

Position Number: **Benchmark Job #092**

Ministry: Various

Branch: Human Resources

Location: Victoria

Working Title: **Administrative Secretary - Classification**

Level: Range 9

NOC Code: 1241

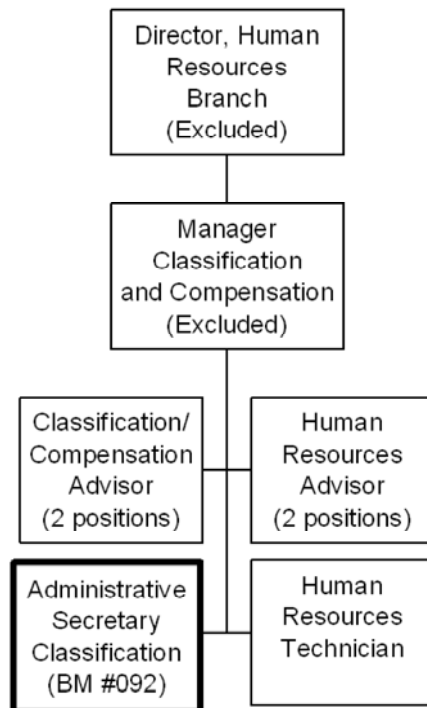
PRIMARY FUNCTION

To provide administrative and secretarial support services for Classification and Compensation Section of the Human Resources Branch.

JOB DUTIES AND TASKS

1. Provides program support duties
 - a. checks position classification requests, ensuring completeness and accuracy; attaches accompanying background material for staff action
 - b. distributes incoming mail; prepares outgoing mail
 - c. maintains guidelines and directions received from central agencies; alerts staff to ensure processes relating to central agencies are followed, such as sending positions under corporate review to the central agency for approval
 - d. responds to enquiries from staff and other Ministries for information on positions and classification reviews
 - e. designs or modifies forms and form letters regarding the production of job descriptions
 - f. pulls and distributes job description material as requested by advisors or other ministries
 - g. obtains requested documentation by searching files, reports and texts and contacting Human Resource personnel and other staff in central agencies and in other ministries
 - h. sets up, maintains, updates, utilizes and retrieves classification position files
 - i. maintains classification appeal file documentation and master-cross-reference files by case, classification, branch, region and personnel
 - j. tracks classification submissions using database computer program and monitors deadlines
 - k. maintains and updates bring forward system
 - l. responds to general enquiries and redirects calls to appropriate staff; explains office administrative procedures to other ministries, central agencies and clients to resolve administrative problems; modifies administrative procedures as necessary
2. Maintains position data on the Corporate Human Resource Information and Payroll System (CHIPS)
 - a. enters changes to positions on CHIPS using information from forms and classification decisions
 - b. gathers and compiles information from CHIPS upon request for inclusion into classification reports and for statistical purposes
 - c. creates and updates electronic position files on CHIPS
 - d. maintains and updates position history cards

- e. maintains and distributes position number bank list
 - f. maintains, updates and reconciles organization charts using computer software and distributes to appropriate staff
3. Performs secretarial services for Classification and Compensation Section
- a. produces correspondence, reports, job descriptions, job analyses, central agency submissions and tables from hand-written documents and transcription equipment on word processor
 - b. drafts or revises routine correspondence for section staff
 - c. sets up, coordinates and attends committee meetings; takes minutes; follows up on agreements and actions to be taken; transcribes and distributes minutes; prepares submission packages
 - d. makes travel arrangements and completes travel vouchers and business expense approval forms for section staff; books rooms and related facilities and services
 - e. maintains and updates manuals as required
4. Performs other related duties
- a. provides formal training to users on how to use computer software to create and maintain organization charts and to access position information on CHIPS



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Know a variety of administrative and secretarial functions and understand how they relate to government compensation programs and central agency requirements to provide program support, word process a variety of documents, update position and classification databases, reconcile organizational charts, maintain filing systems and provide secretarial support.</p>	D	100
2	<p>MENTAL DEMANDS</p> <p>Judgement to recognize known differences and determine the priority of tasks to provide administrative and secretarial support, compile reports, draft or revise correspondence, reconcile organization charts and perform reception services.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS</p> <p>Discretion required to explain procedures and practices of Classification and Compensation section to other ministries, central agencies and clients to resolve administrative problems.</p>	C	30
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to use word processor to produce correspondence, reports and tables with speed and accuracy.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by specific procedures, select a course of action to complete assignments using previous instruction to coordinate office administrative procedures, provide secretarial services, maintain databases, reconcile and maintain organizational charts and provide training to staff on computer software.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Limited financial responsibility to check calculations to process travel vouchers and business expense forms for staff.</p>	B	10

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Moderate responsibility to provide administrative support to a large multiple user information system by setting up, maintaining, utilizing and retrieving classification position files.</p>	C	15
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Responsibility to provide formal training to users on how to use computer software to create and maintain organization charts.</p>	B	9
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>Responsibility for own well-being and safety in a low risk environment.</p>	A	5
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Focused sensory concentration to frequently visually focus on source documents and use word processor and transcription equipment to produce correspondence, reports and tables.</p>	C	12
11	<p>PHYSICAL EFFORT</p> <p>Moderate physical effort to frequently keyboard with speed and accuracy using word processor to produce a variety of correspondence, reports and tables.</p>	C	12
12	<p>SURROUNDINGS</p> <p>Exposure to office setting with minimal disagreeable elements.</p>	A	2
13	<p>HAZARDS</p> <p>Limited exposure to hazards from frequent keyboarding.</p>	B	4

Total Points: 331.5

Level: Range 9