

Working Title Prairie, Parkland Lands Manager	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Lands/ Delivery South/North	Ministry Forestry and Parks
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Present Class	Requested Class	Levels to Deputy Minister (Not including incumbent level)
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Dept ID	Program Code	Project Code (if applicable)
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**POSITION SUMMARY:** Briefly describe the main purpose of the position, and why it exists for the most part (See Management Job Description Writing Guide [Page 7](#)).

Alberta's Integrated Resource Management System (IRMS) sets and achieves the environmental, economic and social outcomes Albertans expect from sound land use planning, policy assurance, cumulative effects management, and sustainable resource development for air, land, water, and biodiversity. This is partly accomplished through the provision of informed authorizations to industry, stakeholders, and the general Albertan public for access to, and the use of, Alberta's natural resources and Crown Lands.

Reporting to the Regional Integrated Lands Delivery Director, the Prairie, Parkland Lands Manager carries the same delegated decision-making authority as the Director for activities under *Public Lands Act (PLA)*, *Forest Reserves Act*, *Wilderness Areas*, *Ecological Reserves*, *Provincial Parks Act (PA)*, and *Natural Areas and Heritage Rangelands Act (WAERNAHRA)* along with the accompanying regulations and policy, within their scope or district. However, while the Director takes on the decision-making role for highly complex or politically sensitive authorizations, a distinguishing factor is that the majority of routine and major authorizations rests with the Lands Manager, numbering in the hundreds.

While the Director takes on a more strategic regional and provincial program focus, the Prairie, Parkland Lands Manager also has an added significant technical responsibility, and is expected to ensure decisions are integrated with the other Alberta Forestry and Parks (AFP) divisions and other Ministries, in the delivery of regional, divisional, and departmental goals, meeting the intent of Integrated Resource Management System (IRMS) and regional land use plans, and taking into account potential impacts to other land users and Indigenous Communities. The position issues approvals and authorizations and ensures proposed activities that could cause an adverse impact on the environment and other users are reviewed and approved with appropriate terms and conditions. The position must assess risks and implications associated with decisions, regardless of magnitude, with some decisions being high risk / high consequence with regards to environment or to clients (particularly financial). The Prairie, Parkland Lands Manager must be able to assess when a decision needs to be forwarded to the Director. The position thus must have a full understanding of legislation, regulations, and codes of practice, and be able to analyze decisions from a variety of perspectives (First Nations, Metis, Albertans, disposition holders). The Prairie Parkland Lands Manager must also be prepared to defend decisions to appeal bodies, such as the Public Lands Appeal Board, as well as to the courts, if necessary.

The position is responsible for implementing sub-regional plans at the field/working level, and carries a strong connection to Policy and Integrated Resource Management Planning. The Prairie Parkland Lands Manager also works closely with the Alberta Energy Regulator, Alberta Environment and Protected Areas (AEP), Indigenous Relations Office, and the Forestry and Parks Divisions, ensuring coordinated and integrated land use decisions where there are two or more regulators making land use decisions on the same lands.

The Prairie, Parkland Lands Manager is expected to provide direct supervision and leadership to a diverse multi-disciplinary group of senior professional and technical staff on a regional or sub-regional scale, who are tasked with

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administering the approvals, licensing, inspection, and registration programs which provide access to Alberta's lands and natural resources. Authorizations are generally complex and must integrate multiple interests on the land, all under the auspices of the regional land use plan and in consideration of stakeholders, including First Nations and Metis.

Once authorizations have been issued, this position must focus on continuous regulatory assessment, working with clients to ensure regulatory outcomes are achieved. This includes ensuring inspections of authorized uses and unauthorized uses and working with the Crown Lands Enforcement Branch should variances and contraventions be noted.

This position plays a major role in client relationships, ensuring a strong connection with industries, and a sound knowledge base of issues faced by clients, and is also required to address any issues arising between disposition holders and the general public, and with Indigenous communities. The Prairie, Parkland Lands Manager is also expected to engage with Indigenous Communities on a pro-active basis, over and above the legal duty to consult. As such, the ability to manage contentious issues and find resolution is a key requirement of this position.

The Prairie, Parkland Lands Manager will deliver projects related to the approvals program including grant programs, guidance on management issues for air, land, water, forestry and biodiversity, supporting management planning and Land Use Framework activities. The position is also responsible for participating on local and provincial working groups.

This position will manage the staffing and resources allocated to that program, setting priorities and ensuring the delivery of the program. The Prairie, Parkland Lands Manager will work with regional counterparts in supporting Forestry Division and Emergency Response Agencies during emergencies.

**SPECIFIC ACCOUNTABILITIES:** List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

This position directs the operational delivery of the Crown Land Management Program and Rangeland Management Program at a sub-regional or regional level to manage the health of Alberta's environment and natural resources. In Alberta, the *Public Lands Act (PLA)*, *Forest Reserves Act*, *Wilderness Areas, Ecological Reserves, Provincial Parks Act (PA)*, and *Natural Areas and Heritage Rangelands Act (WAERNAHRA)* and the accompanying regulations set out in detail what activities require approval and the process for obtaining the approvals. Under legislated mandate, approvals and authorizations are issued to grant access to public lands and natural resources. Approvals consider whether proposed projects could cause an adverse impact on the environment or on other users. While the Director also carries accountability for statutory decisions on approvals and authorizations, the Prairie, Parkland Lands Manager will deal with the majority of decisions. The applications received and authorizations issued within a region on an annual basis number in the thousands, dictating the need for a strong hierarchy of decision makers at different levels. Such as:

- Statutory decision maker (Designated Director) for approval decisions under the various pieces of legislation within the Division's departmental mandate. This includes:
  - Responsibility for implementing the Crown Land Management Program and Rangeland Management Program to meet department, division and regional business plans in the region.
  - Representing the Department at Appeal proceedings for Director's decisions before quasi-judicial boards (Environmental Appeals Board; Public Lands Appeal Board) and representing the Department in court for Judicial Reviews of Director's Decisions
  - Providing advice and guidance to applicants and the public regarding legislative requirements (e.g., public consultation, information sessions, 'town-hall' meetings) related to application.
  - Balancing and weighing stakeholder concerns, perspectives, and expectations with legislative requirements, environmental management framework thresholds and environmental outcomes in executing delegated decision making.

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- Ensuring applicants and affected parties/public receive decision notification and understand their right to appeal the decision.
- Applying judgment and discretion in waiving or requesting additional requirements (e.g., consultation, giving notice, referrals to environmental assessment Director, etc.).

The Prairie, Parkland Lands Manager supports the overall GoA and Ministry mandate and direction regarding integrated resource and cumulative effects management systems by delivering an approvals program at the sub-regional or regional level that helps in managing the health of Alberta's environment and natural resources. The position ensures timely, defensible, and credible regulatory decisions are made in a manner that supports sustainable environmental outcomes. This involves:

- Identify and submit recommendations to the Director regarding policy conflicts, policy or knowledge gaps, or situations where decision making may set regional or provincial precedence.
- Decisions that are consistent with the policies, procedures, and legislation, and with regional land use plans.
- Performance parameters with respect to the processing of approval applications are met or exceeded.
- Resource Management aspects are incorporated into approval decisions or proper referral has occurred to ensure resource management values are considered and managed appropriately.
- Regular engagement, discussion and issues resolution with respect to the Alberta Energy Regulator, Forestry Division, Parks Division and the challenge of two or more regulatory decision makers on the same parcel of land.
- Appropriate public input is solicited and considered prior to the decision.
- Engagement and relationship building with Indigenous Communities to not only understand impacts to treaty rights but to ensure concerns are respected and addressed, with meaningful opportunities to participate.
- Identified non-compliant activities are forwarded to the Crown Lands Enforcement Branch for investigation and resolution.
- Effective communication with other regions to ensure consistency in applying policy, procedures and legislation.
- Participate in and lead regional, cross-regional, and cross-divisional committees and working groups to ensure consistent application of processes, address common issues, and coordinate operational planning.
- Interpret approval clauses and manage any necessary or requested changes to approvals.
- Directing the inspection processes and ensuring the development of inspection plans. For inspections that are part of the Crown Land Management Program and Rangeland Management Program, meeting targets as assigned. When variances are discovered, work with Crown Lands Enforcement Branch to investigate and build an enforcement file for decision by the Enforcement Manager.
- Appropriate staff and equipment resources are assigned to meet program expectations of approvals-related inspections, Rangeland Management program and Land Management program.
- Working with Crown Lands Enforcement Branch to enable and define an integrated approach to managing those inspection program outcomes as required.

The position is responsible for providing leadership to staff within their unit in developing, coordinating and maintaining positive and productive relationships and strategic alliances with a diverse stakeholder community to produce and develop the best possible solutions. This is accomplished by:

- Implement effective public and stakeholder communication and information sharing techniques that includes:
  - Inform, communicate, and respond to enquiries regarding AFP's programs, services and initiatives.
  - Establish and maintain relationships with key stakeholders in the district / region to identify emerging issues and recommend options for resolution.
  - Effectively communicating decisions, actions and initiatives to senior management, and to external clients and Indigenous Communities.

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- Identify issues, trends and processes to the Director that need to be addressed through review of existing or development of new processes and policies, linking with representatives of the Division, the Ministry, other ministries and governments.
- Collaborate across the Department, with the Alberta Utilities Commission, Alberta Energy Regulator, Forestry Division, Parks Division, Alberta Environment and Protected Areas, Natural Resources Conservation Board, Department of Fisheries and Oceans and other ministries (Agriculture and Rural Development, Municipal Affairs, Energy, Economic Development, Trade and Tourism, Transportation) on local initiatives, individual applications and areas of focus to assess and mitigate any adverse impact or cumulative effects on the environment.

This position manages issues at the local level and identifies through risk analysis more complex issues, trends and challenges that can affect program delivery.

- Effectively manage issues with clients through open and transparent decision making.
- Ensure awareness of Regional Management and Branch Executive on specific issues and providing recommended solutions and mitigating strategies.
- Prepare Briefing Notes, including responses to emerging issues, concerns and/or conflicts.
- Providing timely responses, communication and information sharing with the public and stakeholders.
- Innovative problem solving and issues mitigation within the framework of Ministry policies, processes, and legislation.
- Developing solutions based on technical/science, legislation, policies, and sustainable environmental outcomes.

Provide leadership to the Lands and Rangeland team, ensuring the Lands and Rangelands Programs are implemented, maintained, and enhanced through:

- Effective management of staff workload and alignment with Ministry goals, through performance management, leadership and mentoring, including provision of clarity of staff roles and responsibilities, and in consideration of environmental outcomes and the impacts of delays to the applicant.
- Providing staff with appropriate direction, communication, and supervision through regular and ongoing review and management of staff performance.
- Ensure staff providing initial review of applications are trained and have a solid understanding of the criteria to review in determining the suitability of an application.
- Ensure appropriate staff and equipment resources as might be allocated are assigned to meet program expectations:
  - Responsible budget and resource management in delivering the approvals program through monitoring and forecasting.
  - Incorporating the results-based budgeting model in reviewing and ensuring budget expenditures are utilized in a cost-effective manner.
  - Acting as expenditure officers with a decision level associated with their direct reports.
- Ensure learning and development, and continuous improvement initiatives are supported and resourced, with an emphasis on the Alberta Public Service Competencies.
- Promote a culture of occupational health and safety awareness and ensure that all staff are appropriately trained and aware of their responsibilities to themselves and to each other, and of potential hazards related to their positions.
- Ensure that staff are knowledgeable and aware of, and follow, all safety legislation and departmental OH&S policies as well as the regional health and safety plan.
- Develop succession planning strategies for all staff within the work unit.
- Identifying and addressing workload pressures emerging from vacant positions.
- Developing business cases to justify and prioritize recruitment or reallocate existing resources or reprioritize workload of approvals tasks to manage workload and changing priorities.
- Identify administrative support needs for the program to the Operations Business Support Manager and perform associated tasks during periods of low staffing capacity.

**SPECIFIC ACCOUNTABILITIES:** List the most important end results or outcomes of the position and how they are achieved. Each end result shows what the position is accountable for, within what framework and what the added value is. Normally a position has 4-8 core end results. For each end result approximately 3-6 activities should be described (See Writing Guide [Page 8](#)).

- Positive recognition is given and development opportunities are regularly discussed with all approvals staff.
- Encouraging and supporting staff to demonstrate valued behaviours, resilience, capability, and effective communication in a variety of situations.
- Supporting Forestry Division, Parks Division, Environmental Enforcement Branch and other Divisions within AFP.
- Work with representatives of AEP to enable continuous improvement to existing processes to inform and enable effective and defensible approvals.

**KNOWLEDGE/EXPERIENCE:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, specialized techniques, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 9-10](#)).

The position requires post-secondary education in resource management, environmental sciences, engineering or business administration and a minimum of 6 years of field experience in environmental regulatory management.

The position requires extensive knowledge and understanding in the following areas:

- GoA and ministry mandate, business goals and objectives.
- Applicable legislation, regulations, frameworks, and guidelines (i.e., *Public Lands Act (PLA)*, *Forest Reserves Act*, *Wilderness Areas*, *Ecological Reserves*, *Provincial Parks Act (PA)*, and *Natural Areas and Heritage Rangelands Act (WAERNAHRA)*)
- Technical knowledge regarding water management, water quality, air quality, substance releases, land disturbance, land management and forest management with the associated environmental impacts and management principles.
- GoA and ministry decision-making processes and applicable directives and policies.
- Environmental issues, environmental impacts, environmental media and sustainable development.
- Strategic thinking and planning with the ability to translate strategy into business and operational plans.
- Expertise in process and procedures development, accountability frameworks and understanding of corporate and administrative operations.
- Issues management, risk management and change management principles, methodologies and processes.

The position requires the following competencies:

- Strong leadership skills in a politically sensitive and diverse environment.
- Strong issues and project management skills to handle multiple priorities.
- Strong people skills to manage a diverse workforce with the ability to select, mentor and motivate key professional staff.
- Effective communication, technical writing ability, conflict resolution and facilitation skills.
- Advanced problem solving, organizational and resource management skills in working with multiple stakeholders including the public.
- Ability to manage budgets and assigned resources and the reallocation of those resources to address new pressures and business changes.
- Ability to develop strong interpersonal relationships at all levels with internal and external organizations.
- Ability to assess complex situations and provide advice to staff, ADM, and Divisional and Regional leadership teams.
- Ability to facilitate and promote collaborative and integrated initiatives.
- Ability to work cooperatively and productively with others to achieve agreed upon goals.

**LEADERSHIP AND BUSINESS KNOW-HOW:** Specify the level of integration, organization and leadership skills required to produce the results expected of the position. Provide recent examples (See Writing Guide [Pages 10-11](#)).

The position demonstrates well developed coordination, organization, and leadership through:

- Strategic thinking to manage multiple complex issues and approval functions while delivering results within rigid time frames.
- Ability to lead a diverse team of multi-disciplinary professional and technical staff.
- Interpersonal and facilitation skills to consult, negotiate and resolve conflict between applicants, the public, affected parties, multiple ministry mandates/programs representing varying perspective, expectations, requirements, and priorities.
- Assurance of continuous improvement, business flow process development and understanding and application of risk analysis, risk mitigation and risk communication to promote risk tolerance among staff.
- Analyzing and problem solving to respond to varied and complex issues through assessing multiple viewpoints, risks, and alignment with legislation, and Ministry and government business priorities, direction and intent.
- Organize and direct staff and resources to ensure effective delivery of the Crown Land Management Program and Rangeland Management Program in relation to Divisional/Regional priority initiatives.
- Ability to seek direction around the integration and collaboration within the region and province, the ministry and across ministries when dealing with complex approval applications.

This position develops and maintains effective working relationships and partnerships with senior representatives of the Ministry, other departments, municipal decision makers, agencies, industry, and stakeholder organizations to address issues and lead organizational change efforts relating to the Crown Land Management Program and Rangeland Management Program. To be effective and ensure legislative requirements and ministry goals are met, this senior level position requires advanced leadership, communications, problem solving and decision-making skills. The position demonstrates well developed coordination, organization and leadership through:

- Leading a very diverse program, with a significant contingent of technical staff, over a large geographic area, and with a complex mandate of legislative responsibilities.
- Strategic thinking to work within a broadly defined conceptual framework and manage multiple complex issues, programs and functions while delivering results and creative solutions within rigid time frames.
- Interpersonal and facilitation to consult, negotiate and resolve conflict between applicants, the public, affected parties, multiple ministry mandates/programs representing varying perspective, expectations, requirements, and priorities.
- Leadership and influencing to promote innovation, build consensus and motivate others to accept and adopt innovative concepts and approaches.
- Assurance of continuous improvement, business flow process development and understanding and application of risk analysis, risk mitigation and risk communication to promote risk tolerance among staff.
- Researching, analyzing and problem-solving to assess and respond to varied and complex issues through synthesizing different perspectives, risks, and make decisions in alignment with legislation, and Ministry and government business priorities, direction and intent.
- Function strategically in the development of plans, initiatives and programs while simultaneously organizing and directing staff and resources to ensure effective delivery of the Crown Land Management Program and Rangeland Management Program and Divisional/Regional priority initiatives.
- Leading and directing the integration and collaboration both within the region and across regions and within the ministry and across ministries when dealing with complex approval applications.

**PROBLEM SOLVING:** Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; and the assistance available (See Writing Guide [Pages 11-12](#)).

Challenges faced by this position require above average analysis, reasoning, evaluation, judgement and problem-solving skills. Situations vary and require creative approaches to problems and challenges. Many decisions are high risk / high consequence economically, socially, and politically.

Examples of difficult or challenging situations faced by the position include:

- Balancing environmental management framework thresholds, integrated resource management and ministry and GoA's priority on achieving environmental, economic and social outcomes in assessing, reviewing and approving/refusing an approval application.
- Balancing competing interests in the use of the environment during approval issuance.
- Championing environmental stewardship, integrated resource management and cumulative effects systems through education and interaction opportunities in a regulated environment/relationship with Albertans, municipalities, Indigenous Communities and industry.
- Maintaining ministry credibility in providing assurances to Albertans that the approval process is open and transparent and conducted under legislative authority.
- Linking regulatory management in the region with the delivery of authorizations, compliance and resource management.
- Forcing industry to shut down over environmental concerns at the costs of potentially hundreds of thousands of dollars (or more) per day.
- Implementation of guidelines in Key Wildlife Biodiversity Zones.
- No Branch place based Administrative Support staff that have a direct reporting line.

**RELATIONSHIPS/CONTACTS:** Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e., how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide [Pages 12-13](#)).

Clients	Frequency	Nature and Purpose of Contact
<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Executive Director, Regional Director and staff members</li> <li>• Director</li> <li>• Other divisions, regions and branches</li> <li>• Senior Ministry and Government of Alberta officials, including the Minister, Deputy Minister, Assistant Deputy Minister, and MLAs</li> <li>• Other Departments: (Environment and Protected Areas, Indigenous Relations, Energy, Agriculture, Forestry, Infrastructure, Transportation, and Municipal Affairs).</li> <li>• Other Agencies and Boards (PLAB, AER, AUC, NRCB, EAB, air shed zones, WPACs).</li> </ul>	<p>Regular and ongoing</p> <p>Daily</p> <p>Regular and ongoing</p> <p>As required</p> <p>Regular and ongoing</p> <p>Regular and ongoing</p>	<p>Lead regional activities and strategies; provide guidance, education, direction, and advice; and facilitate collaboration in relation to regional operations.</p> <p>To meet the needs of keeping informed of progress and issues, or for the purpose of providing direction.</p> <p>Develop business, operational plans and strategies; provide advice, consultation, and recommendations; resolve issues and concerns; exchange information; and collaborate on initiatives with governance teams.</p> <p>Provide advice and information relating to operational issues and decision-making relating to environmental management operations.</p> <p>Integrated planning, problem solving and issues management.</p> <p>Integrated planning, problem solving and issues management.</p>
<p><b>External</b></p>		

**RELATIONSHIPS/CONTACTS:** Identify internal and/or external clients, partners and stakeholders with whom your position communicates and indicate the frequency, purpose and nature of the contact (i.e., how they are affected by recommendations, decision-making and action(s) taken) (See Writing Guide [Pages 12-13](#)).

Clients	Frequency	Nature and Purpose of Contact
Senior officials and representatives of: <ul style="list-style-type: none"> <li>• Other ministries and boards</li> <li>• Various cross-ministry councils and stakeholder committees</li> <li>• Federal government departments and municipals, provincial, and territorial governments</li> <li>• Stakeholders, organizations, and associations (i.e., local health zones and authorities; First Nations organizations; non-government organizations (NGOs); industry associations, air sheds and WPACs)</li> <li>• The public</li> </ul>	Regular and as required	Represent ministry priorities and positions within the region; identify and resolve complex issues, including facilitating decision-making and problem-solving and negotiating solutions; exchange information; identify opportunities for collaboration; communicate key policy and legislative initiatives; encourage innovation; develop strategic partnerships and working relationships; provide leadership to stakeholder committees; make presentations to public, professional industrial, and other associations; exchange best practices, benchmarks, and solutions relating to environmental management programs, particularly within a regional context.

**IMPACT AND MAGNITUDE OF JOB (SCOPE):** Identify how the position directly affects results, and the extent to which stakeholders are affected by those results. Provide recent examples (See Writing Guide [Pages 13-14](#)).

The position is accountable for delivering a Crown Land Management Program and Rangeland Management Program within the Region that enables economic development and based on the conditions and limits within the approval, defines the impact to the sustainability of Alberta’s natural resources. The program feeds upwards from an individual authorization cumulatively into a regional, departmental and government level into IRMS.

This position has direct accountability for final decisions on approval matters made by the position (Statutory Decision Maker) – including providing testimony at Environmental Appeal Board Hearings, Public Lands Appeal Board and/or Legal proceedings on environmental and natural resource decisions. This position makes commitments that bind the Department.

The position influences the application of resource management principles and cumulative effects management systems throughout the province through the issuance of regulatory approvals that enable activities which are subject to identified terms and conditions that form the foundation of a balanced approach to ensure the integrated management of, and impact on Alberta’s natural resources.

The position:

- Provides statutory decision making for environmental / natural resource authorizations and water resources.
- Ensures the honour of the Crown is upheld through appropriate First Nation consultation.
- Manages the disposition of resources (forestry, public lands, rangeland) including proactive resolution of issues to effectively manage the public resource.
- Manages a large and diverse clientele.
- Is aware that users and environments may be impacted by decisions granted by the department.
- Has the ability to modify or deny approaches proposed by proponents, which could have significant financial impact on that industry.

**CHANGES SINCE LAST REVIEW:** Identify significant changes, that have impacted the major responsibilities and accountabilities assigned to your position since the last review (See Writing Guide [Page 14](#)).

No change in scope of responsibility.

February 2024 updates reflect recent Department names due reorganization.



**COMPARABLE POSITIONS:** List comparable GOA benchmarks (See Writing Guide Pages 14-15).

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**ORGANIZATION CHART:** A current organization chart that includes supervisor, peers and staff MUST be attached. Include whether employee is permanent, wage, temporary or contract and indicate position numbers (See Writing Guide Page 15).

**Signatures**

The signatures below indicate that the manager (incumbent) and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See Writing Guide Page 15).

**Incumbent**

_____	_____	_____
Name	Signature	Date

**Manager**

_____	_____	_____
Name	Signature	Date

**Division  
Director/ADM**

_____	_____	_____
Name	Signature	Date

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*