

HUMAN RESOURCE SERIES

LEVEL DESCRIPTIONS

Level 4

This level applies to a position providing expert level labour relations advice and guidance to departments. Positions at this level require specialized knowledge of a diverse range of human resource principles and practices to resolve unique issues. Positions at this level represent government in collective bargaining and in other precedent setting, complex, high profile matters with significant implications across government.

Level 3

This level applies to a Manager of Human Resource Services in a large department or a large division within a department in a Consolidated Human Resources Sector, supervising a group of human resource professionals, where the position is the sole Human Resource Manager for the department or large division within the department. This level may also apply to a Human Resource Manager in a Central Agency with program responsibilities that are province wide in scope.

Level 2

This level applies to a Manager of Human Resource Services in a medium size department or a group of smaller departments or an Institution within a department in a Consolidated Human Resources Sector, supervising a group of human resource professionals, where the position is the sole Human Resource Manager for the department(s) or the Institution within the department. This level may also apply to positions in a large department where responsibility is shared between two Human Resource Managers each of whom has responsibility equivalent to a medium size department.

This level also applies to a full working level position providing specialized Human Resource Services in a Central Agency. Positions at this level provide guidance and advice to departments and have a responsibility for the administration of specific provisions of the Civil Service Act, or a government wide program administered by a Central Agency. Positions at this level develop and review government wide human resource policy.

Allocation of a Human Resource Manager position to level 2 or 3 is determined by Compensation Services, Treasury Board Secretariat based on an assessment of the dimensions of the position.

Level 1

This level applies to a full working level Human Resource Consultant position in a department in a Consolidated Human Resources Sector where the position functions as a generalist providing advice and guidance to departmental management and staff on a broad range of human resource functions such as staffing, job evaluation, labour relations, and training or may function as a project leader on a specialized project such as competency modelling, employment equity etc., or may function as the Human Resource Coordinator for an Institution within a department.