

Structural Analysis of the Job Description Documents

Common Core Structure

All five documents follow a standardized Nova Scotia government template with these consistent sections:

1. Classification Job Information Block

- SAP Job ID
- Position/Classification Title
- Pay Grade
- Add-On Eligibility
- Standardized status
- Inactive status
- Date Last Evaluated

2. Job Information Block

- Job/Working Title
- Department
- Division/Section
- Reports To (Position Title with SAP ID)
- Exclusion Status

3. Overall Purpose

A 1-3 paragraph narrative describing the role's primary function

4. Key Responsibilities

Bulleted or numbered list of major duties

5. People Management Section

- Type of Role (Individual Contributor vs Manages/Supervises People)
- Number of direct/indirect reports
- Other resources managed

6. Scope Section

Four subsections with standardized headings:

- **Contacts (Typical)**
- **Innovation**
- **Decision Making**
- **Impact of Results**
- **Other** (usually blank or minimal content)

7. Licenses/Certifications

Often blank except where required

8. Working Conditions

Four standardized subsections:

- Physical Effort
- Physical Environment
- Sensory Attention
- Psychological Pressures

9. Boilerplate Elements

- "May perform other related duties as assigned"
- "Data From Conversion:" field (appears empty)
- Standard disclaimer about assignment-specific requirements

Key Structural Variations

Length and Detail Level

- **Clerk 4:** Most concise (2 pages, truncated)
- **Financial Services Officer 1:** Mid-length (3 pages)
- **Program Admin Officer 3:** Mid-length (4 pages)
- **Classification Consultant:** Detailed (5 pages)
- **Executive Director:** Most comprehensive (5 pages)

Key Responsibilities Format

- **Most positions:** Paragraph-style bullets without numbering
- **Classification Consultant:** Numbered list (1-6) with distinct sections
- **Executive Director:** Uses bold headers for major responsibility categories (e.g., "Strategic Financial Leadership -")

Scope Section Variations

The "Innovation" and "Decision Making" subsections show the most variation in how they're interpreted:

- **Executive Director & Classification Consultant:** Highly detailed, multi-paragraph responses
- **Junior roles (Clerk 4, FSO 1):** Briefer, more straightforward descriptions
- **Program Admin Officer 3:** Uses bullet points within the Innovation section

People Management Complexity

- **Individual contributors:** Simple checkbox with minimal detail
- **Executive Director:** Complex structure with dotted-line reporting, variable staff complements, and ranges (2-5 direct, 10-40 indirect)

Stylistic Patterns

Tone and Voice

- Formal, third-person perspective throughout
- Present tense for responsibilities
- Action-verb heavy (Leads, Provides, Ensures, Conducts, etc.)

Sentence Structure

- **Overall Purpose:** Longer, complex sentences establishing context
- **Key Responsibilities:** Shorter, direct action statements
- **Scope sections:** Mix of sentence fragments and full sentences

Terminology Consistency

- Consistent use of government-specific terms (e.g., "client departments," "Executive Council," "Treasury Board")

- Role-specific jargon appropriate to each position
- Standardized phrases in Working Conditions sections

Formatting Conventions

Typography

- Bold headings for major sections
- No bold within body text except Executive Director's responsibility headers
- Consistent use of bullet points (•) not asterisks or dashes

Tables

- Classification and Job Information presented in two-column tables
- People Management uses a custom layout with checkboxes (X marks)

White Space

- Clear section breaks
- Consistent spacing between elements
- Government branding header on first page

Content Density Patterns

Higher-level positions (Executive Director, Classification Consultant):

- More strategic language
- Emphasis on leadership, influence, and organizational impact
- Detailed decision-making frameworks
- Complex stakeholder relationships

Entry/mid-level positions (FSO 1, Clerk 4):

- More task-oriented descriptions
- Focus on support and assistance roles
- Simpler decision-making scope
- Direct reporting relationships

Specialist positions (Program Admin Officer 3):

- Balance of technical expertise and operational work
- Detailed compliance and monitoring responsibilities
- Moderate autonomy with defined frameworks

Unique Elements

- **Executive Director only:** Includes quantitative staff ranges and dotted-line reporting
- **Program Admin Officer 3 only:** Lists specific metrics (# of programs, # of children)
- **Classification Consultant:** Most explicit about expert/consultant role and tribunal representation

This structure suggests a highly standardized government classification system with flexibility for role-specific content within a rigid framework.