

The participants necessary to do this project, besides the project manager and officer, are Messrs. Lapointe (APS) and Scott (ABC). The project will result in the fulfilment of a commitment by the Department to establish a level of communications operational personnel in recognition of additional responsibilities being taken on by MGT staff. The staff side will, of course, welcome this initiative; it will boost morale in a sector not known for many advancement opportunities. The job package will affect on all operational segments of the operations branch of MGT and more specifically the CM-6 and CM-7 ranks. A ripple effect will possibly extend to the recruiting process by opening up some promotional opportunities.

IMPLEMENTATION CONSIDERATIONS:

This project is related to other work in the Department concerning job enrichment of support positions. Other departments are not involved in the project to any great extent. The Executive Committee should authorize and stimulate this classification project. It may be necessary for the project manager to brief the Executive Committee on this project. Final implementation would include consultations between classification and staffing personnel and MGT staff. The organizational changes will be largely internal to the division. This project should not affect current departmental operations or program delivery, but may have a negative impact on certain new initiatives. Constraints that could hamper completion of the project are a failure to identify an appropriate classification category, lack of various approvals, delays in staffing action, and lack of available personnel. The consequences of delaying the project will be a failure to discharge a departmental undertaking to complete this work and the lack of progress of a major program.

MAJOR STEPS AND TIMING:

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| a) Gather all available data on duties and responsibilities | Nov./83-Feb./84 |
| b) Identify locations and positions to be reclassified | Jan. - Feb./84 |
| c) Draft suitable job descriptions; | Mar. - May/84 |
| d) Review; | June/84 |
| e) Classify; | July - Sept./84 |
| f) Sponsor a competition and coordinate staffing; | Oct./84 |
| g) Fill positions. | Apr./85 |