

Ministry: Environment, Lands and Parks  
Branch: Information Management  
Location: Victoria

Working Title:  
Level:  
NOC Code:

**Library Technician**  
Range 11  
1451

### **PRIMARY FUNCTION**

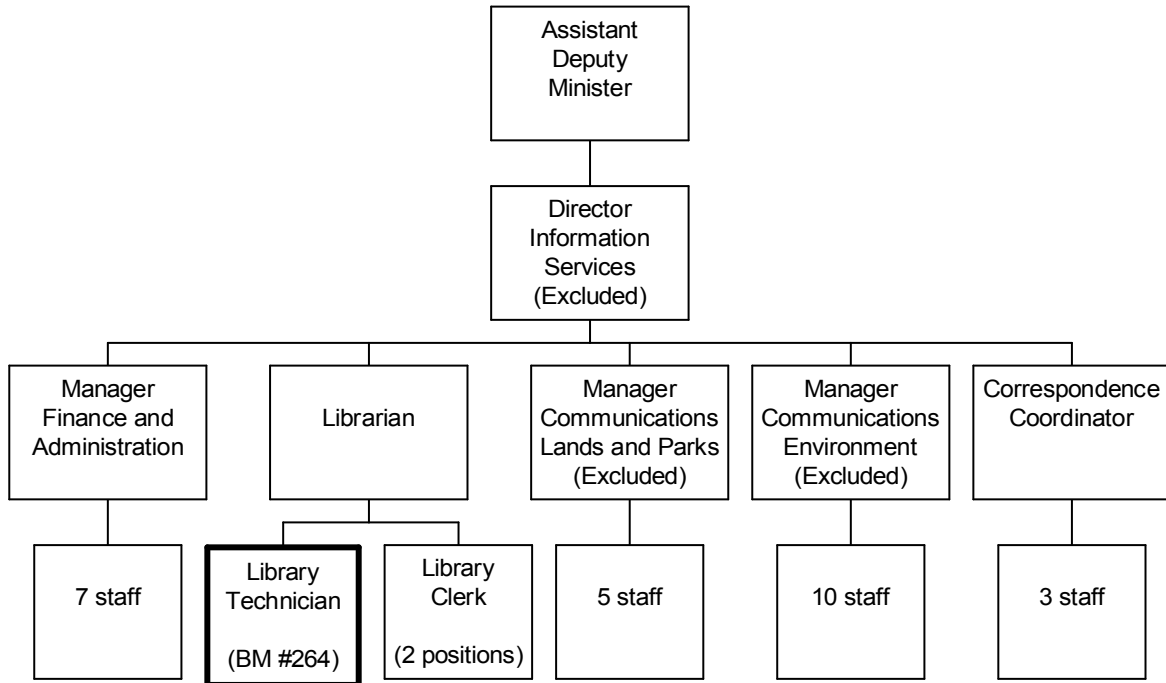
To order, select and catalogue library materials and provide reference, inter-library loan, audio-visual, financial and administration services.

### **JOB DUTIES AND TASKS**

1. Selects and orders library materials within guidelines
  - a. identifies need for library materials by assessing user needs and by reviewing information from vendors, associations, industry, publishers, businesses, governments, etc.
  - b. selects books, magazines, articles, journals, etc., for inclusion in the library to meet user needs
  - c. orders or identifies materials being ordered and ensures funds are available
  - d. tracks orders and follows-up with publishers, vendors, customs, etc., to ensure timely receipt
2. Receives, records, catalogues and files books, journals, films and other materials
  - a. prepares books and materials by recording bibliographic information, listing detailed physical description and entering information catalogue system
  - b. classifies and catalogues books and other materials, revises shelf list and labels books
  - c. calculates and records daily and monthly statistical records pertaining to use of the library
  - d. shelves and files incoming books, journals, films, slides and photographs
  - e. ensures materials are properly maintained and repaired (as required)
  - f. binds books and operates binding machine
3. Provides reference and information search services
  - a. sets-up and maintains a system to track and retrieve loaned materials
  - b. monitors status of borrowed materials and ensures overdue materials are returned using follow-up and check system
  - c. compiles statistics and prepares reports of number of users, books in circulation, expenditures
  - d. answers general reference questions, searches data bases to find information/materials
  - e. gathers available information and summarizes contents to fulfill user requests
  - f. provides assistance to users and other libraries by locating information and/or explaining procedures
  - g. borrows books, requests article reprints and gathers other materials through the inter-library loan system
  - h. uses computers and microfiche records to locate and order needed publications, books and information
  - i. assigns, monitors and reviews the work of Library assistants on a project basis (1 FTE)
4. Provides film library, tape image bank and audio-visual (A/V) services
  - a. selects materials (e.g. slides, films, photos, etc.) for variety of projects; determines specifics and end use; determines and recommends best available images for specific topic/request
  - b. monitors use of the film collection and image bank, which includes pulling and refilling of slides, photographs, negatives, films, etc., using computerized system
  - c. takes photos and slides to various laboratories for reproduction(s), based on end use of materials (e.g. internet, cropped photo, etc.) and mails out reproduction as requested
  - d. instructs staff in the use of A/V equipment and the proper handling of materials, including film, slides and projects, photographic equipment, VCRs, etc.
  - e. ensures A/V and photographic equipment in maintained and in operation condition
5. Administers financial and purchasing requirements, and performs other related duties
  - a. compiles and monitors library (\$100,000/year) and inter-library budgets (\$10,000/year)
  - b. prepares orders and approves subscriptions, acquisitions and book orders (within guidelines)
  - c. recommends and tracks purchases of furniture, computers, shelves, software, office supplies
  - d. obtains money orders from petty cash for small purchases
  - e. opens and monitors mail, matches books with order forms and invoice and processes invoices

ORGANIZATION CHART  
Benchmark Job #264

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## REASON FOR CLASSIFICATION

Benchmark Job #264

Job Title: Library Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand and apply the accepted methods of Library Services to provide administrative and information search to users and to order, select catalogue, search, compile and file books, journals, films, slides, photographs, coordinate inter-library loans, borrow books and request reprints of articles, answer general reference questions, and instruct staff on use of services and equipment.</p>	E	145
2	<p><b>MENTAL DEMANDS</b> Judgement to assesses user requirements and choose an approach using a combination of accepted library services techniques and procedures to coordinate inter-library loan system; organize reference materials for users, select materials and monitor collections, catalogue and file books and other library materials, order and select books, journals, A/V materials, etc., compile and monitor budget.</p>	D	100
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Discretion required to exchange information needing an explanation of library services, processes and system to users associated with their need for reference materials or equipment.</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to use computer databases to prepare reports with some speed to meet user requests for information and materials.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by specific procedures, select a course of action to fulfill user requests using documented procedures and processes, answer general reference enquiries, control ordering and selection of library books, films, publications, journals and other related materials (within guidelines), tracks and schedules responses to requests by users, and provides technical direction to Library Assistants by assigning and reviewing work.</p>	C	50
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to initiate, process purchase orders for new books, publications and materials from local suppliers (within guidelines).</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to set-up and maintain multiple-user library system to maintain, classify, file and issue books, publications, journals, films, videos and pictures for the Ministry.</p>	D	22.5

## REASON FOR CLASSIFICATION

Benchmark Job #264

Job Title: Library Technician

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to assign, monitor and review the work of Library Assistants (1 FTE).	CC	13
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsible for safe work practices of staff in a low risk environment (i.e. library).	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently review books and other materials to ensure they are correctly catalogued, filed and retrieved.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to occasionally push, pull, lift and carry moderate weight boxes of books, films, journals, etc.	C	12
12	<b>SURROUNDINGS</b> Exposure to library setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 433**

**Level: Range 11**

# JOB DESCRIPTION

## Benchmark Job #262

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Ministry: Transportation and Highways  
Branch: Freedom of Information  
Location: Victoria

Working Title: **Project Records Analyst**  
Level: Range 14  
NOC Code: 1221

### PRIMARY FUNCTION

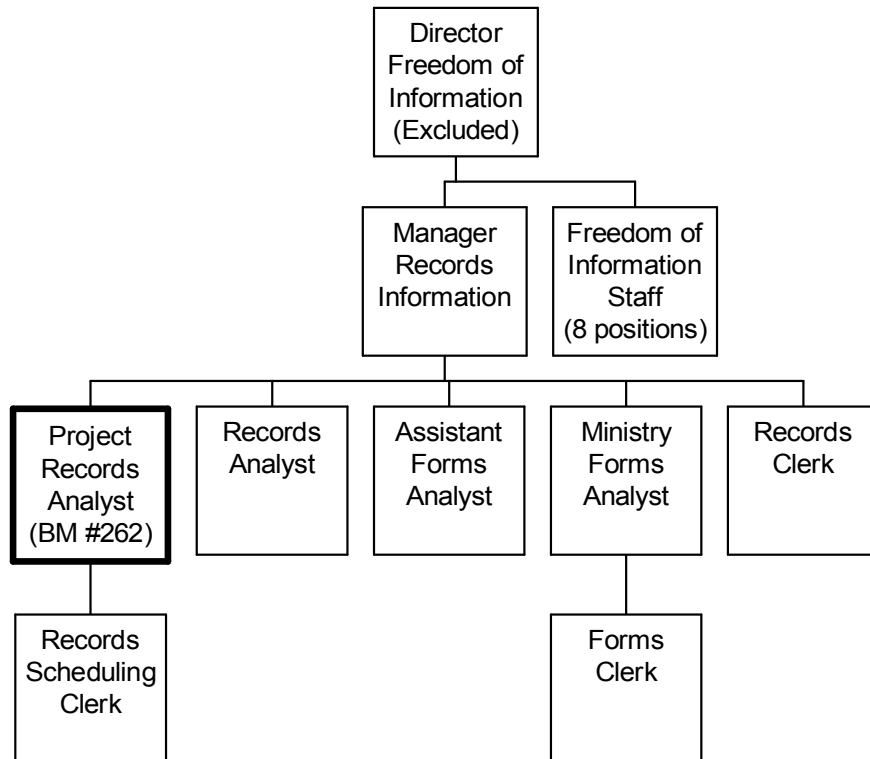
To examine all unscheduled ministry records stored in Government Records Services (GRS) offsite storage facilities and apply approved retention schedules or propose the development of new retention schedules.

### JOB DUTIES AND TASKS

1. Creates work plans in order to examine unscheduled ministry records (i.e. records prior to 1993) maintained in off-site storage to identify, classify, and schedule records for final disposition
  - a. determines work priorities in consultation with the Ministry Records Officer (MRO) and develops supporting procedures
  - b. creates work plans, including schedules, timelines and resources required to examine, identify and classify records
2. Identifies ministry retention and disposition requirements to the MRO
  - a. examines information and records to determine retention scheduling requirements and requirements for new primary and secondary classifications
  - b. examines legal retention requirements to ensure validity of classifications and retention periods
  - c. develops draft retention schedules in accordance with government policy and standards
  - d. develops and maintains Office of Primary Responsibility (OPR)/non-OPR designations for administrative records in accordance with ARCS/ORCS standards
  - e. recommends and implements amendments to operational procedures in order to facilitate the efficient scheduling and disposition of records
  - f. determines ministry operational needs in relation to statutory and regulatory retention and disposition requirements for operational records (ORCS)
  - g. examines operational records for primary and residual values such as fiscal, audit, legal, evidential and informational values
  - h. meets with program staff to assess classification and retention schedules
  - i. examines records to determine content and context
  - j. determines final disposition requirements
  - k. discusses application of approved retention schedules with GRS analysts and archivists and proposes the development of new schedules for approval by GRS
3. Supervises records management support staff (1 FTE)
  - a. supervises a records scheduling clerk
  - b. appraises performance and takes disciplinary action if required
4. Performs other related duties
  - a. communicates with clients and GRS to answer enquiries related to records storage and disposition
  - b. provides training and advice to staff regarding records classifications, retention requirements, and final dispositions for records maintained in offsite storage

ORGANIZATION CHART  
Benchmark Job #262

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ORGANIZATION CHART  
Benchmark Job #262

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the goals and objectives of records management to examine ministry records stored in offsite storage facilities, develop operational procedures to facilitate scheduling and disposition of records, and determine primary and residual values for operational records.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgment to apply structured study, analysis, and interpretation of records and choose an approach using accepted procedures to identify retention scheduling requirements, examine legal retention requirements to ensure validity of classification and retention periods and examine operational records for primary and residual values.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Some coordination and dexterity required to input information on computer with a minimal requirement for speed.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general ministry and records management procedures, or instructions, selects alternative course of action to determine operational and statutory retention requirements, primary and residual values, and final disposition requirements of unscheduled ministry records in offsite storage; and recommend solutions to retention and disposal of records issues.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> No financial responsibility.</p>	A	5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to examine a variety of unscheduled ministry records (i.e., all records prior to Oct 1993) currently in off-site storage facilities and apply approved, or develop new, retention schedules.</p>	E	33

ORGANIZATION CHART  
Benchmark Job #262

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise Records Scheduling Clerk, appraise employee performance and take disciplinary action (1 FTE).	DD	19
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for safe work practices of staff in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually focus on documents to scrutinize records.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to examine records for content and context.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Minimal exposure to hazards from occasionally pushing, pulling, lifting, and carrying of moderate weight file boxes.	A	2

**Total Points: 560**

**Level: Range 14**

# JOB DESCRIPTION

Benchmark Job #168

Ministry: BC Mental Health Service Society  
Branch: Clinical Records  
Location: Riverview Hospital

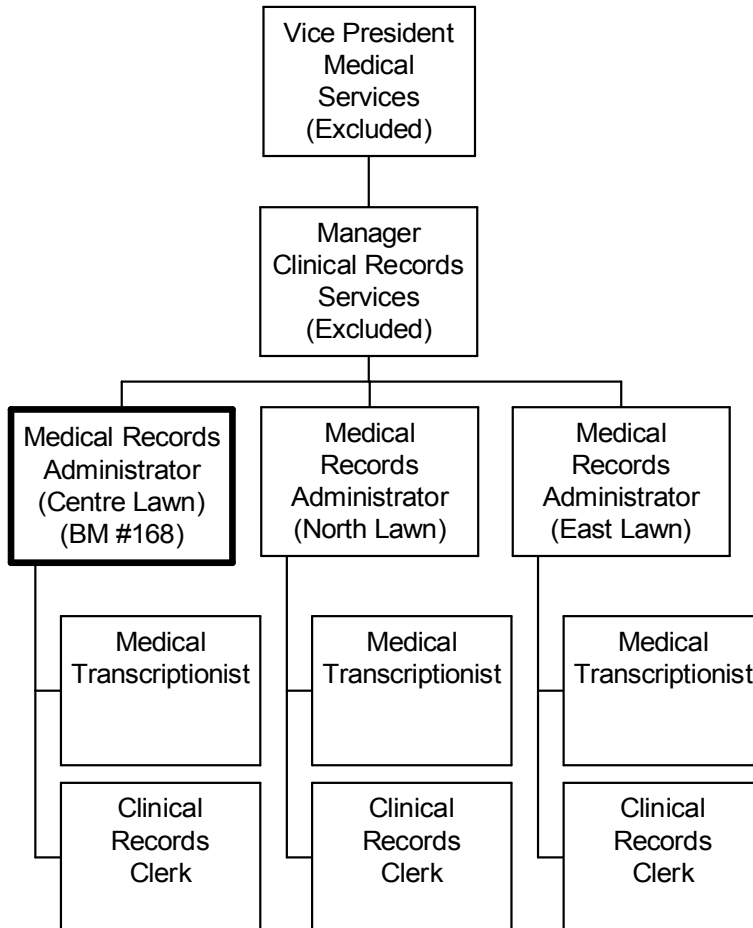
Working Title: **Medical Records Administrator**  
Level: Range 14  
NOC Code: 1413

## PRIMARY FUNCTION

To supervise, coordinate, plan and organize the provision of clinical records services for one of three units.

## JOB DUTIES AND TASKS

1. Organizes and maintains records management system for collecting, coding, storing, securing, retrieving, retaining, and disposing private and confidential health information for clinical programs within the hospital
  - a. develops unit operating policies and procedures to maintain, update and track clinical records
  - b. analyzes and interprets records to ensure that medical-legal, accreditation and professional standards are met
2. Participates in development of software systems for data collection and reporting and optical imaging, bar-coding and digital transcription
  - a. designs and manipulates programs and screen layouts and develops data extracts, tables and reports
  - b. monitors, tests and evaluates system performance and resolves departmental systems problems
  - c. reviews and recommends software purchases
  - d. performs on-line query functions, corrections and verification of data
  - e. provides security access to programs and implements disaster planning preparations
  - f. prepares manuals and develops training/educational programs to orient staff in using software
3. Interprets and indexes clinical records
  - a. codes clinical records according to diagnosis, cause of death and relevant clinical information
  - b. enters data into statistical data system and extracts data for studies, and other materials
  - c. compiles, summarizes and prepares various reports, statistics and clinical information
  - d. processes admission and discharge documentation/records and notifies appropriate agencies and/or branches
  - e. processes death documentation and arranges for autopsies and brain removal, etc.
4. Responds to requests for confidential patient data and functions as Commissioner for taking affidavits
  - a. maintains procedures to ensure that requests are dealt with promptly
  - b. provides confidential information to health professionals, patients, relatives, officials, etc.
  - c. provides policy and procedure information to ensure confidentiality and security of patient information
  - d. responds to court orders, subpoena or search warrant and prepares and presents records for court
  - e. releases information under legislative authorities such as Coroner's Services, WCB, Freedom of Information
  - f. secures consent for access to information for agencies, research projects and registries, etc.
5. Ensures patient's stay in hospital is supported by documents as required by legislation
  - a. ensures documents are complete, accurate, signed and dated by physicians within time frames
  - b. ensures documents are maintained correctly on records and checks prior to review panel hearing
  - c. arranges for recertification of invalid documents
6. Supervises daily activities of the Clinical Records Office and performs other related duties
  - a. supervises staff (2 FTEs) including recruiting, orientation, assigning work, appraising employee performance and taking disciplinary action when necessary
  - b. conducts quality assurance and risk management assessments
  - c. authorizes purchase of stationery and supplies up to \$300 per transaction under assigned spending authority; makes recommendations on staffing, furniture and equipment needs
  - d. participates on various committees (e.g. Organic Brain Syndrome Committee) by providing medical records information and statistics
  - e. provides input into preparation of department budget



# ORGANIZATION CHART

Benchmark Job #168

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the goals and objectives of the medical records program to organize, administer and maintain clinical records services, systems and databases in accordance with legislative and health care policies and medical, legal, accreditation and sector standards.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement to apply structured study, analysis and interpretation of records requirements and choose an approach using a combination of accepted medical records procedures and terminology to supervise, coordinate, and organize the provision of clinical records services, systems, and databases.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to use word processor to produce a variety of correspondence and clinical records with some requirement for speed to meet deadlines.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general ministry and medical records procedures, selects alternative course of action to organize, administer and maintain a medical records office and develop records management procedures for the unit and to present or provide information to courts, legislative authorities and others.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to authorize purchase of stationery and supplies up to \$300 per transaction using spending authority.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Considerable responsibility to provide guidance on the development of a multiple user records and data management system which provides for collection, coding, storage, security, retention and disposal of health information.</p>	E	33

ORGANIZATION CHART  
Benchmark Job #168

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise two staff, appraise employee performance and take disciplinary action (2 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care and attention to calm demanding clients, such as health professionals, patients, relatives, officials, etc.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently read to compile patient information and statistical data on computer and to check records for completeness and accuracy.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus on patient information and to check records for completeness and accuracy.	C	12
12	<b>SURROUNDINGS</b> Exposure to regular unpleasant dealings with demanding clients, such as health professionals, patients, officials, etc.	B	4
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 592.5**

**Level: Range 14**

# JOB DESCRIPTION

## Benchmark Job #260

Ministry: Social Services and Housing  
Branch: Administrative Services  
Location: Victoria

Working Title:  
Level:  
NOC Code:

**Ministry Forms Analyst**  
Range 21  
1221

### PRIMARY FUNCTION

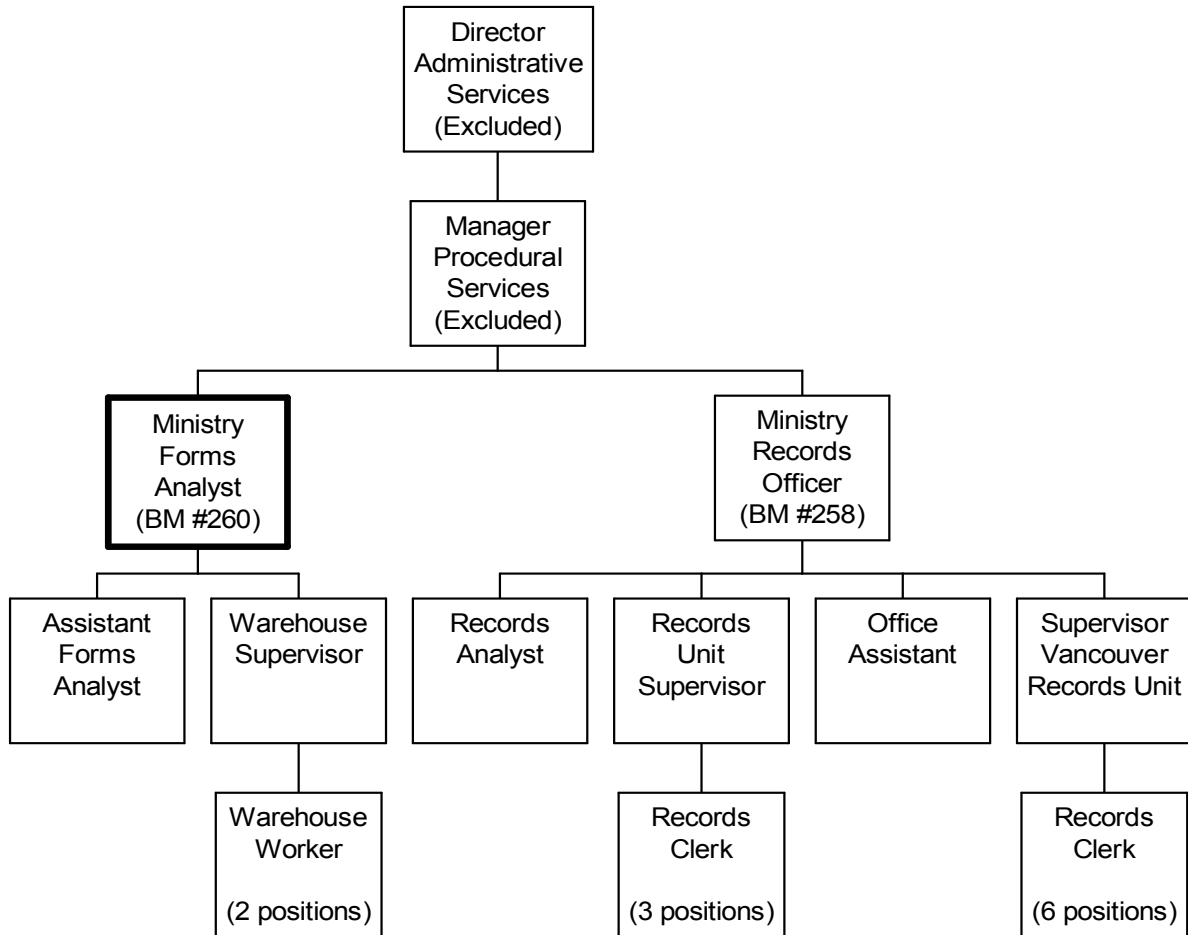
To administer a ministry-wide program to capture, retain, secure, and retrieve information in manual and electronic formats in direct support of ongoing business program-area requirements.

### JOB DUTIES AND TASKS

1. Establishes a ministry-wide forms design and management process considering need for transferability, security, confidentiality and fraud reduction
  - a. develops and implements an overall plan to coordinate ministry program requirements and communication network of forms contact persons throughout the province
  - b. provides forms design advice and guidance for the ministry through a consultative process including work flow analysis, cost-benefit analysis, and end-user operational requirements
  - c. consults with Queen's Printer staff and private sector vendors to assess printing requirements, ensure currency with new technologies (e.g. imaging), and resolve issues
  - d. maintains a large automated relational database of the inventory of corporate forms (700+ forms)
  - e. maintains a numerical and historical control record system and a security system for protection storage and transfer of ministry forms and negotiate documents
  - f. coordinates the development of training programs and material to orient staff to the ministry protocol regarding forms development and management
  - g. designs specialty forms (i.e. negotiable documents) in support of new or sensitive projects for distribution external to the ministry
  - h. runs a small facility for off-site storage
  - i. orders and takes periodic inventory of all ministry forms
  - j. develops and revises ministry procedures and standards regarding all aspects of forms management
2. Analyzes cost effectiveness and impacts of forms management program
  - a. advises ministry executive, managers, and staff on the purpose, objectives, and benefits of efficient and effective forms management
  - b. develops short and long term program forecasts for equipment, systems, and resource requirements (i.e. FTEs) to support budget preparation
  - c. prepares and monitors budget expenditures for forms management program
  - d. assesses cost implications of new technologies, off-site storage security, etc.
3. Supervises Assistant Forms Analyst and warehouse staff (4 FTEs)
  - a. supervises staff, including hiring and training
  - b. plans, assigns and reviews work
  - c. sets work priorities and standards
  - d. appraises work performance, and takes disciplinary action, if required
4. Performs other related duties
  - a. coordinates purchasing of related technology and peripherals
  - b. administers and monitors projects and project staff used in ministry-wide initiatives
  - c. coordinates the development and maintenance of policy and procedures manual
  - d. provides advice to ministry executive on the implications of new programs or services

ORGANIZATION CHART  
Benchmark Job #260

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# ORGANIZATION CHART

Benchmark Job #260

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>            Understand the principles of a forms management program for a ministry to develop, analyze, interpret, and implement ministry policy, procedures and standards for forms management; provide advice to Ministry Executive on implications of new programs or services, assess program needs through work flow analysis, cost-benefit analysis and end-user operational requirements.</p>	G	250
2	<p><b>MENTAL DEMANDS</b>            Judgement to modify techniques and methods of forms analysis to work with new or changed program needs to develop and implement a ministry-wide forms program to capture, retain and retrieve information in a diversity of manual and on-line formats; develop, revise and implement ministry procedures and standards within the government's legislated and statutory framework; design specialty forms; assess security requirements for the protection, storage and transfer for ministry forms and negotiable documents.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b>            Persuasion required to use basic counseling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>            Moderate coordination and dexterity required to use computer to design new forms with some requirement for speed to meet deadlines.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>            Guided by Ministry policies and guidelines, applies accepted work methods in a different way to design forms and develop plans for the implementation of a ministry forms program within a government legislated and statutory framework.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>            Significant financial responsibility to perform cost-benefit analysis of manual and electronic forms design, security, transferability and confidentiality.</p>	E	33
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>            Considerable responsibility to design or modify ministry-wide forms (700+ corporate forms) used to capture information on ministry programs and clients.</p>	E	33

ORGANIZATION CHART  
Benchmark Job #260

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise Forms Analyst and Warehouse Workers, appraise employee performance and take disciplinary action (4 FTEs).	DE	20
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Limited care to attention to ensure safety procedures are available to staff in the Ministry's warehouse where there is some risk of accident or injury due to moving equipment.	B	10
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently visually scrutinize forms for design and maintenance needs and to eliminate duplication.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to computer screen and printed material while designing and maintaining ministry forms.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Limited exposure to hazards from frequent keyboarding.	B	4

**Total Points: 756**

**Level: Range 21**

Ministry: Social Services and Housing  
Branch: Administrative Services  
Location: Victoria

Working Title:  
Level:  
NOC Code:

**Ministry Records Officer**  
Range 24  
1221

**PRIMARY FUNCTION**

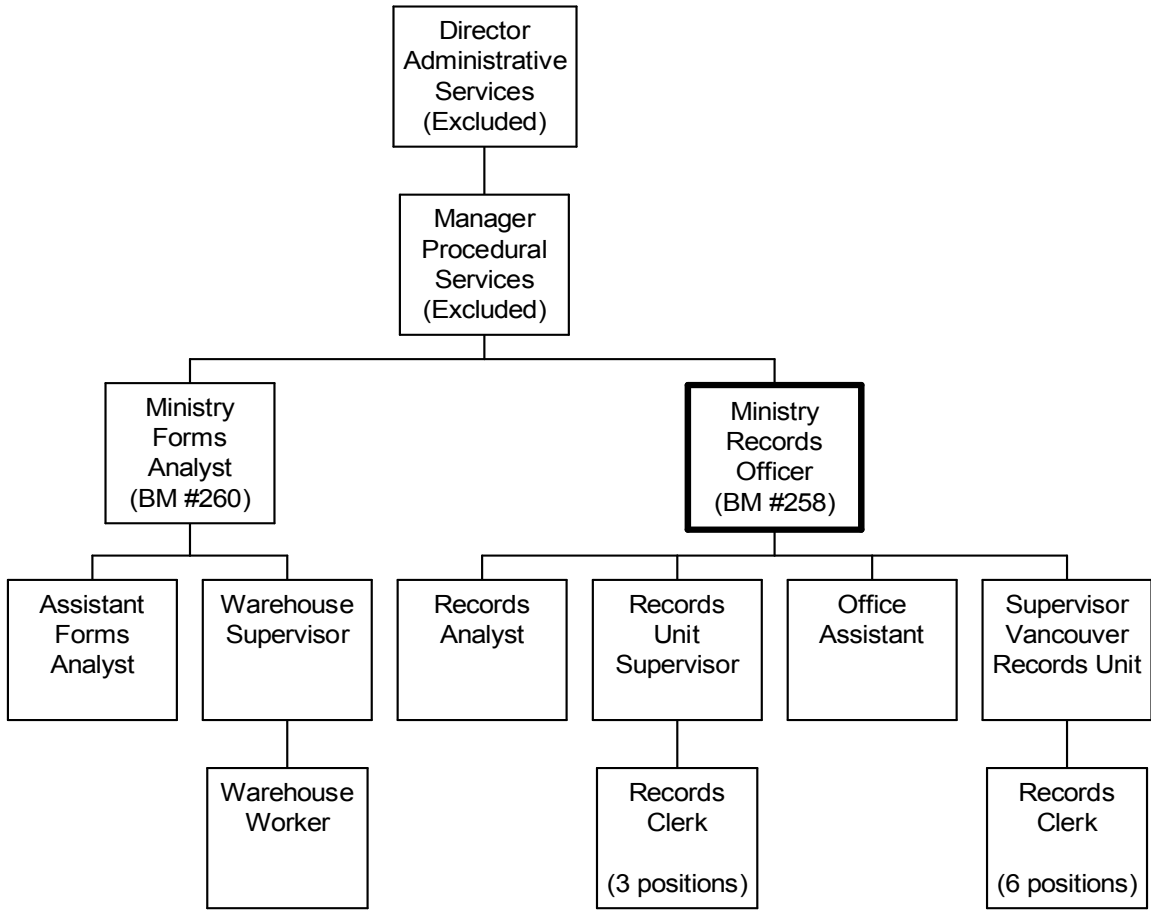
To administer the Ministry's multi-media records and information management program including their classification, storage, security, inventory, retrieval and destruction.

**JOB DUTIES AND TASKS**

1. Develops, implements and monitors a ministry-wide records management program
  - a. conducts ongoing reviews and periodic technical audits of records management program activities in 16 branches and 350 district offices to ensure compliance with policy and to formulate remedial measures as required
  - b. provides technical direction to ministry staff on the application of records retention and disposal schedules to meet statutory requirements
  - c. ensures the infrastructure of the Ministry's records management program allows for the ready extraction of information required under the Freedom of Information guidelines
  - d. directs the Ministry's conversion, implementation and maintenance of government wide Administrative Record Classification System (ARCS) and the Operational Records Classification Systems (ORCS)
  - e. ensures the establishment and maintenance of ministry records inventory including arrangement of off-site storage for semi-active records
  - f. directs the development of and provides training programs, materials, and standards for ministry ORCS, ARCS, and records and information management systems
  - g. represents the Ministry on the Ministry Records Officer Council and other cross-government committees on records and information management
  - h. provides advice and assistance on the application and selection of new technologies (microforms, optical imaging, etc.) in records and information management
  - i. establishes records management policies and procedures to ensure the effective administration of the Ministry's record management program in compliance with statutory requirements and government policy
2. Analyzes cost effectiveness of the records management program
  - a. advises ministry executive, managers, and staff on the purpose, objectives, and benefits of efficient and effective records management
  - b. develops short and long term program forecasts for equipment, systems, and resource requirements (i.e. FTEs) to support budget preparation
  - c. prepares and monitors budget expenditures for records management program
  - d. assesses cost implications of new technologies, off-site storage security, etc.
3. Supervises records staff (13 FTEs)
  - a. supervises staff, including hiring and training
  - b. plans, assigns and reviews work
  - c. sets work priorities and standards
  - d. appraises work performance, and takes disciplinary action, if required
4. Performs other related duties
  - a. coordinates purchasing of related technology and peripherals
  - b. administers and monitors projects and project staff used in ministry-wide initiatives
  - c. coordinates the development and maintenance of policy and procedures manual
  - d. provides advice to ministry executive on the implications of new programs or services

ORGANIZATION CHART  
Benchmark Job #258

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# ORGANIZATION CHART

Benchmark Job #258

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>            Understanding of the theory of information management and systems for a ministry to establish records management policies and procedures, ensure records management programs for multiple regions and branches comply with statutory requirements, provide advice on the application, selection and implementation of technology and develop short and long term program forecasts and costs for equipment, systems, and resource requirements.</p>	H	280
2	<p><b>MENTAL DEMANDS</b>            Judgement to modify records management techniques and approaches to plan, implement and administer the operation of records management program, direct conversion, implementation and maintenance of ARCS and ORCS, resolve records management conflicts and assess program needs, develop records management policies and procedures, ensure records management program support Freedom of Information program.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b>            Persuasion required to use basic counseling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>            Some coordination and dexterity required to input records management information and data on computer with a minimal requirement for speed.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>            Guided by ministry policies, confidentiality requirements, and government regulatory framework, plan ministry-wide records management services and program requirements to ensure effective and efficient storage, security, inventory, retrieval and retention of all records; develop policies and processes that satisfy the needs of program areas, consider legislative requirements, and protect clients' confidentiality.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>            Significant financial responsibility to develop cost-benefit analysis for new equipment, systems and resources to support program-area budgets.</p>	E	33
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>            Major responsibility to develop and manage the ministry records management program.</p>	F	43

ORGANIZATION CHART  
Benchmark Job #258

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise staff and the Vancouver records unit, appraise employee performance and take disciplinary action (13 FTEs).	DG	23
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Responsibility for own well-being and safety/safe work practice of others in a low risk environment.	A	5
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused attention to detail to frequently visually focus to scrutinize records audit reports.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention on records, documents and files.	C	12
12	<b>SURROUNDINGS</b> Exposure to office setting with minimal disagreeable elements.	A	2
13	<b>HAZARDS</b> Minimal exposure to hazards from occasionally keyboarding.	A	2

**Total Points: 827**

**Level: Range 24**