

Ministry: Small Business, Tourism and Culture
Branch: Heritage Properties Branch
Location: Fort Steele

Working Title: **Finishing Specialist**
Level: Range 14
NOC Code: 5212

PRIMARY FUNCTION

To provide service and advice in the surface finishing and restoration of artifacts, exhibit items and historic structures, and the surface finishing of non-heritage related objects and structures.

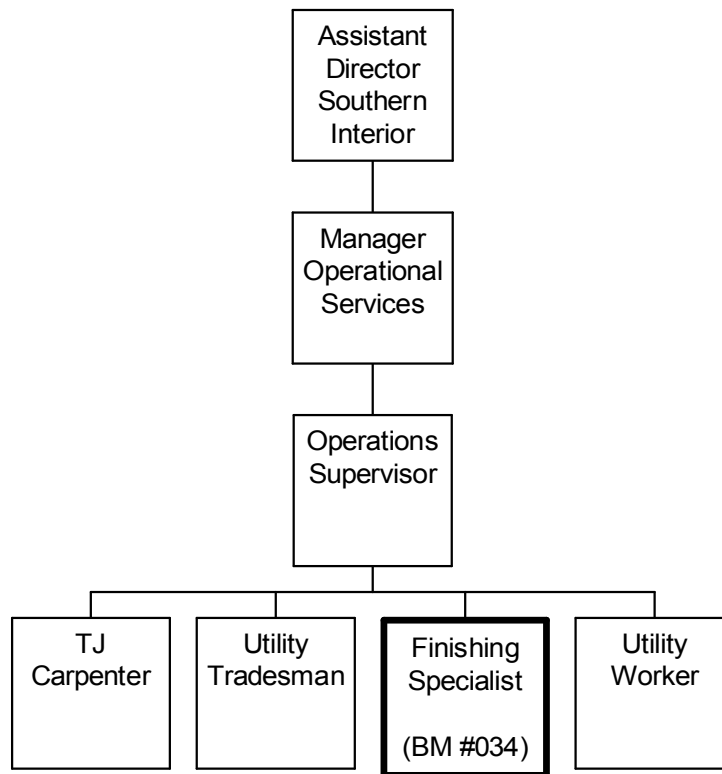
JOB DUTIES AND TASKS

1. Maintains, restores and preserves artifacts, exhibit items and historic structures
 - a. inspects and reports on surface finishes such as varnishes, oils, paints, stains and wallpaper and recommends and/or takes appropriate corrective actions
 - b. paints original exhibit items, buildings and structures
 - c. tints appropriate Victorian paint colours for historic structures
 - d. assesses paint and surface finishes to determine chronology, colours and types of finishes
 - e. restores artifacts such as china, leaded glass windows, picture frames, furniture, clocks and pianos by moulding missing parts, recommending structural repairs, cleaning surfaces, matching or simulating finishes, and by repairing veneer surfaces
 - f. assists Curator in the selection of period wallpapers
 - g. hangs wallpaper utilizing period techniques to achieve an authentic appearance
 - h. reproduces historic letterings and logos on artifacts using pouncing wheels and stencils
 - i. assists and advises the Curator with the planning, design and construction of period signage on-site
 - j. sets up and dismantles period room displays by placing furniture and decorations according to a predetermined plan
 - k. uses reference materials to study the historical surface finishing trades
 - l. does pin striping and gold leaf detailing of artifacts
2. Provides services and advice in the surface finishing of objects and structures other than artifacts or exhibits
 - a. paints or finishes items or structures such as shop equipment, tools, signs, office furniture, tables and staff rooms, etc.
 - b. coordinates the inventory, storage, repair and ordering of directional and promotional signage
 - c. maintains painting and decorating equipment and tools
 - d. erects, climbs and works from scaffolds and ladders
 - e. moves supplies, tools and furniture
3. Provides direction to staff and contractors
 - a. provides advice on painting and decorating contract specifications
 - b. writes painting contract requirements and evaluates painting and decorating contractors' performance
 - c. completes reports on artifacts condition and repair
 - d. leads a crew of up to 5 staff for six months per year (1+ to 5 FTEs) on various restoration projects by assigning, monitoring and reviewing their work; prepares lists and priorities of jobs to be completed, estimates time requirements and recommends solutions to restoration problems, provides input into appraisals and corrective action
 - e. ensures adequate safety training and proper equipment of workers

4. Performs other related duties
 - a. plans, organizes and assists, in consultation with Manager, Special Events when required
 - b. provides input into budget preparation or contracts by estimating costs of paints, materials and supplies for the coming year
 - c. purchases goods using Local Minor Purchasing Orders

ORGANIZATION CHART

Benchmark Job #034



REASON FOR CLASSIFICATION

Benchmark Job #034

Job Title: Finishing Specialist

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Have a practical understanding of finishing and restoration to restore, maintain, preserve and refinish artifacts, exhibit items and historic structures.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to assess surface finish and to choose an approach using a combination of accepted refinishing methods and equipment to repair, restore, maintain and preserve artifacts, exhibit items and historic structures, tint paint to appropriate Victorian colours, assist curators in selecting period wallpaper and use authentic period techniques to hang.</p>	D	100
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Discretion required to exchange information needing an explanation of corrective requirements on restoration projects with employees and project contractors.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY High level of coordination and dexterity required to manually produce historic lettering and logos and to apply pin striping and gold leaf detailing in the replication of historic artifacts.</p>	E	33
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instruction, selects alternative course of action to restore, maintain, preserve and re-finish artifacts, exhibits and historic structures.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data for input to budgets or contracts requiring knowledge of artefact refinishing.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to perform full maintenance and repair of artifacts, exhibit items and historical structures by maintaining, preserving and restoring.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #034

Job Title: Finishing Specialist

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor and review work of employees (up to 5 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to operate power tools and paint sprayers where others are exposed.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually and by touch perform detailed work such as reproducing lettering and logos by hand, applying pin striping and gold leaf and fine repairs and restoration of artifacts.	C	12
11	PHYSICAL EFFORT Heavy physical effort to frequently lift and carry moderate weight building supplies and materials.	E	24
12	SURROUNDINGS Exposure to paint fumes frequently.	C	6
13	HAZARDS Moderate exposure to hazards from frequently lifting and carrying of moderate weight building supplies.	C	6

Total Points: 555.5

Level: Range 14

JOB DESCRIPTION

Benchmark Job #147

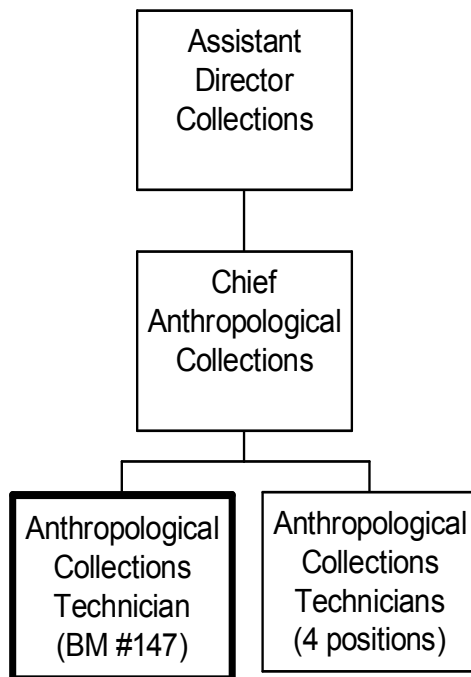
Ministry:	Small Business, Tourism & Culture	Working Title:	Anthropological Collections Technician
Branch:	Royal BC Museum	Level:	Range 14 (Paid Range 15 as per 13th Master)
Location:	Victoria	NOC Code:	5212

PRIMARY FUNCTION

To assess, register, identify, classify, catalogue and organize anthropological collections and associated data, and to provide for professional and public use of the collections.

JOB DUTIES AND TASKS

1. Maintains ethnographic artifacts and associated data
 - a. assesses, registers, stores, organizes and takes inventory of anthropological collections and associated data according to program standards
 - b. identifies, classifies and catalogues ethnographic artifacts according to various fields such as object name, object type, category, material and culture
 - c. assesses First Peoples requests regarding ceremonial or religious artifacts
 - d. monitors temperature, relative humidity and insect activity in collections area
2. Provides for professional and public usage of anthropological collections
 - a. locates, retrieves and puts away collections material
 - b. conducts artifact record and associated data searches on collections databases
 - c. provides physical access to ethnographic and audio-visual collections
 - d. instructs and monitors uses in handling techniques
 - e. participates in workshops and demonstrations
3. Performs other related duties
 - a. conducts collections transactions including loans and transfers etc. by assembling, packing and crating artifacts according to established procedures
 - b. enters, retrieves, compiles and summarizes data and information on collections using manual and computerized systems
 - c. writes reports as required
 - d. provides formal instruction to volunteers on museum collection procedures and legislation
 - e. responds to enquiries from other staff and the general public
 - f. builds packing crates using tools such as table saw and drill
 - g. provides summary of anthropological collection's needs for input to section budget
 - h. accesses petty cash to purchase supplies



REASON FOR CLASSIFICATION

Benchmark Job #147

Job Title: Anthropology Collections Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Have a practical understanding of classifying B.C. First Nation's artifacts to identify and catalogue artifacts in the museum collection to ensure proper storage, handling and transport.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply structured study, analysis and interpretation of B.C. First Nation's artifacts to determine object name and type, category, material and culture, in order to catalogue museum collection, and choose an approach using a combination of accepted techniques and procedures to ensure proper storage and handling.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange technical information needing an explanation of the care and handling of collection artifacts with professionals and the public.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to use common hand and power tools such as table saw to build crates.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures and museum program standards, selects alternative course of action to classify and catalogue artifacts and select proper storage and handling techniques for them.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to provide input to section budget by providing a summary of anthropological collections needs.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control physical assets by classifying, organizing and storing museum collection of artifacts.</p>	D	22.5

REASON FOR CLASSIFICATION

Benchmark Job #147

Job Title: Anthropology Collections Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal instruction to volunteers on museum collection procedures and legislation.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to for the indirect well being of others by projecting and providing anthropological collections for public use.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually scrutinize artifacts to identify and classify.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly lift, carry, push and pull moderate weight artifacts.	D	18
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from regular lifting and carrying of moderate weight artifacts.	B	4

Total Points: 552.5

Level: Range 14

Paid Range 15 as per 13th Master.

Ministry: Government Services
Branch: Archives and Records Services
Location: Victoria

Working Title: **Reference Archivist**
Level: Range 21
NOC Code: 5113

PRIMARY FUNCTION

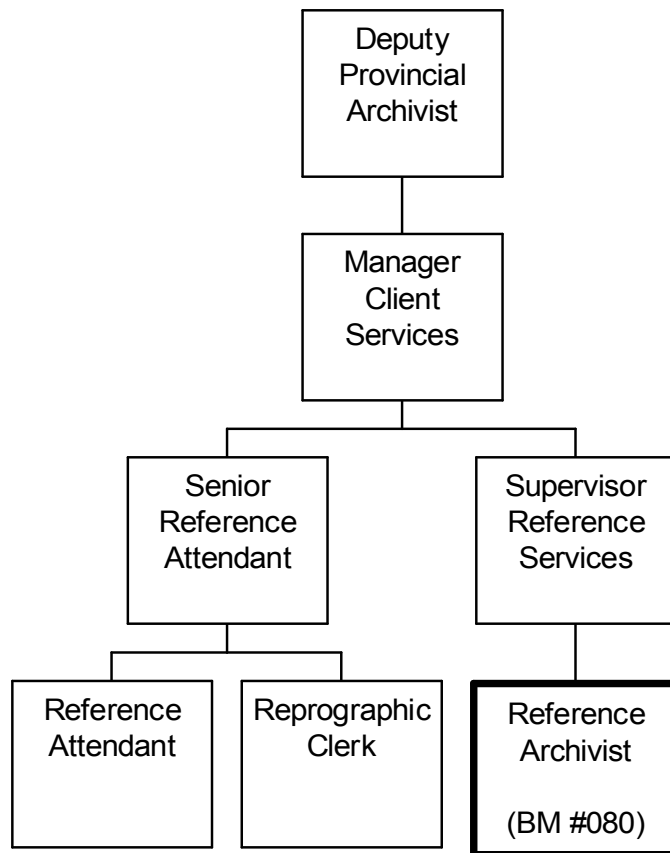
To provide archival appraisal and reference services on government records held by the Branch.

JOB DUTIES AND TASKS

1. Provides archival appraisal services for the Appraisal and Acquisition Section
 - a. assesses the condition and determines initial archival value of records, documents and other materials
 - b. researches appraisal issues and reconciles inconsistencies in appraisal information
 - c. reviews the context, content and significance of records, documents and other materials
 - d. analyzes and determines the archival value and authenticity of information, records, documents and other materials
 - e. prepares appraisal reports, documents appraisal criteria used and enters information into computer database
 - f. stores or arranges for the disposal of records, documents and other materials
 - g. participates on records salvage team
 - h. develops procedures and policies for appraising government records
 - i. protects the original condition and order of archival material
2. Provides information services
 - a. exchanges information and responds to enquiries from clients, other staff, Ministries and the general public including interpreting and explaining the archival value put onto documents
 - b. assists co-workers with archival assessments
 - c. performs research on the location of records and certifies the authenticity of records
 - d. assists in preparing, conducting and analyzing client surveys
 - e. maintains and updates information relating to archives including reporting on legislative changes
 - f. assesses national initiatives relating to rules for archival description and how they affect appraising
 - g. interprets legislation to appraise archives
3. Performs other related duties
 - a. participates on various committees and on special projects
 - b. trains new staff on archival procedures and prepares research guides
 - c. participates in the creation or display of material for the public
 - d. maintains security of archives and storage area
 - e. arranges and provides public tours and distributes promotional material
 - f. signs for goods received

ORGANIZATION CHART

Benchmark Job #080



REASON FOR CLASSIFICATION

Benchmark Job #080

Job Title: Reference Archivist

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of archival appraisal to analyze, adapt and respond to the historical value and authenticity of documents, records and other materials; interpret legislation to appraise archives and apply professional archival standards to appraise government archived documents, records and other materials for preservation or disposal.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to modify archival appraisal methods and approaches to determine the archival values of current documents, records and other materials; determines authenticity of historical materials and value of preserving.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of archival values and of appraisal decisions with staff, clients, ministries and public.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to input archival information on computer with minimal requirement for speed.</p>	B	10
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific archival policies and archival standards, applies accepted work methods in a different way to review, appraise and preserve archival material (i.e. documents, letters, reports, etc.).</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Financial responsibility to sign for goods received.</p>	A	5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to appraise government records, documents and materials for archiving or destruction.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #080

Job Title: Reference Archivist

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to give informal guidance to train new staff on 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 attention to detail to frequently visually scrutinize documents to determine archival value.	C	12
11	PHYSICAL EFFORT Moderate physical effort to occasionally lift and carry moderate weight boxes of records and files.	C	12
12	SURROUNDINGS Exposure to office setting with minimal disagreeable elements.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 718

Level: Range 21

Ministry: Royal British Columbia Museum
Branch: Exhibits
Location: Victoria

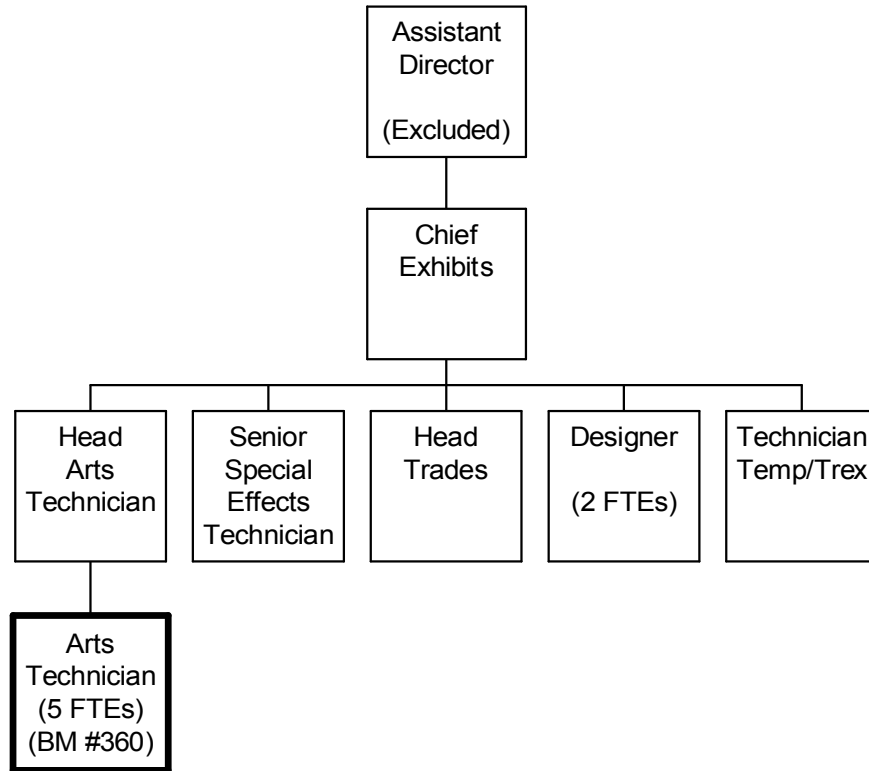
Working Title: **Arts Technician**
Level: Range 21
NOC Code: 5212

PRIMARY FUNCTION

To design, produce, install and document exhibit components for the Museum's public programs.

JOB DUTIES AND TASKS

1. Produces and installs exhibit components
 - a. examines design sketches, drawings, photographs and other materials in order to conceptualize the exhibit component that requires fabrication
 - b. determines a design and a methodology for assembling or creating the exhibit component and calculates the type and amount of materials that are required
 - c. makes models and moulds and creates casts and forms
 - d. shapes materials such as wood, plaster, clay, stone and metals and models plastic substances
 - e. creates colour sketches and lay-ups
2. Designs exhibit components and develops model making and exhibit construction techniques and prototypes
 - a. creates realistic exhibit components
 - b. modifies existing or develops new model making and exhibit construction techniques and prototypes through consultation and research of documents and processes
 - c. experiments with new methods and uses of materials in the production of exhibits and components
 - d. tests new products
 - e. plans the production of new types of exhibits
3. Performs other related work, as required
 - a. frequently provides technical direction to tradespeople, collections technicians and gallery operations technicians
 - b. assists with design and construction of exhibits
 - c. regularly lifts and carries moderately heavy containers of casting materials



REASON FOR CLASSIFICATION

Benchmark Job #360
Job Title: Arts Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principle of physical arts and model making to create realistic exhibit components from various materials for display in a museum.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify model making and exhibit construction techniques to work with new materials or to plan the production of new types of exhibits.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Discretion required to exchange information needing explanation to tradespeople as to how exhibits are to be assembled.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY High level of coordination and dexterity is required to manually perform hand work requiring a delicate touch to make models, molds and cases.</p>	E	33
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by standards and overall exhibit plans, applies accepted work methods in a different way to develop new techniques in creating realistic exhibits and models.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to calculate cost for the type and amount of materials.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility for physical assets in the form of models and exhibits components which can be time consuming and expensive to create.</p>	D	22.5

REASON FOR CLASSIFICATION

Benchmark Job #360
Job Title: Arts Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide direction to tradespeople, collections technicians and others.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Limited care and attention to operate power and sanding tools where others are exposed.	B	10
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently perform detailed work necessary to complete exhibits models.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort is required to regularly lift and carry moderately heavy containers of casting material.	D	18
12	SURROUNDINGS Exposure to dust frequently when sanding on models.	B	4
13	HAZARDS Limited exposure to hazards from the regular lifting and carrying of moderate weight containers of modeling materials.	B	4

Total Points: 727.5

Level: Range 21

Ministry: Small Business, Tourism and Culture
Branch: Royal BC Museum
Location: Victoria

Working Title: **Conservator**
Level: Range 21
NOC Code: 5112

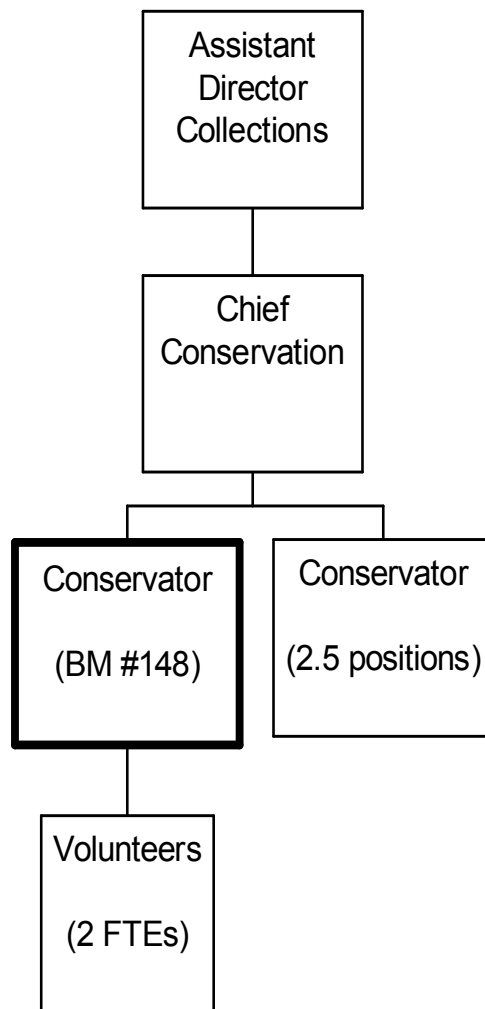
PRIMARY FUNCTION

To preserve the Museum's collections by interpreting, evaluating and recording the condition, physical security and environmental conditions of collections in storage, on exhibit, and on loan; to plan and perform conservation treatments for individual artifacts, conduct research and communicate principles of preventative conservation, research and treatments to the general public and various groups.

JOB DUTIES AND TASKS

1. Participates in collection management projects of objects in acquisition, storage, or on loan, exhibit or travel
 - a. assesses physical stability and recommends use restrictions, handling procedures and storage methods
 - b. designs and/or constructs storage systems, mounts and supports
 - c. provides advice, on the installation, maintenance and/or upgrading of exhibit and storage areas
 - d. assesses Facilities Reports of borrowers for suitability for collections
 - e. writes and updates computer reports with photographs on the physical condition of objects
 - f. plans, designs and directs or undertakes the packaging of artifacts for travel
 - g. maintains and monitors the operation of environmental recording equipment, interprets equipment records and responds to problems
 - h. inspects incoming objects and vulnerable collections in storage for insect infestation and takes treatment action
 - i. makes recommendations for the assessment of possible acquisitions and arranges purchases
2. Plans, executes and documents treatments necessary to preserve natural and human heritage objects according to the code of ethics for conservation
 - a. identifies objects' component materials, techniques of fabrication and conducts or arranges for analysis
 - b. assesses the nature and cause of deterioration or damage to the object
 - c. designs, in consultation with the curator, specific treatment plans by using established techniques or by researching and developing new treatment, cleaning and repair techniques
 - d. cleans, repairs, stabilizes, consolidates and/or restores objects using mechanical and chemical techniques
 - e. writes treatment reports on computer with photo-documentation for refereed publications
 - f. hand sews delicate textiles, operates a tapestry frame, sewing machine and various equipment
3. Communicates principles of preventative conservation, research and treatment
 - a. responds to enquiries from the public, colleagues, community museums and related heritage institutions
 - b. conducts workshops, lectures and advises community museums on the conservation, research and treatment of collections
 - c. trains museum staff in the care and handling of objects
 - d. publishes information for general and professional use on restoration and storage of heritage objects
 - e. plans and undertakes applied conservation research and publishes findings in a refereed journal

4. Performs other related duties
 - a. assigns, monitors and reviews the work of volunteers (2 FTEs)
 - b. assists curators with the interpretation of artifacts by analyzing materials, techniques of construction and patterns of use
 - c. assists with the installation and dismantling of visiting exhibits and the completion of condition reports
 - d. maintains and updates collections files
 - e. maintains inventory of lab equipment, supplies and photographic and written records of artifacts
 - f. purchases conservation supplies and equipment for lab from program funds



REASON FOR CLASSIFICATION

Benchmark Job #148

Job Title: Conservator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of artifact conservation to analyze artifact material and structure, diagnose problems and apply conservation standards to restore and repair the museum's collections.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify specific conservation treatments for individual artifacts and interpret, evaluate and record the condition, physical security and environmental conditions of collections, modify conservation treatment techniques depending on object and its condition.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Discretion required to exchange information needing an explanation of non-controversial museum conservation principles with community, museum staff, and the public.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY High level of coordination and dexterity required to use precise muscular control to hand sew delicate textiles and operate a tapestry frame in the conservation of museum collections.</p>	E	33
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by project goals and schedules and conservation standards, applies accepted work methods in a different way to determine proper storage, display and conservation treatments for artifacts.</p>	E	120
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to recommend and purchase conservation supplies from program funds.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control physical assets by appraising the condition, and storage and maintenance requirement of museum collection and conducting conservation treatments.</p>	E	33

REASON FOR CLASSIFICATION

Benchmark Job #148

Job Title: Conservator

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to assign, monitor, and review work of volunteers (2 FTEs).	CD	14
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure the indirect well being of others by protecting and preserving objects with historical and cultural value.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to frequently visually inspect, and monitor artifact deterioration.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to regularly lift and carry moderate weight drawers and artifacts.	D	18
12	SURROUNDINGS Exposure to chemicals while treating objects occasionally.	A	2
13	HAZARDS Limited exposure to hazards from regular lifting and carrying of moderate weight artifacts and drawers.	B	4

Total Points: 746

Level: Range 21

Ministry: Royal British Columbia Museum
Branch: Collections
Location: Victoria

Working Title: **Curator, Historical Collections**
Level: Range 30
NOC Code: 5112

PRIMARY FUNCTION

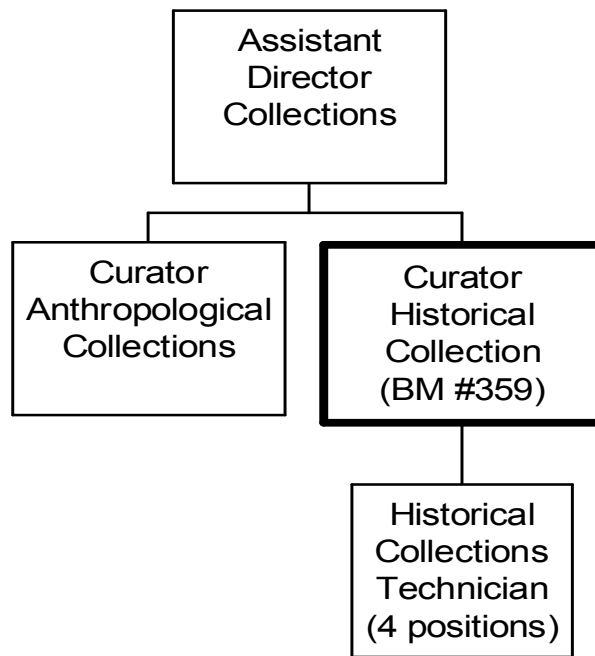
To plan, develop, direct, co-ordinate, guide and participate in the registration, maintenance, storage and preservation of historical objects and related data.

JOB DUTIES AND TASKS

1. Develops and guides projects in historical collections management through a project management system
 - a. directs the development of projects with reference to the Museum's Strategic Plan
 - b. establishes project goals, schedules and team composition
 - c. guides projects and monitors their performance and success
 - d. plans, co-ordinates and monitors the development and implementation of all programs and budgets in the section in order to best use resources provided
2. Plans and participates in projects on historical collections management
 - a. evaluates priorities for preservation, storage, registration and computerization
 - b. recommends action and plans for projects and timetables
3. Carries out research in non-native human history of British Columbia
 - a. acquires, documents and analyzes collections, data, and artifacts/objects
 - b. writes scholarly articles and/or books and reports
4. Supervises three technicians and a trades person
 - a. prepare performance plans
 - b. write appraisals
5. Performs other related duties, as required
 - a. manages contracts (\$100,000 per year)
 - b. develops RFPs, selects contractors and certifies contract performance
 - c. plans, coordinates and monitors development and implementation of a budget
 - d. lectures, trains and writes about historical collections management for colleagues and the general public

ORGANIZATION CHART

Benchmark Job #359



FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	JOB KNOWLEDGE Understand the theory and technical aspects of maintaining, preserving and storing historical objects and artifacts, and direct projects to research non-native human history.	H	280
2	MENTAL DEMANDS Judgment to organize and evaluate the historical collections of the museum and to plan the development, and implementation of programs that will add to historical knowledge.	H	250
3	INTERPERSONAL COMMUNICATIONS SKILL Persuasion is required to use basic counselling skills when appraising the performance of subordinate employees.	D	45
4	PHYSICAL COORDINATION AND DEXTERITY Significant physical coordination and dexterity is required to handle and preserve fragile and valuable historical objects.	D	22.5
5	RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by museum standards, manage and evaluate priorities for the interpretation and conservation of historical artifacts and plan projects for preserving and improving the collection.	G	190
6	RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial authority to administer all of a local budget.	E	33
7	RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to control physical assets by appraising the condition, storage and maintenance of a substantial part of the museum collection, and to supervise a program of conservation treatment.	E	33

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise employees, appraise employee performance and take disciplinary action (4 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure the indirect well being of others by protecting and preserve objects with historical and cultural value.	C	15
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused attention to detail to visually inspect and monitor artifacts; frequently focuses on a computer screen or written documents when preparing materials for publication.	C	12
11	PHYSICAL EFFORT Relatively heavy physical effort to lift and carry moderate weight artifacts on a regular basis.	D	18
12	SURROUNDINGS Occasional exposure to chemicals when treating artifacts.	A	2
13	HAZARDS Limited exposure to hazards from the regular lifting and carrying of moderate weight artifacts.	B	4

Total Points: 924.5

Level: Range 30