

This document will be used to outline out-of-scope job codes

Out-of-Scope Codes

There are 3 fields in MIDAS, each separated by a period . . .

For out-of-scope codes:

1. The **first field** (segment one of the job code) represents the primary function (Support Services (S), Program Delivery (P) or Research and Policy (R)), and is always one digit, e.g.: S . .

Support Services (S) – a function that provides a centralized service to support all programs internal to a government ministry (e.g., finance, administration, human resources, communication, information technology).

Program Delivery/Service (P) – a function that manages staff involved in program delivery (e.g., Maintenance Enforcement Manager, Disease Prevention Director) or a support service linked to specific programs.

Research, Policy and Program Development (R) – a function involving research, planning and/or development of programs and policies.

2. The **second field** (segment two of the job code) stands for nature of work based on the educational knowledge or background required for the job. These should be meaningful and relate to working titles (if working titles are good), and is 2 digits, e.g.: S.HR.

For Support Services (**S**), the second and third digit will be one of the following:

- CM Communication
- FN Finance
- AD Administration
- HR Human Resources
- IT Systems / Information Technology

Categories Under Program Delivery (**P**) and Research, Policy and Program Development (**R**)

- HS – Health Science
- SW – Social Work
- HJ – Human Justice
- ED – Educational
- LB – Library
- HR – Human Resource Management
- PD – Program Development (specific to research and development positions within a department) – cannot be used with P (Program delivery)
- EC – Economist
- TX – Taxation
- LG – Legislative / Legal
- BD – Business Development/Consultation
- AM – Asset Management (Includes property, equipment, facilities, lands, computer repair, vehicles, etc.)
- AF – Administrative / Financial – cannot be used with R (Research and planning)
- CM – Communications

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- IT – Systems / Information Technology (use only for those jobs requiring programming languages. Exceptions require Compensation's approval)
- LE – Labour Enforcement and Advocacy
- LI – Licensing and Investigation
- EG – Engineer
- PE – Petroleum Engineer
- BI – Biologist
- AG – Agrologist
- FO – Forestry
- GE – Geologist
- CU – Curator / Archaeologist
- PP – Physical Planner (Includes parks, community planning, roads, building design, etc.)
- CH – Chemistry
- PH – Physics
- CE – Combined Environmental (Includes managers whose educational qualifications could be from one of any of the environmental protection sciences)
- GI – Geographic Information Systems
- BA – Business Information and Analysis

3. The **third field** (segment three of the job code) stands for the working level and is normally 2 digits, e.g.: S.HR.CN

<u>MIDAS Code</u>	<u>Description</u>
CN	Consultant
DR	Director
ED	Executive Director
AD	Assistant Director
MR	Manager
CC	Crown Counsel
PH	Physician
RD	Regional Director
WL	Working Level
SP	Specialist

Exceptions:

- Administrative / Executive Assistants classified in MCP levels 1 to 4 are coded as: Management Support – MSG..WL
- General Program Assistants (Persons with Cognitive Disabilities under O/C #309/2009) are coded as: G.PA.WL
- Deputy Ministers, Associate and Assistant Deputy Ministers are coded as:

Deputy Minister	DMR..SE
Associate Deputy Minister	DMC..ASC
Assistant Deputy Minister	DMA..AST

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Notes:

1. The code should be based on what is considered to be the primary focus of the job.
2. In-scope work where the appointment is by Order-in-Council are to be assigned the appropriate in-scope job code.
3. Medical Doctors (Pay Schedule 5 – Medical Sciences) are assigned the code P.HS.PH for “physician”, similar to the MCP job codes.