# Occupational Codes and Descriptors

## For In-Scope (SGEU) Government Employees

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Saskatchewan

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## OCCUPATIONAL CODES

Occupational codes have been created for the following reasons:
- to enable compensation, recruitment and retention research;
- to identify occupations and specializations within occupations for which core competencies may be required; and
- to enable ease of salary administration (e.g., supplements, phase-in of new class plan).

Occupations have been categorized into nine "families" based on general similarities. These nine families are:

1. Building and Shop Trades
2. Finance and Revenue
3. General Operations
4. Human Services
5. Inspection and Regulatory
6. Instructional
7. Program Consultation
8. Program Support
9. Science and Technology

**Application Standards**

- Where new job assignments are created, new work is brought into the bargaining unit, or when recruitment, retention, or salary administration needs require specialization within an occupation, the Public Service Commission will determine if that work is part of an existing occupation and, if not, shall establish a new occupation and/or, if necessary, a specialty designation within an occupation.
- When any new occupation is created, the parties shall negotiate whether it will be included in or excluded from the collective bargaining unit and, if included, the hours of work designation.
- Core competencies developed for all occupations shall constitute the basis for the evaluation of the qualifications of any applicant. The required qualifications for any occupation, or occupational specialty will be established or amended by the Public Service Commission in consultation with the union.
- As occupational codes are subject to change, the official copy shall be available through the Classification Unit, Total Rewards Branch, Public Service Commission.

**1.  Building and Shop Trades**

The Building and Shop Trades family consists of trade positions which have as their primary responsibility the construction, fabrication, alteration, installation, or repair of equipment, buildings or structures.

Examples of positions are those responsible for functions such as:

- repairing automobiles, trucks, tractors and heavy equipment associated with road construction and maintenance; and

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- carpentry, electrical, plumbing, sheet metal, cement masonry, painting, tile setting or dry walling work, or other building and shop trades.

## 2. Financial and Revenue Administration

The Financial and Revenue Administration family consists of positions which have as their primary responsibility the financial management and analysis activities including processing, monitoring, or auditing of revenue and/or expenditure transactions. Some positions collect revenues on behalf of the government, others determine the value of assets. Examples of positions are those responsible for functions such as:

- financial analysis in relation to departmental program operations;
- recording or processing revenue, expenditure, or payroll transactions;
- supervising financial reporting operations;
- conducting financial audits to monitor and ensure legislative compliance under various acts, regulations and agreements;
- conducting retail sales operations;
- negotiating with landowners for land and property acquisition;
- appraising land and property for construction, or alterations to highways, recreation sites, land, or structures such as dams, or drainage systems; and
- assessing the value of land and assets and administering the related transfer, sale, purchase, lease, or use of the land.

## 3. General Operations

The General Operations family consists of positions which have as their primary responsibility the upkeep, maintenance, or repair of grounds, equipment, pastures, buildings, or the provision of general waterfront and recreational equipment care and control. Examples of positions are those responsible for functions such as:

- housekeeping and cleaning services, including sewing and laundry;
- waterfront and recreation activities;
- preventing and fighting fires on Crown land;
- taking care of livestock;
- operating and maintaining vehicles and equipment used in transporting goods or people, or in construction and maintenance;
- maintaining grounds, buildings, highways, structures and facilities and associated auxiliary equipment;
- heating, cooling and water treatment services for buildings, facilities and parks; and
- directing traffic and providing general clean-up and labourer duties.

### 4. Human Services

The Human Services family consists of positions which have as their primary responsibility the care, treatment, or counselling of clients in order to restore, maintain, or enhance their social, physical, or mental functioning, as well as custody and/or control of offenders. Examples of positions are those responsible for functions such as:

- financial, child protection, adoption, foster care, therapy, crisis intervention and other services to individuals and/or families experiencing social or mental health dysfunction;
- care, custody, control and supervision of offenders in a correctional facility, or probation region;
- general care, nursing, or psychiatric treatment;
- public health nursing and chiropody services;
- evaluating and rehabilitating of hearing loss;
- diagnosing and treating speech and/or language disorders;
- clinical assistance to dentists, or dental hygienists;
- performing psychological tests and psychological treatment services;
- counselling services to groups, individuals and their families relating to drug and/or alcohol dependencies; and
- coordinating volunteers working in an institution and promoting understanding and acceptance of an institution's programs.

### 5. Inspection and Regulatory

The Inspection and Regulatory family consists of positions which have as their primary purpose an enforcement responsibility resulting from investigative, or inspection work. Examples of positions are those responsible for enforcement services relating to:

- transportation;
- public health;
- livestock;
- environmental management;
- natural resources;
- labour standards;
- occupational health and safety;
- fire prevention;
- fire suppression;
- hospital standards;
- court orders;
- equipment manufacturing, installation and operation; and
- building, structure, equipment and facilities design.

### 6. Instructional

The Instructional family consists of positions which have as their primary responsibility the provision of direct instruction in an academic setting (K-12 and post-secondary). Examples of positions included are those responsible for functions such as:

- correspondence school instruction; and
- instruction at young offender or correctional facilities.

### 7. Program Consultation

The Program Consultation family consists of positions which have as their primary responsibility the development of programs, policies, legislation, or the provision of consultative, promotional and advisory services. Examples of positions are those responsible for functions such as:

- developing and revising curricula in an academic field;
- consultative services to community colleges;
- researching and/or developing policies for governmental programs;
- providing communication, informational, or training programs;
- advising on agronomic programs and/or practices;
- promotional, developmental and advisory services to existing and new businesses, or the tourist industry;
- administrative and financial advisory services to non-governmental organizations;
- monitoring and evaluating on-site training programs related to apprenticeable trades, or job creation/training programs;
- advisory, educational and consultative services to local governments;
- developmental, administrative and advisory services on sport, recreation, culture and the arts;
- legislation development.

### 8. Program Support

The Program Support family consists of positions which have as their primary responsibility program administration, information processing, office administration, or record maintenance. Examples of positions included are those responsible for functions such as:

- operating typewriters, word processors, computers, duplicators, or other office equipment;
- entering, retrieving, or manipulating data using pre-packaged software programs;
- keeping records, or creating, maintaining, storing, retrieving, or searching files;
- examining, assessing, approving, coding, or processing documents such as claims, permits, applications, or surveys;
- receiving, sorting, or distributing mail;
- providing reception and general program information;
- procuring, distributing, disposing of, or storing supplies, materials or equipment;
- composing, compiling, or computing statistics, information, or documents.

### 9. Science and Technology

The Science and Technology family consists of positions which have as their primary responsibility research, testing, interpretive, artistic, or surveying work in an applied science, or technical field. Examples of positions are those responsible for functions such as:

- drafting, drawing, or surveying work relating to engineering or construction projects;
- collection and interpretive work relating to forestry;
- performing tests, or administrative duties relating to pharmacy, or the examination of biological materials;
- collection, identification, preparation and/or administrative duties relating to the curatorial sciences;
- performing analysis and/or programming of automated information systems;
- providing services relating to library science;
- collection and analysis services relating to land use proposals and the environment.

### OCCUPATIONAL CODE DESCRIPTORS

Occupational code descriptors are not to be used to determine the classification level of job assignments.

The following descriptors are an outline of duties which <u>may</u> occur in a job. The full range of duties indicated in the occupational code description may not and need not appear in any given job assignment. Further, a job assignment will most certainly have numerous other duties.

In assigning an occupational code, consider both the primary purpose of the job and the qualification requirements.

## OCCUPATIONAL CODE FIELDS IN MIDAS

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

1. The **first field** (segment one of the job code) is for the occupational code, and is always 3 digits, e.g., HCP.

2. The **second field** (segment two of the job code) is for the position code, and is always 3 digits, e.g., HTF.

3. The **third field** (segment three of the job code) is for the level of work and is two digits, e.g., WL (working level).

   This code is expressed as: HCP.HTF.WL
   (Human Services Family, Child Protection. Therapeutic Foster Care. Working level)

Not all occupations have position codes, in which case the code is expressed as: FTA..WL

The third field, level of work is 2 letters (in-scope) as follows:

MIDAS Code Description
AS      Assistant Supervisor
CN      Consultant
AD      Assistant Director
RS      Regional Supervisor
SR      Supervisor
WL      Working Level
SP      Specialist

# OCCUPATIONAL DESCRIPTORS

## Building and Shop Trades

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **1.** **TAA** **Trades Apprentice**<br>Performs work relating to a recognized trade program (e.g., mechanics, carpentry, electrical, welding) while working towards a Journey Certificate.<br>**Sub Codes:**<br>**TAA – Aircraft Mechanic**<br>**TAC – Carpenter**<br>**TAD – Apprentice Partsperson**<br>**TAE – Electrician**<br>**TAH – Heavy Duty Mechanic**<br>**TAI – Painter**<br>**TAJ – Mechanic**<br>**TAL – Locksmith**<br>**TAP – Plumber**<br>**TAR – Refrigeration and Air Conditioning**<br>**TAS – Instrumentation**<br>**TAW – Welder** | Reg 37 1/3 | Field 37 1/3 |
| **2.** **TAM** **Aircraft Maintenance Engineer**<br>Diagnoses aircraft problems; repairs aircraft for mechanical and fuel problems; performs regular and annual maintenance and approves airworthiness. Requires journeyperson status. **Example: CD 6** | Reg 37 1/3 | Field 37 1/3 |
| **3.** **THE** **Journeyperson Heavy Equipment Mechanic**<br>Diagnoses equipment problems; determines methods of repair, estimates materials, parts and time required; repairs and performs maintenance on heavy duty mechanical, hydraulic and pneumatic systems; provides repair and maintenance advice to non-journeypersons and equipment operators. **Example: CD 2** | Reg 37 1/3 | Field 37 1/3 |
| **4.** **TJA** **Journeyperson Mechanic**<br>Performs mechanical work at the journeyperson level such as light vehicle and equipment repair or industrial mechanics. | Reg 37 1/3 | Field 37 1/3 |
| **5.** **TJC** **Journeyperson Carpenter**<br>Performs carpentry duties at the journeyperson level such as constructing wooden buildings, sheds, tables, or shelves. | Reg 37 1/3 | Field 37 1/3 |
| **6.** **TJD** **Journeyperson Partsperson**<br>Partspersons identify parts and equipment, order and warehouse stock, controls inventory and distribute parts for various industries such as motive power, appliance, heavy duty equipment, and natural resources. Requires technical knowledge and the ability to describe parts and their | Reg 37 1/3 | Field 37 1/3 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| applications. Scope of this trade does not include the ability to apply this knowledge to diagnosing or repairing mechanical, electronic or other types of problems. | | |
| 7.    **TJE**      **Journeyperson Electrician**<br>Performs electrical repair duties requiring journeyperson status such as electrical wiring, circuit or outlet installation. | Reg 37 1/3 | Field 37 1/3<br>Off 36 |
| 8.    **TJI**      **Journeyperson Painter**<br>Prepare (e.g., tape, drywall, sand) and apply paint to interior and exterior of buildings, finish and refinish woodwork. | Reg 37 1/3 | Field 37 1/3 |
| 9.    **TJM**      **Supervisory Journeyperson**<br>Supervises subordinate journeypersons; performs journeyperson-status duties in applicable trade. | Reg 37 1/3 | Field 37 1/3 |
| 10.    **TJP**      **Journeyperson Plumber**<br>Provides plumbing repairs, alterations and maintenance in buildings and on grounds. | Reg 37 1/3 | Field 37 /13 |
| 11.    **TJR**      **Journeyperson Refrigeration and Air Conditioning**<br>Calibrates, maintains, repairs, alters and/or replaces building refrigeration and air conditioning systems. | Reg 37 1/3 | Field 37 /13 |
| 12.    **TJS**      **Journeyperson Instrumentation**<br>Calibrates, maintains, repairs, alters, and/or replaces building control systems, equipment, and components. | Reg 37 /13 | Field 37 /13 |
| 13.    **TJW**      **Journeyperson Welder**<br>Performs welding duties requiring journeyperson status such as building or repairing metal equipment using arc and acetylene welding, silver soldering and brazing. | Reg 37 1/3 | Field 37 1/3 |
| 14.    **TPP**      **Power Plant Engineer**<br>Ensures steam and hot water boilers are operating at maximum efficiency; operates air conditioning and ventilation systems, resets motors; performs maintenance and repair duties. *Excludes 3$^{rd}$ Class Power Plant Engineers.* | Reg 37 1/3 | Field 37 1/3<br>Off 36 |
| 15.    **TPT**      **Third Class Power Plant Engineer**<br>Ensures steam and hot water boilers requiring a third-class power plant engineer certification are operating at maximum efficiency; operates air conditioning and ventilation systems, resets motors; performs maintenance and repair duties. | Reg 37 1/3 | Field 37 1/3<br>Off 36 |
| 16.    **TSS**      **Shop Supervisor**<br>Plans, organizes and directs the work of mechanics in the repair and overhaul of equipment such as graders, tractors, bulldozers and trucks; | Reg 37 1/3 | Field 37 1/3 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| makes shop and field inspections and mechanical checks during annual overhaul programs; reviews work orders and parts requisitions to ensure they are in accordance with policy; identifies parts and quantities to be stocked; supervises staff. | | |
| **17.** **TTH** **Trades Helper** <br> Provides manual labour and semi-skilled support to senior workers in the applicable trade (e.g., care and maintenance of trade-related equipment, delivers materials, supplies, tools and equipment or carries out the installation/removal of machinery, materials and equipment). <br> **Example: CD 5** <br><br> **Sub Codes:** <br> **TCH – Heavy Duty Mechanic** <br> **TCA – Aircraft Maintenance Engineer** <br> **TCJ – Mechanic** <br> **TCC – Carpenter** <br> **TCE – Electrician** <br> **TCI – Painter** <br> **TCL – Locksmith** <br> **TCP – Plumber** <br> **TCR – Refrigeration & Air Conditioning** <br> **TCS – Instrumentation** <br> **TCW – Welder** | Reg 37 1/3 | Field 37 1/3 |
| **18.** **TTP** **Trades Person** <br> Performs the majority of the duties of a trade with the exception of those requiring journeyperson certification. <br><br> **Sub Codes:** <br> **TBH – Heavy Duty Mechanic** <br> **TBA – Aircraft Maintenance Engineer** <br> **TBJ – Mechanic** <br> **TBC – Carpenter** <br> **TBE – Electrician** <br> **TBI – Painter** <br> **TBL – Locksmith** <br> **TBP – Plumber** <br> **TBR – Refrigeration & Air Conditioning** <br> **TBS – Instrumentation** <br> **TBW – Welder** | Reg 37 1/3 | Field 37 1/3 |

## Finance and Revenue

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **1. FAC Accounting Clerk**<br>Maintains accounting records by posting, adjusting, or reversing entries such as cash, receivables, payables, and trust accounts; reconciles and summarizes accounts; processes vouchers, expense claims, purchase orders, statements, invoices, and payroll. May compile monthly or quarterly financial reports; may provide guidance to department staff regarding financial policy and procedures. Examples: CD 28 Invoice Clerk and CD 30 Accounting Supervisor.<br>**The FAC occ code is typically used for jobs that require a one-year accounting certificate or two-year accounting diploma. The rating on Job Knowledge is lower than level 5.** | Off 36 | Reg 36<br>Field 37 1/3 |
| **2. FAT Accountant**<br>Manages accounting operations and expenditure estimates; presents budget figures and estimates to branch heads; conducts financial analysis of program operations; provides financial management advise and consultation; ensures transactions and systems are carried out in accordance with government regulations; develops and implements policies and procedures to improve accounting systems and policy; may create or audit financial statements. Example: CD 34 Accountant.<br>**The FAT occ code is reserved for jobs that require an accounting designation (e.g., Chartered Professional Accountant), or accounting degree. The rating on Job Knowledge must be level 5 or 6.** | Off 36 | Reg 36<br>Field 37 1/3 |
| **3. FAU Auditor**<br>Conducts audits of operations internal to government to ensure methods, controls and transactions meet standards established in legislation and regulations; conducts costing analysis and makes recommendations on operations and efficiency in government departments, commissions, boards and Crown Corporations. **Example: CD 36** | Field 37 1/3 | Off 36 |
| **4. FLL Realty Manager**<br>Manages leased properties that accommodate ministries, commissions, and crown corporations as well as private sector individuals and businesses. Administers tenant improvement, building renovation, and/or construction projects. Prepares and conducts public proposal calls to lease property and negotiates and composes lease agreements for different properties (e.g., office, retail, warehouse, industrial, residential).<br><br>Acquires and disposes of real estate properties, government buildings, vacant land and/or developed land and holdings. For acquisitions, recommends and negotiates purchase price and other purchase details. For disposals, fulfills marketing and sales requirements which includes listing the property, reviewing prospective buyer proposals, negotiating sales conditions, and recommending acceptance of offer. | Field 37 1/3 | Off 36 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **5.  FLN  Land Negotiator**<br>Secures land agreements by interacting with owners to gather information on land value, land usage, engineering, access, and compensation. Examines Right of Way plans for location details and determination of property ownership issues. Plans land/property acquisition strategies relating to ministry projects; performs land/property appraisals and negotiates settlements with landowners, including those under Treaty Land Entitlement. Where necessary, expedites land acquisitions by determining a fair assessment value and expropriating property or by representing the ministry in legal proceedings on expropriation matters. Includes jobs that research, develop, and manage provincial land and property acquisition/disposal programs, policies, and agreements. | Field 37 1/3 | |
| **6.  FPG  Park Gate Attendant**<br>Receives and balances entrance fee monies and completes necessary documentation; provides park information to patrons; maintains patron location records; performs basic maintenance duties for entry kiosk and adjacent grounds. **Example: CD 26** | Reg 37 1/3 | |
| **7.  FTA  Tax Auditor**<br>Plans, conducts and leads the audit of financial and operational records of large provincial and interprovincial vendors; reviews and audits taxpayer accounts or financial aspects of a revenue program with intent to confirm liability and explain assessments to taxpayers; initiates action to collect audit assessments and to gain compliance with Act; compiles and writes audit reports, negotiates with taxpayers on proposals for settlement of outstanding accounts; and interprets applicable Acts, regulations and policies in order to answer inquiries from the public or to prepare reports; assesses tax liabilities and penalties; compiles and writes audit reports; makes recommendations to the taxpayer; collaborates with other federal and provincial agencies regarding current audits and potential taxpayer audit selections. **Example: CD 37, 40** | Field 37 1/3 | Off 36 |

## General Operations

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **1.**   **GCK**   **Cook** <br> In a camp or institutional setting, prepares, cooks and serves full course or short- order meals; includes measuring, mixing and cooking of ingredients, maintaining sanitary standards and cleaning work area. | Reg 37 1/3 | Field 37 1/3 |
| **2.**   **GCS**   **Camp Safety Officer** <br> Provides first-aid treatment and training to employees on government projects; prepares and presents safety programs; may operate a small canteen, order supplies and ensure cleanliness of living quarters. | Reg 37 1/3 | Field 37 1/3 |
| **3.**   **GFC**   **Fire Control Co-ordinator** <br> Directs air-attack and wildlife operations for fire suppression (e.g., type of attack, hazards involved, assessment of effectiveness of attack and follow-up actions); prepares and presents training courses and instructional material on fire suppression techniques; develops and revises safety and procedures manuals. | Reg 37 1/3 | Field 37 1/3 |
| **4.**   **GFF**   **Fire Fighter** <br> Performs forest and ground fire suppression activities such as trenching, controlled burning, pumping water and extinguishing fires; maintains recreation sites and non-serviced campsites (e.g., cutting lawn, picking up garbage); repairs and maintains firefighting equipment. <br> **Example: CD 11** | Reg 37 1/3 | Field 37 1/3 |
| **5.**   **GFO**   **Ferry Operator** <br> Directs the loading and unloading of vehicles, equipment and materials; maintains records of passengers, equipment and materials transported; reports on damaged equipment or injured individuals; performs maintenance duties such as washing, fueling, changing oil and greasing. <br> **Example: CD 21** | Reg 37 1/3 | |
| **6.**   **GFT**   **Fire Tower (Watcher)** <br> Observes assigned area for smoke, fire and weather conditions; determines locations of smoke and fire sightings and plots them on maps; operates and maintains a two-way radio. **Example: CD 243** | Reg 37 1/3 | |
| **7.**   **GGW**   **Geological Warehouse Worker** <br> Receives, cleans, stores and retrieves hard rock core samples for use by public and industry. | Off 36 | Reg 36 |
| **8.**   **GHM**   **Equipment Operator** <br> Operates, services, and maintains heavy equipment such as trucks, plow attachments, graders and front-end loaders in the maintenance of roads and highways. Operates single or tandem axle trucks or semi-trailer units; loads and unloads materials; checks material against invoices or packing slips; services and performs safety checks on vehicles; may | Reg 37 1/3 | Field 37 1/3 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| operate tractors, forklifts or front-end loaders to load and unload materials; may drive vehicles to deliver mail. Example: CD 23 | | |
| 9.   **GIS**     **Institutional Services Worker**<br>**Sub Codes:**<br><br>**GIC**<br>Cleans walls, floors, carpets, furniture and fixtures; operates manual and power cleaning equipment such as scrubbers, burnishers and vacuums; mixes disinfectants and chemicals; discards garbage.<br><br>**GIL**<br>Operates a variety of equipment in the laundry (e.g., washer, dryer, iron); determines appropriate chemical mix, temperatures, weights and time cycle for each type of fabric and load size; conducts routine cleaning, inspection and maintenance of equipment; delivers laundry to and from cottages; monitors supply levels; performs general cleaning of work area.<br><br>**GIM**<br>Performs grounds and building maintenance (e.g., lawn care, snow removal, repair of broken glass or security locks); inspects and repairs electrical, mechanical, heating and plumbing equipment. This does not involve journeyperson level of work. This does not involve journeyperson level of work. | Reg 37 1/3 | |
| 10.   **GLA**     **Lab Assistant**<br>Performs routine maintenance duties in the lab such as washing and disinfecting floors, windows, tables and sinks; operates equipment to clean and sterilize glassware and lab apparatus; may assist lab technicians in the preparation of specimens and culture media, performing the standard or routine functions under supervision. | Reg 36 | Reg 37 1/3 |
| 11.   **GML**     **Labourer**<br>Performs routine duties in support of a variety of maintenance, repair, construction and resource development activities (e.g., chopping firewood or digging trenches, filling potholes etc.). | Reg 37 1/3 | Field 37 1/3 |
| 12.   **GPI**     **Pilot**<br>Operates an airplane during the suppression of forest and grass fires and during wildlife surveys; transports clients or patients. | Reg 37 1/3 | |
| 13.   **GPM**     **Park Maintenance Worker**<br>**Performs** and/or supervises a variety of repair and general maintenance activities (e.g., water and sewage systems, pool, buildings, and grounds). Includes duties related to the operation and maintenance of park facilities, buildings, infrastructure and equipment and responsibility for human resources and budget management within the park. | Field 37 1/3 | Reg 37 1/3 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **14.** **GRO** **Radio Operator**<br>Receives and transmits radio messages; maintains written records of transmitted messages; establishes message priorities and reports forest fires; makes minor repairs to equipment such as changing radio tubes, soldering broken or loose wires, adjusting antennae and servicing batteries. | Reg 37 1/3 | |

## Human Services

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **1. HCP     Child and Youth Protection Worker**<br>Receives, screens and investigates reports of children in need of protection from abuse or neglect; provides support service to children and families to address risk factors and child safety; determines the need for removal/apprehension of children where safety cannot be maintained with the family.<br><br>**Sub Codes:**<br><br>**HCP – Child Protection Worker**<br>Positions which perform child protection duties exclusively<br><br>**HIC – Integrated Child Protection Worker**<br>Positions which perform child protection worker duties but also deliver other programs and services such as Children's, Youth, Adoption and Resource Services | Field 37 1/3 | Reg 37 1/3<br>Off 36 |
| **2. HCS     Custody Support Worker**<br>**Provides care of young offenders in open and closed custody.**<br><br>**Sub Codes:**<br><br>**HCM – Central Communications**<br>**HOD – Open Custody Day**<br>**HPC – Parental Care**<br>**HSD – Secure Custody Day** | Reg 37 1/3 | Field 37 1/3 |
| **3. HCW     Corrections Officer**<br>Provides custody, vocational therapy and probation supervision of adult offenders (over 18).<br><br>**Sub Codes:**<br><br>**HCW – Corrections Officer**<br>**HCT – Community Training Residence** | Reg 37 1/3 | Field 37 1/3 |
| **4. HCY     Community Youth Worker**<br>Provides probation supervision and therapeutic program delivery for young offenders sentenced for an offence but living in the community. | Field 37 1/3 | Reg 37 1/3 |
| **5. HFL     Family Law Worker**<br>Assesses families experiencing separation and divorce; recommends to the court custody and access of children; organizes and monitors the Supervised Access Program; co-ordinates and delivers Public Education Seminars. **Example: CD 216** | Field 37 1/3 | Reg 37 1/3 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **6.** **HIS** **Income Security Worker** Approves and establishes level of or denies financial assistance based on client assessments; assesses client employability and career interests; refers to career counsellors and follows up to ensure client participation in training program. | Field 37 1/3 | Reg 37 1/3 Off 36 |
| **7.** **HLN** **Licensed Practical Nurse** Provides patient care within the LPN scope of practice which may include baseline assessments, monitoring client health status and adjusting less complex care plans (e.g., post hospital care). Dispenses non-prescription medications, assists registered nurses and physicians with various medical examinations or treatments where regulations or acuity of care exceeds the LPN scope of practice. | Reg 37 1/3 | Field 37 1/3 |
| **8.** **HPY** **Psychologist** Conducts psychological assessments of clients and consults with and provides recommendations regarding programming for clients; designs and delivers presentations and liaises with agencies and other government personnel regarding supportive programming for clients. | Field 37 1/3 | |
| **9.** **HSL** **Farm Stress Line Worker** Provides telephone counselling, crisis intervention, support and referral services to rural callers; researches and writes protocols and referral procedures to follow regarding potential problems such as alcohol abuse, spousal and child abuse, bankruptcy and depression. **Example: CD 209** | Field 37 1/3 | Reg 37 1/3 |
| **10.** **HTH** **Therapist** Performs program development, training, and consulting duties in the delivery of occupational, physical and recreational therapy programs; including development of intervention strategies for developmentally disabled clients and their families, teaching therapeutic techniques to family members, NGO staff and private- service home proprietors and may supervise the provision of these services by others. | Reg 37 1/3 | Field 37 1/3 |
| **11.** **HVC** **Victims' Co-ordinator** Assesses victims and witnesses to ensure readiness for court; attends court with victim or co-ordinates the provision of services by staff or volunteers; provides court orientations to clients and provides case updates to victims and witnesses throughout the court process. **Example: CD 211** | Field 37 1/3 | Reg 37 1/3 |
| **12.** **HVN** **Verification Worker** Confirms client information such as number of people in the home, marital status etc. by conducting home visits, contacting landlords or employers and accessing information for the Client Index System; conducts random audits of cases to verify accuracy of application of policy, procedure and client circumstances; contacts other provinces to | Field 37 1/3 | Reg 37 1/3 Off 36 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| determine if client is receiving dual benefits; maintains case logs and completes monthly reports. **Example: CD 70** | | |
| **13.**   **HWN**    **Registered Nurse**<br>As a registered nurse (RN), delivers patient care and treatment plans including assessing vital signs; updates medical charts and records; performs nursing treatments such as administering prescribed medications and applying dressings; provides personal hygiene care and advice; participates in development and implementation of care plan goals; and orders medications and treatment supplies that are within a registered nurse's scope of practice.<br><br>Includes jobs where it has been determined that a RN designation is required for the development of public health policies and clinical oversight of health care services and public health related functions. | Reg 37 1/3 | Field 37 1/3 |
| **14.**   **HYC**    **Child, Youth and Resource Services**<br>Provides programs and services for children, youth and out of home care providers.<br><br>**Sub Codes:**<br><br>**HAS – Case Aide**<br>Under the direction of a child protection worker, provides assistance with the implementation of developed safety plan.<br><br>**HCC – Child in Care**<br>Provides case management of long term/permanent wards.<br><br>**HED – Emergency Duty**<br>Provides after hour emergency child protection services<br><br>**HTN – Teen/Youth Program**<br>Intake, assessment and case planning with youth for independence**.**<br><br>**HYC - Child and Caregiver Support Worker**<br>Assesses suitability of caregivers, services and resources through established protocols and application of approved assessment methodologies. Provides education/training according to policy standards to caregivers. Prepares written documentation and assessments to ensure safe and appropriate matching with caregivers. Counsels approved caregivers and determines suitability of placements. Establishes and monitors plans and goals for caregivers based on the child's needs and abilities. Planning may include financial maintenance of the extended family, assisted adoption or foster family and guiding caregivers in resolving problems. Conducts and documents formal reviews that include evaluations of changes in caregiver home life situations. | Field 37 1/3 | Reg 37 1/3 |

## Inspection and Regulatory

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **1. RAT Apprenticeship Consultant**<br>Promotes and encourages employer participation in the apprenticeship and trade certification training programs; ensures employers provide, and apprentices take, the full range of services required under the Apprenticeship Program. | Field 37 1/3 | |
| **2. RBI Building Inspector**<br>Interprets, explains and evaluates compliance with codes and legislation for fire safety, structural sufficiency, health safety and barrier-free accessibility; drafts changes in policy, procedures, legislation, regulations and codes regarding provincial construction standards. | Field 37 1/3 | |
| **3. RBP Boiler and Pressure Vessel Inspector**<br>Enforces codes and standards to ensure the safe manufacture, installation, import and export, maintenance and operation of boilers, pressure vessels, and pressure piping. | Field 37 1/3 | |
| **4. RCO Conservation Officer**<br>Conducts enforcement activities related to departmental programs of fisheries, forestry, parks, lands and wildlife; delivers public education programs; responds to public concerns and media requests. **Examples: CDs 53, 229** | Field 37 1/3 | Off 36 |
| **5. REA Elevator and Amusement Ride Inspector**<br>Conducts inspection of the construction, manufacture, installation, alteration, maintenance and repair of elevating devices, ski lifts, and amusement rides; investigates accidents and inspects qualifications of contractors and operators; provides technical advice and information to manufacturers, contractors, architects, engineers and general public regarding legislation and code requirements. **Example: CD 238** | Field 37 1/3 | |
| **6. RFP Fire Prevention Officer**<br>Conducts fire prevention activities such as inspecting buildings, reviewing building plans for conformance to code requirements, providing advice on code requirements and fire safety measures; conducts special investigations of fires and situations presenting hazards (e.g., underground fuel leaks, storage and transport of flammable goods); provides training and instruction on firefighting techniques, fire investigation and fire prevention. **Example: CD 232** | Field 37 1/3 | Off 36 |
| **7. RFR Forestry Officer**<br>Conducts enforcement activities related to ministry forestry-related programs; This includes positions responsible for specific forestry issues or programs (e.g., Dutch Elm Disease, Provincial Scaling, etc.) within the province, as well as positions responsible for forestry investigation and | Field 37 1/3 | |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| compliance activities in a region. Positions may have other forestry program delivery responsibilities. | | |
| 8. **RHT    Highway Traffic Officer**<br>Checks vehicle operators for licensing, certification of training, or outstanding charges and suspends operation where necessary; inspects vehicles for safety, operating authority, permits, licensing, weight and dimension of loads, configuration and signage; presents information and education seminars and courses to industry, school boards and municipal governments. **Example: CD 59** | Field 37 1/3 | Off 36 |
| 9. **RIN    Investigator**<br>Promotes, interprets, applies and enforces legislation in respective field. **Examples: CDs 62, 64**<br><br>**Sub Codes:**<br>**RCP – Consumer Protection**<br>**RFU – Fuel Tax**<br>**RGF – Game Farm**<br>**RIN – Investigator**<br>**RME – Maintenance and Enforcement**<br>**RPC – Pesticide Control**<br>**RRL - Rentalsman**<br>**RSC – Securities Commission** | Field 37 1/3 | Off 36 |
| 10. **RJO    Judicial Officer Examples: CDs 48,49**<br>**Sub Codes:**<br>**RJC**<br>Court Clerk: Acting as a chief court official, provides administrative support to the judiciary during court sessions.<br><br>**RJD**<br>Security and Detention: In a provincial court setting, provides supervision and security for adults and youth awaiting arraignment.<br><br>**RJR**<br>Deputy Local Registrar: Registers documents to initiate legal action; reviews and provides recommendations on draft legislation and proposed amendments.<br><br>**RJS**<br>Deputy Sheriff: Investigates and enforces provincial statutes and court orders; provides security in the courthouse and courtrooms, seizes goods and equipment.<br><br>**RJ2**<br>Integrated position performing combined duties which may include those of Deputy Sheriff, Deputy Local Registrar and/or Court Clerk. | Off 36 | Field 37 1/3<br>Reg 37 1/3 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **11.**  **RLS**  **Labour Standards Officer**<br>Prepares, presents and advocates cases on behalf of employees before an independent arbitrator; mediates employer-employee disputes to affect a settlement between parties; investigates employment disputes to determine if labour legislation has been contravened; enforces legislation and recommends changes to legislation and branch policy.<br>**Example: CD 57** | Field 37 1/3 | |
| **12.**  **ROH**  **Occupational Health Officer**<br>Conducts inspections of all varieties of workplaces to enforce occupational health and safety related legislation; investigates workplace health and safety complaints; serves notices of contravention to employers and monitors progress of action to be taken by employers. **Example: CD 233** | Field 37 1/3 | |
| **13.**  **ROY**  **Occupational Hygienist**<br>Inspects workplaces and investigates complaints; Researches, plans, develops and enforces legislation and policies relating to a specialized area of occupational hygiene (e.g., ergonomic, chemical or biological substance) issues in the workplace; conducts and oversee laboratory and environmental sampling, testing and analysis; develops new testing methodologies and ensure accuracy of results**. Example: CD 237** | Field 37 1/3 | |
| **14.**  **RPD**  **Petroleum Development Officer**<br>Inspects and investigates well and battery sites to ensure oil and gas companies' compliance with provincial laws and regulations (e.g., regarding saltwater disposal, lease cleanliness, sample catching, and handling and disposal of cores); checks oil production for compliance with maximum permissive rates; verifies gas/oil and water/oil ratio tests; issues permits; interprets regulations and maintains records. **Example: CD 51** | Field 37 1/3 | Off 36 |
| **15.**  **RPR**  **Protection and Response Officer**<br>As a member of the Protection and Response Team, responds to emergency calls for police services, including property crimes in progress; enhances uniform visibility and presence in rural Saskatchewan; and provides support and services to police forces as needed. Responds to 911 calls and intervenes and controls situations until the appropriate law enforcement agency of jurisdiction arrives; and takes direct action when a suspect is found committing an offence (e.g., drug trafficking).<br><br>**Sub Codes:**<br>**PRH**<br>Protecting the provincial highway infrastructure through commercial vehicle enforcement remains the primary responsibility and responding to requests for policing services is secondary.<br>**PRE**<br>Enforcement and compliance of environmental and wildlife legislation and investigations remains the primary responsibility and responding to requests for policing services is secondary. | Field 37 1/3 | Reg 37 1/3<br>Off 36 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **16.** **RPS** **Park Security Officer** <br> Patrols the provincial park and responds to public complaints, reporting any violations outside of their duties to a Conservation Officer or Park Manager; educates park visitors on rules and regulations and provides information on park programs and amenities (e.g., where facilities or services are located); responds to problem wildlife issues and assist Conservation Officers as required; conducts inspections of Park facilities and checks buildings to prevent theft or vandalism and ensures appropriate signage is in place. | Reg 37 1/3 | Field 37 1/3 |
| **17.** **RRS** **Radiation Safety Officer** <br> Inspects workplaces and enforces legislation relating to radiological concerns to protect workers; advises workplaces and manufacturers/suppliers or radiation emitting devices; researches, develops and implements related policy and legislation; informs and educates workers, occupational health and safety committee, professional associations and the public regarding dangers and protective measures for exposure to radiation. | Field 37 1/3 | |

## Instructional

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **1.** **ICI** **Trades Instructor** <br> Provides instruction in one of several trades as part of the rehabilitation program in a provincial correctional institution. | Fld Instruction | |
| **2.** **IIA** **Instructional Assistant** <br> Under the supervision of the Trades Instructor, or Teacher Therapist, participates in providing instruction (e.g., in use of hand and power tools) in one or more trades as part of the rehabilitation program in a young offender facility. | Fld Instruction | |
| **3.** **ITT** **Teacher Therapist** <br> Teaches approved elementary and secondary school curricula in correctional centres and young offender facilities. Modifies and adapts curricula to meet needs of clients. | Fld Instruction | |

## Program Consultation

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **1. CAE Education, Training and Awareness Consultant** <br> Develops and delivers adult education and awareness materials and programs designed to educate on matters such as drug and alcohol, fire suppression, harassment, debt counselling, organizational change and culture, Indigenous Awareness, etc.; researches, develops and implements guidelines and policies. *Compare to CIC and CPR.* Example: CD 226 | Field 37 1/3 | Reg 37 1/3 <br> Off 36 |
| **2. CAG Agrologist** <br> Researches agricultural trends and influences; predicts and reports the impact on rural and farm populations to stimulate production, diversification, and value- added agri-food developments; develops, delivers and disseminates information on agricultural and rural issues to promote innovations to producers and industry; conducts surveys and collects data for input to agricultural research and program and policy development. | Field 37 1/3 | |
| **3. CBC Business Consultant** <br> Provides research and provides advice to private sector businesses in strategic planning, market analysis, marketing plans, feasibility analysis, business planning and project financing to existing manufacturers, processors, exporters and industries to promote economic development and job creation in the province; may investigate viability issue and authorize loans applying for loans; provides support to local communities and stakeholders in the creation of co-operatives; conducts operational reviews and recommends actions required to improve operational effectiveness. | Field 37 1/3 | Off 36 <br> Reg 37 1/3 |
| **4. CCP Community Program Consultant** <br> **Consultant Sub Codes:** <br><br> **CPC** <br> Develops, guides and supports third-party agencies or private service providers; monitors agreements; mediates resolutions; provides advice, guidance and support to clients using programs; monitors and ensures compliance with legislation; explains program criteria. Example: CD 143 <br><br> **CEC** <br> Plans, develops, delivers, co-ordinates and administers training and employment programs to a range of employers and clients. | Field 37 1/3 | Reg 37 1/3 <br> Off 36 |
| **5. CEM Emergency Measures Advisor** <br> Provides emergency preparedness information to municipalities, government and industry; develops and delivers adult education programs for emergency preparedness; provides guidance to municipalities during a state of local emergency. | Field 37 1/3 | |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **6.**    **CEP**    **Epidemiologist**<br>Collects, analyzes and interprets health data in order to monitor and report on trends, identify and predict disease outbreaks; provides advice and regulatory interpretations to health officials. | Field 37 1/3 | |
| **7.**    **CHS**    **Housing Services Consultant**<br>Manages a social housing portfolio in an assigned area; develops non-profit boards; provides advice, direction and training to housing boards, non-profit boards, managers and staff regarding policy and property management issues. **Example: CD 42** | Field 37 1/3 | |
| **8.**    **CHT**    **Health Transition Consultant**<br>Advises, directs and support health districts in developing health plans and programs; investigates and resolves quality of care concerns; and develops regulations, legislation and policies for delivery of provincial health services including acute, emergency and specialized services. | Off 36 | |
| **9.**    **CIC**    **Interpretive Consultant**<br>Provides educational and interpretive programs on natural, cultural and recreational activities. Includes coordinating recreational activities for clients in a park. *Compare to CPR and CAE*.<br>**Example: CD 130** | Reg 37 1/3 | Field 37 1/3<br>Off 36 |
| **10.**    **CMA**    **Municipal Advisor**<br>Provides support and advice to municipal councils in applying and developing legislation and policies; provides advice on and resolves issues in the municipalities; evaluates financial and operational effectiveness and recommends actions required to improve operations.<br>**Example: CD 129** | Field 37 1/3 | |
| **11.**    **CMC**    **Management Consultant**<br>Provides advice and/or direction to non-government organizations in the development of program initiatives, capital expenditures and financial plans; may evaluate goals and standards of the delivery system and recommend actions required to improve effectiveness. | Field 37 1/3 | |
| **12.**    **CPA**    **Print Analyst**<br>Negotiates contracts for materials, supplies and services such as production of graphic designs, photographs and binding materials. | Off 36 | Reg 36<br>Field 37 1/3 |
| **13.**    **CPE**    **Program Development and/or Evaluation**<br>Designs and conducts program evaluations. | Field 37 1/3 | Off 36 |
| **14.**    **CPL**    **Policy and Legislation**<br>Co-ordinates legislative changes for the department. | Off 36 | Field 37 1/3 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **15. CPR Information Services Officer**<br>Researches, analyzes, writes, designs and produces a variety of communication materials and publications in response to departmental issues designed to inform or influence perception and attitude; manages website content with responsibility for updates to and the maintenance of business content; develops, implements and evaluates communication strategies, programs and activities; designs and delivers program material for public education sessions**.** *Compare to CIC and CAE.*<br>**Examples: CDs 134, 136** | Off 36 | Field 37 1/3<br>Reg 37 1/3 |
| **16. CRM Resource Management Consultant**<br>Performs/co-ordinates environmental impact assessments and recommends licensing approaches on developmental projects; interprets, explains and evaluates compliance as it relates to environmental issues; reviews reports/tests and determines whether inspections need to be performed; contributes to policy development and research on environmental issues. This includes positions that perform internal and external environmental audits.<br>*Compare to SRT and SFR*. | Field 37 1/3 | Reg 37 1/3<br>Off 36<br>Reg 36 |
| **17. CRO Research/Policy Officer**<br>Designs and conducts research projects; program evaluation; provides long-range strategic planning and policy advice; co-ordinates legislative changes and may represent the department on internal and interdepartmental committees.<br>**Example: CD 175** | Off 36 | Field 37 1/3<br>Reg 36<br>Reg 37 1/3 |
| **18. CSE Curriculum Development and Co-ordination**<br>Evaluates, plans, develops and implements curricula; provides expertise in areas of curriculum, special needs, staff development, strategic planning and policy development. Works with producers/writers to select and evaluate materials and resources to support new curricula.<br>**Examples: CD 142** | Field 37 1/3 | Off 36 |
| **19. CTL Language Translator**<br>Translates government documents including reports, publications, presentations, policy briefs from one language to another; researches terminology to contextualize translations appropriately; and maintains a terminology database. | Off 36 | |

## Program Support

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **1.** **PDP** **Document Processing** <br> Maintains records or files of activities such as accounts, court records, or payroll; compiles reports; reviews or processes statements or applications and follows up on discrepancies; provides information to the department or public regarding department programs including issuance of permits, licenses, applications or grants; may type or compose letters using word processors or prepare other documents using databases, spreadsheets, or the Internet. **Example: CD 94** | Off 36 | Reg 37 1/3 <br> Reg 36 <br> Field 37 1/3 |
| **2.** **PLC** **Laboratory Clerk** <br> Receives and assigns tracking numbers to all incoming laboratory specimens; ensures accuracy of all information on automated tracking system; sorts outgoing specimens and sends to various provincial destinations; receives public at reception desk and responds to or refers inquiries. **Example: CD 119** | Reg 36 | Reg 37 1/3 |
| **3.** **PMC** **Medical Claims Assessor** <br> Assesses medical and pharmacy claims, overpayments and retroactive coverage changes to authorize, reject or adjust payments for pharmacy claims or doctors' services. Composes correspondence requesting doctors' or pharmacists' clarification regarding questionable claims; audits doctors' billing practices or high-quantity drug reports and responds to inquiries through written or verbal communication. | Off 36 | Reg 36 |
| **4.** **POM** **Program/Office Administrator** <br> Performs or supervises program or administrative operational functions with responsibilities including project management; budgets, processes and procedures, office space, inventory, human resources, property and supplies. Assesses and approves program applications or grants; researches and writes reports regarding program under purview. | Off 36 | Reg 37 1/3 <br> Reg 36 <br> Field 37 1/3 |
| **5.** **PPS** **Printing Services Technician** <br> Operates bindery, print production and mail service equipment; provides offset printing preparations and printing control. | Off 36 | Reg 36 |
| **6.** **PSC** **Administrator** <br> Word processes various documents such as letters and memos; maintains databases, runs reports and creates spreadsheets; may perform research on the Internet or create web pages using HTML; receives and distributes incoming and outgoing mail and office supplies; responds to and refers inquiries; files and updates filing systems; schedules meetings and travel arrangements; performs reception duties and may track budget expenditures and process invoices. **Example: CD 112** | Off 36 | Reg 37 1/3 <br> Field 37 1/3 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **7.** **PSK** **Stockkeeper/Storekeeper** Purchases, receives, organizes and distributes departmental equipment, supplies and/or uniforms; updates and maintains automated inventory tracking system; manages yearly inventory-taking process and balances results against automated records; reviews tender submissions from suppliers and recommends suitable vendors and responds to inquiries regarding policies, procedures and financial guidelines related to purchasing, supplies, CVAs and equipment specifications. | Reg 37 1/3 | Off 36 Reg 36 |

## Science and Technology

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **1. SAR Archivist**<br>Acquires, verifies, appraises, describes, arranges and preserves information of historical significance (e.g., private records, maps, cassette tapes, videos and architectural drawings etc.); evaluates and develops reference and outreach programs and policies, develops procedures manual; provides reference services to researchers and general public. | Off 36 | Reg 36 |
| **2. SAT Archival Technician**<br>Retrieves and files records, copies and verifies archived information; prepares research and statistical reports; assigns collection items; arranges and describes stored material and information. | Off 36 | Reg 36 |
| **3. SBA Scientific Assistant**<br>Conducts scientific, social, and economic research through collection, compilation and basic analysis of data (e.g., collects biological samples, performs laboratory examinations and records data, compiles statistical information. *Compare to CRO.* | Field 37 1/3 | Off 36<br>Reg 36 |
| **4. SCA Configuration Analysts**<br>Conducts analysis of integrated business systems/applications (e.g., MIDAS) to identify options based on business requirements and directly configures and tests system applications accordingly. Collaborates with users, business analysts, subject matter experts, etc. to analyze and evaluate a system's capabilities and/or requirements (e.g., ITD developers/programmers) as needed. Includes jobs that perform user level system administration configuration for out of the box software applications, and document/test software bugs or defects following implementation by others (e.g., ITD, third-party vendor).<br><br>The intent of SCA is to identify jobs that have knowledge of relational database concepts, theories, and principles; programming concepts and languages (e.g., SQL); and an assigned system's data and modelling structure, in order to input and test configuration changes. This goes beyond configuring desk-top applications such as MS Access; configuring Discoverer report parameters to pull information; or creating SharePoint sites to share documents and information. | Off 36 | Field 37 1/3<br>Reg 36 |
| **5. SCP Community Planner**<br>Interprets provincial planning legislation and regulations; provides advice to communities and approves plans regarding land use and development, local planning policies, treaty land entitlements, annexation procedures, agreements for lease or sale of municipal lands; drafts bylaws, maps and public notices for municipal councils; reviews environmental impact assessment that relate to municipalities. | Field 37 1/3 | Off 36 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **6.** **SCU** **Curator** <br> Acquires, documents, identifies, prepares and stores artifacts and collections; conducts field research; writes articles and presents lectures and slide demonstrations in area of specialty. | Field 37 1/3 | Off 36 |
| **7.** **SDB** **Database Administrator** <br> Designs, develops and administers data management solutions using database management software. Researches and documents data requirements, data collection and administration policy, data access rules and security. Develops policies and procedures for network and/or Internet database access and usage and for the backup and recovery of data. Conducts research and provides advice to others regarding the collection, availability, security and suitability of data. Researches new software requests to assess suitability and security of applications. Writes scripts related to stored procedures and triggers. Creates and runs reports, queries, and data output as needed. Includes jobs that design and develop database architecture for information systems projects; provide advice to other informatics professionals regarding the selection, application and implementation of database management tools; operate database management systems to analyze data and perform data mining analysis; and/or lead, co-ordinate or supervise other workers in this group. | Off 36 | Field 1/3 Reg 36 |
| **8.** **SDP** **Draftsperson** <br> Drafts and produces maps, charts, graphs, plans, posters and slides for government departments, the public and industry**.** Includes the use of software tools. **Example: CD 149** | Off 36 | Reg 36 |
| **9.** **SEA** **Engineering Assistant** <br> Plans and organizes collecting survey or soil data; provides technical engineering advice to rural municipalities on roads; provides/supervises bridge maintenance and repair; reviews work done by contractors to ensure work meets standards; compiles information for preparation of tender packages. **Example: CD 151** <br><br> **Sub Codes:** <br><br> **SHE - Engineering Assistant SHP - Highways Project SHR - Highways Research** | Field 37 1/3 | Off 36 Reg 37 1/3 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **10.**   **SEC**     **Environmental Researcher**<br>Performs resource based scientific research and study of issues affecting management of environmental resources. May develop/modify programs/policies resulting from research completed. May include some investigation and compliance responsibilities.<br><br>**Sub Codes:**<br><br>**SBI - Fish and Wildlife Biologist**<br>**SEC – Ecologist** | Field 37 1/3 | Off 36 |
| **11.**   **SEI**     **Irrigation Technologist**<br>Provides technical support by conducting field surveys, design, drafting and construction inspection services in the planning, design and construction of new and/or rehabilitated irrigation systems. | Reg 37 1/3 | Field 37 1/3<br>Off 36 |
| **12.**   **SET**     **Engineering Technician**<br>Performs support duties such as field surveying, land mapping, traffic volume counting, laboratory materials testing, road surfacing, traffic studies, building site studies or requirement surveys or studies. | Reg 37 1/3 | Off 36 |
| **13.**   **SFM**     **Fire Meteorologist**<br>Conducts and co-ordinates scientific research projects relating to weather and climate prediction reliability; acquires new weather systems and tests and implements; develops and implements meteorological standards, policies and procedures. Includes responsibility for budget management. | Off 36 | Reg 36 |
| **14.**   **SFP**     **Facilities Planner**<br>Analyzes and assesses space planning, construction technology, architectural design, structural requirements and building conditions in accordance with Provincial Guidelines; develops construction cost formulas; explains and interprets national and provincial building codes and fire regulations. | Field 37 1/3 | Off 36 |
| **15.**   **SFR**     **Forester**<br>Performs resource based scientific research and study of issues affecting management of forest resources. May develop/modify programs/policies resulting from research completed. Includes investigation and compliance responsibilities. | Field 37 1/3 | Off 36 |
| **16.**   **SFT**     **Forestry Technician**<br>Delivers aspects of forest management programs, typically within an assigned geographical area. Including data collection, analysis, investigation and compliance. | Field 37 1/3 | |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **17.   SGE      Geological Assistant**<br>Produces and interprets geological maps of petroleum producing areas; classifies producing wells; administers oil and gas dispositions; provides geological interpretations of oil and gas potential based on analysis of stratigraphic, geophysical and sedimentological properties. | Field 37 1/3 | Off 36<br>Reg 37 1/3 |
| **18.   SGI      Geographic Information System (GIS) Analysts**<br>Operates specialized computer hardware and software and peripheral equipment to create, edit, model, manage, analyze and display geospatial data; develops specialized computer software routines, Internet-based GIS, database and business applications to customize geographic information; works internally or with external organizations on data transfer and systems compatibility issues; performs maintenance and administration of GIS hardware (e.g., plotters, sensors, field gear), software and geodatabases; and integrates external data and systems such as spreadsheets and other business information management databases with GIS.<br><br>This includes jobs that manage planning, development, and coordination of geomatics policies, services, and solutions across Executive Government; provide technical support in the design, governance, strategy, policy, and integration of geospatial infrastructure government-wide, including integration and alignment of spatial data management, storage, technologies, and service protocols. Determines business requirements and security requirements for GIS applications with complex business rules. Prepares business cases for GIS development projects supporting all stages of geographic data acquisition, manipulation, display, and management. | Off 36 | Field 37 1/3<br>Reg 36 |
| **19.   SHM      Highways Material Manager**<br>Locates, tests and acquires supplies for construction and maintenance of provincial highways. **Example: CD 155** | Field 37 1/3 | |
| **20.   SIB      Business Analyst**<br>Provides business analysis, systems design, technology planning, and consulting services to clients. Participates in joint technology planning sessions with business clients and/or subject matter experts. Analyses information systems and business processes to identify areas for improvements. Analyses and evaluates the effects of policy and program changes on existing automated systems. Translates business needs into technology solutions and provides information regarding system improvements and/or changes to IT resources (e.g., programmers, configuration analysts) responsible for executing computer coding or configuration changes. Tests and evaluates system changes before they are released into production. Provides daily support to clients as needed, including responding to user inquires, completing service requests, conducting system audits, and resolving system/service problems. Includes jobs that provide project management for business | Off 36 | Reg 36<br>Field 37 1/3 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| systems development initiatives including research into new technologies and/or methodologies. | | |
| **21. SID Information / Data Analysts**<br>Reporting and/or data warehousing responsibility with specialized knowledge of reporting tools and databases with emphasis on the understanding of business data contained within various integrated and disparate information systems. Responsible for extracting and manipulating data in order to provide decision makers with meaningful business information. Includes jobs that develop, implement and maintain data standards and data management protocols; prepare data analysis and evaluations; develop scripts and models and applications to automate complex or repetitive tasks; manage the implementation of system changes including data conversion, data cleansing and quality assurance; design and implement data related elements of technology solutions, including data models, physical database designs, and meta-data management; apply data mining techniques, statistical analysis, data visualization, predictive modelling; and/or jobs that use programming/software applications for developing statistical software and analysis, querying and reporting on system data. | Off 36 | Field 37 1/3<br>Reg 36 |
| **22. SIT Information Technologist**<br>Provides technical support to computer users government-wide experiencing difficulties with computer hardware and with computer applications and communications software. Includes jobs that perform advanced troubleshooting and investigation of major enterprise incidents and/or problems affecting multiple users; design and delegate security permissions; determine if issues such as outages are client, network or server related; configure and maintain service on client software; conduct testing, packaging, and deployment of software applications, operating systems, and patches; manage network licensing; and support end user's experience across government (e.g. access, files, shortcuts, drive mappings, security settings). Consults user guides, technical manuals, and other documents to research solutions; reproduces, diagnoses, and resolves technical problems encountered by multiple users; and provides systems, network, and Internet support (e.g., advice, training) to users in response to identified difficulties. Examples: CD184 Local and Wide Area Network Support Technician or CD 190 Database Administrator<br><br>The SIT occ code is reserved for jobs that require a degree in Computer Science or an equivalent combination of knowledge and experience. | Off 36 | Field 37 1/3<br>Reg 36 |
| **23. SLI Library Technician**<br>Responds to reference inquiries by government employees, libraries and the general public; locates resources and processes inter-library loans; recommends acquisition items for library. | Off 36 | Reg 37 1/3 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **24. SLP Land Plans Examiner**<br>Reviews and provides information related to survey plan registration, land ownership, property acquisition or amendments in order to protect the legal rights of the Crown, public and landowners. | Off 36 | Reg 36 |
| **25. SLR Librarian**<br>Develops and maintains library collections; performs research to fulfill requests for information; researches, revises and recommends standards, policies, procedures and program development for the library. **Example: CD 165** | Off 36 | Reg 36 |
| **26. SLS Lab Scientist**<br>Tests lab procedures in order to establish quality and quantity standards; ensures the scientific validity of and reports test results to physicians and medical health officers; researches and implements new test methods. **Example: CD 227** | Reg 36 | Reg 37 1/3 |
| **27. SLT Lab Technologist**<br>Performs, interprets and reports results of lab tests; researches, tests and recommends implementation of new testing methods; operates and maintains testing equipment. **Example: CD 167** | Reg 36 | Reg 37 1/3 |
| **28. SMT Museum Technician**<br>Designs and prepares display materials; sets up, dismantles, maintains and renovates displays; collects records; maintains a developmental record of museum collections. **Example: CD158** | Field 37 1/3 | Off 36 |
| **29. SNW Network Support Technician**<br>Resolves routine hardware, software, and communication problems within a single branch/ministry. This includes operating problems users experience with network access (e.g., internet problems, system connection issues), peripheral devices (e.g., printers, monitors, keyboards), and workstation computers (e.g., desktops, laptops). Identifies and resolves video conferencing and digital recording problems (e.g., setting up an online meeting within a conference room). Troubleshoots issues such as login errors (e.g., password issues), inability to answer a call (e.g., headsets, desk phones), dropped calls, etc. If an in-branch solution cannot be identified, will contact the Information Technology Division (ITD) for advanced troubleshooting/support. Example: CD 183 End User Support Analyst, Education<br><br>The SNW occ code is typically used for jobs that require a one-year certificate or two-year information technology diploma (i.e., rated lower than level 5 on job knowledge). Examples include Computer Automated Systems Technician Diploma, Computer Engineering Technology Diploma, Computer Networking Technician Certificate, Computer Systems Technology Diploma, etc. | Off 36 | Reg 37 1/3 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **30. SPH Pharmacist**<br>Develops criteria and reviews requests for coverage of non-formulary prescriptions; establishes and updates narcotic control systems; answers consumer and general inquiries; maintains drug information files for use of other pharmacists. | Off 36 | Reg 36<br>Field 37 1/3 |
| **31. SPP Park Planner**<br>Compiles data, maps and background information on proposed parks, camping, picnic or historic sites; conducts site investigations to determine topography, soil classification, vegetation, demand for facilities and the recreation potential of the proposed sites; prepares detailed landscape plans for recreation sites based on environmental, functional, aesthetic, potential use, economy of construction and maintenance factors; investigates the applicability of design of recreation facilities including swimming pools, golf courses and playground equipment. | Field 37 1/3 | |
| **32. SPR Programmer Analyst**<br>Develops information technology solutions through software development requiring knowledge of computer coding languages applied in developing / writing or augmenting programs. Includes jobs that write, modify, integrate and test software code; maintain existing computer programs by making modifications as required; identify and communicate technical problems, processes, and solutions; prepare reports, manuals and other documentation on the status, operation and maintenance of software; and assist in the collection and documentation of user requirements and the development of logical and physical specifications incorporating database and network concepts. May lead and co-ordinate teams of computer programmers and/or research and evaluate a variety of software products. | Off 36 | Field 37 1/3<br>Reg 36 |
| **33. SPT Community Planning Technician**<br>Performs technical review, research and analysis of subdivision development plans such as municipal zoning amendments, road closures and property expropriation; provides recommendations to Community Planners for approval. **Example: CD 148** | Off 36 | Reg 36 |
| **34. SRA Radio Technician**<br>Repairs, modifies and maintains communications and electronic equipment; installs radios and electronic equipment (e.g., sirens) in vehicles and designs equipment to meet special needs (e.g., gun mounts); takes inventory, receives and ships materials and equipment; maintains inventory records. | Reg 37 1/3 | Off 36 |
| **35. SRT Resource Technologist**<br>Responsible for the delivery of aspects or portions of regional or provincial programs (e.g., protection of endangered species, fish enhancement) including data collection, analysis, investigation and compliance. **Example: CD 180**<br>*Do not use for forestry position; instead see SFT.* | Field 37 1/3 | Off 36<br>Reg 36<br>Reg 37 1/3 |

| Occupational Code | Base Hours of Work Designation | Additional Hours of Work Designation |
|---|---|---|
| **36.** **SSE** **Security Analyst**<br>Confers with clients to identify and document security requirements, assess physical and technical security risks to data, software, and hardware. Monitors networks for security issues and identifies and mitigates security threats. Ensures compliance with information security policies, standards, and control requirements. Provides direction in the investigation of privacy, security, and access management problems. Ensures continued and uninterrupted access to IT systems including maintaining system availability, data protection and data security and alerting clients to access conditions that may affect a system's integrity. Conducts system security architecture reviews of new and existing data processing systems to permit development of integrated systems which operate at low risk levels with appropriate controls for computer platforms, devices such as workstations, servers and mobile communication linkage required to support client server business processes and information flows in a secure manner. Provides advice and direction to others on matters that pertain to cloud security and governance, directly supporting the use and delivery of cloud services in GoS.<br><br>Includes jobs that implement new security solutions and develop policies, procedures, and contingency plans to minimize the effects of security breaches; and/or perform installation, configuration, administration, and support of security platforms (e.g., development, testing, production, and disaster recovery). | Off 36 | Field 37 1/3<br>Reg 36 |