

Bargaining Unit (BU) – Job Description

Classification Evaluation Rationale

CONFIDENTIAL – Not for Distribution

Classification Evaluation Summary Identification:

Classification / Job Title	Program Administration Officer 4 / Program Lead		
Department/Division	Labour, Skills and Immigration / Fuel Safety		
SAP Job ID	90005777	Pay Grade	PR 17
Add-On Eligibility	FALSE	Date Evaluated	2024-11-01
Evaluator (Name/Title)	Paul Deveau, Classification and Compensation		

Job Details/Changes Considered in Evaluation:

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

This job description outlines the responsibilities that are held by the Program Lead for the Fuel Safety section within Labour Skills and Immigration. This job has been in place since at least 2016, and possibly as far back as 2002 from the settlement of a grievance. It is now in alignment with the organizational structure that includes comparable PAO 4 Program Leads introduced in 2021 for the 'Elevators, Lifts and Amusement and Electrical Safety' section and the 'Boilers and Pressure vessel, Power Engineering and Crane' section (both added using the Standardized Job Description 90004082). It is noted that the 'Power Engineering' component has been proposed to be separated out into its own Program Lead function.

Effectively, this and the other Program Lead roles are intended to support the Manager by taking the lead role in administering programs relating to the fuel safety industry for licensing and permit review for regulated work. The Program Lead performs a wide variety of activities such as inspections and investigations of incidents and accidents including fatalities as well as alleged violations under the Technical Safety Act and Fuel Safety Regulations.

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

This role reinvests time in the program administration, coordination and identification of emerging trends of the section. It is responsible for identifying and designing programs to assist with evaluation and planning for future direction of programs and policies and acts, administers/ensures the carrying out of the acts and regulations in the province, and may perform and exercise any of the powers, privileges, duties, and functions of the Minister as specified in the legislation and the designation.

Reporting Relationships (*Above/Below*):

Reports to EC 12 Manager and though works independently, indirectly supports inspection staff.

Comparison to the Classification Standards:

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

PAO 4	
Standard	Evaluation Rationale
Work at this level differs from the Program Administration Officer 3 primarily because of increased complexity and independence of action.	Provides advanced specialized program administrative or management work for one or more programs that impacts the province-wide Fuel Safety program.
This level represents the most senior program administrative category and is reserved for those who perform advanced specialized program administrative work. Duties may include the responsibility for coordinating and administering overall programs offered directly by a department or indirectly through various organizations	<ul style="list-style-type: none"> Manages overall program administration, design, delivery, assisting with planning for future direction. Identifies/designs programs for evaluation/correction Incorporates advancements in technology to enhance use of digital platforms, tools, systems to improve the quality and efficiency of work in this area. Acts a subject matter expert and consultant to program resources and partners

throughout the province; administering cost shared grants and assistance programs with municipalities; identifying and designing programs to assist with evaluation and planning for future direction of programs and policies for municipal and provincial organizations; acting as a consultant to provincial and national organizations through the development of training programs; developing, reviewing and evaluating proposals requiring government support.	<ul style="list-style-type: none"> • Coordinates allocation of resources • Develops/provides communication and training to others.
Employees at this level undertake programs in terms of broad objectives; consulting with senior staff on major policy or procedural matters. The work calls for a high degree of independent judgement and initiative and the ability to develop concepts and communicate effectively with industry, government and the community.	Works without regular supervision, providing technical guidance to ensure compliance with rules/regulations in management and operation of programs. Has extensive contacts with officials throughout government and professional/community groups (Department leadership, Inspectors, safety officers, legal counsel, representatives from other departments/agencies; consultants, engineers, contractors, manufacturers, employees covered under Fuel Safety regulations/legislation.

Referenced Comparator Classification(s):

Comparator Identification	Explanation
PAO 4s	Responsible for providing advanced specialized program administrative or management work for one or more programs that impacts province wide. Responsibilities include overall program administration and coordination of programs offered directly by a department or indirectly through various organizations throughout the province.