

Working Title <b>Manager</b>		Name <b>Incumbent</b>	
Position Number	Reports to Position No., Class & Level <b>Senior Manager – (Position Number)</b>	Division, Branch/Unit <b>CJS - Court Operations Grande Prairie/High Prairie</b>	Ministry <b>Justice</b>
Present Class <b>Manager 2</b>		Requested Class	Levels to Deputy Minister (Not including incumbent level) <b>4</b>
BU/Dept ID	Program Code	Unit Number	

**POSITION SUMMARY:** Briefly describe the main purpose of the position, and why it exists for the most part (See PP Slides 28-32).

Court and Justice Services provides comprehensive resolution services to Albertans and court administration services to support the Alberta Courts. The division has a vision to facilitate innovation, collaboration and strategic leadership to deliver excellence in court administration and integrated resolution services for Albertans. The mission is to fully engage with diverse stakeholders, including an independent Judiciary, who share a passion and responsibility for assuring Albertans receive effective and efficient resolution to their legal issues. Collectively we share a vision for the system and we integrate talent and resources in pursuit of a fair, effective and accessible justice system.

This position manages the Provincial Court and Court of Queen's Bench operation activities for the Grande Prairie and High Prairie Court offices. This position reports to the Directors of King's Bench Operations (Edmonton North) and the Director of Court of Justice Operations (District 4) and has approximately 35 staff reports and influences all staff within the Division by virtue of their responsibility. The results created will affect all Albertans as systems are changed to better serve their needs. This position manages a staffing and supply/services budget for Court of Justice and Court of King's Bench Operations. This position has the following key responsibilities:

1. Manage the Grande Prairie and High Prairie offices operational team in all aspects of court administration activities ensuring that the work of the Division aligns to the complex strategy and policy environment affecting the Government of Alberta, the Ministry, the Court and, more broadly, Albertans who expect to be served by the system;
2. Assist the Directors by providing data and input into initiatives that establish and sustain excellent delivery of operational plans that align with key strategic priorities;
3. Establish and maintain effective relationships with stakeholders using the trust established to assess the capability and capacity of the region to deliver its mandate;

This position applies extensive knowledge of Provincial and Federal Statutes that are required to carry out responsibilities of all divisions of Court of Justice and the Court of King's Bench. This position makes quasi-judicial decisions and associated leadership decisions to ensure that the Justice system operates as efficiently as possible without interference that would bring judicial independence into question.

The position is further required to consistently apply sound judgment and initiative to the job to support departmental business goals and objectives. This position has a key role in creating, recommending and implementing new strategies and initiatives to improve the delivery of court services. It is critical to foster and maintain a healthy productive working

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environment for the employee and the organization.

**SPECIFIC ACCOUNTABILITIES:** List the most important end results or outcomes (not duties) 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 4-6 core end results. For each end result approximately 4-6 major activities should be described (See PP Slides 20-27).

Directly responsible for the management of the Grande Prairie/High Prairie operational team in all aspects of court administration activities ensuring that the work of the Division aligns to the complex strategy and policy environment affecting the Government of Alberta, the Ministry, the Court and, more broadly, Albertans who expect to be served by the system. Including but not limited to:

- Manage all operational activities in the Grande Prairie/High Prairie offices to achieve targets that align with strategic priorities;
- Effectively lead the resources that will enable transformational change, standardization of processes, and the continuous improvement of recommended business structures, operations and working practices in court administration;
- Maintain and regularly evaluate a standardized process model designed to meet the needs of the Courts, Albertans other diverse stakeholders;
- Lead and direct the administrative teams in the High Prairie/Grande Prairie offices in the effective delivery of court operations/administration to the citizens of Alberta. Accountable for a high level of professional conduct and quality of work in a legal/court environment through leadership and integrity. Coordinate and balance workloads and staff productivity to ensure that work is completed in a timely process while meeting legislative requirements;
- Exercise full supervisory, management and leadership for human resources. Provide guidance and direction to the operational administration of the courts and court related programs. Including determining the staffing levels necessary for the operations, initiating recruitment and selection evaluating performance, reviewing and submitting position reclassification requests and overseeing training, development, coaching and mentoring. Handle Human Resource and Union employee relation issues as required;
- Accountable to maintain an accurate budget and variance report process. Financial management must be within acceptable audit definitions and departmental/divisional directions. Awareness of spending pressures and trends is required. Responsible for the management of daily trust accounts and revenue monies. Holds Expenditure Officer authority for the Grande Prairie and High Prairie offices;
- Ensure facilities are safe and functional. Oversee planning and supervision of space utilization. Monitor security concerns and requirements and make recommendations and necessary. Maintain a Business Continuity Plan, Hazard Assessment and Facility Emergency Response Plan for the base court and circuit court facilities as required. Oversee telecommunication requests, IT needs, equipment contracts and renewals, and records management, negotiate directly or oversee negotiations with vendors for the leasing of equipment, facilities, telecommunications, supplies, fixed assets and surplus furniture;
- Provide the necessary support to the Judiciary to dispense due court process while protecting the principle of judicial independence.
- Areas of responsibility include all administrative divisions of the Court of Justice and Court of King's Bench including Civil, Criminal, Traffic, Family, Child Enhancement, Youth, Surrogate, Divorce and other areas falling within the Court's authority. Each division is multifaceted, and distinctly diverse with its own principles/philosophies and remedies. As Deputy Clerk of the Court of Justice Operations and Court of King's Bench, the Manager provides direction in the application of the Criminal Code of Canada, Rules of Court, Provincial Statutes and all other legislation in a fair and consistent manner through court administration staff.
- Provide leadership and influence in implementing new legislation and new programs and initiatives. Generate innovative solutions to unique challenges. Provide sound management, negotiation and leadership. Example: Justice Digital and specialized court initiatives. Maintain a high level of security and confidentiality of the court records and the court files due to the legislated and expected requirements of confidentiality and Freedom of Information and Protection of Privacy Act.

Assist the Directors by providing data and input into initiatives that establish and sustain excellent delivery of operational plans that align with key strategic priorities.

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- Assist in rolling out the executive leadership and the Court's vision for working within the Court system and the Justice system and the impact this has on the court administration area;
- Assist in the development of organizational priorities by providing regional data that covers operations, personnel, financial and operational performance, and facilitate incorporating advancements in technology for each of the areas;
- Assist in rolling out results of the work of the Assistant Deputy Minister and Executive Leadership Team to develop and implement a framework for excellence in court administration;
- Report on the results of the teams and assist the Directors in the analysis and evaluation of the results;
- Manage equality and diversity issues in order to ensure that services respond to the broad range of needs of the stakeholders and that workforce policies and practices comply with best practice, as well as legislation;
- Contribute to and support the development of plans, objectives, strategic solutions, policies and procedures in response to complex business challenges and issues;
- Respond to briefing items, issues and requests for information affecting court administration from external and internal stakeholders. Reporting to the next level is required on all matters which may cause operational concerns or concerns of the Court.

3. Establish and maintain effective relationships with stakeholders using the trust established to assess the capability and capacity of the region to delivery its mandate.

- Establish efficient communication and an effective liaison with stakeholders to ensure that the issues and risks are mitigated;
- Assist the Directors in providing expert analysis and advice on changes to the Grande Prairie and High Prairie offices;
- Assist the Directors in the implementation of procedures and controls, to promote communication and information flow with stakeholders;
- Assist the Directors in the rollout and communication of any changes within court administration mitigating any risks;
- Develop effective partnerships with all stakeholders in order to ensure the effective delivery of court administration services;
- Influence, mentor, coach and align others towards a common purpose and empower and inspire people to achieve organizational success.

**KNOWLEDGE/EXPERIENCE:** Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. not only diplomas and degrees. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (See PP Slides 33-37).

Positive leadership, strong communication skills (verbal, non-verbal and written), analytical skills, decisiveness, ability to motivate and work under pressure. Complex problem-solving skills are needed to assess a wide variety of diverse situations, assess options and implications. The position must be decisive and prepared to take initiative in all areas.

Must be confident and competent in decision making using evaluative judgment based on logical and sound understanding of the business, and be competent and current in this role. Knowledge and ability to effectively exercise judgment of strategic leadership, teamwork and resource management to within local court operations. The knowledge and ability to accomplish business goals and strategies using innovative and strategic thinking and problem-solving abilities.

Extensive knowledge and the ability to interpret Federal and Provincial legislation; regulations and rules governing the operation of court administration; technical and administrative policy, procedures and directives of the Department and the APS.

Extensive knowledge and skill gained through varied experiences and in-depth research with regard to a combination of legislation and case law and interpretation of the same. This depth and breadth of knowledge is required when directing team members in the proper execution of their duties.

**KNOWLEDGE/EXPERIENCE:** Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. not only diplomas and degrees. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (See PP Slides 33-37).

Comply with expenditure officer policy and practices/audit principles. Experience in projecting and forecasting budgets using Excel (formulas, changes, formatting). As Expenditure Officer has full authority to manage government funds as designated by the appoint. Must be confident that payments submitted for approval are legitimate expenditure that should be made, and that all procedures and regulations are being followed. Expenditure Officers are completely accountable for their actions with expenditures and revenues, and must comply with the Financial Administration Act, and departmental guidelines and requirements.

Excellent interpersonal skills in dealing with the Judiciary in all levels of court, staff Crown Counsel, members of the Bar, enforcement agencies, government officials, the public and varied agencies related to the judicial process.

Is able to positively influence others and facilitate change. The position is expected to be creative and resourceful in identifying and implementing solutions to complex and difficult problems.

This position is also required to be aware of current trends and best practices within and outside of government so the awareness can be applied when dealing with the many complex issues across a very broad scope in and outside of the department.

University degree or Government of Alberta Management Development Program or equivalent.

Extensive experience in a management leadership role, preferably in a Judicial environment. The education is required to provide a framework to utilize and manage the resources of the position which gives support to all levels of Court, all services related to the Courts, and to develop the intellectual and practical skills involved in handling problems of wide scope and breadth.

Appointments such as Deputy Clerk of the Court, Deputy Sheriff, Non-Presiding Justice of the Peace, and Commissioner for Oaths, are appointments required and provided for in legislation. These provide the necessary authority to ensure the efficient and effective operation of the Courts, both judicially and administratively, in multiple judicial districts. In addition, a number of "quasi-judicial" and decision-making functions that this position is responsible for that can only be performed with these designations and certifications.

The experience is necessary to bring sound judgment and extensive skills to the job for dealing with problems, change, implementations, new initiatives and legislation, in a realistic fast-paced environment in a multi-faceted organization.

Ensure Occupational Health and Safety requirements are followed such as site safety inspections, First Aiders, ergonomic practices, inclement weather protocol, working alone protocol and hazardous worksite assessments, security and emergency evacuation protocols.

**LEADERSHIP AND BUSINESS KNOW-HOW:** Specify the level of coordination, organization and leadership required to produce the results expected of the position. Provide recent examples (See PP Slides 38-40).

**Competencies:** (APS Competency Model B and Cs)

**Systems Thinking:** Considers the inter-relationships among different aspects of an approach including how they relate to other programs or areas. Considers emerging trends when contributing ideas to the development of broader priorities, strategies and approaches. Seeks insight about the implications of different options from both a people and an organizational perspective. Seeks information and analyzes long-term outcomes. Focuses on the goals and values in addition to the process. Identifies unintended consequences of a plan.

**Creative Problem Solving:** Asks questions to get a deeper understanding of the present issue. Looks for ways to improve activities and results by doing something that may be new and different in the organization. Explores different methods in how we complete our work, with a goal to achieving more efficient and effective outcomes. Regularly

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reviews and debriefs on what made projects or actions successful. Shares learning with others and applies learning to other projects and actions. Collects a breadth of data and a variety of perspectives to make a choice between potential solutions and evaluate how effective the solution will be. Uses judgment to develop pros-and-cons lists when evaluating alternatives considering the implications of proposed solutions.

**Agility:** Takes advantage of opportunities to change how work is done to better anticipate obstacles and improve service. Anticipates changing environmental demands and changes behaviour accordingly. Remains calm and composed even in difficult or stressful situations. Is able to see the positive side to a difficult situation. Remains optimistic and perseveres in finding solutions. Proactively seeks advice and support when priorities change to appropriately assess, prioritize and meet changing demands. Works creatively within policies and procedures to proactively meet goals.

**Drive for Results:** Takes past experiences into consideration when making plans and adjusts plans based on past learning. Identifies underlying causes for success or lack of success which may or may not involve self and acts to ensure future success. Holds self and others responsible for achieving results and agreed upon targets. Identifies and acts on opportunities to partner with other groups to achieve desired outcomes. Identifies ways to exceed performance expectations. This may involve identifying potential efficiencies, different ways of working or opportunities to contribute to the work of others.

**Develop Networks:** Identifies key stakeholder contacts in the organization with whom a relationship must be established. Routinely initiates informal or casual contact with a range of colleagues, clients and stakeholders. Actively supports the interest of colleagues, clients and stakeholders by making choices and setting priorities that incorporate their needs. Influences others by considering the meaning of what is being said, the environment and how the information is being presented.

**Build Collaborative Environments:** Builds on the skills and knowledge of others to create results. Demonstrates that he or she genuinely values and respects others' input and expertise and is willing to learn from others. Encourages or facilitates conflict resolution directly by initiating open and respectful discussion of issues. Confronts and deals with inappropriate behaviours, including bullying harassment or discrimination. Recognizes the performance of all groups involved and shows appreciation for contributions.

**Develop Self and Others:** Reflects on own areas of strengths and opportunities for development. Considers developmental needs when assessing options for development including both formal and informal opportunities. Takes initiative to stay current on a broad range of topics with new approaches and/or technologies that may impact their area. Takes courses, continuously reads and learns through experience and others. Contributes to team learning by sharing information, knowledge and experiences even when not asked. Understands the strengths and development needs of direct reports. Actively coaches and mentors relative to day-to-day work.

#### **Knowledge and Experience:**

This position's primary focus is on leadership of a court operation within a dynamic business environment which includes departmental business plans, intakes and disbursement of monies, multiple budget allocations and a diverse stakeholder group that includes external groups beyond the public such as the legal community, Judiciary, police agencies and social services both public and private.

The position must meet competing demands associated with a diverse stakeholder group as well as arrive at and implement solutions within the Court and Justice Services (CJS) strategic direction, and to the satisfaction of the stakeholder groups.

Provides leadership and effective management and stewardship of resources which facilitates the achievement of organizational goals. Monitors progress and intervenes at an early stage to ensure delivery of appropriate fiscal and human resources. Examples: Initiative such as on-boarding, succession planning, performance planning, attraction and retention, training plans, business planning, mentoring, proper linkage to business plan of Ministry and GOA. Oversee and approve budget documentation, variance and forecasting preparation to ensure financial goals of the division/department are being met.

Coordinate and organize diverse court programs and all services directly or indirectly related to the Court of King's Bench and Court of Justice Operations. Ensure uniformity of practice, and operating procedures within all court

**LEADERSHIP AND BUSINESS KNOW-HOW:** Specify the level of coordination, organization and leadership required to produce the results expected of the position. Provide recent examples (See PP Slides 38-40).

levels.

Ensure effective delivery of services that meet the multi-program needs of a wide variety of clientele in diverse areas. Request and follow through on facility change due to policy changes, document and paper flow changes. Examples: Law Information Centres, Fines Enforcement, implementation of digital recording, video conferencing in courtrooms, child friendly facilities, improvements for security and safety, ongoing general upgrading, including renovations to meet the growing needs of the public and the department.

Develop and modify work procedures and court processes on own initiative on a consistent ongoing basis. The position is expected to recognize key trends, create a climate for change, provide new perspectives, and test new concepts while maintaining the core business.

Utilize new technology and creative ideas to develop and continually improve productivity and efficiency. Example: Cloud-based video conferencing technology (video appearances, interpreter arrangements, connections to multi Correctional Facilities), as well as other technology solutions (Language Line, WebEx/Teams).

Freedom to act is given in responding to the broad framework of the departmental goals. The position is expected to take risks to try new things, generate ideas, make recommendations, identifying opportunities, and deciding on a course of action. Example: Ensure that individual staff goals are aligned with departmental goals, ensure employees are equipped to meet the changing needs, and respond to implementations in a way that allows for differences while maintaining focus on the task.

As Expenditure Officer, has full authority to manage government funds as designated by the appointment. Must be confident that payments submitted for approval are legitimate expenditures that should be made, and that all procedures and regulations are being followed. Expenditure Officers are completely accountable for their actions with expenditures and revenues, and must comply with the Financial Administration Act, and departmental guidelines and requirements. Example: Develop and coordinate budget documentation, variance and forecasting preparation to ensure financial goals of the department are being met. Honor budget restraints by seeking creative alternatives to ensure the effectiveness of the court operation.

This position is required to be a member of committees/teams/work groups that have a specific task. The environment is fast-paced and under pressure to complete tasks with quality results. It is expected through membership on these committees that programs will change for the better. This requires sound knowledge, the confidence and willingness to take some risks, the ability to create and assess ideas, and lead the work groups to successful implementations. Example: Organizational Advisory Teams (OAT), Justice Digital working groups, Judicial Clerk Training Initiative, Steering and/or Advisory Committees, and various divisional/departmental working group/committee activities.

Obtain legal opinions/information in conjunction with judges/justices, CJS Managers and Legal and Legislative Initiatives branch regarding complex legal issues, or policy decisions that affect the way we do our business. Example: interpretation and implementation of new and changing legislation, departmental policy and rules governing the court.

**PROBLEM SOLVING:** Describe difficult or challenging situations the position is typically expected to solve and the assistance available (See PP Slides 41-43).

Use multiple analytical skills to evaluate complex situations/problems to reach the best solutions, while balancing the complex needs of the department. Example: Case Management Office, FTR Recording, changes in legislation, mentoring and education programs, infrastructure objectives, departmental committee work, Occupational Health and Safety, FJS, mediation.

Resource management requires the ability to communicate effectively, implement change, investigate, negotiate,

**PROBLEM SOLVING:** Describe difficult or challenging situations the position is typically expected to solve and the assistance available (See PP Slides 41-43).

mediate, mentor, handle grievances, discipline, performance planning, goals and objectives, and problem solve for 30+ positions. The work is often impromptu, unplanned and very critical to staff morale. Example: Occupational Health and Safety, human resource issues, grievances, performance problems, ergonomics, union issues, training, education, recruitment.

Problem solving of challenging situations and complex issues are routinely encountered. Rapid decisions are required that may affect the court, the staff, the department and other stakeholders based on functional practices and procedures. The position is required to use sound judgment, to see the larger picture, recognize impact on others, identify trends, develop future plans, and to be decisive, even in extreme pressure situations. Example: difficult customers, security risks, demands of stakeholders, diverse facilities, training.

New and/or changing legislation/policies are an important facet of the job. This requires the ability to adapt, change, create, understand and implement the changes themselves. Requirements such as manpower, budget funding, training and education, facilities, all must be considered. Uniformity of practice must also be considered. This work is done in an extreme, fast paced and changing environment, where the development of plans is ongoing and must remain flexible enough to complete the tasks. Example: Criminal Code, Rules of Court, Youth Criminal Justice Act, Provincial Offences Procedures Act, Child Youth and Family Enhancement Act, Interjurisdictional Support Order Act, DNA Act, Civil Claims, Family Law Act, Sexual Offence Information Registry Act, Mental Health Act, Protection of Children using Drugs, Drug Endangered Children Act.

**RELATIONSHIPS/CONTACTS:** Identify internal and/or external clients, partners and stakeholders with whom your position has the most influence 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 PP Slides 44-46).

Clients	Frequency	Nature and Purpose of Contact
<b>Internal</b>		
Assistant Deputy Minister	4-6 times per year	Information exchange, advice and direction.
Executive Managers	Monthly	Information exchange, advice, support, planning, goals, achievements, problem solving, coordination, direction and teamwork.
Managers/Senior Manager	Daily	Information exchange, advice, support, planning, goals, achievements, problem solving, coordination, direction and teamwork.
Chief Crown Prosecutor.	Daily	Interfacing, teamwork, service delivery
Supervisors, Court Services employees	Daily	Information exchange, advice, direction and interpretation, service delivery.
Pay and Benefits, Finance, HR	2-3 times per week	Information exchange
N.C.O., I.C.O. in charge Enforcement Agencies	Monthly	Coordination and streamlining of court process, security
Manager, Alberta Infrastructure	Monthly	Facility concerns, maintenance, renovations, design
Cross Divisional Contacts Directors – Children's Services, Employment and Immigration	Monthly	Coordination of court activities, service delivery, court process, judicial hearings.
Sol Gen, Sheriffs, Probation, Correctional Centres	Daily	Information exchange, service delivery, coordination of court activities, threat assessment
Supervisory Judges and Justices and local Judiciary	Daily	Information exchange, service delivery, coordination of court activities, judicial direction.

**RELATIONSHIPS/CONTACTS:** Identify internal and/or external clients, partners and stakeholders with whom your position has the most influence 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 PP [Slides 44-46](#)).

Clients	Frequency	Nature and Purpose of Contact
Fines/Maintenance Enforcement, Motor Vehicles	Daily	Information exchange, service delivery
FJS, LInC, FLIC, RTDRS Services	Daily	Information exchange, service delivery, coordination of court activities
Justice Communications	Weekly	Guidance, information sharing, direction
<b>External</b>		
Bar Associations/Law Society	Monthly	Dealing with legal issues, court procedures, related concerns
Public/Communications and media	2-3 times per week	Respond to court and public issues unresolved at the staff level.
Legal Aid, John Howard Society, Victims Assistance	2 – 3 times per week	Information exchange, service delivery, coordination of court activities.
Vendors	Daily	Information exchange, problem solving
Other Div/Dept Managers,	Daily	Interfacing, teamwork, service delivery
Property Management	Daily	Information exchange, problem solving

**IMPACT AND MAGNITUDE OF JOB (SCOPE):** Identify how the position directly affects results, and the extent to which stakeholders are affected by the outputs. Provide recent examples (See PP [Slides 47-49](#)).

Under the general direction of the Senior Managers, this position is accountable for the operations management and effective delivery of all Court Services to the citizens of Alberta attending at the base. This position is authorized under legislation to make “quasi-judicial” decisions and associated leadership decisions for the operations at the base courts as well as circuit points. This position has a direct impact on the organization, operation and service delivery to all clients and stakeholders of the courts managed, including enforcement agencies, the legal and judicial communities and the public. The position is accountable for achieving Ministry and Division business goals within the scope of the Judicial District and the budgetary guidelines.

The management and financial responsibilities of the position are far-ranging. The high public profile of the courts and its administration places high demands on this position.

Example: Development and implementation of a Case Management Office is a departmental goal as directed by the Court of Justice. The development and implementation within the community and Court Administration and the infrastructure required to deliver the program at the local courthouse has impact not only on the success of the program, but impacts Albertans as well. Considerable work in the area of innovation and creativity are required to ensure equal delivery of the programs.

Example: The daily challenges of resource management. Recruitment of individuals has a significant impact on the overall operation of the court on a long-term basis, by constantly considering succession planning for the future not only within the local operation, but the Department as a whole.



**CHANGES SINCE LAST REVIEW:** What significant changes have occurred in your job, from the last review (See PP Slides 50-51).

The scope of the position has changed due to the increasing demands and diversity required to do the job. The size and volume of the operation has grown significantly over the past 10 years. The job know how has also grown to include technologies, more complex legislation, and business strategies to keep the operations effective and as efficient as possible in fast paced environments. Of course, this has also required expanded freedoms to act and interact with a wide range of stakeholders to be able to accomplish the work of the department.

**COMPARABLE POSITIONS:** List comparable GoA benchmarks (See PP Slide 52).

Blended Management positions in Fort McMurray, Peace River, St. Paul, Grande Prairie, Hinton (Edmonton Circuit) and Medicine Hat.

**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 PP Slide 53).

#### 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 PP Slide 54).

**Manager**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Division**

**Director/Supervisor**

\_\_\_\_\_  
Date

**Executive**

**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.*