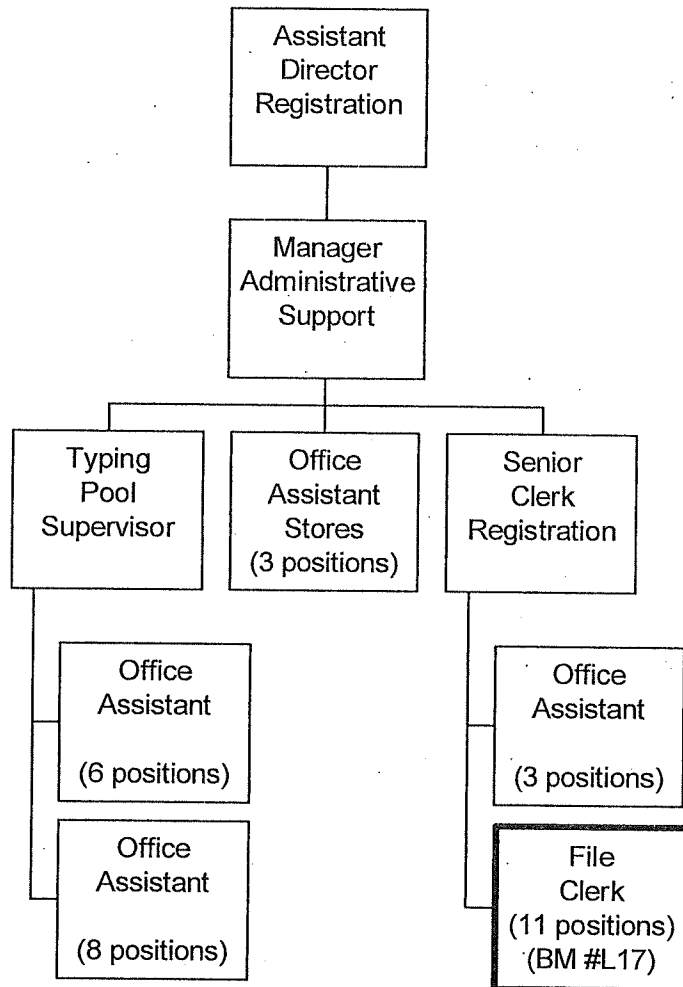
Working Title: File Clerk
Level: Range 6

PRIMARY FUNCTION

To maintain current and accurate files in the Medical Services Plan (MSP) subscriber filing system.

JOB DUTIES AND TASKS

1. Keeps subscriber files up-to-date, accurate and orderly
 - a. opens, sorts and distributes incoming correspondence and mail
 - b. retrieves and delivers files and correspondence as required
 - c. maintains file system by assigning codes and filing correspondence and documents
 - d. processes outgoing mail and correspondence
 - e. updates personal file information on computer filing system
 - f. conducts searches for missing file information using computer databases and micro-fiche
 - g. purges files and arranges for off-site storage as directed
2. Performs other related duties
 - a. receives and redirects calls and responds to general enquiries in-person and over the telephone; exchanges information with doctors, public, government agents, etc.
 - b. photocopies and distributes interdepartmental communications, manuals, and amendments
 - c. orders office supplies as required
 - d. receives cash and cheques in the mail and issues receipt
 - e. gives informal guidance to staff on filing procedures



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Know several work tasks and how to read and write to file and retrieve correspondence, sort and distribute mail and update computer files for the MSP subscriber filing systems.	B	40
2	MENTAL DEMANDS Judgement to select a known action in completing specific tasks to file, sort and retrieve correspondence on files and perform computer searches for information.	B	40
3	INTERPERSONAL COMMUNICATION SKILLS Tact required to exchange information and answer general inquiries related to filing duties and work unit and exchange information with public, doctors and government agents.	B	20
4	PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to update computer file using keyboard with a minimal requirement for speed.	B	10
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 1 <u>Comparative Effects:</u> 1a Guided by set routines, affects program delivery by filing and retrieving correspondence, updates database records and sorts and delivers in-house mail.	A	15
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to receive cash and cheques in the mail and issue receipts.	B	10
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to provide maintenance for a large multi-user Medical Services Plan filing system by assigning codes and filing correspondence and delivering files.	C	15

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to give informal guidance to staff on filing procedures.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility to process information for medical claim payments to assist doctors and care card holders.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Close sensory concentration to regularly visually sort and distribute mail and files.	B	6
11	PHYSICAL EFFORT Light physical effort to regularly focus on computer screens to update on-line files.	B	6
12	SURROUNDINGS Exposure to crowded office setting with background noise almost always.	B	4
13	HAZARDS Limited exposure to hazards from frequent repetitive motion in opening and stamping mail.	B	4

Total Points: 180

Level: Range 6

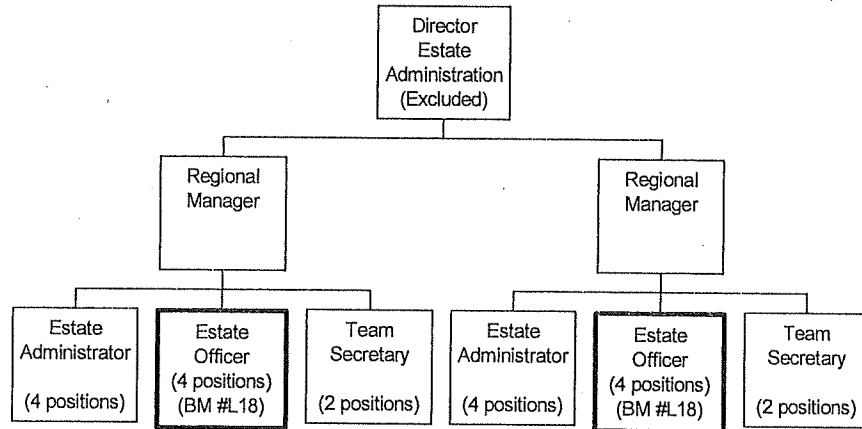
Ministry: Attorney General
Branch: Office of the Public Trustee (OPT)
Location: Vancouver

Working Title: Estate Officer
Level: Range 14

PRIMARY FUNCTION: To administer the estates of deceased persons in which the Public Trustee is acting in the capacity of Official Administrator for the Province, appointed Executor, Committee or Guardian of an heir or beneficiary in accordance with legislation such as the Estate Administration Act, Wills Act, Wills Variation Act, Trustee Act and Public Trustee Act and Regulations.

JOB DUTIES AND TASKS

1. Examines the nature and extent of estates of deceased persons
 - a. reviews assigned files for estates that do not include real estate, personal business, complex securities, legal action or no readily apparent heir and determines jurisdiction according to relevant acts and regional boundaries
 - b. refers to the supervisor those files that require more detailed administration
 - c. determines appropriate funeral services based on religious, cultural and economic considerations, balancing the wishes of the deceased, next-of-kin, family and friends and authorizes payment for services
 - d. searches for and contacts interested parties such as heirs, beneficiaries and creditors and gathers information or notifies parties who may have rights to petition a court to vary the terms of a will and validates will claims
 - e. instructs staff or agents to secure and safeguard assets such as real property, vehicles and personal effects and reviews written reports of assets located and investigations undertaken
 - f. goes through personal effects of deceased persons to locate information about family members and financial matters
 - g. compiles comprehensive inventories of clients' assets and liabilities from information obtained through personal effects, investigations by agents, financial institutions, contacts and tax returns
2. Administers the affairs of estates of deceased persons to maximize value
 - a. compiles information on assets and liabilities and drafts applications for Grant of Letters of Administration, Grant of Letters Probate, "Notice of No Grant" or other Grants, as appropriate
 - b. instructs the advertising clerk to advertise for creditors
 - c. requests lien searches for assets such as with vehicles, mobile homes and companies registries
 - d. determines the size and nature of debts owed & initiates & authorizes payment to creditors
 - e. compiles information for preparation of tax returns by accountants
 - f. instructs staff, agents or custodians to photograph, dispose of or store vehicles, other personal property and personal effects.
 - g. instructs jewellery and other custodians or agents to dispose of jewellery and other assets either by sale or distribution in kind to beneficiaries or heirs
 - h. makes interim disbursement payments to clients dependent on estate for funds
 - i. prepares Release & Indemnity documentation, Affidavits of Witness & letters of instruction to beneficiaries or heirs for approval of the estate trust accounting and proposed distribution
 - j. takes actions to maximize economic advantage of assets such as reviewing asset portfolios with financial advisors and determining appropriate disposition of term deposits
 - k. establishes proof of heirship in accordance with approved policies and procedures and ascertains requirements for proof where standard required documentation is not available
 - l. performs final review of files to ensure assets have been accounted for and all tax requirements, debts, claims and administrative expenses have been paid and drafts appropriate documentation such as letters to beneficiaries and heirs and Statements of Accounting and Distribution
 - m. calculates and collects appropriate fees, commissions & expenses payable to the OPT
3. Performs other related duties
 - a. responds to inquiries from legal offices, government staff and the public relating to services provided by the Office of the Public Trustee
 - b. maintains personal and financial client files, Wills Index, manuals and library
 - c. prepares forms to transfer files to Inactive Status if heirs or beneficiaries cannot be located



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Understand the goals and objectives of estate administration to administer the affairs of estates of deceased persons to maximize value and minimize risk.	F	190
2	MENTAL DEMANDS Judgement to apply analysis of files and interpretation of estate laws and regulations and choose an approach using a combination of accepted estate administration procedures to administer the affairs of estates, which includes disposing of assets and liabilities.	E	150
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing explanation of inheritance laws, rights and estate settlements with estate heirs and beneficiaries.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to use a calculator to estimate costs and values of estates with a minimal requirement for speed.	B	10
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 4 <u>Comparative Effects:</u> IIIa Guided by general procedures, affects program delivery by selecting alternative course of action to administer the affairs of estates, compile information on assets and liabilities, locate beneficiaries, validate claims and dispose assets and liabilities.	D	75
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to administer estates held in trust to maximize value, including disposing of assets, paying expenses and providing final account balances to heirs and beneficiaries.	E	33
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the personal assets of deceased persons that are held in trust by instructing staff or agents to dispose or store assets.	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal work instructions to office support staff.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to make interim disbursement payments to clients dependent on estate for funds.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually focus on legal documents and personal papers.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention on legal documents and personal papers.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with angry or upset heirs, beneficiaries, family members, creditors and landlords regarding estate funds.	B	4
13	HAZARDS Moderate exposure to hazards from regularly handling personal effects of deceased persons that may contain parasitic insects, rodent droppings or body fluids.	C	6

Total Points: 564.5

Level: Range 14

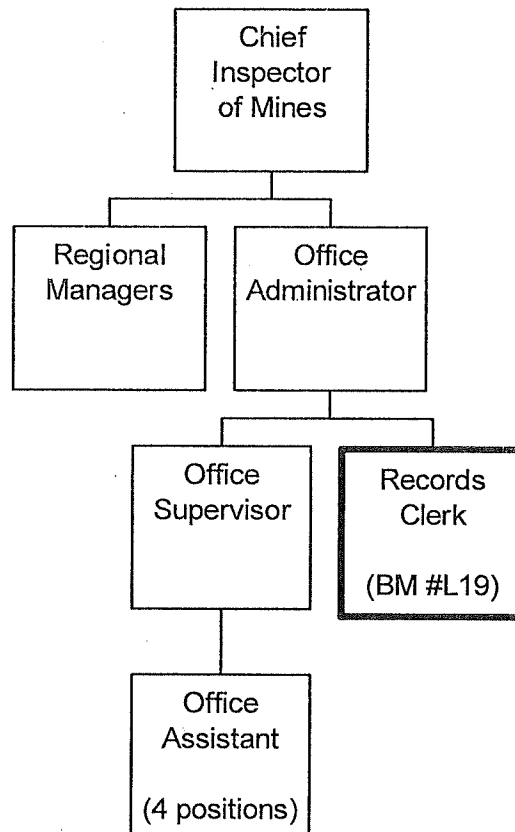
Ministry: Energy, Mines & Petroleum Resources Working Title: Records Clerk
Branch: Engineering & Inspection Level: Range G4
Location: Victoria

PRIMARY FUNCTION

To provide records management support services to branch and regional offices.

JOB DUTIES AND TASKS

1. Provides support services to branch and regional offices on ARCS/ORCS filing systems
 - a. identifies and classifies material into files by function, subject and property and integrates into ORCS and ARCS filing systems
 - b. provides advice, assistance and training to Branch and Regional staff on setting up and maintaining ARCS/ORCS records management systems including explaining related policies and regulations
 - c. resolves ARCS/ORCS filing problems identified by Regional staff
 - d. consolidates batches of files and deletes and creates new files as required on computerized system
 - e. sight verifies completeness of files prior to storage
 - f. arranges for annual off-site disposal of records
2. Arranges for the transfer of records, plans, and reports onto microfilm
 - a. assembles and prepares materials for on-site transferring onto microfilm
 - b. maintains and updates records of microfilm data
 - c. disposes of microfilm according to procedures and guidelines
 - d. responds to enquiries and requests from mining operators and the general public regarding access to microfilm documents
3. Performs other related duties
 - a. gathers and compiles information on inspections and notice of work for quarterly reports
 - b. prepares statistics on accidents for annual report and other publications
 - c. compiles occupation, location, and cause of injury reports related to mining
 - d. drives to Regional offices to provide advice/training on records management
 - e. requests supplies to be ordered and signs for goods received



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Know a variety of job functions and understand how they relate to ministry, branch, and regional filing systems to advise and train staff in the branch and the regional offices regarding ORCS and ARCS filing systems.	D	100
2	MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to maintain, collect, classify, catalogue, retrieve, store and dispose of records and information using ARC and ORCS filing systems, train staff in use of records systems and resolve records filing problems.	C	60
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation with regional and branch staff on setting up and maintaining ARCS/ORCS including explaining related policies and procedures.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to regional offices to provide assistance and training on filing systems.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 3 <u>Comparative Effects:</u> IIa Guided by specific procedures, affects program delivery by selecting a course of action to complete assignments using past practice to provide training, direction, advice and assistance to branch and regional staff in how to set up and maintain a computerized filing system.	C	50
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to request supplies to be ordered and sign for goods received.	A	5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to provide guidance by advising and training staff to implement and maintain branch and regional records management systems.	E	33

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training to ministry staff regarding records management.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to drive a light vehicle as the driver of convenience to train regional staff on how to set-up a filing system.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read material for classification.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to frequently read material for classification.	C	12
12	SURROUNDINGS Exposure to over night travel occasionally to train regional staff in filing systems.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 342

Level: Range G4

Ministry: Human Resources
Branch: Income Assistance
Location: Vancouver

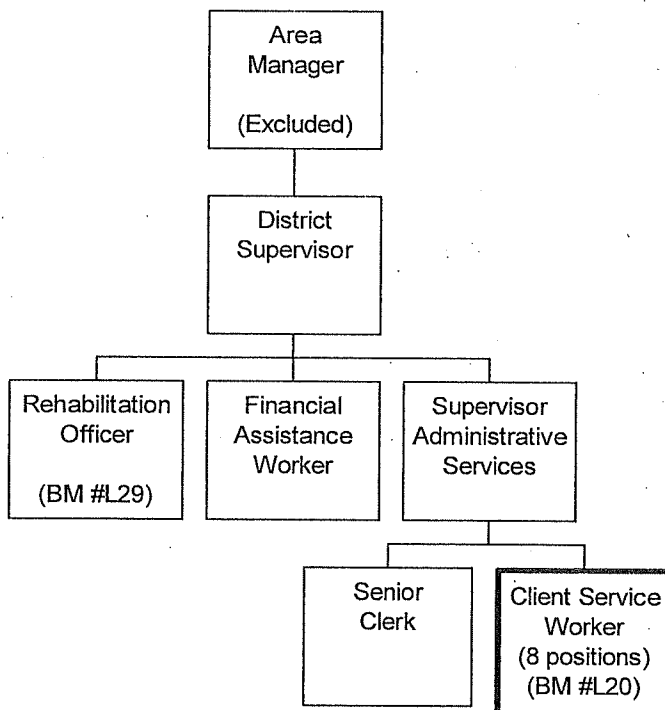
Working Title: Client Service Worker
Level: Range G4 -

PRIMARY FUNCTION

To provide case specific information to income assistance clients and issue interim funds as administrative support to Financial Assistance Workers (FAW).

JOB DUTIES AND TASKS

1. Prepares client files and issues funds
 - a. receives documentation from client and assists in completion of application and forms
 - b. gathers pre-application information, checks information given by client and conducts a prior contact check noting any discrepancies between system and application; conducts initial check to confirm intent to rent information; enters client pre-application information into computer
 - c. processes drug, dental and optical requests; authorizes the issuing of interim funds to \$500 per transaction by referring to prescribed criteria
 - d. issues vouchers for transportation, groceries, accommodation or other basic necessities authorized by FAW
 - e. accepts and witnesses various financial documents such as UIC repayments and security deposits
 - f. processes MSP, Optical and T5 Tax forms
 - g. prepares files for transfer out, registers documents into computer system for transfer in and checks that documents have been received
 - h. opens, updates, combines and closes files as required; indexes files using ARCS/ORCS, conducts file searches and sends closed files to Records Management Unit
2. Receives enquiries from clients over the telephone or in person at the counter in an income assistance office
 - a. answers enquiries and provides information on services or directs to appropriate resource
 - b. identifies urgency of the request, informs clients of information required prior to their meeting with an FAW; arranges appointment and informs client of intake and appointment procedures
 - c. gathers information from client to identify specific client inquiry, searches the client's file to gather factual information regarding the client's circumstance; answers questions regarding client's file using screens, codes and records
 - d. explains to clients their rights and obligations under the 5 BC Benefits Acts and Regulations and ministry policy
 - e. informs clients of their regulatory and social requirements for program eligibility
3. Performs other related duties
 - a. prints imprest cheques
 - b. obtains signing authority signatures, distributes imprest cheques according to FAW's instructions and releases cheques for client pick-up
 - c. receives reimbursement cheques, issues receipts and ensures safe-keeping of negotiable documents
 - d. opens, date stamps and distributes incoming mail
 - e. types general correspondence for staff
 - f. monitors activity in the waiting room and alerts appropriate staff if any concerns arise
 - g. provides informal orientation to the workplace to new employees



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Know a variety of job functions and how they relate to the income assistance office to explain to clients their rights and obligations under the 5 BC Benefits Acts and Regulations, authorize funds within prescribed criteria and limits, gather relevant information for pre-application files and respond to enquiries.	C	60
2	MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to identify client circumstances and authorize funds within prescribed criteria and limits.	C	60
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of income assistance client's rights and obligations under the 5 BC Benefits Acts, their regulatory and social requirements for program eligibility, status of client's file and appointment criteria.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to operate keyboard to update client information on computer with a minimal requirement for speed.	B	10
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 2 <u>Comparative Effects:</u> 11a Guided by specific procedures, affects program delivery by changing the order of completion to respond to questions regarding client's files, provide funds following well-defined criteria, set up and maintain client files and print and distribute imprest cheques.	B	30
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to determine eligibility and authorize funds to \$500 for drugs, dental, optical, transportation, food and accommodation using prescribed criteria.	D	22.5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to provide support to a multiple user filing system including opening, combining, and closing files.	C	15

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new workers.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to provide interim funds to meet the basic necessities of income assistance clients.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance interview schedules, walk in and telephone clients, front desk duties and interruptions.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently stand at front counter to service clients.	C	12
12	SURROUNDINGS Exposure to frequent unpleasant dealings with angry clients.	C	6
13	HAZARDS Significant exposure to hazards from frequent possibility of physical violence from clients in an income assistance office.	D	9

Total Points: 286.5

Level: Range G4

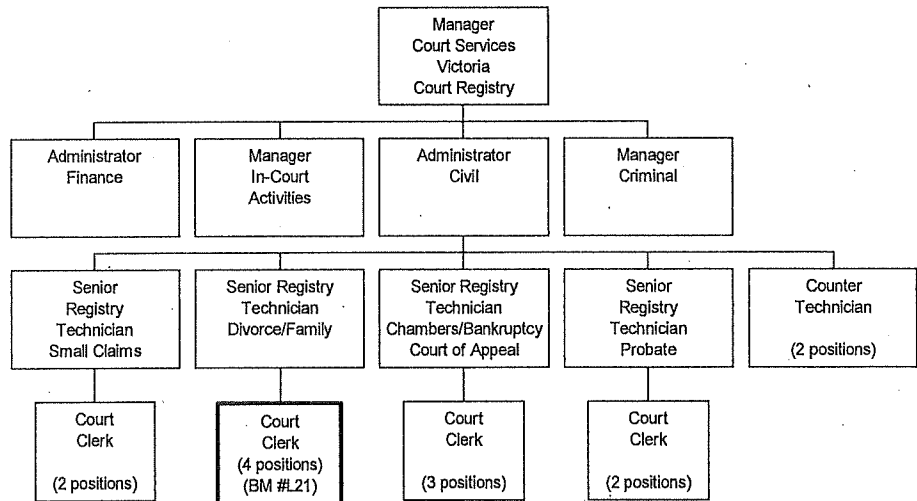
Ministry:	Attorney General	Working Title:	Court Clerk, Divorce & Family
Branch:	Court Services	Level:	Range 11
Location:	Victoria		

PRIMARY FUNCTION

To provide Divorce and Family counter service and court clerk duties.

JOB DUTIES AND TASKS

1. Provides counter service to a wide variety of clients
 - a. reviews legal documents and associated filings for conformity and compliance with procedures and rules of court
 - b. accepts documents and enters appropriate filing fees in a computerized accounts system and issues receipts or returns documents that are incorrect/incomplete with an explanation
 - c. answers enquiries from the public, members of the bar and filing agents on procedural steps and options and on completing forms and documents
 - d. provides factual information on court cases
 - e. issues certified copies of orders
 - f. prepares documents and forwards to Deputy District Registrar or Justice of the Peace for signature
 - g. completes and/or signs documents related to decisions made by the Justice of the Peace
 - h. signs documents as complete and accurate as delegated by the Deputy District Registrar such as Certificates and Garnishing/Desk Orders
 - i. swears Affidavits as a Commissioner for taking Affidavits in the Province of B.C. on court related documents
2. Performs pre-court duties
 - a. prepares courtroom and equipment; pulls and checks files for completeness and accuracy, obtains other documents required for court and reviews the history of the file to respond to inquiries raised in court
 - b. reports to the Judge prior to court commencing to receive pre-trial instructions and deliver court lists, pre-sentence reports, transcripts, trial records and other court documents
 - c. confirms and coordinates attendance of all parties and copies and distributes court documentation
3. Provides in-court duties
 - a. operates recording equipment and monitors court proceedings
 - b. calls the cases, reads the charges, takes pleas, takes re-elections, administers oaths or affirmations
 - c. endorses informations and courtlists, enters proceedings on trial record sheets, endorses chambers sheets, records names of persons in attendance and the outcome of cases
 - d. marks, logs and secures all exhibits entered into court proceedings
 - e. clerks jury selection, administers oaths and affirmations to the jurors, takes and records a verdict
 - f. enters information into automated computer system about court events as they happen in court
4. Performs post-court duties
 - a. returns exhibits and cancels warrants
 - b. prepares court documents; explains Court Orders to offenders; and signs orders and warrants of remand and committal
 - c. advises trial coordinator of the status of files; & files completed tapes & log sheets
 - d. checks files for completeness and accuracy; purges completed court files; and types and distributes court documents
 - e. orders transcripts; completes hearing fee documentation; prepares invoices; and processes file transfer
5. Performs other related duties
 - a. compiles and submit statistical data on a monthly basis and performs file searches



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Understand and apply the accepted methods of criminal and civil processes and court systems to provide counter service within the registry; accept/return documents with an explanation; provide court services such as swear in witnesses, control exhibits, clerks jury selection, fix trial dates, organize daily trial schedule and cancel warrants.	E	145
2	MENTAL DEMANDS Judgement to assess various legal documents and court requirements and choose an approach using a combination of accepted procedures, and terminology to provide counter services within the registry; organize court activities, jurors and exhibits and reorganize schedules to meet changing circumstances.	D	100
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of court procedures, court orders, legal terminology and why documents are rejected with the general public, legal profession, filing agents, ministry staff, and offenders.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate computer to update files on automated systems, produce correspondence and court documents with some requirement for speed and accuracy.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 3 <u>Comparative Effects:</u> IIIa Guided by specific procedures, affects program delivery by selecting a course of action to complete assignments using previous instruction to review applications for completeness and accuracy, accept or return applications, provide counter services within the registry and/or court clerk duties.	C	50
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to collect filing fees and court fees and determine and bill counsel for court costs from a schedule.	C	15
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the quality of data on registry files which is used for legal purposes.	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation or informal explanation to other workers.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to calm upset clients and public.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently listen to clients in order to answer questions about legal documents and court proceedings.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently stand at front counter to attend to clients.	C	12
12	SURROUNDINGS Exposure to frequent unpleasant dealings with upset clients and public.	C	6
13	HAZARDS Limited exposure to hazards from occasional exposure to possibility of physical violence from angry clients.	B	4

Total Points: 426.5

Level: Range 11

Ministry: Health
Branch: Central Kootenay Health Unit
Location: Nelson

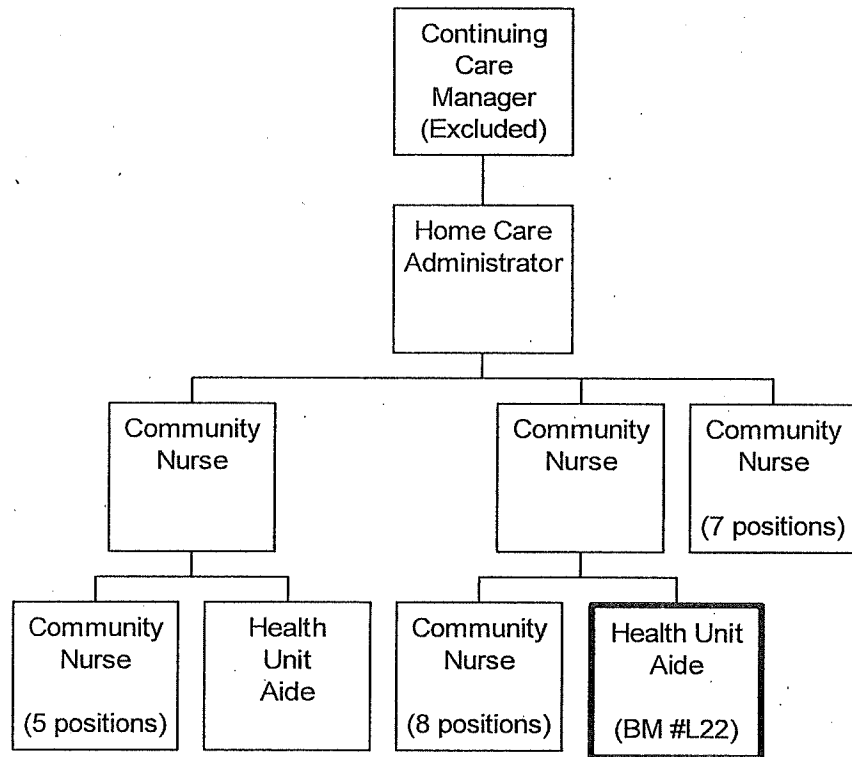
Working Title: Health Unit Aide
Level: Range G2/3

PRIMARY FUNCTION

To provide support services to the Public Health and Home Nursing Care programs of a Health Unit.

JOB DUTIES AND TASKS

1. Provides support services for the Health Unit
 - a. orders, receives, stores and disperses vaccines, serums and antidotes for unit and branch offices
 - b. disperses drug supplies to branch offices
 - c. requisitions medical supplies for Home Nursing Care program
 - d. prepares home visit packs including bags, paper towels, patient dressings and informational handouts
 - e. assembles equipment and assists nurses with on-site organization for immunization and vision screening clinics at schools
 - f. assists nursing staff with baby clinics by gathering information, calming children and weighing babies
 - g. distributes advertisements and sets up tables and supplies for annual flu shot clinics
 - h. schedules and provides formal instruction, training and assistance to clinic volunteers regarding procedures
 - i. cleans, packages and transports instruments to Hospital for autoclaving and disposes of non-reusable and contaminated items
 - j. cleans and washes a variety of equipment and supplies such as baby scales, immunization boxes and fridge used to store biologicals
 - k. drives to attend clinics
2. Maintains and provides Health Unit informational materials
 - a. maintains and updates Health Unit print and video library
 - b. ships library materials such as books, magazines, videos and pamphlets to other health units upon request
 - c. orders pamphlets and posters when required and ensures that pamphlet racks are stocked
 - d. prepares handouts and folders for distribution to baby clinics
 - e. distributes posters and prepares community advertisements for flu clinics
3. Performs administrative support services
 - a. receives monies from health units for biologicals, issues receipts and deposits monies into bank account
 - b. maintains, balances and updates account for purchasing biologicals
 - c. enters information into a ledger
 - d. issues and signs cheques to be sent to Ministry of Finance
 - e. sends monthly statement and cheque stubs to Union Board of Health



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Know a variety of job functions and how they relate to the Health Unit to provide instructions to volunteers, assemble equipment and materials, assist nurses with clinics at schools and maintain and update health unit library.	C	60
2	MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to order vaccines and print supplies, balance monthly clinic accounts and train and schedule clinic volunteers.	C	60
3	INTERPERSONAL COMMUNICATION SKILLS Tact required to exchange information related to immunization, vision and baby clinic procedures and health unit activities with volunteers.	B	20
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to attend clinics.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 2 <u>Comparative Effects:</u> 11a Guided by specific procedures, affects program delivery by changing the order of completion to order, receive, store and disburse medical supplies, train clinic volunteers, maintain library and make bank deposits.	B	30
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to sign and issue cheques sent to the Ministry of Finance and Corporate Relations.	C	15
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to drive vehicle to attend clinics.	C	15

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal instruction and training on procedures to clinic volunteers.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to provide a calming influence on babies and children attending health clinic.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Normal sensory concentration to occasionally observe vaccine supplies and inventory for reordering purposes.	A	3
11	PHYSICAL EFFORT Moderate physical effort to occasionally push, pull, lift and carry moderate weight boxes to store supplies.	C	12
12	SURROUNDINGS Exposure to occasional unpleasant dealings with upset children at clinics.	A	2
13	HAZARDS Moderate exposure to hazards from regularly handling contaminated wastes.	C	6

Total Points: 257

Level: Range G2/3

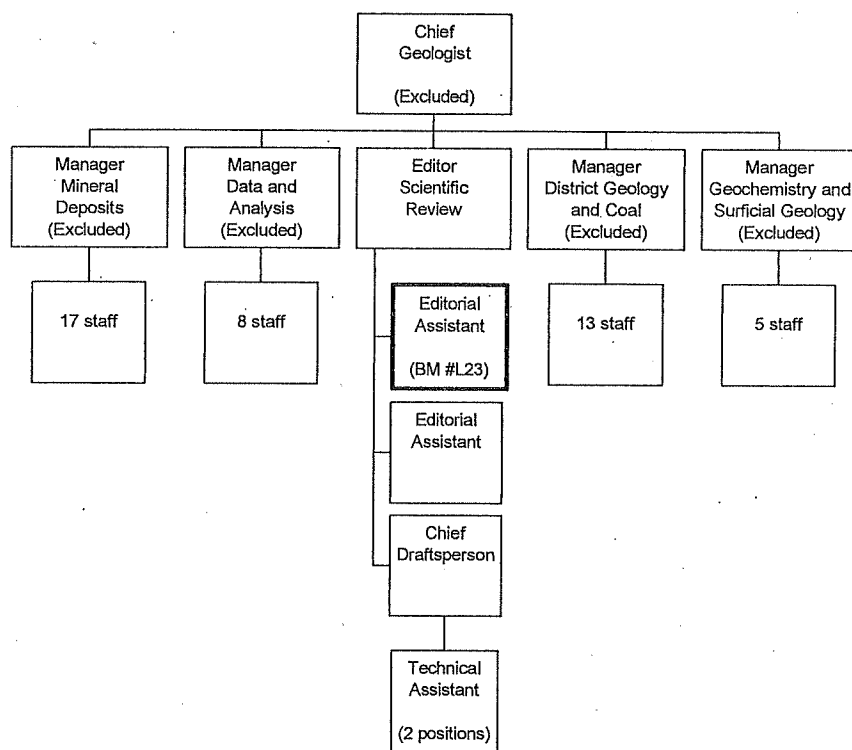
Ministry:	Energy, Mines & Petroleum Resources	Working Title:	Editorial Assistant
Branch:	Geological Survey Branch	Level:	Range 11
Location:	Victoria		

PRIMARY FUNCTION

To edit and prepare for publication, geological survey materials submitted by internal and external geological scientific staff, researchers and authors.

JOB DUTIES AND TASKS

1. Performs manuscript preparation functions
 - a. edits copy for style and grammar and makes revisions to manuscripts
 - b. ensures geological terminology is being properly defined and utilized
 - c. exchanges information with authors, editors and printers to ensure an accurate layout and reproduction of technical material
 - d. explains methods of preparing text for publication to provide best product to authors
2. Compiles material for technical publications
 - a. checks columns and figures in scientific tables to ensure data is consistent with original documents
 - b. compiles data for the Information Circular series of publications
 - c. edits and organizes technical documents prepared by others for publication
3. Performs publishing functions
 - a. uses computer programs and layout techniques for preparation of camera-ready copy for printing
 - b. prepares computer files for typesetting equipment
 - c. prepares artwork and photographs for publication using transfer processes such as photomechanical
4. Performs administrative support services
 - a. sets up and maintains a filing system on publication projects, printing costs, and sales records
 - b. tracks and monitors costs for printing publications
 - c. maintains and updates publication sales records and generates monthly summary reports



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Understand and apply the accepted methods of graphic production to edit geological survey manuscripts submitted for scientific publication and determine technical publication requirements to allow for use of camera ready copy and typesetting equipment.	E	145
2	MENTAL DEMANDS Judgement to collect, edit, and organize technical materials for publication.	D	100
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information, needing an explanation to authors of technical problems associated with presentation of their scientific data for publication.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to use a hand operated computer mouse to prepare layout designs and camera ready copy for printing, with some speed to meet project deadlines.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act: 4</u> <u>Comparative Effects: IIIa</u> Guided by general procedures, affects program delivery by selecting alternative course of action to edit and produce geological scientific materials, and recommend appropriate design to authors.	D	75
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to track and monitor costs for printing publications.	B	10
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a filing system on publication projects, printing costs and sales records.	C	15

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to explain methods of preparing text for publication to provide the best product to authors.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently edit scientific materials for publication.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently visually focus attention to view computer screen and to edit materials.	C	12
12	SURROUNDINGS Exposure to occasional unpleasant dealings with authors upset over proposed edits.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding while using computer publishing programs.	B	4

Total Points: 430

Level: Range 11

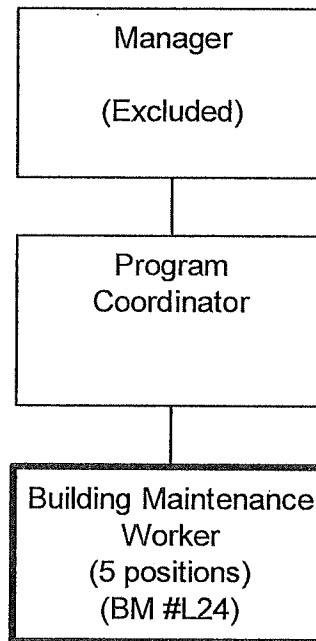
Ministry:	Children and Families	Working Title:	Building Maintenance Worker
Branch:	Administration	Level:	Range 6
Location:	Willow Clinic		

PRIMARY FUNCTION

To maintain standards of cleanliness and take care of the housekeeping needs of a long term care facility

JOB DUTIES AND TASKS

1. Maintains cleanliness of floor areas on wards of an institution for mentally handicapped patients
 - a. dusts, sweeps, scrubs and mops floors and stair landings
 - b. scrubs, strips, refinishes and buffs floors
 - c. vacuums and shampoos rugs and upholstery
 - d. relocates patients to other areas while cleaning
 - e. measures and mixes chemical solutions to clean and sanitize wards
2. Takes care of the housekeeping needs of wards
 - a. removes draperies, arranges for dry-cleaning and rehangs when cleaned
 - b. cleans windows, walls and radiators
 - c. restocks soap, paper towels and related consumable supplies
 - d. adjusts work schedule to minimize disruptions for patients
3. Performs other related duties
 - a. moves laundry, furniture and clothing as required
 - b. requisitions cleaning and paper supplies and completes cleaning reports
 - c. performs outdoor, grounds-keeping duties such as sweeping, hosing, pressure washing and shovelling snow
 - d. maintains cleaning equipment such as floor polisher and vacuum cleaner by changing vacuum bags and scrubber brushes
 - e. operates vehicle within grounds of institution to move items such as clothing and night tables
 - f. climbs ladders and scaffolds to hang drapes and pressure wash outside walls
 - g. familiarizes new employees with housekeeping needs



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Know several work tasks and understand instructions to manually, or by operating various cleaning equipment, clean wards and facilities in an institution and select and mix cleaning solutions.	A	20
2	MENTAL DEMANDS Judgement to select a known action in completing specific tasks to operate various pieces of cleaning equipment, to manually clean wards and facilities, to select and mix cleaning solutions, to requisition supplies and to complete cleaning reports.	B	40
3	INTERPERSONAL COMMUNICATION SKILLS Courtesy required to exchange information related to cleaning duties with ward staff and patients.	A	10
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle within institution grounds to move items.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS Freedom to Act: 1 Comparative Effects: 1a Guided by set routines, affects program delivery by operating various pieces of cleaning equipment to sweep, scrub, wash, wax and polish floors and manually wash walls and facilities.	A	15
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to complete requisitions to order supplies.	A	5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to operate a vehicle within grounds to move items.	C	15

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to keep a clean environment for staff and residents of an institution.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Normal sensory concentration to occasionally visually and by touch and smell check work area for cleanliness.	A	3
11	PHYSICAL EFFORT Heavy physical effort to almost always sweep, mop and vacuum and operate heavy and awkward cleaning equipment.	E	24
12	SURROUNDINGS Exposure to unpleasant odours at an institution almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always working around mentally handicapped patients who may react violently.	E	12

Total Points: 188

Level: Range 6

Ministry: Education
Branch Learning Resources Branch
Location: Victoria

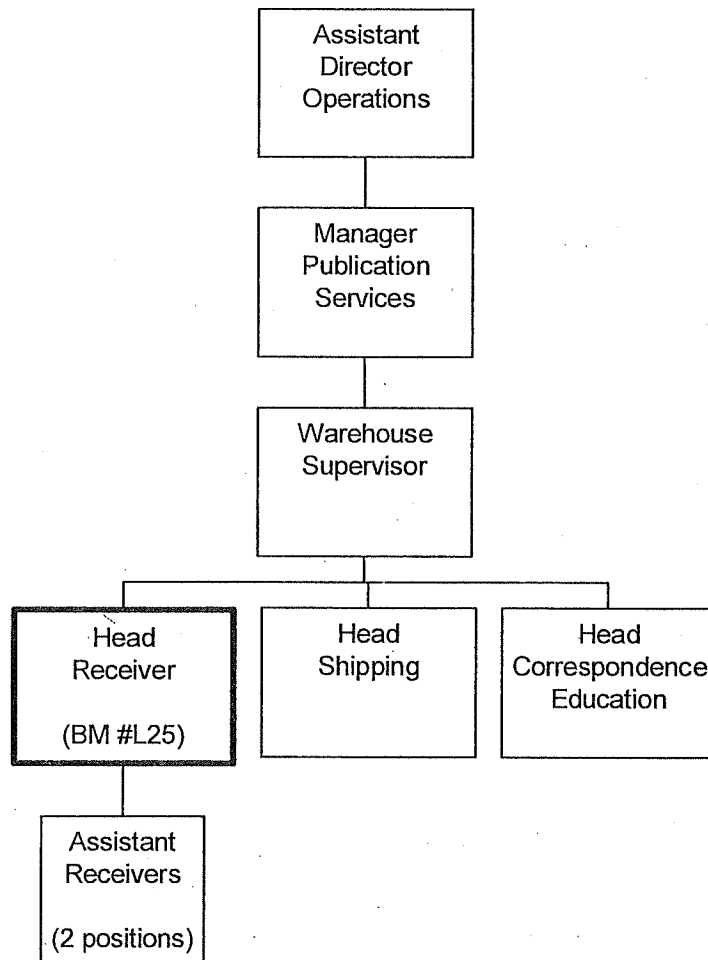
Working Title: Head Receiver
Level: Range G4

PRIMARY FUNCTION

To direct the receipt and storage of educational materials into the warehouse for distribution to provincial school districts.

JOB DUTIES AND TASKS

1. Receives and stores educational materials into the warehouse
 - a. receives, stores and records incoming materials including coordinating the movement of shipments to designated holding areas
 - b. checks contents of shipments received and records damage; contacts freight carriers to discuss corrections in stock shipment; initiates and processes damage claims
 - c. signs carriers' waybills to acknowledge receipt of goods
 - d. completes shipment reports verifying materials received against purchase orders and submits documentation to accounts payable
 - e. directs two assistant receivers, including allocating daily priorities, assisting as leadhand, assigning, monitoring and checking work
2. Controls the movement of materials in the warehouse
 - a. ensures that goods received are put on pallets for movement to storage racks
 - b. maintains and updates stock information on computer system and enters receiving reports as required
 - c. ensures that materials move from storage racks to 'order-filling' areas in response to daily priorities
 - d. transfers materials between storage areas in the warehouse to maximize use of available space using forklift
 - e. ensures that tasks required for the receipt and distribution of materials are carried out as required
 - f. determines best utilization of warehouse based on inventory
 - g. review stock history to determine stock location and turnover rates
3. Participates in tasks related to the Ministry's Rebindery Program
 - a. receives books from Provincial school districts deemed to be in need of repair
 - b. segregates and records books by category
 - c. prepares books for delivery to firms contracted to do bindery repairs by the Resources Branch
4. Performs other related duties
 - a. participates with periodic stock taking and inventory
 - b. ensures that equipment such as forklifts and electric handjacks are maintained and monitors budget for the forklift
 - c. makes recommendations on inventory, order processing and warehouse layout



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Know a variety of warehouse functions or operations and understand how they relate to the Ministry requirements and stock user needs to direct the warehousing, receiving, checking, stocking and control of goods.	D	100
2	MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to receive, inspect and store material, direct assistant receivers, determine stock location in warehouse and best utilization of space and prepare stock order for shipment.	C	60
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information to provide direction for completion of work tasks with assistants.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate forklift in warehouse to move material.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act: 3 Comparative Effects: IIa</u> Guided by specific procedures, affects program delivery by selecting a course of action to complete assignments using previous instruction and past practise to ensure the receipt, recording and storage of educational materials for the Ministry, allocate stock space and make recommendations on inventory, order processing and warehouse layout.	C	50
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to validate receipt of goods and materials in warehouse against orders, and initiate and process damage claims.	C	15
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the receipt, storage, movement and inventory of warehouse contents.	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of two assistants (2 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to operate a forklift in a warehouse where others are exposed.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Close sensory concentration to regularly visually examine condition of incoming goods.	B	6
11	PHYSICAL EFFORT Heavy physical effort to frequently lift and carry moderate weight cartons and parcels of supplies in warehouse.	E	24
12	SURROUNDINGS Exposure to noise from forklifts and pallet wrappers in warehouse frequently.	B	4
13	HAZARDS Moderate exposure to hazards from frequently working near moving equipment in warehouse.	C	6

Total Points: 361.5

Level: Range G4

Ministry: Health
Branch: Finance (Payroll)
Location: Victoria

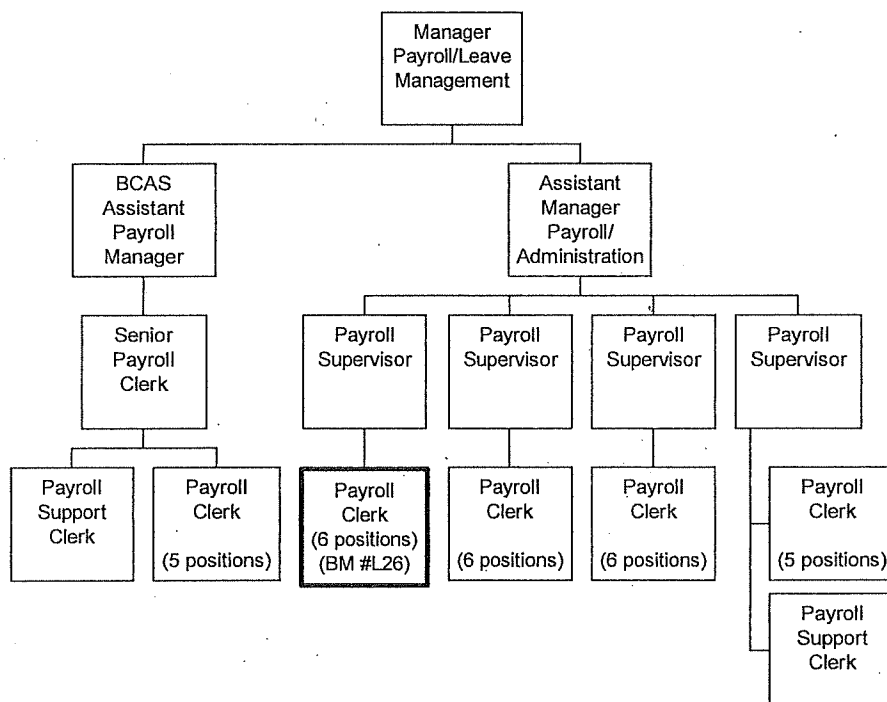
Working Title: Payroll Clerk
Level: Range G4

PRIMARY FUNCTION

To organize, prepare, calculate and process payroll, deductions and leaves for a block of ministry employees on a bi-weekly pay system.

JOB DUTIES AND TASKS

1. Processes payroll and leave transactions for a block of ministry employees
 - a. completes, enters and files pay forms and time sheets either manually or electronically
 - b. performs detailed calculations of pay and leave entitlements; certifies forms for payment to employees in BCGEU, PEA, Nurses and Physicians
 - c. calculates deductions of CPP, UIC, taxes, superannuation, benefits, etc.
 - d. processes direct bank deposit applications and journal vouchers
 - e. selects and inputs codes and payroll and leave information and calculations into the Corporate Human Resource Information and Payroll System (CHIPS) that affect individual employees' deductions, leave banks and benefits
2. Maintains payroll and leave records
 - a. reads computer printouts, pay registers and microfiche to check figures and calculations for correctness or omissions
 - b. organizes own work to meet payroll cut-off dates and deadlines
 - c. prepares explanatory letters to employees to inform of overpayments, adjustments, and related pay actions
 - d. sets up, sorts, files, correlates and maintains records and files of pay and leave information for each employee
 - e. monitors hours for benefits and increments
3. Performs other related duties
 - a. explains payroll procedures, policies and entitlements to employees and discusses pay problems
 - b. explains options regarding benefits and leave entitlements to employees
 - c. operates computer, calculator, printer and other office equipment to calculate pay and leave entitlements, enter data and process forms
 - d. provides informal explanation on policies and procedures to new employees



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Know a variety of clerical functions and understand how they relate to central pay policies and other federal or provincial requirements to process payroll, leave and benefit documentation for ministry employees.	D	100
2	MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to calculate payroll benefits and deductions to meet pay deadlines, prepare leave records, obtain information to complete payroll and process direct bank deposit applications.	C	60
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of payroll policies and procedures and pay problems with employees.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate calculator and computer to make pay calculations with some speed requirement to meet payroll deadlines.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act: 3</u> <u>Comparative Effects: 11a</u> Guided by specific procedures, affects program delivery by selecting a course of action to complete assignments using past practice or previous instruction to process payroll, deductions and leave transactions for a block of ministry employees.	C	50
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to process payroll by calculating pay, benefits and leave entitlements and certifying forms for payment.	D	22.5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control the coding and quality of data input into the Corporate Human Resource Information and Payroll System (CHIPS).	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to give informal guidance to new employees on policies and procedures.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently balance payroll calculations and pay adjustments to meet cut-offs and deadlines.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screens and printed material.	C	12
12	SURROUNDINGS Exposure to crowded office setting with background noise almost always.	B	4
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 342

Level: Range G4

Ministry: Transportation & Highways
Branch: Toll Plaza,
Nicola District Highways Office
Location: Merritt

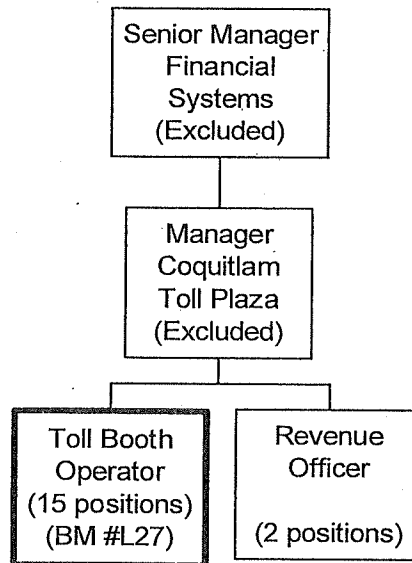
Working Title: Toll Booth Operator
Level: Range G2/3

PRIMARY FUNCTION

To collect and record tolls in accordance with tariffs based on vehicle type, weight and number of axles.

JOB DUTIES AND TASKS

1. Collects and records tolls
 - a. determines and collects tolls according to tariff rates using cash, ticket or credit card
 - b. records vehicle type, toll amount and type of currency collected
 - c. issues receipts
 - d. checks credit cards on computer or by telephone
 - e. totals number of transactions for each shift
 - f. maintains log of problems and incidents during shift
 - g. converts money from American to Canadian currency
2. Performs cash deposit duties
 - a. reconciles cash register deposits and receipts and completes totals on a deposit sheet
 - b. reconciles discrepancies
 - c. enters totals into register, obtains printout and attaches signed void sheets to deposit slip
 - d. bags money, cheques, tickets and deposit slip and places in translogic tube for deposit in safe
 - e. maintains and accounts for float
3. Operates centre booth on a rotational basis
 - a. coordinates when deposits are to be done by other operators
 - b. converses by radio phone and telephone and passes on messages to toll booths
 - c. schedules what booth or direction operators will be in
 - d. coordinates operator breaks
4. Performs other related duties
 - a. contacts RCMP, ambulance, tow-trucks and road crews regarding hazards, accidents and activities
 - b. completes incident reports as required
 - c. directs traffic as required such as during emergencies
 - d. informs motorists of delays, closures, adverse weather, tourist information or tourist alerts and relays messages for travellers



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Know several work tasks and how to do arithmetic to collect and balance tolls and reconcile shift collections.	B	40
2	MENTAL DEMANDS Judgement to select a known action in completing specific tasks to determine and collect appropriate tolls on the Coquihalla Highway, calculate exchange rate, apply to fare and reconcile discrepancies between receipts and deposits.	B	40
3	INTERPERSONAL COMMUNICATION SKILLS Tact required to exchange information related to toll booth duties and toll station and to answer general inquiries regarding highway conditions with travelling public and emergency services.	B	20
4	PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to operate cash register to collect tolls.	B	10
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act: 1</u> <u>Comparative Effects: 1a</u> Guided by set routines, affects program delivery by making minor changes in known job tasks to collect highway tolls, operate cash register, issue change and receipts and reconcile receipts.	A	15
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to determine and collect appropriate tolls and balance amount.	C	15
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Minimal responsibility to operate stable equipment such as credit card machine, radio telephone, cash register and adding machine.	A	5

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to coordinate co-worker breaks on a rotational basis.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limit care and attention to call for emergency services and warn motorists of adverse weather.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually and by touch collect money and issue change.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently reach, stretch and bend to receive tolls from and give change to vehicle operators.	C	12
12	SURROUNDINGS Exposure to gas and exhaust fumes frequently while in toll booth.	C	6
13	HAZARDS Moderate exposure to hazards from frequently working in toll booth near moving traffic.	C	6

Total Points: 196

Level: Range G2/3

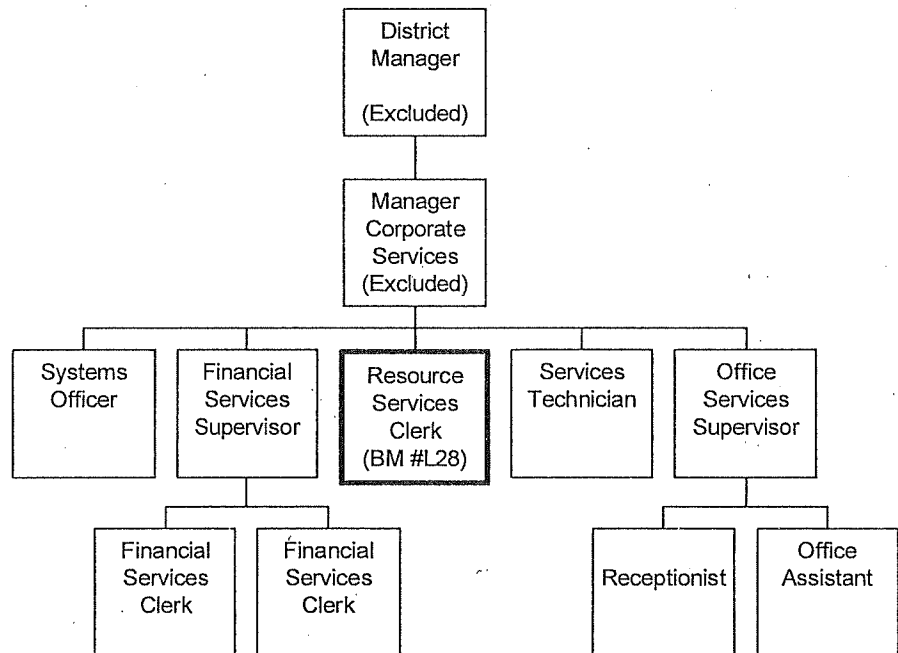
Ministry: Forests Working Title: Resource Services Clerk
Branch: District Office Level: Range 11
Location: Williams Lake

PRIMARY FUNCTION

To provide administrative support and coordination for district contract management and forest tenures

JOB DUTIES AND TASKS

1. Provides administrative support in the planning, implementing, awarding and evaluating of timber contracts
 - a. coordinates the advertising of contracts and tenures
 - b. confirms that contracts meet legal requirements and policy and legislative guidelines and makes recommendations for additions and changes
 - c. confirms the eligibility to bid of all interested applicants
 - d. participates in tenure openings to record bids received, ensure proper procedures are followed and sign as witness on bid document records
 - e. receives, records and secures all bids and bid deposits
 - f. confirms WCB insurance liability checks are done before contract is awarded
 - g. processes other agency/Ministry referrals by collecting Program Managers' responses
 - h. implements and maintains various systems to record and monitor the progress of all processes related to contract and tenure management
 - i. explains forest policy and timber tenure matters with forestry resource clients; explains bidding procedures to clients to resolve bidding problems
2. Processes accounts receivable
 - a. receives monies from public applying for timber marks
 - b. sends out notices of fees or rents owing from licensees
 - c. classifies and distributes payments received by district offices into accounts receivable system
 - d. calculates revenues according to formulas
3. Performs other related duties
 - a. drafts covering letters, inter-office forms and memos and creates ledgers for programs
 - b. keyboards contract documents, letters, memos and reports within contract deadlines
 - c. issues and records timber marks and notifies Resource Officer of mark to track Crown resources
 - d. provides advice to resource staff on administrative procedures necessary to process documents.
 - e. maintains tenure expiry system
 - f. processes various payroll and personnel forms and records
 - g. provides formal training on contract processes to district office staff



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Understand and apply the accepted methods of the district contracting process and tenure management to provide administrative support in the planning, implementing, awarding and evaluating of timber contracts by guiding the contract process, ensuring legal requirements are met and policies and guidelines are followed, coordinating the bid process and maintaining systems to record contract activities.	E	145
2	MENTAL DEMANDS Judgement to assess contract requirements and choose an approach using a combination of accepted contract administration procedures and terminology to make recommendations for additions and changes to district contracts, confirm that legal requirements and policies and legislative guidelines are met and advise resource staff on administrative procedures to process documents.	D	100
3	INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of district timber tenure bidding procedures to clients to resolve bidding problems.	C	30
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to keyboard contract documents, letters, memos and reports with some requirement for speed to meet contract deadlines.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <i>Freedom to Act: 4 Comparative Effects: IIIa</i> Guided by general procedures, affects program delivery by selecting alternative courses of action to coordinate administrative processes for contract management and coordinate bidding of forest tenures, check contracts for legal requirements and ensure that policy and legislative requirements are met.	D	75
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to confirm that contract language meets legal requirements and policy and legislative guidelines.	D	22.5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a single user filing and log system, updating files for tenure expiration and securing tenders received.	C	15

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training on contract procedures and processes to district office staff.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently read contracts for understanding to ensure legal requirements met.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to read contracts.	C	12
12	SURROUNDINGS Exposure to occasional unpleasant dealings with upset public regarding unsuccessful tenders.	A	2
13	HAZARDS Minimal exposure to hazards from regular keyboarding.	A	2

Total Points: 444.5

Level: Range 11

Ministry: Social Services
Branch: Programs for Independence
Location: Sardis

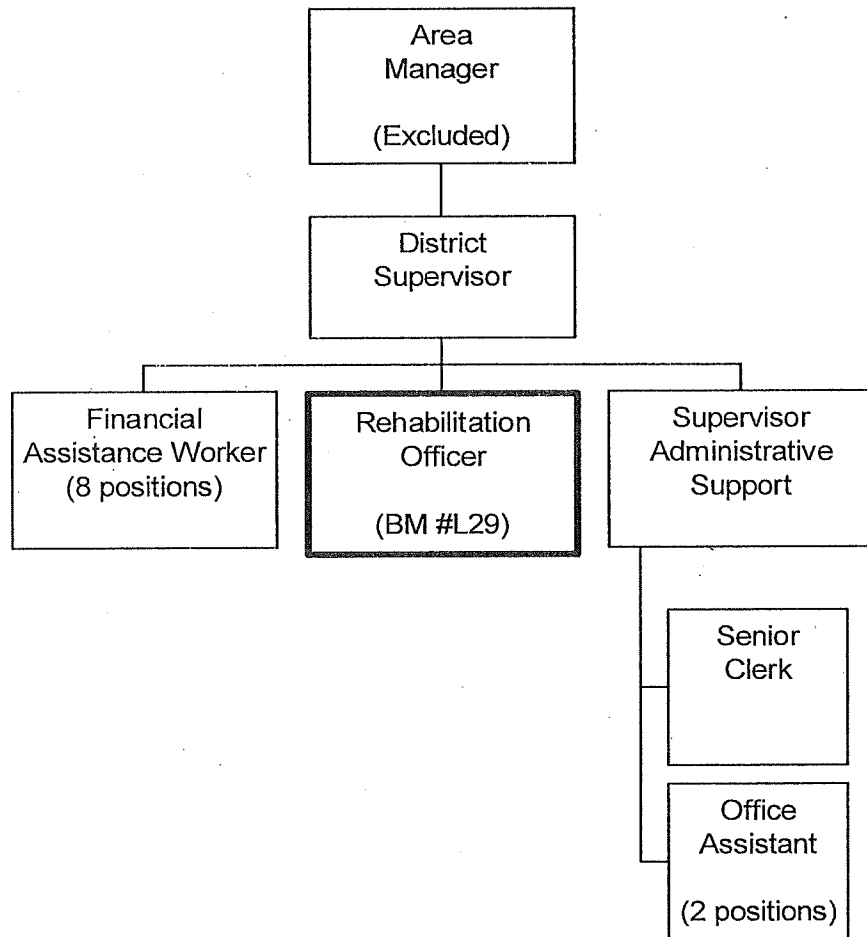
Working Title: Rehabilitation Officer
Level: Range 14

PRIMARY FUNCTION

To assess and identify barriers to employment and develop individual rehabilitation plans to enable income assistance clients to gain financial independence.

JOB DUTIES AND TASKS

1. Assesses eligibility of income assistance clients for employment initiatives programs
 - a. interviews clients to determine eligibility and suitability for employment or training
 - b. explains Ministry policies, procedures and expectations to clients
 - c. completes employability assessment by looking at previous employment data, education, medical and social factors and identifies barriers to employment
 - d. refers clients to other services such as drug and alcohol counselling and mental health services
 - e. counsels and assists clients in setting goals, making realistic employment and re-training choices to re-enter the work force and overcoming employment barriers
 - f. assists clients with determining appropriate training, education and employment opportunities
 - g. instructs clients in job search techniques and job retention skills
 - h. develops individual client plans and amends plans as necessary
 - i. monitors and tracks client progress in achieving goals
 - j. issues training and transportation allowances and authorizes purchase of supplies for clients
2. Promotes training and employment opportunities for clients within the community
 - a. identifies community employment needs
 - b. promotes available programs to community businesses and agencies to create employment opportunities for clients
 - c. screens clients for referrals to employers, training programs and other employment opportunities
 - d. contracts with employers to hire and train clients on the job and authorizes reimbursements to employers
 - e. completes, monitors and certifies personal employment contracts with clients
 - f. conducts information sessions and participates in workshops and various public events related to employment and training
 - g. exchanges information and coordinates services with educational institutions and other agencies offering programs that meet specific client needs
3. Performs other related duties
 - a. sets-up and maintains files on contracts, community agencies/resources, employers, educational institutions, etc., used for client referrals
 - b. tracks expenditures and monitors education/training allocations for the rehabilitation budget
 - c. participates on regional, provincial and special project committees as required
 - d. drives vehicle to meetings and job sites
 - e. provides orientation to new employees



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Understand the goals and objectives of the rehabilitation program to determine client eligibility/suitability for services; develop individual client training programs; counsel clients to identify employment goals and overcome barriers; promote programs in the community to create employment opportunities and authorize payments for education, clothing and transportation.	F	190
2	MENTAL DEMANDS Judgement to apply structured study, analysis and interpretation of client needs and community employment opportunities and choose an approach using a combination of accepted rehabilitative techniques and procedures to design individual client rehabilitation plans, monitor progress and amend plans.	E	150
3	INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to motivate clients to overcome barriers and attain rehabilitation goals.	D	45
4	PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to job sites to meet with employers and clients.	C	15
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act: 4 Comparative Effects: IIIa</u> Guided by general procedures or instructions, affects program delivery by selecting alternative course of action to assess eligibility and develop training plans to enable income assistance clients to gain independence by learning skills and getting work experience; authorize allowances; counsel client towards meeting goals; promote ministry programs in the community.	D	75
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to authorize payments for client education, clothing and transportation.	E	33
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a project information system on contracts, community agencies/resources, employers, educational institutions, etc., used for client referrals.	C	15

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct counselling to assist clients in defining employment goals and identifying and dealing with barriers to employment and training.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently listen to and observe clients being interviewed in order to interpret their needs and develop individual training plans.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to view computer screen and printed material while maintaining client documentation.	C	12
12	SURROUNDINGS Exposure to regular unpleasant dealings with demanding unemployed clients or upset employers.	B	4
13	HAZARDS Moderate exposure to hazards from regularly working around clients who may react violently.	C	6

Total Points: 602

Level: Range 14

Ministry: BC Mental Health Society
Branch: Material Resources
Location: Riverview Hospital

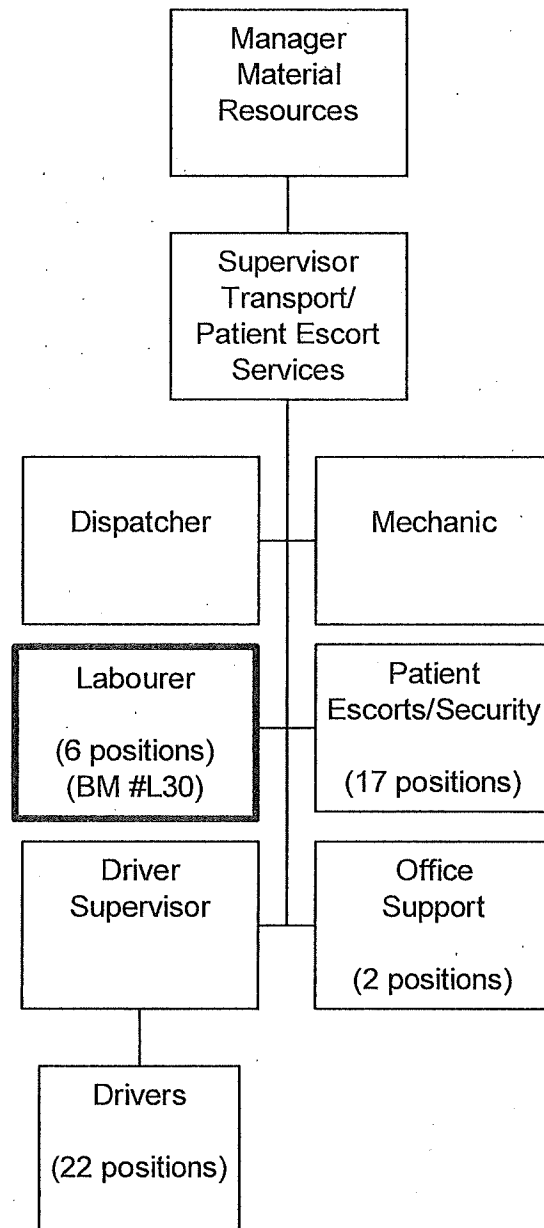
Working Title: Labourer
Level: Range 6

PRIMARY FUNCTION

To load, unload and deliver goods and supplies at Riverview Hospital.

JOB DUTIES AND TASKS

1. Loads, unloads and delivers goods and supplies
 - a. loads and unloads meal wagons, laundry wagons, furniture, patient belongings, baskets and equipment using pallet jacks, wagons and power skids
 - b. delivers goods and supplies to wards and obtains signature for deliveries
 - c. directs truck driver when backing up truck and operates power tailgate
 - d. completes audit sheets when hooking up meal wagons and reports any damage or malfunctions
2. Performs other related duties
 - a. sets up furniture for meetings, special events and patient programs
 - b. moves and stores lawn furniture on a seasonal basis
 - c. signs for goods and supplies picked up from stores and dispersal areas
 - d. ensures proper count of milk and bread for meal wagons and supplies for wards
 - e. orients new employees



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Know several work tasks and understand instructions to manually load, count supplies, check off audit sheets, off load and deliver meal and laundry wagons to various locations.	A	20
2	MENTAL DEMANDS Judgement to carry out specified delivery tasks and follow delivery schedules to load, unload and deliver meal and laundry wagons, refer problems to supervisor.	A	20
3	INTERPERSONAL COMMUNICATION SKILLS Courtesy required to exchange information related to delivery duties with co-workers and supervisor.	A	10
4	PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to manually manoeuvre heavy objects such as laundry wagons, furniture and equipment.	B	10
5	RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act:</u> 1 <u>Comparative Effects:</u> 1a Guided by set routines, affects program delivery by delivering and picking up meal and laundry wagons and reports on condition of wagons to supervisor.	A	15
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to sign when obtaining goods to acknowledge receipt as the person available.	A	5
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to operate wagons and power skids.	B	10

FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to operate manual pallet movers and tailgate lift where others are exposed.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Normal attention to detail to occasionally visually and by touch count items on meal wagons.	A	3
11	PHYSICAL EFFORT Very heavy physical effort to frequently lift, carry, push and pull heavy meal and linen wagons, bread and milk orders, supplies, furniture and equipment.	F	30
12	SURROUNDINGS Exposure to all weather conditions regularly.	B	4
13	HAZARDS Significant exposure to hazards from frequently pushing and pulling heavy weight meal wagons in an institution.	D	9

Total Points: 151

Level: Range 6