



**Information Resource Group
Position Description Form**

In-Scope Job Description

Full completion of the Job Description and Org. Chart is required in order to initiate a review and to establish an effective date. If the required information is not received, **the package may be returned for completion.**

Please Check the Appropriate Box(es)

- | | | |
|---------------------------------|------------------------------------|--|
| <input type="checkbox"/> New | <input type="checkbox"/> Permanent | <input type="checkbox"/> Term |
| <input type="checkbox"/> Vacant | <input type="checkbox"/> TAHD | <input type="checkbox"/> Permanent Part-Time |

Department: _____ Branch: _____
 Position Number: _____ Effective Date: _____
 Current Level: _____ Expiry Date (TAHD only): _____
 Working Title: _____

Authorization: Certified as an accurate description of the work assigned and that a copy of this description has been given to the employee. An organizational chart is attached.

 Permanent Head **or** Signature Telephone No. Date
 Out-of-Scope Delegated Authority

 Employee name Signature Telephone No. Date

1.
 a. Position exactly the same as (position # or name)

OR

- b. Changes since the previous job description OR supporting rationale for TAHD/Term request:

2. List the 5-8 primary responsibilities of the job, **in order of importance**.

PLEASE DO NOT ADD ATTACHMENTS

3 a) List the hardware and peripherals which you are responsible for and indicate your role.

b) What corrective actions does this involve and how frequently do they occur?

4. List the operating systems that you are responsible for and indicate your role.

5 a) List the applications and/or databases that are planned, designed, developed and/or regularly supported by you and describe who or what is affected by these applications.

b) What corrective actions does this involve and how frequently do they occur?

6. Provide examples of procedures or manuals you develop for others.

7. Regarding the typical duties, problems or issues for which you must determine solutions: a) give three specific examples and state how often they occur (eg. daily, weekly, monthly) and b) state actions you must take to resolve these problems.

Example of Problem

Actions to Resolve Problem

8. Provide three examples of systems functions and/or business applications where you have assigned responsibility and are expected to transfer knowledge or develop understanding by others.

9. Provide three examples of interpersonal issues that you are required to resolve through explanation of standards, regulations, applications etc., to achieve mutual understanding or acceptance.

10. Provide three examples of situations where you are required to negotiate terms and conditions of contracts, permits, licences etc., involving commitment of resources.

11. Describe the formal education required to perform the assigned duties (eg. certificates or degrees).

12. Provide an overview of the structure of the system area in your department. Include details as to the complexity of the applications/systems, network(s) and communications.

13 a) What decisions require authorization from the supervisor?

b) What decisions does this position make, independent of the supervisor that are outside of written policy?

c) If applicable, please provide examples where this position has the authority to set standards for future use by others, in situations **not** covered by written policy.

14 a) Number of FTE's supervised: Permanent FTE's ____ Other FTE's ____
(A person year is one person, full time, for 12 months)

b) Indicate the responsibility for the work of government employees that report directly to this job by placing an X in the appropriate boxes:

- scheduling, recommending or approving leave and overtime;
- assigning, distributing, organizing, co-ordinating, and prioritizing subordinate's work;
- monitoring the achievement of goals or objectives and ensuring quality and quantity standards are met;
- coaching for ongoing performance improvement and demonstrating job functions and procedures;
- resolving conflicts between staff.

For each of the following supplemental questions, please only answer the questions that apply to the job and provide examples.

Technical Support:

Do you resolve desktop support problems that are referred by others? Who referred the problem?

Do you develop, test and document procedures which others follow to upgrade or diagnose desktop software or hardware components?

Do you authorize user's security access rights?

What is your role in maintaining or supporting disaster recovery services?

Software/Business Applications:

Do you train users on new custom developed software applications?

Explain your involvement in systems development methodology by checking all that apply and providing examples for each:

- identifying alternatives
- analyzing feasibility
- developing models
- programming
- documenting processes
- testing results
- determining hardware and software requirements
- designing screens and reports
- flowcharting
- databases and database tables
- establishing processes for documentation
- security and disaster recovery
- developing specifications
- planning conversions
- deploying systems
- preparing user, operations and systems documentation
- training users and operation staff.

Network Technology:

Do you implement components of Local or Wide Area networks? Does this implementation require interfacing between different protocols or network platforms? Do you contribute to the redesign of major components of area networks?

Do you install, configure and interpret desktop hardware in non standard or complex situations where there are performance or hardware/software interface issues? Are you responsible for managing network components; interpreting, diagnosing and installing communication devices or administering hardware capacity?

Do you identify and evaluate new technologies to meet the needs of the organization, which requires considering cost, integration, training and other issues?

What is your role in the operation of smaller networks, or components of larger networks, to ensure network reliability?