

## Bargaining Unit (BU) – Job Description

### Classification Evaluation Rationale

**CONFIDENTIAL – Not for Distribution**

#### Classification Evaluation Summary Identification:

<b>Classification/Job Title</b>	Program Administration Officer 1-2 / OHS and PC Refresh Administrator		
<b>Department/Division</b>	Service Nova Scotia/ Internal Operations		
<b>SAP Job ID</b>	90005869	<b>Pay Grade</b>	PR 06-10
<b>Add-On Eligibility</b>	FALSE	<b>Date Evaluated</b>	2025-04-30
<b>Evaluator (Name/Title)</b>	Britney Sears, Classification & Compensation Consultant		

#### Job Details/Changes Considered in Evaluation:

##### **Overall Organizational Design, Structure, Mandate** (*job and/or department/division*):

The current organizational structure of the Corporate Development division within Service Nova Scotia has the following reporting into the 90000347 - Director Corporate Development – EC 14 (vacant):

- 90001162 - Manager Information Management – EC 11
- 90001132 - Manager Facilities and Corporate Service – EC 10
- 90005506 - Workplace Safety and Business Continuity Coordinator – Program Administration Officer 3 (vacant)
  - 90001935 - Corporate Development Clerk – Clerk 3 (**job under review**).

The department is requesting a reclass of 90001935 – Corporate Development Clerk from a Clerk 3 to a Program Administration Officer 1-2, with title change to OHS and PC Refresh Administrator since the 90005506 - Workplace Safety and Business Continuity Coordinator - Program Administration Officer 3 has been vacant since May 2024 and the FTE repurposed (will not be refilled). As such, 90001935 has taken on some of 90005506's job duties. The request also includes a change in reporting structure for the 90001935 to report directly to the 90000347 – Director Corporate Development.

Where the request is to change classification type from Clerk to Professional, and since the role is encumbered by position 79072907 (Christopher Ash), the HRBP was instructed to confirm this move is acceptable by Employee Relations/Union as this would change the Qualifications of the role from *Grade 11 + 4 years related experience (or equivalent combination of training and experience)* (Clerk 3) to a *Bachelor's degree + 3 years related experience (or equivalent combination of training and experience)* and place incumbent in new PAO 1-2 role without posting. ER and Union agreed. Where Clerk to PAO classification series, 90001935 was saved as new job description.

##### **Duties/Responsibilities** (*source/reason for new/changed work, key focus area[s], accountability, complexity, volume and other dimensions the job*):

90001935 previously supported the OHS work of the 90005506 - PAO 3 and administered the PC Refresh but since last spring has reported directly to the Director, Corporate Development and has participated in developing, implementing and maintaining the OHS program. This includes providing OHS advice and support to staff at all levels of the department, supporting the department's many JOSH(s), and participating in updating the OHS Management System and SharePoint site.

Under the direction of the Director Corporate Development, 90001935 now assists in developing and maintaining a comprehensive Occupational Healthy and Safety program and administers the department's computer refresh program. This includes assisting in writing OHS policies and procedures (e.g., OHS Management System), staff training, liaising with other government departments on OHS matters, and participating in inter-departmental OHS committees.

90001935 provides support to the whole department including senior management, managers, and staff in offices across the province. This includes the provision of computers as well as promoting, interpreting, and providing advice on OHS matters based on legislation, policy and best practice.

##### **Reporting Relationships** (*Above/Below*):

- Reports to: 90000347 – Director Corporate Development – EC 14
- Direct Reports: None

### Comparison to the Classification Standards:

\*For further details regarding BU classification methods, please visit [MyHR](#).

Program Administration Officer 1-2	
Standard	Evaluation Rationale
<i>Work at this level differs from the Program Administration Officer 1 primarily because of increased complexity and independence of action</i>	<ul style="list-style-type: none"> <li>• Works with some supervision. Provides guidance based on interpreting and applying knowledge of laws, regulations and policies related to OHS. Analyzes information from multiple sources to draw appropriate conclusions and make suitable recommendations. May consult with Director if information or interpretation is unclear.</li> </ul>
<i>This is the full working level for the Program Administration Officer. Duties may include the administration, <b>promotion</b>, and <b>interpretation of a variety of programs</b>; interviewing, <b>counselling</b> and assessing applicants eligibility for various government programs (including grants, loans, etc.), <b>advise and mediate complaints</b>; <b>enforce provisions of various government legislation</b>.</i>	<ul style="list-style-type: none"> <li>• Provides advice on OHS matters based on OHS legislation, corporate and departmental policy and best practice, including interpreting legislation, etc.</li> <li>• Monitors unresolved tickets and follows up with managers and other involved parties to assist in resolving all reported OHS incidents, safety concerns and near miss complaints.</li> <li>• Analyzes, interprets, and evaluates data from Environmental Health Safety Management (EHSM) reports, workplace inspections, and JOHSC minutes to determine associate trends and recommends appropriate corrective action to the Director, Internal Operations.</li> <li>• Participates in planning, developing, implementing and maintaining an effective OHS program designed to identify, eliminate and/or control workplace hazards.</li> </ul>
<i>Work assignments are reviewed on a periodic basis by senior staff through progress reports and on completion for conformance with departmental objectives and policies. Positions at this level may exercise supervision over junior staff.</i>	<ul style="list-style-type: none"> <li>• Problems or decisions that must be referred to the Director include seeking approval for funding of items, programs, processes, or when there is need for new resources such as AED machines, maintenance contracts.</li> </ul>

### Referenced Comparator Classification(s):

Comparator Identification	Explanation
90004613 - Occupational Health and Safety Administrator - Program Administration Officer 1-2 – Environment & Climate Change	This job was used as the basis for updates to the Clerk 3 job description. Has similar level of complexity, autonomy and scope of responsibility.
90005506 - Workplace Safety and Business Continuity Coordinator – Program Administration Officer 3 – Service Nova Scotia	This is the job which 90001935 took over some job duties. Due to number of duties added to 90001935 from this role, 90001935 was elevated to meet PR – PAO criteria, however, was less complex than the PAO 3 as not all job duties were reassigned, aligning with the PAO 1-2 classification level.