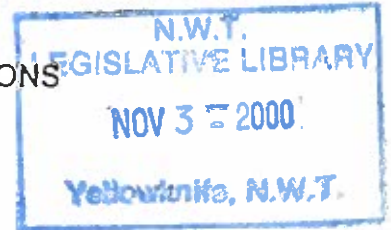


JOB DESCRIPTIONS
BARGAINING GROUP AND EXCLUDED POSITIONS



INTRODUCTION

1. Managers are responsible for assigning work to the positions under their direction and for describing that work in a job description. Deputy heads are the final authority respecting the assignment of work and job description content within their departments, boards or agencies.

APPLICATION

2. These guidelines and procedures apply to all positions except for the following:
 - Casual jobs,
 - Senior Management positions
 - NWTTA bargaining unit positions, and
 - Positions in the NWT Power Corporation

DEFINITIONS

3. A Job Description is a written statement of the duties and responsibilities of a position. It also contains a description of the knowledge and skills required of an incumbent in order for the person to satisfactorily do the job. It lists the working conditions that may exist when the duties of each position are performed. Deputy heads are the final authority respecting the assignment of work and job description content within their departments, boards or agencies.
4. A Job is either a unique position or a number of positions that are similar and are adequately described by one job description.
5. A Position is one specific job. An employee fills a position and is referred to as an incumbent.
6. Responsibilities are a set of related functions or tasks forming a significant part of a job.
7. Task means a unit of activity, which with other units, make up a responsibility.
8. Job evaluation is the analysis and evaluation of the required know-how, problem solving, accountability and working conditions of a position. Job evaluation establishes the relative value of a position within the GNWT.

GUIDELINES

9. Managers wishing to compare job descriptions and evaluations must request job descriptions directly from the department concerned through their departmental Human Resource unit.
10. To be valid for the purpose of job evaluation, a job description must be approved by the Deputy Head of the employing department, board or agency.
11. The approval date for a job description is normally the date that the position is established (new position) or has been re-written. However, the Deputy Head may indicate a more appropriate effective date to coincide with a departmental re-organization.
12. Explanation of the components of the job description follow. Please refer to the GNWT Job Description Writing Manual for complete and comprehensive instructions on job description development, including examples.
13. Section 1 - Identification

The Identification Section should include the position number, position title, department, division/region and location of the position.

In the case of a new position, enter the department code and the word NEW.
14. Section 2 - Purpose

A narrative statement explaining briefly why the position exists, including what the position does, within what context, and what overall result is expected of the position. This is not a summarized list of the responsibilities.
15. Section 3 -Scope

This section describes the impact the position has on the area in which it is located, the department, other departments, the government as a whole or the public as well as the importance of the impact.

16. Section 4 - Responsibilities

- This section summarizes the major responsibilities and the expected outcomes of those responsibilities that contribute to the overall purpose of the position.

A job typically has 1 – 5 major responsibilities, and these responsibilities may be further clarified by describing 1 – 8 major activities that are carried out in meeting a specific responsibility.

Responsibilities describe the accomplishments with regards to people, ideas and things that contribute to the overall purpose of the position.

Statements of responsibilities do not reflect any value to the position until they are described within a context and a stated end result (outcome).

17. Section 5 - Knowledge, Skills and Abilities

This section summarizes the minimum level of knowledge, skills and abilities (however obtained) required to competently perform the job

Knowledge identifies the acquired information or concepts that relate to a specific discipline.

Skills describe the acquired measurable behaviors that may cover manual aspects required to do the job.

Abilities describe natural talents or developed proficiencies required to perform the responsibilities of the job.

The scope and responsibilities of the position must support the required knowledge, skills and abilities.

Any bona fide (statutory) requirement for specific education, training or certification (i.e. Registered Nurse, Journeyman Electrician, 4th Class Stationery Engineer, P. Eng.) is included here.

For clarification purposes, a statement that describes how an individual would typically acquire the required knowledge skills and abilities should be added at the end of this section.

18. Section 6 - Working Conditions

Working conditions describe the physical, environmental, sensory and mental demands of a position that are present while carrying out their responsibilities.

- : Frequency, duration and intensity, measured in time (i.e. every day, 7 ½ hours per day, two or three times a week, low, medium high intensity), documents the conditions of work, not the effect it may have on the incumbent. Examples which define the levels of intensity are available from departmental Job Evaluation Facilitators and should be referred to in preparing this section of the job description.

Physical demands: jobs may require levels of physical activity that vary in intensity, duration and frequency, or any combination of these factors that produce physical stress or fatigue (i.e. handling of materials; lifting, stretching, pulling; working in awkward positions; other unusual circumstances).

Environmental conditions: jobs may include progressive degrees of exposure of varying intensity to unavoidable physical and environmental factors, which increase the risk of accident, ill health or physical discomfort (i.e. exposure to toxic or unpleasant fumes; extremes of temperature, noise, vibration, dirt, dust; unavoidable exposure to hazardous substances, equipment and/or situations).

Sensory demands: jobs may require concentrated levels of attention with any combination of the senses in order to discern something in the course of meeting the responsibilities, and may vary in intensity, duration and frequency. The intensity may be affected by subtle sensory factors that may be difficult to discern. Demands may include: reading, watching, studying, observing; smelling touching, attending to the nuances of sound; inspecting, proof reading, manual manipulation; operating equipment, monitoring computer terminals, technical trouble shooting.

Mental demands: jobs may have external factors that create the risk of mental or emotional fatigue and may include: lifestyle disruption caused by work schedules or travel requirements; boredom resulting from work repetition; concentrated attention for prolonged periods of time; lack of control over work pace or priorities; emotional deprivation resulting from isolation or lack of privacy; exposure to emotionally disturbing experiences.

19. Section 7 -Certification

All of the following signatures are required:

- (a) The incumbent's signature (necessary unless the position is vacant) indicates an understanding of the work assigned to the position and for

which they are responsible. The employee's signature does not imply agreement or disagreement that the work should be assigned.

- (b) The supervisor's signature confirms that the duties described are those assigned to the position and provide a basis for performance review.
 - (c) The signature of the Deputy Head authorizes the creation of the position and recommends the inclusion or exclusion of the position from the bargaining unit. The Deputy Head's (or delegate's) signature must be present for the job description to be considered "official"
20. The effective date for the official assigning of the duties in the job description to the position is the date on which the Deputy Head signs the job description.
21. A current job description is provided to new employees. Employees are entitled to an up-to-date copy of the job description for their position on written request.

*** See Attachment 1 for a sample Job Description ***

Organization Chart

22. An organization chart is an important part of a job description as it provides a basis for determining a position's role within the organization and confirms the information in the job description. It also provides information about the other jobs that may influence work in conjunction with the job that is being described.
23. Standardized organization charts provide each department with an accurate record of its organization. This also assists the evaluation process by providing required information in a common format.
24. Charts must be updated to reflect organizational changes (i.e., transfer of positions, addition of new positions, deletion of existing positions, changes in reporting relationships).
25. Organization charts have a separate box for all indeterminate, term, seasonal and part-time positions.
26. Organization charts do not include casual positions, or positions where the salary funds have not yet been allocated.
27. The reporting relationship indicated on the charts must match that on the related job descriptions. When reporting relationships change, the organization chart and job descriptions must be updated to reflect the change.

28. The position title used in a box is the same as the title on the job description. It also matches the position title on the Job Evaluation form and in the human resource information system.
29. The following guidelines apply to organization chart format.
 - A solid line connects boxes indicating direct line reporting relationships, e.g. between a supervisor and a supervised position.
 - The line of authority always drops DOWN from the base of the supervisor's position box.
 - The line of authority to a supervised position always enters the box at the top or the side.
 - A broken line indicates functional reporting relationship, e.g., when policy and/or technical advice is provided, but not direct supervision.
 - A solid line box indicates the position is indeterminate.
 - A broken line or shaded box indicates the position is a seasonal, part-time, term or a trainee position.
 - Charts are numbered in sequential order, usually starting with the Directorate.
 - An index of charts lists the organization's various divisions and regions with their chart numbers. This is to be maintained by the departmental Human Resource office and updated as necessary.
 - Charts must be on 8½ x 11 paper
30. Each chart identifies the following:
 - department, board or agency,
 - division, section or unit,
 - headquarters or region,
 - location (community),
 - chart number,
 - positions, both continuing and casual,
 - title of the authorizing officer, and
 - effective date approved.
31. The position title and number are identified in each position box.
32. Optional information outside and below the position box include the following:
 - the incumbent's name,
 - the location of the position (if different from that of the organizational unit),
 - the expiry date of a term position,
 - the evaluation level for the position.

*** See Attachment 2 for a sample Organization Chart ***

PROCEDURES

33. The manager completes the job description. It is encouraged that this be done in concert with the incumbent if the position is occupied. Guidelines on how to complete the job description are contained in the Job Description Writing Manual which is available from departmental Human Resource Offices.
34. The incumbent signs the job description if the position is occupied.
35. The Supervisor signs the job description.
36. The Deputy Head reviews the job description and organization chart and signs both indicating approval of the work assigned to the position and the job description content.
37. When exclusion from the bargaining unit is requested, a letter explaining/ supporting this exclusion is to be sent to the Manager of Labour Relations along with the Job Description.
38. Departments are responsible for the creation, maintenance and on-going review of job descriptions and organizational charts.
39. The departmental human resources office ensures the job description is filed in the position file and that positions are scheduled for job evaluation as necessary.
40. Upon written request, a current job description and organization chart is provided to the incumbent of the position either by the manager or the departmental Human Resources office.

SAMPLE JOB DESCRIPTION: NURSE IN CHARGE

IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
00-0000	Nurse in Charge	
<i>Department</i>	<i>Division/Region</i>	<i>Location</i>
Health & Social Services Board	Community Health Programs	Anywhere, NT

PURPOSE OF THE POSITION

(Main reason why the position exists, within what context and what is the overall end result).

Manages the provision of Community Health Services in *Anywhere*, in accordance with established standards of nursing practice in the NWT and the philosophy and objectives of the Board for the safe provision of safe standardized health care to the residents of *Anywhere*

SCOPE

(Describe in what way the position contributions to and impacts on the organization)

This position is located in a 6-bed health centre in the community of *Anywhere*, serving a client population of 1200. The Health Centre is the sole medical facility in the community, and the provision of critical incidence services are supported by physician contact through telephone and tele-medicine when communication links are available. Provides health services through four community health nurses who provide non-emergency medical care, and responds to medical crises that require decision making outside of the usual policies, procedures, and standards of care on a weekly basis. The incumbent manages a \$700,000 dollar budget allocated to provide a standardized health care program as determined by Department of Health and Social Services.

RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position through which objectives are accomplished)

1. Manages the human and material resources within an assigned budget of \$700,000 for the Health Centre in order to assist in the protection, restoration, and promotion of health.

Main Activities:

- Analyzes and evaluates health care programs and the delivery of nursing services on a continuous basis in order to develop and implement new or revised health care programs designed to improve the health of the community population.
- Manages nurses and support staff to ensure the delivery of safe client care within established GNWT standards of health care.
- Reviews the monthly variance report and recommends the reallocation of funding to the Senior Nursing Officer, if required, to ensure adequate funds for the delivery of health care programs.

2. Provide professional nursing care and sanctioned-transferred medical functions to clients (individuals, families, groups, and community) to prevent and restore incidence of disease, disability, and death.

Main Activities:

- Organize and implement a comprehensive community health service designed to facilitate and maintain a healthy lifestyle.
- Provide routine and emergency treatment services including short-term inpatient care to ensure early diagnosis and prompt intervention in the therapeutic and disease process.
- Provide guidance to nursing and support staff to ensure they provide a safe, acceptable standard of care to the residents of the community and to facilitate professional development of the staff members.
- Provide guidance to nursing staff and recommends the medical referral or evacuation of particular patients to other health care providers or health facilities, to ensure an acceptable standard of care is provided to the client.

3. Provide public health services according to the GNWT Health Standards to protect, prevent and reduce the incidence of communicable disease, to promote a healthy lifestyle, and to reduce the incidence of disability and death to all community members.

Main Activities:

- Organizes and implements a variety of programs. These include well child clinic, pre and postnatal clinic, school health program, chronic disease clinic, immunization programs, communicable disease surveillance and treatment, and conducts home visits for the elderly population, to promote a healthy way of life, and decrease the incidence of death and disease.
- Identify abnormal findings during patient assessment, and recommend to the referral physician in BRHSSB a course of ongoing treatment or referral to the tertiary care centre to ensure the client receives the acceptable standard of care within the NWT and the Health board policies.
- Participates in research (e.g.: Flu watch), special projects (new immunization program). Provides input and participates in monthly interagency meetings to plan, implement, and evaluate joint projects related to the community's health status in order to facilitate the objectives of the strategic initiatives plan of the Health Board and the Department of Health and Social Services.

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance)

1. Knowledge of Public Health Practice as well as a technical knowledge of Nursing theory and process.
2. Knowledge of current nursing trends in disease prevention, practice and programs in order to keep nursing practices current and to plan, develop, coordinate, control, implement and evaluate a comprehensive health service appropriate to community needs. Must be sensitive to the cultural, social, and regional conditions in order for these programs to be effective.

Skill in Emergency care and treatment as the position is required to perform transferred medical functions beyond normal hospital nurse training. Ability to perform advanced nursing functions such as:

- Suturing and venipuncture for all age groups
 - Immunization techniques
 - Basic Lab skills (ESR, WBC, HGB, blood smears, pregnancy tests, microscopic exam of specimens, various swab specimens, and preparation of specimens for culture and sensitivity Basic radiology techniques, and quality control and electrocardiograms
 - X-rays of chest and extremities, cast application and removal, and preparation of splints and application
 - Pharmacy skills such as dispensing of medications and prescribing medication under approved policy
3. Skill and ability to communicate and teach clients and staff members, to supervise, manage and motivate a diverse group of people (staff members, students, community groups and clients, interact and participate with interagency groups, BRHSSB staff, GNWT staff, and individuals or groups who are involved in the care and health status of the community).

This level of knowledge is typically acquired through a B.Sc.N. or through an approved equivalency plus a minimum of 3 years of nursing practice including a minimum of one year in hospital nursing. The incumbent should have at least six months of supervisory experience. An active registration with the NWTRNA and basic CPR with annual re-certification is mandatory.

WORKING CONDITIONS

Physical Demands

	Frequency	Duration	Intensity
Lifting and carrying patients.	3x a week	5 minutes	Moderate

Assists staff member to transport incapacitated patients within the Health Centre and Emergency patients coming to the Health Centre.

Environmental Conditions

	Frequency	Duration	Intensity
Exposure to communicable diseases	Every day	4 hours	Low

Exposure to blood, drawn from patients in sick clinic and during the processing of body fluids for transportation. Exposure to clients who are on TB medications, and to common airborne diseases encountered in the clinic setting.

Sensory Demands

	Frequency	Duration	Intensity
Crisis situations (hearing, sight and smell)	4x a month	30 minutes	High

Involved in every situation that requires dealing with difficult clients experiencing medical problems, and requiring an immediate outcome. Exposed to situations that can become volatile as the incumbent is the first line contact by community members for the resolution of problems that require immediate intervention.

Mental Demands

	Frequency	Duration	Intensity
Limited access to medical backup.	Each day and night.	2 hours	Moderate

Must be available to provide medical guidance and intervention to subordinates without the availability of a physician in the community. Lack of specific or critical medical skills normally provided by a physician (i.e. surgery) requires the incumbent to make medical judgements beyond the scope of their training. Must often wait up to 8 hours for patient transfer, as medivac services are dependent on the weather and availability of planes.

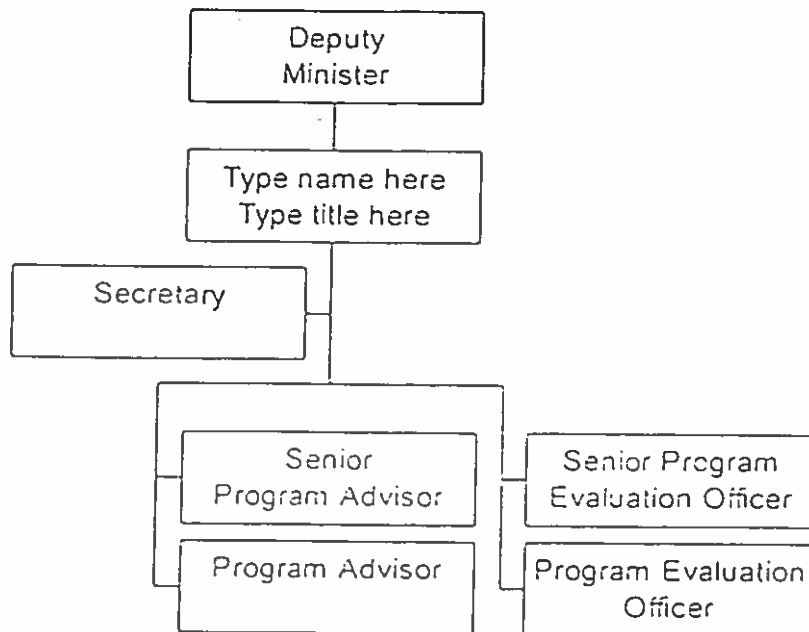
CERTIFICATION

Position Number:

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head/Delegate Signature</p> <p>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</p>	<p>_____ Date</p>

"The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position"

SAMPLE DEPARTMENT
Headquarters: Yellowknife
Program Evaluation Division
Organization Chart #3



Person Years
Continuing 5.0

Approved:

Deputy Minister
August 18, 1999

AUTHORITIES AND REFERENCES

Main Collective Agreement with UNW
Article 36, Statement of Duties

GNWT Job Description Writing Manual

